



**METROPOLITAN POLICE DEPARTMENT
WASHINGTON, D.C.
RECRUITING DIVISION**



Dear Applicant,

Congratulations on your decision to apply with the Washington DC Metropolitan Police Department. It is necessary to complete this packet and follow the instructions carefully in preparation for Prospect Day.

Members of the Metropolitan Police Department 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 experiences. Many applicants are hesitant to reveal information that they fear may disqualify them from employment with the Metropolitan Police Department. Keep in mind that many minor violations may not automatically disqualify you from employment. **However, failure to provide truthful, accurate, and complete information will disqualify you from employment.**

As a prerequisite for employment, you are required to take a 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.**

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 Recruiting Division at (202) 645-0445, or via email at helpdesk.oap@dc.gov.

REQUIRED DOCUMENTS TO BRING TO PROSPECT DAY

- Proof of Citizenship or Residency
 - Birth Certificate;
or
 - Certificate of Naturalization;
or
 - Lawful Permanent Resident document (green card)

- Proof of Qualification
 - College Degree and Transcripts [Unofficial transcripts is permissible]
or
 - DD214, National Guard Bureau Form 23 (NGB-23B), Department of Army Form 5016 (DA5016), statement of service, or another comparable document;
or
 - Employment records for prior full-service law enforcement employment

- Valid U.S. State Issued "Real ID" Driver's License

- Completed Pre-screening Questionnaire



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PRESCREENING QUESTIONNAIRE

Applying for (check one):

- Police Officer Lateral Police Officer Reserve Police Officer (Volunteer)

Full Name (Last, First, Middle): _____

Address (Street, City, State, Zip): _____

Email Address: _____ Phone #: (____) _____

Social Security Number: XXX-XX-_____ Race: _____ Gender: _____

Date of Birth (mm/dd/yyyy): _____ Age: _____

Place of Birth: _____
(City/County, State, Country of Birth)

Naturalization data: _____
(List USCIS number, date and place of issuance)

Lawful Permanent Resident (green card) data: _____
(List USCIS number, card expiration date, and resident date)

Excluding nicknames, list any names you have **ever** used and the time periods which you used them:

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?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

RESIDENCY

YES **NO**

- Has anyone **ever** called the police on you?
- Have you **ever** 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?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

LAW ENFORCEMENT AGENCIES

YES **NO**

- Have you **ever** applied to any other police department or law enforcement agency?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

City, State	Police Department or Law Enforcement Agency

EMPLOYMENT

YES **NO**

- Have you **ever** been fired/terminated from any job?
- Have you **ever** quit or resigned from a job in lieu of being fired/terminated?
- 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?
- Have you **ever** been rejected for employment by any police department or law enforcement agency?
- Have you **ever** resigned, terminated or forced to resign from any law enforcement agency?
- Have you **ever** previously applied for employment with the Metropolitan Police Department?
- Have you **ever** refused to submit to a truth verification (e.g., polygraph) test as part of a pre-employment process?

Within the past year, how many unexcused absences/late occurrences have you had at a place of employment?

Within the past five years, how many times have you been subjected to disciplinary action from an employer for any reason? _____

Within the past five years, how many times have you been terminated from civilian employment due to disciplinary action? _____

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

MILITARY

YES **NO**

- _____ _____ Have you **ever** been rejected by any branch of the United States Military?
- _____ _____ Have you **ever** received a “less than 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?
- _____ _____ Have you **ever** received an unfavorable re-entry code?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

TRAVEL

List all foreign countries you lived in or traveled to and stayed in for 30 or more days, since the age of 16. Use (L) for lived and (T) for traveled.

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

If you require additional space, please continue on pg. 8.

DRIVING HISTORY

YES **NO**

- ___ ___ Have you **ever** operated a vehicle after consuming any intoxicating substance to the extent of being impaired?
- ___ ___ 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 years, has your driver's license been suspended or revoked?
- ___ ___ Within the past five 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 (DWI) 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?

Within the past five years, how many collisions have you been involved in where you were considered to be at fault by the insurance company and/or law enforcement personnel? _____

Within the past year, how many tickets; parking, moving, or camera infractions; have you received? _____

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

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, dismissed, or nolle pros?
- ___ ___ 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?
- ___ ___ Have you **ever** forged any documents for financial gain or criminal intent?
- ___ ___ 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?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

CIVIL ACTIONS

YES **NO**

- Have you **ever** been a plaintiff or a defendant in a civil lawsuit?
- 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 naming you as a defendant; ex parte, restraining order, protective order, peace order, or any other court order?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

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** taken any money, merchandise, or property; without right; from any place you have worked?
- Have you **ever** taken anything without right from anyone or anywhere?
- Have you **ever** deliberately falsified a timecard, 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?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

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.)
- 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 (i.e., cellphone, tablet, etc.)?
- 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?
- 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?
- Have you **ever** had sexual contact with any family member?

Please Explain in Detail All Yes Responses: (Use page 8 for additional space, if needed)

DRUG USE AND ACTIVITY

DISCLAIMER: Below you will provide information about your history with drugs. Review these questions carefully and provide complete, accurate responses. For the purpose of responding to the following questions, "drugs" or "substance" includes the unauthorized or illegal use of prescription medications, over-the-counter medication, and any synthetic substances. This also covers any drugs or substances with the intent to get "high". The use of a drug or controlled substance refers to any method of consumption to include, but not limited to smoking, injecting, snorting, inhaling, swallowing, sampling, experimenting with, or otherwise. Even if you claim the use of such substance was an accident, or you were not aware at the time, **you must disclose it.** **Disclosure of drug usage does NOT** preclude an applicant from proceeding in the application process.

YES **NO**

- Have you **ever** used any drugs or any controlled substances?

Provide a truthful and accurate response regarding the “use” of each category listed below:

YES	NO	Type of drug or controlled substance	Estimated Month and Year of last use
		THC (e.g., marijuana, weed, pot, cannabis, hashish, edibles, gummies, etc.)	
		Cocaine/Crack (e.g., rock, free base, etc.)	
		Synthetic Drugs (e.g., fentanyl, spice/K2, zombie, scooby snacks, bath salts, etc.)	
		Hallucinogens (e.g., LSD/acid, PCP, peyote, ketamine, mescaline, salvia, angel dust, mushrooms, etc.)	
		Inhalants (e.g., glue, solvents, paint/toluene, amyl nitrate, whippets, nitrous oxide, etc.)	
		Stimulants (e.g., amphetamines, speed, MDMA, crystal meth, synthetic heroin, ecstasy, etc.)	
		Depressants (e.g., barbiturates, methaqualone/quaalude, tranquilizers, downers, Rohypnol “roofies”, GHB, etc.)	
		Narcotics (e.g., opium, morphine, codeine, methadone, heroin, “lean”, “purple drank”, etc.)	
		Steroids (e.g., candy, juice, methyl testosterone, etc.)	
		Non-prescribed prescription drugs (e.g., Adderall, Xanax, oxycodone, hydrocodone, morphine, steroids, valium, etc.)	
		Other:	

YES **NO**

- _____ _____ Have you **ever** experienced any contact with law enforcement due to drug use, possession, or distribution?
- _____ _____ Have you **ever** performed any services for anyone to receive drugs?
- _____ _____ Have you **ever** directly sold any drugs?
- _____ _____ Have you **ever** set up, arranged, or facilitated any drug transactions?
- _____ _____ Have you **ever** hidden any drugs for yourself or anyone else?
- _____ _____ Have you **ever** grown or attempted to grow Marijuana or any other drugs?
- _____ _____ Have you **ever** taken part in manufacturing or producing any 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 drugs?

Please Explain in Detail All Yes Responses on page 8.

