

# CIRCULAR



Title	<b>Announcement of the 2023 Promotional Selection Process for the Rank of Captain</b>
Number	<b>CIR-23-09</b>
Effective Date	<b>July 10, 2023</b>
Rescinds:	CIR-21-13 (2022 Promotional Selection Process for the Rank of Captain), Effective Date: December 20, 2021

## DISTRICT OF COLUMBIA

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### I. BACKGROUND

Selecting the members who are best suited for elevation to supervisory and management positions is essential to the future success of the Metropolitan Police Department (MPD). Captains are tactical and strategic planners who ensure effective use of available technology, consistency in operations, to include community relations and fairness in personnel management.

### II. PURPOSE

The purpose of this circular is to announce the upcoming department-wide selection process for promotion to the rank of Captain. The 2023 Promotional Selection Process is designed to identify those members who are best qualified and possess high degrees of competencies in problem solving and analysis, organizational leadership, and communication which are critical to the successful performance of MPD Captains.

Participation in the 2023 Promotional Selection Process is voluntary and members who choose to participate shall not receive compensation for their participation. In order to ensure confidentiality, **there shall be no makeup dates or times for any part of the selection process.**

### III. ELIGIBILITY REQUIREMENTS

- A. The qualifying date of the 2023 Promotional Selection Process shall be: September 30, 2023.
- B. In accordance with 6B DCMR 871.1:

<b>In order to participate in the 2023 Lieutenant to Captain Promotional Selection Process, members shall meet the following qualifications:</b>
<ul style="list-style-type: none"> <li>• A Lieutenant applying for the Captain selection process shall have a minimum of one (1) year of continuous service as a lieutenant in the Metropolitan Police Department, as of the qualifying date of the selection process;</li> </ul>
<ul style="list-style-type: none"> <li>• Is serving in the rank of lieutenant as of the qualifying date of the selection process; and</li> </ul>
<ul style="list-style-type: none"> <li>• Achieved an annual performance rating of “Successful Performer” in the rating period prior to the selection process (Fiscal Year 2022).</li> </ul>

**NOTE:** If a member did not receive a Fiscal Year 2022 annual performance rating, the member’s Fiscal Year 2021 annual performance rating may be utilized. In this circumstance, in order to meet the eligibility requirement for the 2023 Promotional Selection Process, the member’s performance rating shall have been “3-Valued Performer or greater”.

- C. The Department respects eligible members’ rights to participate in the promotional process. However, the Department reserves the right not to promote an otherwise eligible member if, in the Department’s view, the member has demonstrated through prior sustained misconduct that the member is not suitable for promotion.
- D. Members with questions related to creditable service or with questions related to performance ratings shall contact Human Resource Management Division at [hrm.adminbox@dc.gov](mailto:hrm.adminbox@dc.gov) . For other related circumstances, members shall contact the Testing and Assessment Branch for guidance by email at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

#### IV. APPLICATION PROCEDURES

- A. Registration for the 2023 Lieutenant to Captain Promotional Process will begin Monday, July 10, 2023 . Registration will close on Wednesday, August 30, 2023 at 1700 hours. No exceptions shall be made for late registration.
- B. Interested members, who meet the eligibility requirements provided in this circular, shall complete the registration as follows:
1. Log on to a MPD computer or mobile device using **your** department credentials.
  2. Access the registration portal by clicking on the link below:

[2023 Captain Promotional Exam Registration](#)



3. Complete the registration form with your information and submit by clicking

the submit button at the bottom of the form.

4. You will receive a confirmation email via your department email. If you do not receive a confirmation email, please contact the Testing and Assessment Branch via email at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) or by phone (202) 727-4772, prior to the close of the registration period.

## V. SELECTION PROCESS STRUCTURE

- A. Interested members shall participate in a competitive process.
- B. The 2023 Promotional Selection Process for the rank of Captain shall consist of a two-phase process.
- C. The first phase shall be a knowledge based written multiple-choice exam and the second phase shall be an assessment phase comprised of both oral and written exercises.
- D. Members must participate in all components of all phases in order for their names to be placed on the register of eligibles.
- E. Eight competencies have been identified, through job analysis, as essential for successful performance as a Captain. In the absence of a superior officer, members at the rank of Captain will also be required to serve as acting district commander or field commander. These eight competencies, listed below, shall form the basis of the 2023 Lieutenant to Captain Promotional Selection Process:
  1. **Scene Management:** Takes operational command at critical and noncritical scenes. Properly evaluates and allocates personnel and material resources (e.g., shields, 40 mm, and Taser equipped members) as needed for the safe and proper handling of all incidents. Tasks shall include, but are not limited to, incident assessment, establishment of security perimeters, preservation and collection of evidence, identifying and securing potential witnesses and/or suspects, and soliciting support from specialized units, as dictated by an incident needs assessment, through appropriate channels (e.g., the Command Information Center). Remains on the scene until such time as the situation has either concluded or stabilized and can be delegated to a supervisory official.
  2. **Staffing:** Ensures the allocation of personnel to handle daily operations, emergency and non-emergency calls for service, and the support functions required to maintain administrative operations. Evaluates and deploys personnel resources to impacted area(s) to address current and emerging crime trends. Takes the necessary actions to address any such trends within assigned District, or within the city when serving as field commander.
  3. **Employee Evaluation and Counseling:** Monitors and evaluates subordinate performance to identify strengths and weaknesses. Immediately addresses potentially egregious behavior. Identifies opportunities for mentoring, both formal and informal, to ensure subordinate personnel are able to execute their job duties and responsibilities. Ensures the proper documentation of counseling is completed when their

subordinates' job performance falls outside established departmental guidelines. Personally complies with mandated training and seeks opportunities for professional development from either internal or external sources.

4. **Policies, Rules, and Procedures:** Demonstrates a thorough knowledge of Departmental policies, rules, and procedures through conduct and professional demeanor. Consistently and fairly applies department policies, regulations and laws to the members of their command. Ensures availability as a resource for the members of one's command, for questions concerning the proper application of Departmental policies and procedures, District of Columbia Code, and the United States Constitution.
  5. **Administrative and Written Communication Management:** Performs operational support and supervisory functions such as preparing, reviewing, editing, filing, completing, distributing, forwarding, and recording information. Ensures necessary correspondence is completed and forwarded to the appropriate individuals. Presents written information accurately, in an organized manner, using proper terminology, correct spelling, punctuation, sentence and paragraph construction with the aid of a computer and computer software.
  6. **Oral Communication:** Presents information in a clear and organized manner using terminology appropriate for the target audience. Utilizes active listening skills to communicate appropriate information based upon the needs of the audience and events. Clearly presents ideas and directives to the members of one's command, to ensure the mission of the Chief of Police and the Metropolitan Police Department are effectively articulated.
  7. **Public Relations:** Provides information and assistance to members of the community or the media as requested and while attending community meetings, conducting presentations to civic associations, or providing updates to persons outside of the department regarding incidents of public interest. Leverages knowledge of the Metropolitan Police Department's technology and emerging trends to research and prepare remarks concerning crime trends, significant arrests, or other matters of community or media concern in a professional manner. Handles complaints according to departmental procedures. Maintains visibility and accessibility to the community.
  8. **Command Organization Skills:** Analyzes incidents and ensures all operational responsibilities are properly supervised, delegated as appropriate and stabilized. Assigns members under their purview to duties in a manner that is consistent with the rules and regulations of the Metropolitan Police Department.
- F. Each candidate shall respond to **all exercises independently**. No other person or device, including, but not limited to those items listed herein shall be consulted at any time during the Selection Process.
- G. Phase one, the written multiple-choice exam shall contain test items designed

to evaluate each member’s knowledge of the reference materials included herein as well as technical, departmental, supervisory, and management knowledge.

- H. Phase two, the oral and written assessments, shall include exercises designed to evaluate members’ application of the reference materials as associated with the competencies listed herein.
- I. For those members competing in the assessment phase, the relative weights used to determine the final ratings of the members shall be:

Component	Percentage Weight
Phase I: Written Multiple-Choice Test	40%
Phase II: Video-Based Structured Interview	30%
Phase II: Writing Exercise	30%

J. **Phase I: Written Multiple-Choice Test**

- 1. Date: Saturday, September 16, 2023

There shall be **no make-up dates or times** for the written multiple choice test; therefore, members shall adjust their leave schedules accordingly.

- 2. Time: **The exam will begin promptly at 1000 hours.**

Doors shall open for candidates to check-in at 0900 hours. All candidates must arrive at the test location and check in no later than 1000 hours.

- 3. Location: Walter E. Washington Convention Center  
801 Mount Vernon Place, N.W.  
Washington, D.C. 20001

- 4. Requirements:

- a. Valid Photo ID (i.e., MPD ID or other government issued ID).
- b. There is no dress code for this test.

- 5. Prohibited items:

No telecommunication devices, MPD-issued or personally owned, shall be permitted into any testing room or restroom. Prohibited devices include, but are not limited to, cellular telephones, smart watches, e-readers, i- Pads, tablet computers, laptop computers, smart phones, headphones, earbuds (wireless and wired), calculators or any other electronic, Bluetooth and/or Wi-Fi enabled devices. **All such devices shall be collected from members at check-in.** A receipt shall be issued and the devices retrieved following the test. In addition, members are not permitted to bring test materials such as reference materials listed within this circular or notes inside the test site.

6. All candidates shall be provided with an exam booklet and an answer sheet.
7. Members shall be permitted to take their exam booklets with them after it is confirmed that **all** candidates have checked in and the exam has started.
8. Members are encouraged to note their selected answers in their exam booklet. However, members' scores are generated **only** from the answers marked on their submitted answer sheet.
9. The answer key for the written multiple-choice exam shall be published via teletype.
10. Candidates shall have until Tuesday, September 19, 2023 at 0700 hours to submit their detailed written appeals to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).
11. Written appeals must be sent via email to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) and must include all of the following in order to be considered:
  - a. Must be sent from the candidate's dc.gov email address.
  - b. The subject line should read "Appeal for Captain's Exam".
  - c. Candidate's first name, middle initial, last name, CAD number, and organizational unit.
  - d. The question number being appealed.
  - e. A detailed written description of the correct response.
  - f. The exact location of the correct response including the specific reference material title (e.g., the general order name and number, page number, section, line number, where the alternate response is located).
12. A three-member appeals board shall convene with the multiple-choice exam vendor to consider each appeal.
13. Each candidate submitting an appeal shall receive notification of receipt of their appeal. Candidates **will not** receive individual emails regarding whether their appeal was sustained or denied.
14. A teletype shall be published indicating all sustained appeals.
15. In cases where an exam item is identified for removal all candidates shall receive credit regardless of their response. In cases where an exam item is found to have multiple correct answers, only those members identifying one of the correct answers shall receive a point for a correct response.

## VI. ADVANCEMENT TO PHASE II

- A. Following the computer-based scoring of the Phase I written multiple-choice exam, a numerical ranking of candidates shall be established and shall be based upon written multiple-choice exam scores. **Not all candidates will proceed to the second phase of testing.**
- B. A teletype shall be published by exam booklet number indicating each candidate's final rank order on the written multiple-choice exam. The cut-off score will be announced and members meeting or exceeding the cut-off score shall be invited to participate in Phase II of the Lieutenant to Captain Promotional Process Assessment.
- C. All candidates participating in Phase II will be **required** to complete an orientation session prior to participating in the Phase II assessments. Information in completing the orientation session will be announced via teletype.
- D. Days off will not be altered to accommodate members' participation in any portion of the Promotional Selection Process.
- E. Members who are scheduled to work on any exam date throughout the Promotional Selection Process shall report to their element prior to their exam time, provided their tour of duty begins prior to the start of the exam, and shall report immediately to their element following completion of the exam provided their shift has not yet ended. In the event that the testing process extends beyond one's scheduled shift, this stipulation will not be applicable as members shall not be required to return to their elements once their shifts have ended.
- F. Phase II of the Promotional Selection Process (i.e., video-based oral exercises and writing exercises) may utilize **all** reference materials listed in Attachment A.
- G. Advancement to the 2023 Lieutenant to Captain Promotional Selection Process Assessment Phase is not a guarantee of promotion.
- H. **Phase II: Lieutenant to Captain Promotional Assessment Details**

1. **Date:** Tuesday, October 3, 2023

There shall be **no make-up dates or times** for the Assessment Phase of the Selection Process; therefore, members shall adjust their leave schedules accordingly.

2. **Time:** Official check-in times shall be emailed to each candidate from the [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) account no later than Wednesday, September 27, 2023. Notification emails will be sent to the dc.gov email address from which candidates registered for the selection process. (Per GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)] members are required to check their MPD email at least once every shift.)

3. Location: Metropolitan Police Academy  
4665 Blue Plains, SW  
Washington, D.C. 20032
4. Requirements:
  - a. Valid Photo ID (i.e., MPD ID or other government-issued ID).
  - b. There is no dress code for the assessment phase.
5. Prohibited items:

No telecommunication devices, MPD-issued or personally owned, shall be permitted into any testing room or restroom. Prohibited devices include, but are not limited to, cellular telephones, smart watches, e-readers, iPads, tablet computers, laptop computers, smart phones, headphones, earbuds (wireless and wired), calculators or any other electronic, Bluetooth and/or Wi-Fi enabled devices. **All such devices shall be collected from members at check-in.** A receipt shall be issued and the devices retrieved following the test. In addition, members are not permitted to bring test materials such as reference materials listed within this circular or notes inside the test site.
6. Candidates shall not leave the Academy until all members have checked- in for the day.
7. Members are encouraged to bring food and drink that do not require refrigeration to the exam. Members may also bring paper-based, non-test related materials such as novels, newspapers or magazines to the exam.
8. Video-Based Oral Exercise:
  - a. Members shall complete the oral exercise in an individual test room where a proctor shall provide instructions.
  - b. Members shall be provided with a test manual, writing instrument and scratch paper.
  - c. Exam instructions and materials will be presented via video.
  - d. Members shall be expected to view scenarios via video and provide oral responses. Only oral responses will be scored.
  - e. Each members' oral responses shall be digitally recorded for scoring at a later date by a three person panel.
  - f. Members' oral responses shall be evaluated based upon the content and correctness of their oral responses as well as their overall oral communication.



9. Writing Exercise:

- a. Members shall complete the Lieutenant to Captain Promotional Writing Exercise in a computer lab.
- b. Proctors will provide members with oral instructions, a test manual, a computer, a writing instrument, and scratch paper.
- c. Each member shall be expected to read and review written documents and prepare related documents.
- d. Members shall be expected to complete the writing exercise utilizing a computer equipped with Microsoft Office 365; therefore, members shall familiarize themselves with all programs included in Microsoft Office suite.
- e. Members should familiarize themselves with saving documents to a USB drive.
- f. Writing exercises shall be evaluated by a three person panel comprised of law enforcement officials, based upon correctness of grammar and punctuation, overall content of the written responses as well as the written communication.

10. Total Scores:

- a. Members participating in all phases of the 2023 Lieutenant to Captain Promotional Selection Process shall note that their scores from Phase I will be combined with their scores from Phase II of the Promotional Selection Process in order to create a register of eligible candidates from which promotions may be made.
- b. Candidates shall receive their final scores for the Lieutenant to Captain Promotional Selection Process in writing.
- c. The register of eligible candidates for promotion to the rank of Captain shall be published as a circular.
- d. Members may request feedback on their Assessment Phase performance by emailing [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) no later than two weeks after the register of eligibles has been published.

**VII. REFERENCE MATERIALS**

- A. All phases of the 2023 Lieutenant to Captain Promotional Selection Process shall be comprised of items generated from the materials provided below as well as in Attachment A.
- B. All MPD Directives are available using the MPDC Inside page via Directives Online.
- C. As an alternative, members may access non-law enforcement sensitive

directives using MPD’s public website:  
<https://mpdc.dc.gov/page/directivespublic-release>

- D. The reference materials identified in Attachment A and the D.C. Code identified herein are available via the Box Cloud Content Management in the folder titled “2023 Promotional Selection Process - Captain”.
- E. The 2023 Lieutenant to Captain Promotional Selection Process reference materials can be accessed by any member from any computer or phone with an internet connection.
- F. Members can access the reference materials identified in Attachment A and the D.C. Code identified within this circular using the following URL: [2023 Promotional Process Resources - Captain](#)
- G. Members who choose to access the files are responsible for the safety and security of the information contained therein.
  - 1. Members **shall not** permit non-MPD personnel to view or access 2023 Lieutenant to Captain promotional process reference materials located on “The Box”.
  - 2. Members **shall not** share or disseminate law enforcement sensitive directives or materials without the permission of the Chief of Police, or his or her designee.
  - 3. Members who experience any difficulties accessing the Box shall send an email to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) requesting assistance. The inbox is monitored from 0700 through 1600 hours Monday through Friday.
- H. Any modifications to the reference materials listed herein will be announced via teletype and simultaneously updated within this circular. Members will be responsible for such reference materials not as originally published.
- I. **Members shall not use MPD resources to print any reference materials.**

<b>Reference Materials for the Lieutenant to Captain Promotional Selection Process</b>
1. The MPD specific publications listed in Attachment A of this circular. <ul style="list-style-type: none"> <li>• Reference materials identified in Attachment A are available on MPD’s homepage (i.e., MPDC Inside) via Directives Online.</li> </ul>
2. The following sections of District of Columbia Criminal Law and Procedure as of July 3, 2023:  <b>Title 5 (Police; Firefighters; Medical Examiner; and Forensic Sciences):</b> § 5-115.01; § 5-117.05; § 5-119.02; § 5-119.09; § 5-119.13; § 5-119.17; § 5-123.02; § 5-125.01; § 5-125.02; § 5-125.03; § 5-127.04; § 5-127.05; § 5-129.51; § 5-132.02; § 5-133.21; § 5-331.02; § 5-331.03; § 5-331.04; § 5-331.05; § 5-331.07; § 5-331.08; § 5-331.09; § 5-331.10; § 5-331.11; § 5-331.14; § 5-331.16; § 5-333.04; § 5-333.05; § 5-337.01; § 5-1107.  <b>Title 7 (Human Health Care and Safety):</b> §7-401; §7-403; §7-2502.01; §7-2502.02; §7-2502.07; §7-2502.08; §7-2502.12; §7-2502.13; §7-2502.15; §7-

2506.01; §7-2507.02; §7-2507.05; §7-2509.04; §7-2509.06; §7-2509.07; §7-2510.01; §7-2510.02; §7-2510.03; §7-2510.04; §7-2510.05; §7-2510.06; §7-2510.07; §7-2510.10; §7-2510.11; §7-2510.12

**Title 8 (Environmental and Animal Control and Protection):** §8-802; §8-1802; §8-1808; §8-1813.

**Title 9 (Transportation Systems):** §9-631; §9-632.

**Title 10 (Parks, Public Buildings, Grounds, and Space):** §10-1141.03

**Title 16 (Particular Actions, Proceedings and Matters):** §16-1001; §16-1003; §16-1005; §16-1031; §16-2307.

**Title 22 (Criminal Offenses and Penalties):** §22-303; §22-401; §22-402; §22-403; §22-404; §22-404.01; §22-405; §22-405.01; §22-406; §22-407; §22-801; §22-934; §22-935; §22-1002; §22-1002.01; §22-1101; §22-1102; §22-1211; §22-1301; §22-1307; §22-1312; §22-1317; §22-1321; §22-1322; §22-1341; §22-1406; §22-1409; §22-1510; §22-1803; §22-1806; §22-1808; §22-1810; §22-1831; §22-1833; §22-1834; §22-1835; §22-1836; §22-1931; §22-2001; §22-2101; §22-2102; §22-2103; §22-2105; §22-2106; §22-2201; §22-2301; §22-2302; §22-2501; §22-2601; §22-2701; §22-2701.01; §22-2704; §22-2705; §22-2713; §22-2714; §22-2751; §22-2752; §22-2801; §22-2802; §22-2803; §22-3020.51; §22-3020.52; §22-3020.53; §22-3132; §22-3133; §22-3135; §22-3211; §22-3213; §22-3215; §22-3216; §22-3221; §22-3223; §22-3224; §22-3227.01; §22-3227.02; §22-3231; §22-3232; §22-3234; §22-3241; §22-3251; §22-3252; §22-3302; §22-3312.01; §22-3312.02; §22-3312.03; §22-3531; §22-3703; §22-4502; §22-4503; §22-4503.01; §22-4503.02; §22-4504; §22-4504.01; §22-4504.02; §22-4505; §22-4512; §22-4514; §22-4515a; §22-4517.

**Title 23 (Criminal Procedure):** §23-521; §23-522; §23-523; §23-524; §23-541; §23-542; §23-561; §23-562; §23-581; §23-582; §23-701; §23-901; §23-903; §23-1331; §23-1905; §23-1907; §23-1908.

**Title 25 (Alcoholic Beverages):** §25-101; §25-102; §25-113.01; §25-601; §25-723; §25-725; §25-726; §25-801; §25-802; §25-804; §25-805; §25-827; §25-835; §25-1001; §25-1002.

**Title 48 (Foods and Drugs):** §48-904.01; §48-911.01; §48-921.01; §48-921.02; §48-921.02(a); §48-1101; §48-1102; §48-1103; §48-1104; §48-1201; §48-1202.

**Title 50 (Motor and Non-Motor Vehicles and Traffic):** §50-301.03; §50-332; §50-1401.01; §50-1401.02; §50-1501.01; §50-1501.04; §50-1605; §50-1608.02; §50-1609; §50-1651; §50-1702; §50-1703; §50-1731.02; §50-1731.03; §50-1731.04; §50-1731.05; §50-1731.07; §50-1801; §50-1802; §50-1901; §50-1903; §50-1904.01; §50-1904.02; §50-1905; §50-2201.02; §50-2201.04; §50-2201.04(a); §50-2201.04(b); §50-2201.04(c); §50-2201.05(b); §50-2201.05(c); §50-2201.28; §50-2201.29; §50-2203.01; §50-2203.02; §50-2203.03; §50-2204; §50-2206.01; §50-2206.11; §50-2206.12; §50-2206.14; §50-2206.51; §50-2206.55; §50-2207.02; §50-2421.04; §50-2421.05.

NOTE: All testable D.C. Code identified in this circular was last updated July 3, 2023. D.C. Code identified herein is available via the Box Cloud Content Management.

3. Walker, Jeffery T. and Hemmens, Craig (2019). Legal Guide for Police – Constitutional Issues, 11<sup>th</sup> Edition; [Chapters 2 and 7] ISBN: 978-0-367-02324-9; available from various retailers.

4. Ziman, Kristen (2022). Reimagining Blue – Thoughts on Life, Leadership, and a New Way Forward in Policing, ISBN: 978-1-63755-125-7; available from various retailers.

5. Kotter, John P. (2012). Leading Change, ISBN: 978-1-4221-8643-5; available from various retailers.

### VIII. ADDITIONAL INFORMATION

- A. All communication related to this selection process shall be emailed to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).
- B. Members shall use **their** assigned dc.gov email address for all communications regarding this process.
- C. Any circumstances including, but not limited to testing accommodations related to the Americans with Disabilities Act (ADA), religious accommodations, or others that would directly affect any member's ability to participate in the 2023 Lieutenant to Captain Promotional Selection Process at any time during the time period specified in this circular shall be reported **immediately and no later than Friday, August 18, 2023**, to the Testing and Assessment Branch at [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov) using their assigned dc.gov email address. Members failing to make an official notification prior to the date listed herein may not be accommodated.
- D. Members who are activated or who anticipate being activated for service and are located outside of the DC Metropolitan area in the Armed Forces, Reserves, National Guard, or other uniformed service and wish to be a candidate for this promotional process shall submit an application. After submitting their application members shall immediately submit a memorandum using their assigned dc.gov email address to [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov). **Members shall ensure military deployment notification is received no later than Friday, August 25, 2023.**
  - 1. The memorandum shall state the member's intent to apply and certify that the member meets all eligibility requirements.
  - 2. The memorandum shall:
    - a. Explain the military service requirements (i.e., military branch, dates, and location of service).

- b. Include complete contact telephone numbers; U.S. Postal Service mailing address; and, if available, a non-MPD email address.
  - c. Specify the MPD unit of assignment and name of his or her MPD Commanding Official.
- E. The following members are connected to the 2023 Lieutenant to Captain Promotional Selection Process and therefore shall not discuss any part of the selection process with any member:

Commander Randy Griffin  
Commander Carlos Heraud  
Inspector Michelle J. Caron  
Inspector Nikki Lavenhouse  
Captain David Augustine  
Captain Han Kim

Any exchange of test related confidential information between members may lead to an investigation as well as possible disciplinary action, up to and including termination.

- F. The names of members who complete all components (i.e., Phase I and Phase II) of the 2023 Lieutenant to Captain Promotional Selection Process shall be placed on the 2023 Register of Eligibles in descending order of the weighted components of the 2023 Lieutenant to Captain Promotional Selection Process. The names of members with identical ratings shall be ordered based upon seniority (i.e.; beginning with the date promoted to Lieutenant).
- G. Disciplinary action shall affect a member's eligibility for promotion to the position of Captain.
- H. Unless otherwise authorized by the Chief of Police, the 2023 Register of Eligibles for the rank of Captain shall remain in effect for two years from the date the register is established.
- I. Members who require clarification regarding this circular may contact the Testing and Assessment Branch by emailing [mpd.testing@dc.gov](mailto:mpd.testing@dc.gov).

**IX. EMERGENCIES CONNECTED TO PHASE I OR PHASE II**

- A. Candidates reporting to any testing location check-in for any testing activity later than their assigned check-in time shall be considered late.
- B. Each instance of lateness shall be reviewed by the Chairman of the 2023 Lieutenant to Captain Selection Process Security Committee, Assistant Chief Jeffrey Carroll of the Internal Affairs Bureau, or his designee, who shall determine whether the candidate shall be permitted to participate.

- C. Any candidate, who, while en-route to the test site encounters a situation or circumstance which, by statutory requirement, necessitates the taking of official police action shall immediately:
1. Secure the scene, provide any required emergency aid; and
  2. Notify the Command Information Center (CIC) on (202) 727-9099 of the anticipated lateness. The CIC shall contact the Chairman who shall dispatch at least one sworn official to the candidate's location. The sworn official shall:
    - a. Obtain a summary of the pertinent facts;
    - b. Remain with the involved candidate through the completion of his or her required tasks;
    - c. Transport the candidate to the Chairman, at the testing location of the day; and
    - d. Perform other appropriate duties as directed by the Chairman.
- D. Any other emergency situation shall be immediately reported by the involved candidate to the CIC, which shall be responsible for reporting the pertinent information to the Chairman.

**X. PROVISIONS**

- A. Where the provisions contained in this directive are in conflict with directives previously issued, the provisions in this directive shall prevail.
- B. When teletypes are published related to the 2023 Lieutenant to Captain Promotional Selection Process, the information in the teletypes shall supplement the information contained within this directive.

**XI. ATTACHMENTS**

- A. 2023 Lieutenant to Captain Promotional Selection Process Reference Materials
- B. 2023 Lieutenant to Captain Promotional Selection Process Candidate Information by Ergometrics & Applied Personnel Research, Inc.



Ashan Benedict  
Interim Chief of Police

## ATTACHMENT A

### 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

Topic/Series/#	Effective Date	Subject
<b>100 SERIES</b>		
GO-100.11-(PER)	April 25, 2006	Medical Services
GOC-08-03	April 17, 2008	(Medical Services)
GO-100.12-(PER)	January 9, 1998	Optional Sick Leave
GO-100.21-(PER)	January 9, 1998	Physical Examinations
GO-100.25(PER)	January 9, 1998	Random Drug Screening Program
GO-101.04 (OMA)	January 29, 2004	Member Critical Injury or Line of Duty Death Notifications
GO-101.09-(OMA)	July 28, 2011	Duties and Responsibilities of Sworn Officials
GOC-14-01	December 11, 2014	(Duties and Responsibilities of Sworn Officials)
GOC-18-04	August 10, 2018	(Duties and Responsibilities of Sworn Officials)
GO-110.11-(PER)	July 3, 2019	Uniform, Equipment, and Appearance Standards
GO-120.20-(PER)	November 27, 2022	Administrative Investigations
GO-120.21-(PER)	November 27, 2022	Sworn Employee Discipline
GO-120.22-(PER)	April 1, 1977	Procedures for Handling Instances of Tardiness
GO-120.24-(OMA)	May 2, 2010	Revocation/Restoration of Police Powers
GOC-10-05	May 21, 2010	(Revocation/Restoration of Police Powers)
GO-120.25-(PER)	November 27, 2022	Office of Police Complaints Investigations
GO-120.28-(PER)	February 1, 2019	Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)
<b>200 SERIES</b>		
GO-201.05-(PER)	March 1, 2001	Awards Policy
GO-201.07-(PER)	February 27, 2018	Police Officer Probationary Period
GO-201.08-(PER)	May 22, 2009	Outside Training Program
GO-201.09(PER)	June 23, 2023	Equal Employment Opportunity
GO-201.13(PER)	February 27, 2006	Photographing and Fingerprinting Employees of the Department
GO-201.17-(PER)	April 16, 2004	Outside Employment
GOC-08-04	August 22, 2008	(Outside Employment)
GO-201.19-(PER)	November 23, 2011	Employee Personnel Records
GO-201.20-(PER)	December 30, 2021	Performance Management and Development
GO-201.21-(PER)	January 6, 2005	Limitations on Work Hours

## ATTACHMENT A

### 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

<b>200 SERIES (CONTINUED)</b>		
GOC-05-06	August 3, 2005	(Limitations on Work Hours)
GO-201.23-(PER)	December 20, 2006	Station Clerk Duties
GO-201.26-(PER)	April 5, 2011	Duties, Responsibilities and Conduct of Members of the Department
GO-201.28-(PER)	May 26, 2023	Metropolitan Police Employee Assistance Program (MPEAP)
GO-201.30-(PER)	July 27, 2001	Scheduling and Attendance of In Service Training
GO-201.31-(PER)	May 6, 2001	Policing for Prevention: Use of High Visibility Patrol Tactics
GOC-01-01	May 6, 2001	(Policing for Prevention: Use of High Visibility Patrol Tactics)
GO-201.33-(PER)	August 19, 2016	Field Training Program
GO-201.35-(PER)	March 25, 2001	Customer Service Standards and Testing
GO-204.01-(SPT)	April 13, 2001	Media
GO-204.05-(SPT)	November 16, 2010	Freedom of Information Act Requests
GO-204.06-(OPS)	June 13, 2003	Victim / Witness Services
GO-206.01-(PER)	November 5, 1978	Time and Attendance
<b>300 SERIES</b>		
GO-301.01-(SPT)	December 28, 1979	Vehicle Operation and Maintenance
GOC-13-02	March 21, 2013	(Vehicle Operation and Maintenance)
GO-301.03-(OPS)	April 27, 2023	Vehicle Pursuits
GO-301.09-(OPS)	July 13, 2022	Police Bikes
GO-302.01(SPT)	February 28, 2023	Calls for Service
GO-302.02-(SPT)	October 26, 2012	Radio Broadcasts and Look-outs
GO-302.03-(SPT)	July 13, 2022	Social Media
GO-302.04-(SPT)	April 21, 2015	Teletype Unit Messages, Notifications, and Inquires
GO-302.05-(SPT)	October 27, 1980	Radio Communications
GO-302.06-(SPT)	April 30, 1992	The Washington Area Law Enforcement System (WALES)
GO-302.08-(SPT)	November 27, 2013	Metropolitan Police Department Wide Area Network (MPDNET)
GO-302.09-(SPT)	March 21, 2012	Use and Operation of Mobile Data Computers
GOC-13-05	October 17, 2013	(Use and Operation of Mobile Data Computers)
GO-302.10-(SPT)	February 21, 2007	Mobile Device Security
GO-302.11-(SPT)	October 17, 2013	Telecommunication Devices



# ATTACHMENT A

## 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

300 SERIES (CONTINUED)		
GO-302.13-(SPT)	March 11, 2016	Body Worn Camera Program
GOC-17-02	October 6, 2017	(Body Worn Camera Program)
GOC-18-03	March 29, 2018	(Body Worn Camera Program)
GO-303.01-(SPT)	April 30, 1992	Traffic Enforcement
GOC-18-02	March 29, 2018	(Traffic Enforcement)
GO-303.03-(OPS)	June 20, 2019	Vehicle Towing and Impoundment
GO-304.01-(PER)	October 11, 1987	Operation and Management of Criminal Investigations
GO-304.02-(OPS)	June 4, 2018	Welfare Checks
GO-304.03-(OPS)	November 1, 2012	Missing Person Reports
GCO-13-06	October 24, 2013	(Missing Person Reports)
GO-304.06-(OPS)	February 16, 2016	Adult Sexual Assault Investigations
GO-304.07-(PCA)	April 18, 2013	Procedures for Obtaining Pretrial Eyewitness Identification
GO-304.08-(OPS)	December 18, 2018	Crime Scene Response and Evidence Collection
GO-304.10-(OPS)	July 9, 2019	Field Contacts, Stops, and Protective Pat Downs
GO-304.11-(OPS)	July 14, 2022	Handling Intrafamily Offenses
GO-304.14-(OPS)	November 27, 2013	Interaction with Deaf and Hard of Hearing Persons
GO-304.15-(OPS)	March 19, 2007	Unbiased Policing
GO-304.17-(SPT)	July 18, 2008	Bait Car Program
GO-304.18-(SPT)	October 14, 2020	Language Access Program
GO-304.19-(OPS)	July 19, 2012	Video Recording, Photographing, and Audio Recording of Metropolitan Police Department Members by the Public
GO-304.20-(OPS)	July 14, 2022	Civil Protection Orders and Criminal Restraining Orders
GO-305.01-(OPS)	January 28, 2020	Interacting with Juveniles
GO-305.02-(OPS)	September 11, 2020	Youth Bullying Prevention
GO-306.01-(RAR)	February 18, 2005	Canine Teams
GO-307.02-(OPS)	November 24, 2021	Naloxone Program
GO-307.03-(OPS)	July 13, 2022	Automated External Defibrillator (AED)
GO-308.04-(OPS)	February 9, 2015	Interacting with Mental Health Consumers
GO-308.09-(OPS)	July 12, 2011	Investigating Robberies
GO-308.13-(OPS)	July 23, 1979	Casual Clothes Units

## ATTACHMENT A

### 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

<b>300 SERIES (CONTINUED)</b>		
GOC-12-08	August 16, 2012	(Casual Clothes Units)
GO-308.14-(OPS)	October 31, 2011	Interactions with Homeless Person
GO-308.15-(OPS)	March 13, 2012	Reimbursable Details for ABC Establishments
GO-309.03-(OPS)	April 4, 2006	Forcible Entries/Property Damage Caused by MPD Police Action
GO-309.05-(OPS)	March 2, 2007	Handling Kidnapping/Extortion Cases
GO-309.06-(SPT)	November 18, 2010	Child Abuse and Neglect
GO-310.06-(RAR)	April 15, 2019	Metro Transit Police
GO-310.08-(RAR)	May 2, 2023	School-Based Incidents and Offenses
<b>400 SERIES</b>		
GO-401.01-(SPT)	July 19, 2012	Field Reporting System
GO-401.03-(SPT)	July 14, 2015	Traffic Crash Reports
GO-401.07-(OPS)	August 3, 2004	Animal Complaints and Reporting Animal Bitings
<b>500 SERIES</b>		
GO-501.02-(PCA)	January 5, 2015	Handling Interactions with Transgender Individuals
GO-501.05-(PCA)	July 15, 2004	Arrests of Armed Forces Personnel
GO-502.01-(PCA)	March 28, 2014	Transportation and Searches of Prisoners
GO-502.03-(OPS)	May 6, 2009	Service of Communicable Disease Removal and Detention Orders
GO-502.05-(PCA)	November 16, 2021	Detention Journal
GO-502.06-(PCA)	March 29, 2007	Citation Release Program
GO-502.07-(PCA)	April 1, 2014	Medical Treatment and Hospitalization of Prisoners
<b>600 SERIES</b>		
GO-601.01-(SPT)	April 30, 1992	Recording, Handling and Disposition of Property Coming into the Custody of the Department
GOC-11-03	September 12, 2011	(Recording, Handling and Disposition of Property Coming into the Custody of the Department)
GOC-12-03	April 30, 2012	(Recording, Handling and Disposition of Property Coming into the Custody of the Department)
GOC-12-07	July 10, 2012	(Recording, Handling and Disposition of Property Coming into the Custody of the Department)
GOC-13-04	July 9, 2013	(Recording, Handling and Disposition of Property Coming into the Custody of the Department)
GO-601.02-(SPT)	February 3, 2004	Preservation of Potentially Discoverable Material
GO-601.03-(SPT)	July 9, 2013	Handling and Accounting for Seized and Forfeited Property

# ATTACHMENT A

## 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

<b>600 SERIES (CONTINUED)</b>		
GO-602.01-(SPT)	June 20, 2019	Vehicle Searches and Inventories
<b>700 SERIES</b>		
GO-701.01-(PCA)	December 31, 2008	Courts and Hearings
GOC-12-06	June 18, 2012	(Courts and Hearings)
GO-701.03-(PCA)	September 29, 2010	Handling Assaults on Police Officers
GO-702.01-(PCA)	July 13, 2022	Arrest Warrants
GO-702.02-(PCA)	April 27, 2023	Warrantless Searches
GO-702.03-(PCA)	September 8, 2022	Search Warrants
<b>800 SERIES</b>		
GO-800.02-(HSC)	December 28, 2006	Incident Command System
GOC-07-01	February 22, 2007	(Incident Command System)
GO-801.01-(HSC)	September 30, 2021	Crowd Management and Civil Unrest
GO-802.01-(HSC)	May 2, 2011	Disasters, Attacks and Elevated Threat Warnings
GO-802.04-(HSC)	June 1, 2009	Hazardous Materials Incidents
GO-802.06-(HSC)	August 19, 2011	Suspicious Activity Reporting Program
GO-803.06-(HSC)	May 19, 2015	Command Information Center
GO-803.08-(HSC)	July 7, 2014	MPD Emergency Communications Operating Plan During Major System Failures
GO-804.01-(HSC)	February 3, 2011	Responding to Campus Incidents
GO-805.04-(HSC)	April 21, 2009	Bomb Threats and Explosive Devices
GOC-10-07	December 8, 2010	(Bomb Threats and Explosive Devices)
GO-805.05-(HSC)	February 15, 2011	Barricade/Hostage Situations and Other Unusual Incidents
<b>900 SERIES</b>		
GO-901.01-(RAR)	June 12, 2008	Handling of Service Weapons
GOC-08-08	November 14, 2008	(Handling of Service Weapons)
GOC-10-06	August 5, 2010	(Handling of Service Weapons)
GOC-16-02	May 2, 2016	(Handling of Service Weapons)
GO-901.04-(RAR)	January 1, 2022	Less Lethal Weapons
GO-901.07-(RAR)	April 27, 2023	Use of Force

## ATTACHMENT A

### 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

<b>SPECIAL ORDERS</b>		
SO-00-17	October 16, 2000	Procedures for Handling Seized Monies
SO-00-19	August 16, 2000	Compliance with Title II of the Americans with Disabilities Act
SO-11-11	June 7, 2011	AMBER Alert
SO-11-13	July 12, 2011	Contagious Disease and Infestation Protocol
SO-11-14	August 19, 2011	MPD Compliance with the National Child Search Assistance Act of 1990
SO-11-22	December 1, 2011	Bias-related/Hate Crimes
SO-12-03	January 27, 2012	Religious Head Covers and Other Articles of Faith
SOC-12-03	March 27, 2012	(Bias-related/Hate Crimes)
SO-12-22	October 26, 2012	Witness Canvasses
SO-13-10	October 24, 2013	Silver Alert
SO-15-03	January 29, 2015	The "Lively Standard"
SO-15-07	February 26, 2015	Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative of 2014 (Initiative 71)
SOC-15-01	February 27, 2015	(Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative of 2014 (Initiative 71))
<b>STANDARD OPERATING PROCEDURES</b>		
SOP-03-04	September 26, 2003	Booking Team Procedures
SOP-05-01	September 12, 2005	Customer Service Standards and Testing
SOP-05-02	December 26, 2005	PD Form 61D -Violation Citation
SOPC 14-01	October 30, 2014	(PD Form 61D Violation Citation)
SOP-06-02	December 28, 2006	The Incident Command System (ICS)
<b>EXECUTIVE ORDERS</b>		
EO-16-005	July 18, 2016	Procedures for Documenting and Approving Compensatory Time and Overtime
EO-16-007	August 11, 2016	Transporting Prisoners with a Wagon
EO-16-009	September 15, 2016	BWCs: New Activation Requirements and Policy Reminder
EO-17-004	February 27, 2017	Cobalt: Booking Team Procedures
EO-17-011	April 3, 2017	Removal of Global Positioning System (GPS) Devices
EO-17-012	April 28, 2017	Gender Identity and Expression Anti-Discrimination Policy
EO-17-024	July 27, 2017	Property Record, Property Release and Court Attendance Records Forms
EO-17-032	November 17, 2017	Response to Bias-Related Crimes and Incidents

# ATTACHMENT A

## 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

EXECUTIVE ORDERS (CONTINUED)		
EO-18-008	July 3, 2018	District Officer of the Month Recognition
EO-18-010	July 30, 2018	Categorizing Digital Evidence Associated with Internal Investigations
EO-18-015	September 21, 2018	Public Consumption of Marijuana
EO-19-006	September 16, 2019	Obtaining Replacement Service Pistols
EO-20-004	January 23, 2020	BWC Viewing
EO-21-005	February 12, 2021	Service Pistol While on Sick Leave or Limited Duty
EO-21-015	May 17, 2021	Sexual Assault Victims' Rights Amendment Act of 2019
EO-21-017	June 24, 2021	Change to GO-SPT-304.10 (Field Contacts, Stops, and Protective Pat Downs) and Consent Search Audits
EO-21-025	November 8, 2021	Social Media for Investigative and Intelligence-Gathering Purposes
EO-21-031	December 30, 2021	Elimination of the PD Form 775 (Daily Patrol Activity Report)
EO-21-032	December 30, 2021	Off Duty Service Firearms and Police Action
EO-21-033	December 30, 2021	Barricaded Subjects/Hostage Situations and Other Unusual Incidents
EO-22-002	February 16, 2022	Ballistic Shield Deployment
EO-22-005	May 5, 2022	PD Form 313 (Arrestee's Injury/Illness Report) Review
EO-22-006	May 6, 2022	Updates to Non-Custodial Arrest and Post-Arrest Release Procedures
EO-22-010	July 13, 2022	Regular or Continuous Associations and Involvements
EO-22-011	July 14, 2022	Judicial Summonses and Booking Orders
EO-22-012	November 27, 2022	Scheduling and Leave
EO-22-015	September 27, 2022	Spit Hoods
EO-23-001	January 30, 2023	Concussions and Traumatic Brain Injuries
EO-23-006	April 27, 2023	Reviewing BWC Footage
TELETYPES		
05-012-23	May 4, 2023	Reverse Garrity Procedures for Non-Serious Use of Force
05-112-12	May 25, 2012	Recording, Handling and Disposition of Property Coming into the Custody of the Department
CIRCULARS		
CIR-22-01	February 16, 2022	Ghost Gun Clarification Temporary Amendment Act of 2021
CIR-22-10	August 30, 2022	Removal and Disposition of Abandoned and Other Unlawfully Parked Vehicles Reform Amendment Act 2022
CIR-22-13	September 15, 2022	Concealed-Carry Licensee Rules

# ATTACHMENT A

## 2023 PROMOTIONAL SELECTION PROCESS MPD SPECIFIC REFERENCE MATERIALS - RANK OF CAPTAIN

### CIRCULARS (CONTINUED)

CIR-23-03	March 9, 2023	Human Rights Sanctuary Amendment of 2022
CIR-23-04	April 18, 2023	Domestic Violence Liaison Program
CIR-23-05	April 27, 2023	Expanding Supports for Crime Victims Amendment Act of 2022

### LABOR AGREEMENTS

LA- 2020-10-01A	October 01, 2020	COLLECTIVE BARGAINING AGREEMENT - D.C. POLICE UNION (FRATERNAL ORDER OF POLICE MPD LABOR COMMITTEE)
LA-2007-03-08	March 08, 2007	LABOR AGREEMENT - NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES (NAGE)

# Attachment B

## District of Columbia Metropolitan Police Department 2023 Lieutenant to Captain Promotional Selection Process



# Candidate Information

## Introduction

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Ergometrics & Applied Personnel Research, Inc., is a human resource management firm specializing in personnel selection and training. Established over 35 years ago, Ergometrics has designed the most comprehensive, award-winning, video and job simulation testing programs in the nation. We have provided personnel testing services for over 2,000 clients in the U.S. and Canada.

**Disclaimer:** The information provided in this handout is intended to be helpful and to assist you as you prepare for the selection process. It is not meant to advise you of every question that will be asked. Some aspects of the process may be modified, including the order of events and time frames. It is expected that candidates at the level of captain will be able to flexibly adjust to conditions that are not exactly as they may have expected.

## Overall Promotional Selection Process

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There will be two phases for the captain promotional selection process:

1. Phase I: Written Multiple-Choice Exam
2. Phase II: Lieutenant to Captain Assessment

## General Test Information

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- You will be responsible for monitoring your own time and pacing yourself appropriately during the promotional process.
- Candidates must answer all questions independently. Talking, sharing answers, or discussing test content during or after the test is not permitted.
- Wearing a watch is recommended, but smartwatches are not permitted. Please ensure your watch does not contain any prohibited electronic features.
- Candidates are forbidden from receiving or sending pages, texts, or phone calls during any part of the promotional selection process. **No electronic devices are allowed** in any of the test rooms.
- Get rest and a good night's sleep prior to your test.



# Phase I: Written Multiple-Choice Exam

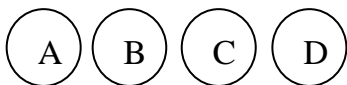
The first phase of the promotional selection process is a closed-book written multiple-choice exam. Higher level ranks call for extensive knowledge of technical and management topics. The multiple-choice exam will cover important issues identified from the assigned reference material. Questions are designed to help the department identify the best potential managers and supervisors. The department is interested in promoting future leaders who will do the necessary studying and be able to apply the information on the job. You are competing for promotion with other qualified members of the department. This exam is your opportunity to demonstrate your study ethic and personal effectiveness.

## Overview

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For this exam, candidates will be asked to select the best answer from four (4) answer choices provided. The length of the exam will be three (3) hours. The exam questions are based on the reading list published by the Department. The following information contains additional details about the 2023 Promotional Selection Process Written Multiple-Choice Exam:

- The exam will consist of 100 questions.
- All of the questions will be multiple-choice.
- Each item has four (4) lettered answer choices: A, B, C, and D.
- All four (4) answer choices should be read carefully, and then the **best** answer of those options should be selected.
- Candidates will be provided with a machine-scored multiple-choice answer sheet on which to mark their answers during the exam.
- After deciding the best answer in the exam booklet, fill in the corresponding bubble of the selected answer on the answer sheet. Sample answer choice:



- Candidates should make note of their final answers in their exam booklet in order to compare their answers to the exam key that will be provided via teletype.
- When candidates leave the exam session, they will be able to take their exam booklets with them.
- Candidates will be given up to three (3) hours to take the exam.
- Candidates who complete the exam in less than three (3) hours may leave the testing site when finished.
- Only the answers marked properly on the answer sheets will be scored.
- A number 2 pencil must be used to complete the answer sheet in order for the responses to be read by the computer and scored.
- Bring at least two number 2 pencils with working erasers to the test site.

## Example Written Exam Questions

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The following are examples of the types of item formats you may see on the written multiple-choice exam. The sample questions may not reflect the difficulty level of the items in the actual exam. None of the questions below will be included on the actual exam.

### Sample #1: (Question Format)\*

PSA Officer X must use her MPD-issued aerosol OC spray dispenser. What is the maximum effective range of an MPD-issued OC-spray dispenser?

- A. three (3) feet
- B. five (5) feet
- C. ten (10) feet
- D. twelve (12) feet (Correct Answer)

### Sample #2: (Question Format)

Supervisors and managers should create a work environment that contributes to the development of a high performing team of motivated employees. Which one of the following statements about motivation is correct?

- A. If employees are to do their best, the employees must be externally motivated.
- B. Reliance on external motivators can create a culture of divisiveness and selfishness. (Correct Answer)
- C. Reliance on intrinsic motivators can waste human talent and drain away organizational resources.
- D. Intrinsic motivators work best when followed up with external motivators.

### Sample #3: (Best Answer Format)

Resistance to change is normal because people often resist moving from a comfortable state to one that is different and possibly unpredictable. In effecting change, it is best for supervisors/managers to:

- A. Encourage employees to keep their negative thoughts and feelings to themselves.
- B. Develop a neutral attitude toward change.
- C. Inform employees in advance as to why the change is necessary. (Correct Answer)
- D. Recognize that resistance to change is short-lived and will "blow over."

**Sample #4: (Sentence Completion Format)**

When a member categorizes a body-worn camera (BWC) recording as “For Supervisory Review,” the member shall notify his or her supervisor

- A. immediately.
- B. prior to the end of his or her shift. (Correct Answer)
- C. by the end of his or her work week.
- D. after notifying the Metropolitan Police Department (MPD) BWC Program Director.

**Sample #5: (Fill-In Format)\***

The MPD has obtained a search warrant for the residence of a suspected drug dealer. The warrant must be served within \_\_\_\_\_ calendar days of the date of issuance.

- A. five (5)
- B. ten (10) (Correct Answer)
- C. fifteen (15)
- D. twenty (20)

**Sample #6: (Exception Format)**

According to United States v. Dunn, four (4) factors determine whether an area is considered part of the curtilage of a home. All of the following factors determine curtilage EXCEPT:

- A. nature and use(s) of the area.
- B. whether or not the owner of the residence has legal ownership of the area. (Correct Answer)
- C. steps taken to conceal the area from public view.
- D. whether or not the area is in an enclosure surrounding the residence.

**\*Sample Questions #1 and #5 have been revised to match current MPD policy and procedures.**

## Preparing to Take Your Written Multiple-Choice Exam

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Studying the publications assigned is one way to improve your chances of ultimately being the top competitor. There are many different approaches that one can take to studying. An excellent way to prepare for this type of exam is to read each publication twice. First, read it straight through so that you understand the general focus as a whole. Next, reread the publication, making notes and highlighting the most important points that you see in each section. Other strategies are to use acronyms for remembering information or to form a study group and quiz one another. In the end, the choice is personal.

Here are some additional study tips for a written multiple-choice exam:

1. **Minimize environmental distractions.** Try to limit the amount of distractions in your environment when studying. Distractions include but are not limited to, email, cell phones, and even other people. Eliminating distractions will make it easier for you to concentrate and retain the information you are studying.
2. **Avoid burning the midnight oil.** Retaining information is difficult for many people when they are tired. If possible, try to study when you are well rested and ready to concentrate.
3. **Review chapter overviews or summaries.** Chapter overviews and summaries typically provide information on the most important points in a chapter. Oftentimes, reviewing these areas before reading a chapter helps you determine and understand the important topics in the chapter. After reading the chapter, you can use overviews and summaries to test yourself on critical knowledge from the chapter.
4. **Quiz yourself.** After you read a chapter or section, quiz yourself on important topics, definitions, etc. You can also use headings and specific terms to develop questions prior to reading the material. Afterward, while reading the section or chapter, you can try to answer those questions.
5. **Have someone quiz you.** After you read a text, a great way to see if you have retained information is to have someone ask you questions regarding the material you just read.
6. **Avoid cramming.** Spreading your studying out over time will help you concentrate and retain the information you read.
7. **Look up words or phrases you don't know.** Have a computer or dictionary available when studying so that you are able to look up words and phrases that you aren't familiar with.
8. **Mark it up.** Highlight and/or underline important sections of the text while you study. Marking up the text will help you concentrate on important topics and also make it easier to review the material again later.

9. **Take notes.** Taking notes of the important topics you read in the text can be an efficient study aid to help you remember what you read.

### **Exam Taking Tips**

The multiple-choice written exam questions have four (4) answer choices. To get the highest score, always select the best choice listed, even if more than one answer option seems plausible to you. Be sure to read all answers before choosing. Don't focus on a choice that is not provided. Don't get distracted by thinking of other possible responses that are not among the choices presented. Don't get stuck on the idea that you want to combine two responses. Demonstrate your judgment by picking the one answer that, by itself, is better than any other answer, by itself.

Prepare yourself physically for this exam as you would prepare yourself for any special assignment that requires concentration. Unusual preparation may cause you problems. Eat and drink beverages as you usually would. For example, consuming more caffeine than usual can make you jittery; less than usual can leave you listless. Get the amount of sleep that leaves you most alert. Bring whatever personal items you need, such as eyeglasses or tissues.

Here are some additional tips to help you during the book-referenced exam. These simple procedures help you avoid marking the wrong answer when you know the right one.

1. **Listen to the instructions.** Before you begin the exam, it is important that you read and/or listen to all instructions carefully. Ensure you know how to correctly fill out the answer sheet.
2. **Get familiar with your exam.** When you begin the multiple-choice written exam, glance through it to acquaint yourself with the task ahead of you. You do not have to go through the questions in the order you find them.
3. **Check the time.** Check your watch periodically throughout the exam so that you know how much time you have remaining.
4. **Don't spend too much time on one question.** If you have a difficult time with a question, go on and come back to that question later. Do make a note to come back to it, though. You may come back with a fresh approach, and a question you had trouble with earlier may seem easy.
5. **Read thoroughly.** Read every question carefully before you attempt to answer it. This advice may sound too simple, but it is important. The major reason people miss questions when they know the material is that they do not read the question completely.
6. **Circle or underline key words.** When reading a question, circle or underline key words that are important to the question stem. This approach will both help you focus on the critical aspects of what is being asked, as well as help you remember the important aspects of the question if you need to skip it and return to it later in the exam session.

7. **Break a sentence up if you don't understand it.** Sometimes, sentences in a question stem can be long. If you don't understand the sentence, use slash marks to break it into smaller sections to better understand the sentence.
8. **Read all of the answers before choosing one.** The most common answer people choose is *a*, whether it is right or not. The reason is that they think the first answer looks plausible, so they stop reading. Don't make the mistake of not reading all of the answers before making a selection. Even if *a* looks like a really good answer, one of the other answers may be better. When you read the alternatives, you may think of something you had missed at first.
9. **Use process of elimination.** If you aren't sure of the correct answer, use process of elimination. Eliminate answer choices that you know are definitely wrong. Then focus on selecting the best answer from the choices remaining.
10. **Do not read something into the question that is not there.** When reading a situational question, assume that everything is normal, unless the question tells you differently. When something is amiss, the question will tell you. Stick to the facts of the questions.
11. **Answer every question.** There is no penalty for guessing. Even if you don't know the correct answer, you have one chance in four of choosing the right one. If you can eliminate one or two of the alternatives, your chances are even better.
12. **Fill out your answer sheet correctly.** In marking the answer sheet, be sure to fill in the blank that corresponds to the answer you have chosen. If you skip a question, make sure you skip to the right space on the answer sheet. If you mark the wrong answer and want to change it, erase your first mark completely. Remember to mark only *one* answer for each question.
13. **Use your time wisely.** If you finish early, use the remaining time to answer questions you skipped, re-evaluate questions you were unsure of, and check to ensure that you filled out your answer sheet correctly.

When taking your exam, don't compromise your chances of success by trying to follow exam-taking tips you may find online. Many of these tips are just bad advice and could cost you points. Use the following statements to examine your assumptions.

### True or False?

**True**      **False**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | <p>1. If you don't know the answer to an exam question, take a guess.</p> <p><i>True! Guessing is not penalized, and you just might choose the right answer.</i></p>   |
| _____ | _____ | <p>2. Choose the longest answer option.</p> <p><i>False! This kind of general pattern strategy is a very poor approach to take on a modern exam. Answer choice length is not an indication of an incorrect or correct response.</i></p>  |
| _____ | _____ | <p>3. Choose the answer option that seems most logical to you.</p> <p><i>True! Rely on your knowledge of the assigned publications to think critically and logically when answering a question.</i></p>  |
| _____ | _____ | <p>4. Choose the answer with a middle value when other options are higher or lower.</p> <p><i>False! This is another piece of bad advice you might come across somewhere. No such pattern is present on Ergometrics' exams.</i></p>  |
| _____ | _____ | <p>5. More often than not, the correct answer is B or C.</p> <p><i>False! Once again, this is poor advice. Using a general pattern strategy is not the way to pass a modern exam. There is no pattern to Ergometrics' correct answers. Answer questions by content, not by old, incorrect advice or superstitions.</i></p> |