

--EXAMPLE-- BACKGROUND NARRATIVE REPORT

This EXAMPLE is provided to assist investigators in developing a background narrative report. This SHOULD NOT be considered a complete nor comprehensive background narrative report, rather it offers several individual examples of information that may be found in a background narrative report. The formatting of this EXAMPLE narrative report and the use of the blank modifiable TEMPLATE (Sample D.1 – Background Narrative Report Template) are not mandated; however, the SPECIFIC SEQUENCING of information is required per Commission Regulation 1953(g)(1). The associated TEMPLATE (Sample D.1) provides additional details of what specific information should be included under each of the narrative sections. Those details have been removed from this EXAMPLE for ease of review. Investigators should work closely with the hiring agency to determine appropriate information for the background narrative report, in compliance with both POST regulations and agency-specific hiring requirements.

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BACKGROUND NARRATIVE REPORT for: Peace officer candidate: **Stacy A. Howard**
Employing agency: **River City Police Department**

BACKGROUND NARRATIVE REPORT

Regulation 1953(g)(1)

[All narrative information is supported by documentation filed under the appropriate background tab(s), as referenced in this narrative report.]

Background Investigation Dimensions - [Regulation 1953(b)]

Example 1:

While reviewing the candidate's personal history information against the ten background investigation dimensions, the following dimensions were identified with areas of concern:

Integrity

During the initial investigative interview, the candidate indicated that they have never been arrested, and documented living in three different locations over the course of 10 years. This is consistent with the information they included on the PHS; however, during the investigation, it was discovered that the candidate had been arrested, and they omitted an address from the PHS intentionally because it is where they lived with their former significant other (who is still residing in the residence). The candidate also only documented five jobs on their PHS but omitted a sixth job because they were fired. This information was confirmed through **secondary reference Penny Strut** who used to work with the candidate.

Conscientiousness

Although characterized by others as conscientious, certain other factors contradict that description. The candidate was initially disqualified on her background after inconsistencies on her PHS were compared to admissions on her polygraph. Although these matters were addressed by the Department, the issue is raised again by the fact that the candidate has failed to furnish all of the documents (high school transcripts) which she had been instructed to furnish (and acknowledged in writing). Without those transcripts, it is not possible to demonstrate her legal eligibility for appointment.

The candidate also reports having been employed in 2017 at the **Allstate Construction** in Sacramento, California, but store officials dispute her claim. It has not been established if the candidate simply failed to devote enough time to accurately complete her form, or if there is another reason. Her parents have suggested that time management is not one of her strengths.

Confronting and Overcoming Problems, Obstacles and Adversity

Some of the candidate's references expressed some surprise at her interest in a police career, pointing to the combination of her small stature, soft-spoken nature, and willingness to back down when challenged. She is also seen by some as a person who is overly self-critical, so should she be conditionally offered employment with the Department, her psychological assessment may be especially important in assessing this dimension.

See supporting documentation behind **Tabs B, G, K and L**.

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Example 2:

While reviewing the candidate's personal history information against the ten background investigation dimensions, the following dimensions provide relevant information:

Conscientiousness

The candidate arrived on time for his background interview. He was polite and courteous and provided prompt and clear answers to my inquiries about his personal history information.

Interpersonal Skills

References indicated that the candidate had a good demeanor and was thoughtful in his consideration of others.

See supporting documentation behind **Tab B** and **L**.

Example 3:

While reviewing the candidate's personal history information against the ten background investigation dimensions, the following dimensions provide relevant information:

Stress Tolerance and Interpersonal Skills

The candidate was a dispatcher for four years. Feedback from her supervisors and co-workers indicated that she was able to multi-task very well and was sought after for advice on handling difficult callers. They also pointed out her empathetic and understanding demeanor.

See supporting documentation behind **Tab K**.

Bias Assessment Personal History Information - [Regulation 1953(b)]

Example 1:

Social Media Results for Bias Relevant Information

A search using Google and Accurint (Lexis/Nexis) was conducted using the candidate's provided email addresses, the candidate's name and usernames provided by references. The candidate has a private Facebook page and an open Instagram account. Contacts with references [**Rea Stevens** (personal friend) and **Jack Doneldson** (family friend)] indicated that the candidate does not use social media regularly and they have never seen any postings of any bias or hate information. Both references indicated that the candidate primarily posted vacation pictures. A review of the Instagram account confirmed that information. No other accounts were found.

References and other sources

No negative bias information or hate group activity/affiliation was reported by references or through any other sources. **Co-worker John Smith** and **reference (friend) Ada Winters** indicated that the candidate gets along with everyone regardless of their background, race, age or religion. **Reference Winters** also

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acknowledged that the candidate volunteers regularly at a “low-income” elementary school. **Co-worker Smith** plays softball with the candidate on a co-ed recreational team that is multi-cultural. **Smith** indicated that the candidate gets along with everyone and is looked upon as the “leader” of the team.

See supporting documentation, including screenshots and printouts of searches and social media pages, behind **Tab L**.

Example 2:

Social Media Search for Bias Relevant Information

A search of the candidate’s social media showed that the candidate had associated with “x” hate group for “x” number of years beginning in 2009...etc. (insert whatever relevant info is discovered related to bias and/or hate groups per PC 13680).

References and other sources

Interviews with **secondary references David Rusch and Christina Johnson** confirmed that the candidate has been involved with “x” group in the past, but they weren’t sure if they were still active. Neither reference follows the candidate on social media but know the candidate through mutual friends and have attended several get togethers in which they have talked with the candidate in the past. The most recent get together where they had seen the candidate was in December 2020.

See supporting documentation, including screenshots and printouts of webpages, behind **Tab L**.

Employment Eligibility - [Regulation 1953(e)(1)]

Example 1:

The candidate was born in San Jose, CA, on **January 1, 2000**. The information is verified by a government-issued certified copy of their birth certificate which is an acceptable document under Column A of the USCIS I-9 form for employment eligibility.

See supporting documentation behind **Tab H**.

Example 2:

The candidate was not born in the United States and is not currently a U.S. Citizen, but is legally eligible to work in the U.S.

Proof is provided via a completed USCIS Form I-9 and valid employment authorization card, which expires in June 2025.

See supporting documentation behind **Tab H**.

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Age Verification - [Regulation 1953(e)(2)]

The candidate was born **January 1, 2000** in San Jose, CA. He meets the minimum mandate of 21 years of age. Age was verified through a state-issued birth certificate.

See supporting documentation behind **Tab H**.

Criminal and Other Qualification Records Checks – Local, State, and National - [Regulation 1953(e)(3)]

DOJ/FBI Firearms Clearance:

The results of **DOJ** and **FBI** firearms checks were clear. See fingerprint returns and clearance letter results behind **Tab C**.

Local Agency Results:

The candidate resided in San Jose from 2000 to 2010 and local agency checks through the San Jose Police Department and Santa Clara County Sheriff’s Department returned with no records found.

Since 2010, the candidate has lived in Sacramento and local agency checks through the Sacramento Police Department and Sacramento County Sheriff’s Department returned with no records found.

See supporting documentation behind **Tab E**.

GC §1029 Results:

A review of criminal, military, legal, and prior law enforcement history found no evidence of GC §1029 disqualifications.

See supporting documentation behind **Tab B, C, E, and I**.

Examples for Experienced (e.g., lateral) Peace Officer Candidates:

National Decertification Index Results:

A search via the National Decertification Index was conducted on September 15, 2023. There were no records found for the candidate.

POST Query and Profile Check Results:

A query and review of the candidate’s POST Profile was conducted and returned that the candidate had an “Active” peace officer status. There are no pending investigations on file with POST.

See supporting documentation behind **Tab C**.

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Driving Record Check - [Regulation 1953(e)(4)]

A search of the candidate's CA DMV record was conducted and indicated the candidate has a valid driver's license (expires 12/01/2026). There are no suspensions or restrictions on the license, but the candidate had a minor traffic violation for speeding issued in June 2019. A discussion with the candidate indicated that they were running late for a doctor's appointment in an unfamiliar part of town and didn't realize the speed limit was 45 (their citation was for 55). There are no suspensions or restrictions on their license.

See supporting documentation (official DMV printout) behind **Tab D**.

Education Verification - [Regulation 1953(e)(5)]

Example 1:

The candidate graduated from Del Mar High School, which is a public high school in San Jose.

Example 2:

The candidate graduated from St. John's Catholic High School, which is a WASC accredited institution.

See supporting documentation behind **Tab G**.

Employment History Checks - [Regulation 1953(e)(6)]

Employer: Home Depot – January 5, 2018 to Present

On 6-4-21, contact was made with **supervisor Steven Williams**, who works in the Home Depot security office. **Williams** is the lead security officer with Home Depot. He has known the candidate for a year and had last contact with him a week ago. **Williams** rated the candidate's overall job performance as "excellent." The candidate's best qualities are that he is "trustworthy, willing to assist others" and has a "knowledge of law enforcement."

On 6-1-21, contact was made with **co-worker Mike Nelson**, who works with the Home Depot security detail. He has known the candidate for five months and had last contact with him two weeks ago. **Nelson** rated the candidate's overall job performance as "trustworthy." Nelson explained that the candidate can be "very blunt in his dealing with situations; however, he always maintains composure and a respectful disposition."

Employer: All-State Construction – March 2015 to December 2017

On 5-28-21, contact was made with the **supervisor Andrew Davis**. He has known the candidate for two years and had last contact with him approximately 18 months ago.

Davis rated the candidate's overall job performance as "satisfactory." The candidate demonstrates initiative, integrity, trustworthiness and thoroughness. He could improve in his dependability, though.

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On 5-25-21, contact was made with **co-worker Dave Jackson**. He has known the candidate for approximately two years and had last contact with him approximately two years ago. **Jackson** rated the candidate's overall job performance as "consistent." The candidate was not too high or too low; had a kind demeanor. The candidate worked steadily and could always be counted on to complete his work.

See supporting documentation behind **Tab K**.

Relatives/Personal References Checks - [Regulation 1953(e)(7)]

PRIMARY REFERENCES

RELATIVES

William Robinson, Stepfather

On 6-1-21, an interview was conducted with **William Robinson**. **W. Robinson** married the candidate's mother when the candidate was approximately four years old. They talk on a regular basis and have a "solid" relationship. **W. Robinson** described the candidate as dedicated, motivated and a "take care of business kind of guy." **W. Robinson** added that the candidate's greatest strength is his communication skills and that he is committed to keeping physically fit.

Anne Robinson, Mother

On 6-1-21, an interview was conducted with **Anne Robinson** who indicated that she has a close relationship with the candidate, and they keep in weekly contact. **A. Robinson** explained that the candidate can be very strong-willed but has great communication skills. He has strong morals, is mentally sharp, and is great at multi-tasking. When describing his best qualities, she stated that his honesty and willingness to help others are what he holds in the highest regard.

Kelly Robinson, Stepsister

On 5-12-21, an interview was conducted with **Kelly Robinson**. **K. Robinson** has a close relationship with the candidate, and they keep in bi-monthly contact. **K. Robinson** stated that the candidate is a kind individual, considerate of others, especially strangers, but can be "determined and decisive" when called for. She said she believes that the candidate would "make a great contribution as a peace officer."

PERSONAL REFERENCES

Wendy Stinson, Candidate's Girlfriend

On 5-13-21, contact was made with **Wendy Stinson**. **Stinson** has known the candidate for one year and they last had contact the day before this interview. They met through a mutual friend. **Stinson** described the candidate's greatest strengths as his "integrity, willingness to confront problems and trustworthiness." He could improve on his time management skills, though.

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Stan Johnson, Friend/Co-worker

On 5-10-21, contact was made with **Stan Johnson**. **Johnson** described the candidate as above-average in integrity, dependability and overall character. **Johnson** believes that the candidate has good judgment under pressure, good follow-through and works well with others.

Daniel Rivers, Friend

On 5-10-21, contact was made with **Daniel Rivers**. **Rivers** believes the candidate's greatest strengths are that he is "loyal, thrives under pressure and shows initiative." He could improve in his "consistency." **Rivers** also said that the candidate is honest, thorough, resourceful and has good observation skills and would make a good peace officer.

SECONDARY REFERENCES

John Houston, reference provided by mutual friend Daniel Rivers

On 6-2-21, an interview was conducted with **John Houston**, who resides at 691 Elden Dr, San Jose, CA, telephone 408-555-3081. **Houston** stated that the candidate can tend to be head-strong and determined but knows how to use common sense to make decisions and believes that the candidate would make a good peace officer.

Samuel Verdugo, reference provided by mutual friend Daniel Rivers

On 6-4-21, an interview was conducted with **Samuel Verdugo**, who resides at 2221 Waterford Pl, Sunnyvale, CA, telephone 408-555-1982. **Verdugo** knows the candidate through a mutual friend. They all meet at the gym a few times a week. **Verdugo** stated that the candidate has shown himself to be reliable and someone who keeps their word and believes the candidate would make a good peace officer.

See supporting documentation behind **Tab L**.

Dissolution of Marriage - [Regulation 1953(e)(8)]

Example 1:

The candidate has never been married.

Example 2:

The candidate has been married and divorced once to former spouse **Tina Winters**. Proof of Dissolution of Marriage was provided by the candidate naming both the candidate and former spouse **Winters**.

See supporting documentation behind **Tab J**.

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Neighborhood Checks - [Regulation 1953(e)(9)]

Candidate has lived at his current residence for the past 15 years. A visit to the neighborhood indicates that they are older, well-kept homes. No concerns noted.

On 6-15-21, contact was made with neighbor **Rick Worth**, 649 Adams Street, San Jose, CA, telephone number 916-555-2121. **Worth** stated he has not lived at his home for a very long time, but while he has been there, he has no complaints about the candidate. He seems like a great guy who he cannot say anything bad about. He considers the candidate as an acquaintance.

On 6-15-21, contact was made with neighbor **Alan Swanson**, 641 Adams Street, San Jose, CA, telephone number 916-555-1111. **Swanson** stated the candidate seems to be a good neighbor so far and appears to be nice. He talks to him when he sees him and the candidate says "Hello." The candidate has had no loud parties or any disturbances. He considers the candidate as just a neighbor.

On 6-16-21, contact was made with neighbor **Sally Daly**, 652 Adams Street, San Jose, CA, telephone number 916-555-3334. **Daly** stated the candidate is a good neighbor who does not cause any disturbances in the neighborhood and has had no police contact. She has lived in the neighborhood for the past 20 years. She indicated that she considers the candidate as a friend.

See supporting documentation behind **Tab M**.

Military History Check - [Regulation 1953(e)(10)]

Example 1:

The candidate has registered with the Selective Service. See supporting documentation behind **Tab I**.

Example 2:

The candidate served with the **U.S. Army** from **January 1, 2010**, to **December 31, 2015**, and was **Honorably Discharged**. See supporting documentation (DD 214) behind **Tab I**.

Example 3:

The candidate is **female** and **not required** to register with the Selective Service.

Example 4:

The candidate was required but failed to register for the Selective Service prior to their 26th birthday.

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Credit Records Check - [Regulation 1953(e)(11)]

Example 1:

A credit report on the candidate was obtained from **Experian**. The candidate has no delinquent or past-due credit accounts.

See supporting documentation (credit report) behind **Tab F**.

Example 2:

The candidate had two negative credit reports indicating delinquent payments on a car loan in late 2020 to mid-2021. Conversations with the candidate stated that, during COVID, they had lapsed on payments due to unemployment challenges, but they have cleared up the delinquencies and are current with their payments. Candidate's PHS and conversations with their former employers confirm the information and credit history shows no current delinquencies.

See supporting documentation (credit report) behind **Tab F**.

Social Media Check - [Regulation 1953(e)(12)]

Sources (e.g., sites searched and URLs, references, third party services):

Conducted a search through Google and LexisNexis of the candidate's name, email addresses and usernames obtained from references (dylanf2028; dylanfr). Search also included Facebook, Instagram, TikTok, and X/Twitter and interactions with references.

Results (Example 1):

A search of the candidate's social media activity did not reveal any bias-relevant information, participation in hate groups or activities, or any other information that would make them unsuitable for peace officer employment. Only the TikTok (display name: dylstok) account was active and public, but there was nothing posted.

Results (Example 2):

A check of the candidate's social media activity revealed that he had a couple of questionable memes on his Instagram account (display name: dylansgram). Access to the private account was provided by **secondary reference J. Damon**. The posts were made more than four years ago when the candidate was in their first year of college. When the candidate was asked about the postings, the candidate indicated he had forgotten about the posts but, when shown, acknowledged that they were a fraternity "prank" based on conversations in the dorm at the time. He understands that they could be seen as offensive and apologized for his lack of judgment at the time. He further indicated that he has not posted on that account in a couple of years. The account has no postings since late 2019, which is consistent with his assertion. There were no other social media postings relevant to peace officer suitability.

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Relevant supporting documentation, including screenshots and printouts of websites searched and URLs are behind **Tab L**.

-- END OF REPORT—