

SPECIAL ORDER



Title
Detective Grade One Promotional Process

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Distribution
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Related to
**General Order PER 201.01
(Non-Uniformed Assignments)**

DISTRICT OF COLUMBIA

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I. Background

The Detective Grade One position was created in recognition of the fact that there are exceptional detectives who want to use their investigative skills throughout their police careers. Among these investigators are those whose acquired expertise causes their supervisors to give them the most sensitive and critical assignments, with the confidence that all investigative objectives will be met. The Detective Grade One position accommodates the individual's preference for an investigative career and the Department's desire to reward these officers and to motivate other officers with investigative ability to achieve excellence.

II. Duties and Responsibilities of the Detective Grade One

The Detective Grade One represents the expert level in the field of criminal investigations. The Detective Grade One possesses in-depth analytical and investigative skills, a comprehensive knowledge base, and an information network that have been developed through extensive training and experience. Based on this expertise, Detectives Grade One are tasked with resolving the Department's critical, sensitive, urgent, and difficult investigations. In addition, the Detective One may be required to serve as a technical staff advisor on investigative matters, as an Investigative Review Officer, as an Investigative Field Training Officer, and as an Acting Sergeant.

The Detective Grade One is an expert in all aspects of the investigative process, from start to finish, including, but not limited to: Managing crime scenes; Identifying and arresting suspects; Obtaining facts and evidence from witnesses and suspects through interviews and interrogations; Searching for, obtaining and processing physical and documentary evidence; Conducting legal searches; Aiding the prosecution by providing evidence of guilt that is admissible in court; Testifying effectively as a witness in court; Maintaining effective relations with the community, especially victims; and Managing multiple cases with changing priorities.

III. Selection of Detective Grade One

- A. Members who wish to apply to be considered for a Detective Grade One position must meet the following minimum qualifications:
1. Be currently assigned as a Detective Grade Two.
 2. Have at least seven full years of creditable service as a sworn Officer prior to January 7, 2005.
 3. Have at least five full years of creditable service as a Detective Grade Two as of January 7, 2005.
 4. Have his/her optional Sick Leave and Expected Tardiness Program privileges in effect as of January 7, 2002.
 5. Have a most recent final annual performance rating of at least "Above Average".
 6. Have a current in-service training and firearms certification by the Maurice T. Turner, Jr., Institute of Police Science.
- B. Members applying for a Detective Grade One position shall submit a completed *Application for Detective Grade One Promotional Process* (Form 415.D1.04, August 2004), and four copies of an Officer Achievement Package. The Application and Achievement Packages shall be submitted through their supervisor to the unit commanding officer of their district/division by the closing date posted on the Detective Grade One selection process announcement.
- C. The unit commanding officer shall complete the Certification Block on the Form 415.D1.04 and ensure that both the applicant's immediate supervisor and second-level supervisor prepare, separately, a *Detective Grade One Potential Rating* (Form 415B, August 2004).
1. The Form 415B shall be delivered to the member's immediate supervisor and second-level supervisor,
 2. Upon completion, these officials shall submit Form 415B directly to the commanding officer, and
 3. A copy shall be provided to the applicant.
- D. The commanding officer shall submit the completed Application (Form 415.D1.04), four (4) copies of the Officer Achievement Packages, and the two Potential Ratings (Form 415B) to Human Services, Room 6061, as specified in the Detective Grade One Promotional Process announcement.

- E. All completed applications, applicable forms, and Officer Achievement Packages must be received by a member's commanding officer no later than the closing date and time listed in the announcement or they shall not be considered.
- F. Applicants who meet the eligibility requirements for consideration for Detective Grade One shall participate in a Detective Grade One Promotional Process as announced in advance and in writing by the Chief of Police.
- G. On the basis of the Detective Grade One Promotion Process, the Chief of Police shall establish a register of eligible candidates who have successfully completed all phases of the Detective Grade One Promotion Process, and who have earned a minimum of 70% of the total possible points available in the Process.
- H. Each Detective Grade One Register established under this Order shall be structured in descending order in accordance with the results of the Detective Grade One Promotion Process. The Register shall contain the rank, name and final ranking of the candidate.
- I. The position, on the Register, of members with the same final ratings shall be determined by the current District Personnel Manual Issuance System Instruction Number 3-3, *Residency Preference for Employment*.
- J. Candidates on the Detective Grade One Register will be eligible for appointment to a Detective Grade One position if they meet the following qualifications:
 - 1. Currently serving as a Detective Grade Two,
 - 2. Optional Sick Leave and Expected Tardiness Program privileges in effect during the three-year period prior to the date of appointment as a Detective Grade One,
 - 3. A rating of at least "Above Average" on any annual performance rating awarded while on the Register of Eligibles,
 - 4. Current in-service training and firearms certification by the Maurice T. Turner, Jr., Institute of Police Science,
 - 5. Successful completion of any Detective Grade One training course and demonstrated proficiency in the required skills,
 - 6. No pending adverse action or sustained adverse action resulting in a penalty of twenty days or more since the member's name was placed on the Register of Eligibles; and
 - 7. Pass physical examination.

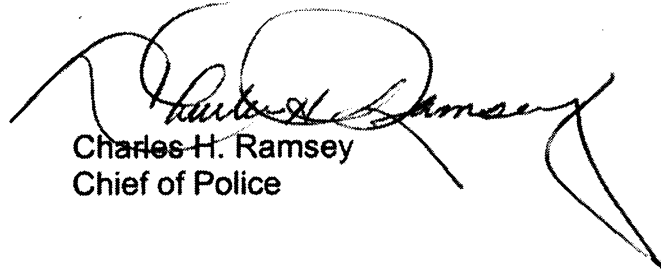
- K. Unless otherwise authorized by the Chief of Police, the Detective Grade One Register of Eligibles shall remain in effect for two years from the date the Register is established.

IV. Retention of Detectives Grade One

An officer assigned as a Detective Grade One may be removed from this position only upon a sustained Adverse Action that is accompanied by a specific recommendation for removal.

V. Related Provisions Superseded

This Special Order shall remain in effect until incorporated into an appropriate general order. The provisions in this directive shall specifically supersede Part I.D (Detective Grade One) and Part II.B (Selection of Detective Grade One) in General Order 201.1 (Non-Uniformed Assignments).



Charles H. Ramsey
Chief of Police

CHR:SOA:MAR:rsk