



Commission on Peace Officer Standards and Training

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Date: February 29, 2012

Bulletin: No. 2012-04

Subject: **Revised POST Personal History Statement Forms Now Available**

In June 2011, POST convened a group of Subject Matter Resources to thoroughly review the POST Peace Officer (2-251) and Public Safety Dispatcher (2-255) Personal History Statement (PHS) forms for currency. The forms were modified based on input received from the group. The modified forms were further reviewed by POST staff and legal counsel. The resulting Personal History Statement forms are now available on the POST website at <http://www.post.ca.gov/forms.aspx> under "Background/Hiring."

Detailed information about the revised Personal History Statement forms can be found in the attached FAQs. Additional questions can be directed to Personnel Selection Consultant Melani Singley at melani.singley@post.ca.gov or (916) 227-4258.

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Executive Director

Attachment: FAQs

Revised (02/12) POST Personal History Statements FAQs

What changes were made to the POST Personal History Statement forms?

The overall format has been modified, including the addition of date fields and check boxes, allowing easier entry and tracking of applicant responses. Questions were modified and/or added for clarification and to capture relevant applicant history. Specific changes are noted below.

Instructions to Applicant

- modified instructions for clarification; updated disclosure; added signature line and date

Section 1: Personal

- Q7: added request for additional email addresses

Section 2: Relatives and References

- Q14: editorial and sequencing changes

Section 3: Education

- Q20: added request for PC832 course completion information

Section 4: Residence

- Q26: modified to read: "Have you ever left a residence owing rent, *utilities*, or *other household expenses*?"

Section 5: Experience and Employment

- Q42: modified to read: "Have you ever applied *for any position at another* law enforcement agency..."; changed "On List" to "On *Eligibility* List" and added "List expired" to the Status information

Section 6: Military Experience

- Q44: new question: "Have you ever served in the military?"
- Q49: new question: "Have you ever taken military property without permission for personal use, to sell, or to give away?"

Section 7: Financial

- Q50: editorial revision

Section 8: Legal

- Q64: changed to read: "Have you ever been detained by law enforcement for investigation, arrested, indicted, charged, or convicted of any misdemeanor or felony offense in this state ..."
 - Q65: deleted "as an adult" from question
 - Q73: new question: "Have you ever been required to repay any welfare payments, unemployment compensation, or other state or federal assistance?"
 - Q75: Criminal Acts – Part 1
 - changed to read: "Have you committed any of the following acts in the past 10 years? (You do not have to report any acts committed prior to the age of 15." You must include any acts committed at any time after you were first employed in law enforcement, including as a Police Explorer/Police Cadet.
 - listed criminal acts alphabetically
 - added to list of criminal acts: Animal Abuse; Peeping; Reckless Driving
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- modified wording on several criminal acts, including Annoying...Contacts; Illegal Hunting; Indecent Exposure; Possession of Stolen Property; Prostitution; Resisting Arrest; and Vandalism.
- deleted “within the past seven years” from last item on criminal acts list

Q76: Criminal Acts – Part 2

- listed criminal acts alphabetically
- added to list of criminal acts: Fraudulent Use of Credit, ATM...Card; Illegal Sex Acts with Another
- modified wording on several criminal acts, including Assault with a Deadly Weapon; Child Molestation; Elder Abuse; Forcible Rape; and Viewing Child Pornography (previously “Accessing” child pornography)
- Illegal Use of Drugs
 - changed to read: “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 any other substance for the purpose of getting “high.”
 - modified list of drugs, including Marijuana (*with or without a prescription*), and Glue, *paint, or any substance containing toluene*.
 - Q77: added “most recent date used”
- Q79: modified to read: “Have you ever engaged in any of the activities listed below *involving* drugs, narcotics or illegal substances, including marijuana *and/or prescription drugs without a prescription?*”
- Q80: new question: “During the past five years, have you associated with friends, acquaintances, housemates, or family members who have illegally used drugs or narcotics, and/or illegally used prescription medications?”

Section 9: Motor Vehicle Operation

- Q87: added “At Fault?”

Section 10: Other Topics

- Q93: changed to read: “Since the age of 15, have you ever...”

If applicants have completed and/or submitted the previous (3/11) version of the PHS form, can we still use it?

Yes. The previous version of the form still meets POST regulations, and state and federal requirements. However, it will not contain the additional questions included on the revised form.

We would like to include additional questions on the form, does POST offer an unprotected version that we can modify?

Yes, POST offers unprotected versions of both forms for agencies that wish to modify them for their specific purposes. Unprotected forms can be requested through our Publications Manager at publications.manager@post.ca.gov.
