



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
METROPOLITAN POLICE DEPARTMENT



Dear Applicant,

Congratulations on your decision to apply with the Washington DC Metropolitan Police Department. Thank you for signing up for Prospect Day. We look forward to reviewing your qualifications and background in consideration for a police officer position with our Department.

It is necessary to complete this packet and follow the directions carefully in preparation for Prospect Day. Please bring all of the required documents, listed below, with you to Prospect Day. If you need any assistance completing the attached paperwork, please call a member of the Recruitment Division at (202) 645-0445, or via email at [helpdesk.oap@dc.gov](mailto:helpdesk.oap@dc.gov). In addition, members of the Recruitment Division will be available to assist you during Prospect Day.

#### REQUIRED DOCUMENTS

- Proof of Citizenship
  - Birth Certificate; and/or
  - Naturalization Paperwork (if applicable)
- Proof of Qualification
  - College Degree and Transcripts (Proof of 60 college credits) [Unofficial transcripts are ok]; or
  - DD214 (if applicable); or
  - Employment records for prior full-service law enforcement employment
- Valid Driver's License
- Completed Prospect Day Preparation Packet (this packet)

#### OPTIONAL DOCUMENTS

The following documents are needed and will be collected later in the process; they are not required to attend your mass processing.

- Resume (if applicable)
- Driving Record (obtained from the Department of Motor Vehicles in the state where you hold a license)
- Picture Identification (State ID/Driver's License, passport, etc.)
- Social Security Card
- Citizenship Documents (Naturalization paperwork or US Passport)
- Marital Status Documents (Marriage License, Divorce Decree, etc.)
- Military Status Documents (DD-214 or Selective Service Registration)
- Unemployment Records
- Welfare Payment Records
- Court Orders (judgments, liens, bankruptcy, expungement records, separation order, child support orders, etc.)
- TANF/Public Assistance Records
- Last two employment performance ratings (if applicable)

On the date of your scheduled Prospect Day, the following forms and agreements will need to be completed:

\_\_\_\_\_ Applicant Initials (Read, Completed and Understood)



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- Computer Check Request Form
- Authorization for Release of Information and Statement of Consent
- Preliminary Suitability Survey for Police Applicants

Should you successfully complete Prospect Day, you will be contacted by the Recruiting Division.

Sincerely,

Marvin (Ben) Haiman  
Executive Director  
Professional Development Bureau

\_\_\_\_\_ Applicant Initials (Read, Completed and Understood)



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**METROPOLITAN POLICE DEPARTMENT  
RECRUITING DIVISION  
COMPUTER CHECKS REQUEST FORM**

Date: \_\_\_\_\_

Applicant's Full Legal Name: \_\_\_\_\_  
(Last, First Middle)

Applicant's Current Home Address: \_\_\_\_\_  
Street, City, State, Zip

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

List individually all states and countries that you have lived, visited, or resided in for over a 30 day period.

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

If YOU HAVE EVER BEEN ARRESTED PLEASE LIST CITY, STATE AND CHARGE. (use reverse side if necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

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**AUTHORIZATION TO RELEASE OF INFORMATION  
AND STATEMENT OF CONSENT**

I, \_\_\_\_\_ do hereby authorize a review by, and a full disclosure to a duly authorized agent of the Washington, D.C., Metropolitan Police Department of all records, or any part thereof, concerning myself, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial and credit institutions, including records and any other information including statements of deposits, withdrawals and balances of checking, savings and loan accounts, and also the record of commercial or retail mercantile establishments and retail credit agencies (including credit reports and/or ratings,) medical and psychiatric consultation and/or treatment including those of hospitals, clinics, private practitioners, the U.S. Department of Veterans Affairs, Social Security Administration, and military medical and psychiatric facilities, public utility companies, employment and pre-employment records, including background investigation reports, medical reports, the results of polygraph examinations, efficiency and performance ratings, complaints or grievances filed by or against me, and salary records, and other financial statements and records of any nature whatever, and wherever filed, records of complaints, arrests, trial and/or convictions for alleged or actual violations of the law, including criminal and/or traffic records, and further to include all such records whether “adult” or “juvenile.”

I fully consent, after a conditional offer of employment is made, to any physical, psychological, or other testing, ***including urine, hair, and/or blood*** for controlled dangerous substances, to determine my suitability to be employed by the Washington D.C., Metropolitan Police Department prior to beginning employment and also during the entire course of my employment with the Washington, D.C., Metropolitan Police Department.

I also fully consent to submit to a polygraph examination and/or computer voice stress analyzer for the purpose of verification of information given by me or contained in my records, application and/or interview in connection with my application for employment with the Washington, D.C., Metropolitan Police Department. I hereby release and waive any and all rights, which may be given to me by any Federal, State, County, or municipality law to refuse or decline to undertake a polygraph examination and/or computer voice stress analyzer.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to those records and any other information including statements that will permit the development of a background and history of my personal and professional life. I further reiterate my authorization to submit, after a conditional offer of employment is made, to any medical, physical, psychiatric, psychological, or other testing, including urine and/or blood for controlled dangerous substances for the specific purpose of developing pertinent information for the Washington, D.C., Metropolitan Police Department to be considered in determining my suitability for employment by the Department.

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It is my specific intent to provide access to information, however personal, privileged, or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny or prevent access to any other records not specifically identified herein.

I understand that any information obtained by a personal history background investigation, which is developed, directly or indirectly, in whole or in part, upon release will be considered in determining my suitability for employment, as stated above. Any medical information obtained before a conditional offer of employment is made will not be considered unless a conditional offer of employment is extended. All medical information received will be kept in a separate file and will not be reviewed or used in determining whether a conditional offer of employment will be made.

I agree to indemnify and hold harmless the person(s) to whom this Authorization for Release of Information is presented and his/her agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of, or by reason for complying with requests for information that this Authorization provides.

I further understand that in the event my employment application and/or resume is disapproved, not considered, or otherwise does not result in my appointment to the Metropolitan Police Department, the source(s) of confidential information cannot and will not be released and/or revealed to me. However, I may request original documentation submitted to the Recruiting Division as a part of the hiring process. Additionally, all confidential information and documentation obtained by investigative means, to include testing results, will be the sole property of the Metropolitan Police Department.

It is further understood by me that a photocopy, including a facsimile (or fax) copy of the actual original of this Authorization for Release of information will be valid as an original hereof, even though the said photocopy or facsimile does not contain an original writing of my signature.

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APPLICANT'S SIGNATURE/PRINTED NAME DATE

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DATE OF BIRTH

XXX-XX-

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SOCIAL SECURITY NUMBER MPD Witness Signature

\_\_\_\_\_ Applicant Initials (Read, Completed and Understood)



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**PRELIMINARY SUITABILITY SURVEY FOR POLICE/RESERVE APPLICANTS**

Full Name (Last, First, Middle): \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Gender: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Excluding nicknames, list any other names you have ever used and the periods of time during which you used them: \_\_\_\_\_

**Instructions to Applicant:**

**Use black ink only and print legibly and clearly**

**This booklet must be completed by the applicant in the applicant's handwriting.**

You are being considered for employment with the Washington, D.C. Metropolitan Police Department. As a prerequisite for employment, you are required to submit to a pre-employment polygraph examination. As part of that process, it will be necessary for you to complete this pre-screening booklet. The contents of this booklet and polygraph examination process are considered "CONFIDENTIAL" by both the Reviewer and Examinee, except when information relative to national security or to the conduct of official police business is divulged. It is important that you understand that the intentional misrepresentation, omission, or falsification of any material fact may be just cause for disqualification or dismissal from the applicant process.

Members and employees of the Metropolitan Police Department, regardless of their position, are placed in a position of trust and responsibility. Because of this trust, the Metropolitan Police Department expects candor and honesty from all employees. You will undergo a polygraph examination to determine the truthfulness of the information provided to the Department. The areas of inquiry will deal with your background and experience.

During the interview with the polygraph examiner, you will discuss many aspects of your background. Many applicants are hesitant to reveal information that they fear may disqualify them from employment. Keep in mind that many minor violations are not automatic disqualifiers to appointment. However, your failure to provide truthful, accurate, and complete information will disqualify you from employment.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of MPD Witness:** \_\_\_\_\_

**CAD:** \_\_\_\_\_

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**IDENTITY**

**YES**    **NO**

- \_\_\_    \_\_\_ Have you ever used a false name, date of birth, SSN number, or place of birth for any reason?
- \_\_\_    \_\_\_ Have you ever obtained, possessed, or used any form of false identification?
- \_\_\_    \_\_\_ Have you ever misrepresented your identity to any law enforcement agency?
- \_\_\_    \_\_\_ Have you ever falsified your identity on any job application or official document?
- \_\_\_    \_\_\_ Have you ever knowingly made any false statement under oath, or falsified any document concerning any matter?

**RESIDENCY**

**YES**    **NO**

- \_\_\_    \_\_\_ Has anyone ever called the police on you?
- \_\_\_    \_\_\_ Have you been involved in any arguments or fights with any of your neighbors?
- \_\_\_    \_\_\_ Will any of your current or former neighbors say anything derogatory about you?
- \_\_\_    \_\_\_ Have you ever moved out of any place you have lived due to arguments or disputes with your spouse, family members, roommates, neighbors, or landlords?

**EMPLOYMENT**

**YES**    **NO**

- \_\_\_    \_\_\_ Have you ever been fired from any job?
- \_\_\_    \_\_\_ Have you ever quit or resigned from a job in lieu of being fired.
- \_\_\_    \_\_\_ Are you currently ineligible to be rehired at any place of past employment?
- \_\_\_    \_\_\_ Have you ever received a below average, unsatisfactory, or poor performance rating from an employer?
- \_\_\_    \_\_\_ Within the past three (3) years, have you been subjected to disciplinary action from an employer based upon allegations of insubordination or inability to follow orders?
- \_\_\_    \_\_\_ Have you ever been rejected for employment by any police department or law enforcement agency?
- \_\_\_    \_\_\_ Have you ever been terminated or forced to resign from any commissioned or recruit/probationary position with a law enforcement agency for disciplinary reasons?
- \_\_\_    \_\_\_ Have you ever resigned or been terminated from any law enforcement academy due to a lack of proficiency in an academic or skill area?
- \_\_\_    \_\_\_ Have you ever previously applied for employment with the Metropolitan Police Department?

Within the past twelve (12) months, how many unexcused absences have you had at your current place of employment? \_\_\_\_\_

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Within the past twelve (12) months, how many unexcused late occurrences have you had at your current place of employment? \_\_\_\_\_

Within the past five (5) years, how many times have you been subjected to disciplinary action from an employer for any reason? \_\_\_\_\_

Within the past five (5) years, how many times have you been discharged from civilian employment due to disciplinary action? \_\_\_\_\_

**MILITARY**

**YES**    **NO**

- \_\_\_\_\_    \_\_\_\_\_ Have you ever been rejected by any branch of the United States Military?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever received a “less than an honorable” (i.e., Dishonorable, General, etc.) discharge from the United States Military?
- \_\_\_\_\_    \_\_\_\_\_ While in the military, did you ever engage in any conduct that would constitute a criminal offense?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever received any form of discipline while serving in the Military?
- \_\_\_\_\_    \_\_\_\_\_ Were you ever denied eligibility for re-enlistment?

**TRAVEL**

List all foreign countries you have traveled to since the age of sixteen. If you require additional space, please use the additional pages at the end of this document.

Country Visited	Your Age	From (mm/yyyy)	To (mm/yyyy)	Your Citizenship at Time of Travel

**DRIVING HISTORY**

**YES**    **NO**

- \_\_\_\_\_    \_\_\_\_\_ Have you ever operated a vehicle after consuming any intoxicating substance to the point of intoxication?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever fled from, or attempted to elude, police while on foot or in a vehicle?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever failed to appear in court as a result of any traffic ticket?
- \_\_\_\_\_    \_\_\_\_\_ Within the past five (5) years, has your driver’s license been suspended or revoked for moving violations?

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- \_\_\_ \_\_\_ Within the past five (5) years, have you operated a motor vehicle while your driver's license was suspended or revoked?
- \_\_\_ \_\_\_ Have you ever been convicted of, pled guilty or nolo contendere to, or been given probation before judgment for driving under the influence (DUI) of any controlled substance?
- \_\_\_ \_\_\_ Have you ever been convicted of, pled guilty or nolo contendere to, or been given probation before judgment for driving while intoxicated from alcohol on any occasion?
- \_\_\_ \_\_\_ Have you ever been convicted of, pled guilty or nolo contendere to, or been placed on probation before judgment for manslaughter (negligent homicide), hit and run with injury, or fleeing and eluding police?
- \_\_\_ \_\_\_ Have you ever refused to submit to a truth verification test as part of a pre-employment process?

Within the past five (5) years, how many collisions have you been involved in that were considered to be your fault? \_\_\_\_\_

Within the past twelve (12) months, how many tickets/ infractions have you received for moving violations? \_\_\_\_\_

**CRIMINAL HISTORY**

**YES**    **NO**

- \_\_\_ \_\_\_ Have you ever been investigated or interviewed by any law enforcement or security personnel as a suspect or defendant in any crime?
- \_\_\_ \_\_\_ Have you ever engaged in any conduct which would constitute a felony offense, whether or not the conduct resulted in your arrest or the filing of criminal charges?
- \_\_\_ \_\_\_ As an adult or juvenile, have you ever been arrested?
- \_\_\_ \_\_\_ As an adult or juvenile, have you ever received any criminal summonses or criminal citations?
- \_\_\_ \_\_\_ Have any criminal charges against you ever been dropped or dismissed?
- \_\_\_ \_\_\_ Have any criminal charges ever been expunged from your record?
- \_\_\_ \_\_\_ Have you ever been convicted of, pled guilty or nolo contendere to, or been given probation before judgment for any misdemeanor, or any offense in any state, territory, or country?
- \_\_\_ \_\_\_ Have you ever been concerned (or suspected) that you were under investigation for commission of any crimes, even though you were not directly contacted by any law enforcement authorities?
- \_\_\_ \_\_\_ Have you ever been placed in a jail, prison, or detention center as a result of criminal charges?
- \_\_\_ \_\_\_ Are you currently wanted in any jurisdiction for any reason?
- \_\_\_ \_\_\_ Are you currently on probation or parole for any reason?
- \_\_\_ \_\_\_ Have you ever been involved in any bias-related crime?
- \_\_\_ \_\_\_ Have you ever been involved in any form of hazing?

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**CIVIL ACTIONS**

**YES**    **NO**

- \_\_\_\_\_    \_\_\_\_\_ Have you ever been a plaintiff or a defendant in a civil law suit?
- \_\_\_\_\_    \_\_\_\_\_ Has any court-ordered financial judgment ever been taken against you?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever failed to obey or honor any judgment entered by a court of record, including, but not limited to, failure to make alimony or child support payments, and failure to pay any fine imposed by any court of record?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever received any of the following court orders against you: ex parte, restraining order, protective order, peace order, or any other court order naming you as a defendant or respondent?

**THEFT ISSUES**

**YES**    **NO**

- \_\_\_\_\_    \_\_\_\_\_ Have you ever shoplifted any merchandise from a store or business?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever helped anyone shoplift (lookout, divert store employees, hide merchandise, etc.) merchandise?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever stolen any money, merchandise, or property from any place you have worked?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever stolen anything?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever deliberately falsified a time card, work schedule, expense account, payroll document, purchase order, bill, invoice, or any other financial document to commit a theft?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever knowingly received, purchased, or sold any stolen property?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever stolen from any governmental agency, to include intentionally falsifying any income tax return?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever taken something without permission?

**DOMESTIC AND SEXUAL-CRIME ISSUES**

**YES**    **NO**

- \_\_\_\_\_    \_\_\_\_\_ Have the police ever responded to any domestic violence incident in which you were involved?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever been involved in any domestic violence incident when the police did not respond?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever inflicted any physical injury to any child who was in your care and custody?
- \_\_\_\_\_    \_\_\_\_\_ Have you ever had sexual contact with any child under the age of 18 when you were four or more years older than that child? (include whether or not you paid the child in any form to participate in the sexual contact.)

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- \_\_\_\_\_ Have you ever intentionally viewed, possessed, distributed, or manufactured any form of child pornography?
- \_\_\_\_\_ Have you ever had, or attempted to have, sexually explicit conversations with a child via a computer or any other media outlet?
- \_\_\_\_\_ Have you ever engaged in any sexual acts involving prostitution, to include committing the act of prostitution, arranging the services of a prostitute, or profiting from those services?
- \_\_\_\_\_ Have you ever committed, participated in, or facilitated an act of rape, or committed any sexual act with another person against their will or when the other person was unable to consent or resist due to a disabling condition such as intoxication, physical incapacitation, mental incapacitation, or disability?
- \_\_\_\_\_ Since the age of 13, have you ever engaged in sexual contact with any animal? If you are unsure of your age at the time of the incident, document the incident in the additional comments section.
- \_\_\_\_\_ Have you ever exposed your sexual organs to harass, frighten, or shock another person?
- \_\_\_\_\_ Since the age of 13, have you ever had inappropriate sexual contact with any family member?

**ILLEGAL DRUG USAGE**

DISCLAIMER: Below you will provide information about your history with illegal drugs. Review these questions carefully and provide complete, accurate responses. For the purpose of responding to the following questions, "illegal drugs" include the unauthorized or illegal use of prescription medications or over-the-counter drugs; it also includes the illegal use of a substance for the purpose of getting "high", and all synthetic drugs.

Examples of drugs include, but are not limited to the following: Amphetamines / Methamphetamines (Uppers, Speed, Crank, etc), Barbiturates (Downers), Cocaine / Crack Cocaine, Designer Drugs (Ecstasy, Synthetic Heroin, etc.), GHB (Date Rape Drug), Hallucinogens (Peyote, LSD, Mushrooms), Hashish / Hashish Oil, Heroin / Opium, Marijuana (with or without a prescription, and even in states where marijuana is legal, must be fully disclosed), synthetic marijuana, bath salts, Mescaline, Morphine, PCP / Angel Dust, Quaaludes, Steroids, Synthetic Marijuana (Spice, K-2, Zombie, Scooby Snacks, etc), Tetrahydrocannabinol (THC), Glue, paint, or any substance containing toluene. Even if you claim the use of such substance was an accident, or you were not aware at the time, you must disclose it. Ensure you have answered all questions, or your Applicant Profile will be returned to you for correction which will delay the process.

**Disclosure of drug usage does NOT preclude an applicant from proceeding in the application process.**

**YES    NO**

- \_\_\_\_\_ Have you used any form of non-prescribed drug and/or narcotic (to include marijuana, narcotics of any form, dangerous drugs of any kind, and/or any other non-prescribed substance)?

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Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detail the extent of your illegal drug use within the last 5 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Have you ever experienced any adverse contact with law enforcement due to illegal drug use, possession, or distribution?
- \_\_\_\_\_ Have you ever forged any documents for financial gain or criminal intent?
- \_\_\_\_\_ Have you ever performed any services for anyone to receive illegal drugs?
- \_\_\_\_\_ Have you ever directly sold any illegal drugs?
- \_\_\_\_\_ Have you ever set up, arranged, or facilitated any illegal drug transactions?
- \_\_\_\_\_ Have you ever hidden any illegal drugs for yourself or anyone else?
- \_\_\_\_\_ Have you ever grown or attempted to grow Marijuana or any other illegal drugs?
- \_\_\_\_\_ Have you ever taken part in manufacturing or producing any illegal drugs?
- \_\_\_\_\_ Have you ever ingested any prescription medicine for non-medical reasons?  
(to get high, out of curiosity, for social or recreational reasons, etc.)
- \_\_\_\_\_ Have you ever illegally bought or sold prescription medicine to include, but not limited to, Percocet, Oxycontin, Oxycodone, etc?
- \_\_\_\_\_ Have you ever traded anything for prescription medicine?
- \_\_\_\_\_ Has anyone ever given you any prescription medicine for non-medical reasons?
- \_\_\_\_\_ Have you ever given anyone any prescription medicine for non-medical reasons?
- \_\_\_\_\_ Have you ever secretly given anyone any prescription medicine without that person's knowledge or consent?
- \_\_\_\_\_ Have you ever taken part in any prescription forgeries?
- \_\_\_\_\_ Have you ever taken more than the prescribed amount of any over the counter or prescribed medicine?
- \_\_\_\_\_ Have you ever directed anyone or taken anyone to any place to purchase illegal drugs?

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**Required Document Checklist**

The following documents are required. You **must** bring a physical copy of these documents **with you** to Mass Applicant Processing day. Failure to bring these documents will prohibit you from continuing in the process. Please initial once the document is attached.

Initial	Required Documents
	<ul style="list-style-type: none"> <li>• Birth Certificate and/or Certificate of Naturalization</li> </ul>
	<ul style="list-style-type: none"> <li>• Proof of Qualification               <ul style="list-style-type: none"> <li>○ College Degree and Transcripts (Proof of 60 college credits) [Unofficial transcripts are ok]; or</li> <li>○ DD214 (if applicable); or</li> <li>○ Employment records for prior full-service law enforcement employment</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Valid Driver’s License</li> </ul>
	<ul style="list-style-type: none"> <li>• Completed this packet (initialing each page)</li> </ul>

\_\_\_\_\_ Applicant Initials (Read, Completed and Understood)