

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject	Background Checks
Number	SO- 10- 16
Effective Date	November 1, 2010
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I. BACKGROUND

The Metropolitan Police Department (MPD) conducts varying levels of background checks outside the realm of criminal investigations. These checks are conducted to qualify the character of current and future employees.

II. POLICY

It is the policy of MPD to thoroughly investigate the background of all current and future employees to ensure the integrity of the MPD and to guarantee the MPD hires and retains only the most qualified individuals. Members may be subject to background checks and/or any other integrity based checks during the course of his/her employment.

III. DEFINITIONS

For the purpose of this order, the following terms shall have the meanings designated:

1. Duty Specific Background Check— Lowest Level check based upon a member's specific duty assignment which includes WALES, Triple I and Credit Check.
2. Level One Background Check — Elevated level check which consists of queries in NCIC, WACIIS, WALES, Triple-I and PPMS.

3. Level Two Background Check— Elevated level check which consists of queries in NCIC, WACIIS, WALES, Triple-I and;
 - a) Confirmation of the highest level of education attained/attended;
 - b) Employment record during the last five (5) years;
 - c) Personal references;
 - d) Credit check;
 - e) Any other background information necessary by the agency.
4. Level Three Background Check — Elevated level check which consists of queries in NCIC, WACIIS, WALES, Triple-I and;
 - a) Fingerprint check;
 - b) Credit check;
 - c) Reference check- both personal and professional;
 - d) Driving record(s) check;
NOTE: Not required for all civilian positions.
 - e) INTERPOL query;
 - f) Medical and Psychological Clearance;
 - g) Polygraph.
5. Level Four Background Check — Elevated level check which combines the elements of Level One and Level Three background checks.
6. NCIC — National Crime Information Center
7. PPMS — Professional Performance Management System
8. Triple I — Interstate Identification Index
9. WALES — Washington Area Law Enforcement System
10. WACIIS — Washington Area Criminal Intelligence Information Systems

IV. REGULATIONS

- A. Background checks shall be conducted in accordance with applicable laws

and regulations including but not limited to those enumerated in Part VI of this order.

V. ROLES AND RESPONSIBILITIES

A. The Internal Affairs Bureau shall be responsible for:

- 1) Conducting Level One Background Checks on all current sworn members on an annual basis;
- 2) Conducting Level One Background Checks on all credentialed contractors.

NOTE: Those contractors, who by virtue of their job description, need elevated access to computer systems, shall also be subjected to a fingerprint check.

- 3) Conducting Level One Background Checks on all sworn and civilian scheduled for a promotion.

B. The Professional Development Bureau shall be responsible for:

- 1) Conducting a Duty Specific Background Check for all members:
 - a) Assigned to Specialized Missions Units as defined in GO-OPS-301.02.
 - b) Performing sensitive and/or covert duties, which include but are not limited to counter-terrorism activities, gang related activities or other operations and/or duties deemed sensitive by the Chief of Police.
- 2) Conducting Level Two Background Checks on all applicants for employment in Information Technology (IT).

NOTE: Current employees in IT may be subjected to a Level Two Background Check should derogatory information be developed during their employment. In such a case, the check will be performed by the Audit and Compliance Administration of the Office of D.C. Human Resources.

- 3) Conducting Level Three Background Checks on all:
 - a) Permanent employment applicants, both sworn and civilian;
 - b) Reserve Corp applicants;

- c) Cadet applicants;
- d) Intern applicants;
- e) Applicants for Executive Positions under the authority of the Mayor upon request; and
- f) Permanent employment applicants and contractors for agencies under the Authority of the Mayor upon request pursuant to a memorandum of understanding between MPD and the agencies and within established laws and regulations.

NOTE: Civilian applicants are not subject to the Medical and Psychological exams.

- 4) Conducting Level Four Background Checks on all:
 - a) Reinstateses;
 - b) Cadets converting to entry level officers

VI. CROSS REFERENCES

- 1. D.C. Official Code:
 - a) Section 1-601.2, -Purpose.- (Chapter 6. Merit System [D.C. Law 2-139, Comprehensive Merit Personnel System-]).
 - b) Section 1-607.3, "Veterans Preference in Employment." (Chapter 6. Merit System (D.C. Law 2-139, Comprehensive Merit Personnel System").
 - c) Section 1-607.4, Employee Selection Procedures Statement of Purpose. " (Chapter 6. Merit System [D.C. Law 2-139, "Comprehensive Merit Personnel System").
 - d) Section 1-607.5, "[Employee Selection Procedures] Relation to Job Required." (Chapter 6. Merit System [D.C. Law 2-139, "Comprehensive Merit Personnel System")
 - e) Section 1-607.6, "Evidence of Validity." (Chapter 6. Merit System [D.C. Law 2-139, Comprehensive Merit Personnel System").
 - f) Section 1-608. 1, "Creation of Career Service." (Chapter 6. Merit System [D.C. Law 2-139, Comprehensive Merit Personnel System").
 - g) Section 1-1521 et seq. (Subchapter II. Freedom of Info [D.C. Law

- 1-96, "Freedom of Information Act"].
- h) Section 1-2500 et seq. (Chapter 25. Human Rights [D. C. Law 2-38, "District of Columbia Human Rights Act of 1977"1).
- 2. District of Columbia Municipal Regulations:
 - a) 6A DCMR, Chapter103, "Police Personnel".
- 3. District of Columbia Personnel Manual:
 - a) Section 703, "Veterans Preference."
 - b) Section 809, "Examining System."
 - c) Section 870, "Processing Applicants for Entry-Level Police Officer Positions."
 - d) Chapter 31A. "Records Management and Privacy of Records," especially Section 3112, Limitation on Disclosure from Specific Personnel Records."
 - e) DPM Bulletin 3-3, dated July 13, 1993.
 - f) DPM Instruction 4-9, dated April 9, 2009
- 4. United States Code:
 - a) 42 U.S. Code Sec. 12101 "Americans With Disabilities Act"
- 5. Metropolitan Police Department Equal Employment Opportunity Plan.
- 6. MPD General Order No. 201.9, "Equal Employment Opportunity."
- 7. MPD General Order No. 301.02, "Specialized Mission Units."

Cathy L. Lanier
Chief of Police