

# LOS ANGELES COUNTY PROBATION DEPARTMENT PEACE OFFICER BACKGROUND INVESTIGATION PERSONAL HISTORY STATEMENT INSTRUCTIONS

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## Notice:

The information you provide in this Personal History Statement (PHS) will be used in the investigation into your background to assist in determining your suitability for a Peace Officer position as provided by Section 1031 of the Government Code of the State of California

## Instructions:

1. The completion of this PHS in accordance with Section 1002(a)(5) of the California POST Regulation is mandatory. It is strongly suggested that you begin working on it immediately as you will need to bring it to the interview completed.
2. You must personally type or legibly print in blue or black ink all required information. Provide **one-sided** originals only.
3. Read all the directions of each question carefully before answering. Leave no blanks and respond to each question. If a question does not apply to you, enter N/A for "not applicable."
4. If you are not certain of the information, confirm it before answering. All information provided is subject to verification.
5. You are responsible for the accuracy and completeness of all information on this form including but not limited to, addresses (including zip codes) and telephone numbers (including area codes). Zip code information can be obtained from the U.S. Post Office and area code information can be found in the telephone directory.
6. Incomplete statements, deliberate omissions or fraudulent statements may bar or remove you from consideration for employment as a Peace Officer.
7. Account for all required time periods in your background, including periods of unemployment. Include all military assignments and locations within the last 10 years.
8. Being discharged from a job or having an arrest record will not automatically disqualify you or result in your release from a Peace Officer position. However, any negative factor in your background will be examined carefully and evaluated in terms of the relevance to the position of Peace Officer.
9. Disclosure of Detentions, Arrests and Convictions: All convictions for misdemeanor offenses or infractions as well as ALL ARRESTS and DETENTIONS for any crime MUST be listed whether the arrest resulted in a conviction, an acquittal, dismissal, or placement on a program of pre- or post-trial diversion (per Section 432.7 of the Labor Code of the State of California). You must list an arrest or conviction even if you have earned a release under Section 1203.4 or 1203.4(a) of the California Penal Code or Section 1179 or 3200 of the California Welfare and Institutions Code or pardon under 4852.17 and 4853 of the California Penal Code.
10. Include information where you were a subject of a restraining order against an individual.
11. Do not divulge information concerning physical or medical conditions either past or present. The Americans with Disabilities Act prohibits employers from making medically-related inquiries prior to a final offer of employment.
12. Initial every page at the bottom right corner.
13. Bring your completed Personal History Statement including instructions and supplemental questionnaires/documents on the day of your interview.

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14. If there is Insufficient space to list all information in the space provided, use page 24 in this packet and attach as many typed or lined sheets of 8 ½ X 11 papers as necessary, making sure to identify the questions or item by number and subject.
15. In addition to your Personal History Statement, you are also required to provide ORIGINAL OR CERTIFIED copies of the following:
- a. BIRTH CERTIFICATE OR CERTIFICATE OF NATURALIZATION. An abstract of the certificate is not acceptable.
  - b. **GSN CANDIDATES** – HIGH SCHOOL TRANSCRIPTS, GED OR CALIFORNIA HIGH SCHOOL PROFICIENCY TRANSCRIPTS WITH SCORES. Transcripts must be in a sealed envelope issued by your high school or school district. If you provided your sealed transcripts during the Exam process, your background investigator will obtain them from the Exam unit.
  - c. **DSO and/or DPO CANDIDATES** – ALL OFFICIAL COLLEGE TRANSCRIPTS. Transcripts must be in a sealed envelope issued by your high school or school district. If you provided your sealed transcripts during the Exam process, your background investigator will obtain them from the Exam unit.
  - d. A sealed copy of your credit report from one of the following agencies: Trans Union (800-916-8800 or transunion.com); Experian (888-397-3742 or Experian.com); or, Equifax (800-685-1111 or Equifax.com). Bring the sealed copy of your credit report the day of your interview. **Note: ONLINE credit reporting will not be accepted.**
  - e. Your ORIGINAL VALID CALIFORNIA DRIVER LICENSE.
  - f. Original Proof of Insurance and/or the insurance policy showing your name.
  - g. Your ORIGINAL SIGNED SOCIAL SECURITY CARD.
  - h. MILITARY DD214 (only Page 4) or PROOF OF DRAFT REGISTRATION (applies to males born after January 1, 1960). You can secure a copy of your selective service registration by accessing <http://www.sss.gov>
  - i. Your Performance Evaluations and Master Payroll records for the past two (2) years, if currently employed by the County of Los Angeles.
  - j. California Department of Motor Vehicle (DMV) driving record (H6). No online printouts.
  - k. **NOTARIZED** Waiver to Release Information. It is the responsibility of the candidate to obtain a notary and the waiver must be signed and dated in front of the notary.
  - l. Tattoo Disclosure is mandatory. You must complete the Tattoo Disclosure Form, providing all requested information (if applicable). photographs of all tattoos must be submitted with the completed Personal History Statement.

**IF YOU MUST CANCEL OR RESCHEDULE YOUR APPOINTMENT FOR ANY UNAVOIDABLE REASON, YOU MUST CONTACT THE BACKGROUND INVESTIGATIONS UNIT AT LEAST 48 HOURS PRIOR TO THE APPOINTMENT. YOU MAY BE RESCHEDULED FOR ONE OF THE FOLLOWING REASONS: RELIGIOUS BELIEFS, MILITARY SERVICE, LEGAL SUMMONS, SERIOUS ILLNESS OR INJURY AND PRE-PAID VACATION PLANS FOR WHICH MONEY HAS BEEN PAID AND WILL BE LOST.**

The Personal History Statement and the information it contains, as well as all your information and documents acquired during this investigation, are available for inspection only by Department employees with a need to know or to others as authorized by law.

**THIS IS NOT AN OFFER OF EMPLOYMENT**