

SPECIAL ORDER



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Investigator Selection Process	
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Related to	
General Order 201.1 (Non-Uniformed Assignments)	

DISTRICT OF COLUMBIA

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I. Background

Conducting criminal investigations is a responsibility that requires specialized skills. The investigation, arrest, and successful prosecution of those responsible for criminal acts provides an essential service to the community and to victims of crime, and helps to prevent future crimes. For these reasons, the Department has implemented policies and procedures to confer appropriate status upon those sworn members given the responsibility for criminal investigations.

II. Policy

The policy of the Metropolitan Police Department is to ensure that all sworn members, who meet the qualifications and are interested, are afforded the opportunity to apply for the position of Investigator.

III. Duties and Responsibilities of Investigators

- A. The Investigator position represents the first level position in the field of criminal investigations. The essential functions of an Investigator are to pro-actively and reactively conduct investigations of crimes against persons, crimes against property, and drug crimes that have been committed by juveniles and adults; to gather facts and evidence leading to the apprehension and successful prosecution of offenders; and to recover stolen property.
- B. While serving as an Investigator, the member must develop and demonstrate the skills essential to successful criminal investigations.

IV. Selection of Investigators

- A. Members who wish to apply to be considered for an Investigator position must meet the following minimum qualifications:
1. At least three full years of service, continuous or intermittent as a sworn member with the Metropolitan Police Department, as of the qualifying date;
 2. Optional Sick Leave and Expected Tardiness Program privileges in effect during the year prior to the Investigator Selection Process qualifying date;
 3. A most recent final annual performance rating of at least "Average"; and
 4. Current in-service training and firearms certification by the Maurice T. Turner, Jr., Institute of Police Science.
- B. Members applying for an Investigator position shall submit a completed PD Form 413.INV.04 (Application for Investigator Selection Process), and Officer Achievement Package, through their supervisor, to the commanding officer of their district/division, by the closing date posted on the selection process announcement.
- C. The commanding officer shall complete the Certification Block on the PD Form 413.INV.04 and ensure that a PD Form 413B (Investigator Potential Rating) is prepared for the applicant's immediate supervisor and second-level supervisor.
1. The appropriate form shall be delivered to the member's immediate supervisor and second-level supervisor.
 2. These officials shall, upon completion of the PD Form 413B, submit it directly to the commanding officer.
- D. The commanding officer shall submit the completed applications, PD Forms 413.INV.04, Officer Achievement Packages, and PD Forms 413B, to the Director, Office of Testing and Standards, as specified on the Investigator Selection Process announcement.
- E. All completed applications, applicable forms, and Officer Achievement Packages not received by a member's commanding officer prior to the closing date stated in the announcement shall not be considered.

- F. Applicants for Investigator positions shall then participate in an Investigator Selection Process as announced in writing by the Chief of Police.
- G. On the basis of the Investigator Selection Process, the Chief of Police shall establish a register of eligible candidates who successfully completed all phases of the Investigator Selection Process.
- H. Each Investigator Register established under this order shall be structured in descending order, in accordance with the results of the Investigator Selection Process. The Register shall contain the rank, name, social security number and final ranking of the candidates.
- I. The position on the Register of sworn 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 Investigator Register will be eligible for appointment to an Investigator position if they meet the following qualifications:
 - 1. Optional Sick Leave and Expected Tardiness Program privileges in effect during the year prior to the date of appointment as an Investigator;
 - 2. A rating of at least "Average" on any annual performance rating awarded while on the Register of Eligibles;
 - 3. Current in-service training and firearms certification by the Maurice T. Turner, Jr., Institute of Police Science; and
 - 4. Successfully completes Investigator training and demonstrates proficiency in required skills.
- K. Unless otherwise authorized by the Chief of Police, the Investigator Register of Eligibles shall remain in effect for two years from the date the Register is established.

V. Retention and Evaluation of Investigators

- A. The Investigator position affords those sworn members selected for criminal investigations work the opportunity to demonstrate a level of job performance that will justify a decision to retain them in an assignment requiring a high degree of special skills.

- B. At any time a supervisor concludes that an sworn member's job performance as an Investigator is Below Average, as measured by the Department's performance evaluation system for sworn members, the supervisor shall prepare a PD Form 62 (Performance Rating), as a "Special Rating" and a PD Form 62-D (Performance Rating Warning Notice), including the Performance Rating Improvement Plan.
1. The supervisor shall meet with the second-level supervisor to review the rating. The second-level supervisor shall indicate his/her approval by signing and dating the form in ink above the Rater's Signature block and shall also sign the PD Form 62-D.
 2. Following approval by the second-level supervisor, the supervisor shall meet with the investigator to discuss the warning, obtain the signature of the sworn member on the PD Form 62 and PD Form 62-D and provide the ratee a copy of both forms.
 3. The rater shall place the original PD Form 62 and PD Form 62-D in the documentation file and submit a copy to the reviewer and commanding officer.
 4. All efforts to improve the sworn member's performance shall be fully documented.
 5. If, after ninety days (90), the job performance remains below a satisfactory level, the sworn member will not be retained as an Investigator but shall be reassigned to other duties.

VI. Related Provisions Superseded

This Special Order shall remain in effect until incorporated into the appropriate general order. The provisions in this directive shall specifically supersede Part I.B (Investigators) and Part II.A (Selection of Investigator) in General Order 201.1 (Non-Uniformed Assignments).

// SIGNED //
Charles H. Ramsey
Chief of Police

CHR:SOA:MAR:rsk