

**INSTRUCTION SHEET
FOR
SAN DIEGO POLICE CADET APPLICANTS**

Welcome to this stage of the background process. It is very important that you comply with the following instructions. Failing to follow these instructions will be grounds for disqualification, rejection of your packet or termination of employment if hired by this department.

This document must be signed by you verifying that you have read these instructions and you understand them. All documents are due back to San Diego Police Department Headquarters within 15 days of the Cadet Recruiting meeting.

Once your packet is completed, bring the packet to Police Headquarters, 1401 Broadway, Monday-Thursday between 8:00 am and 4:00 pm. Once at headquarters, call the Backgrounds Unit at 619-531-2148. Inform the call taker you are there to turn in your background packet for the Cadet Program. A Backgrounds Detective will meet with you, collect your packet, and obtain your fingerprints as part of the background check. Give yourself enough time as this process can take up to 30 minutes. Failure to comply may result in your disqualification from the process.

I. BACKGROUND PACKET

YOUR BACKGROUND PACKET MUST CONTAIN THE FOLLOWING:

- a) San Diego Police Department Personal History Statement (16 pages) Complete **ALL** pages. If a section does not apply to you, write N/A. Do **NOT** leave it blank.
- b) One Authorization Release and Waiver Form
- c) PHS Instruction Sheet with signatures (this form)
- d) Applicant Control Sheet

II. PERSONAL HISTORY STATEMENT

- a) The completion of the Personal History Statement (PHS) is required. ALL INFORMATION MUST BE LEGIBLE and either TYPED or PRINTED in BLACK ink. The PHS is available online, <https://www.sandiego.gov/police/recruiting/opportunities/cadet/>
- b) This Personal History Statement and the contents of this background packet becomes the sole property of the San Diego Police Department once submitted. In no event will any portion of the packet be returned. The information in this document is considered confidential and will be treated as such. The background file is also confidential and will not be released.

- c) All statements made by you are subject to verification. All questions must be answered completely, accurately, and truthfully. Read each question carefully. If a question or item does not pertain to you, please print "N/A". It is to your advantage to respond openly and honestly. Integrity is extremely important when evaluating a candidate. Any negative factor on your Personal History Statement or background will be evaluated. For example, if you were fired from a job or have been arrested, you might not be disqualified. A background investigator will look at the issues. On the other hand, inaccuracies, discrepancies, unanswered questions, intentional omissions, falsifications will be grounds for rejection, disqualification and/or termination of employment regardless of the issues.
- d) All time periods in your background must be accounted for.
- e) In reference to your name, use your true legal name. Include your middle name. If you have no middle name print "NMN". If you use other names or have been known by other names, including nicknames please be sure to include those names in the space provided.
- f) Under residence, you must list the address where you physically reside. Not a mailing address.
- g) Under the sections for "Relatives, References and Acquaintances," **BE SURE TO LIST COMPLETE AND CORRECT EMAIL AND ADDRESSES INCLUDING "ZIP CODES"**.
- h) Under "Employment Section" **you must** list all employment you have held since 16-years old, regardless of the occupation or length of time you worked for that employer. This includes part time jobs, summer jobs, volunteer jobs or internships. **ADDRESSES MUST BE COMPLETE AND ACCURATE. "ZIP CODES MUST BE INCLUDED."** You must verify all addresses and phone numbers prior to turning in your packet. If a past employer has moved, use their new address. If they are no longer in business, use their old address with a notation "No longer in Business". You will notice two boxes indicating "DNS" and "LS" in the spaces where addresses go. Please leave these boxes blank.
- i) On page 13, under "Residence" **you must** list all the places you have lived since the age of 15 years old.
- j) On page 7, under "Legal," items 10-13, regarding arrest information, applicants applying for a criminal justice agency **MUST list all arrests**, regardless if convicted or not. This includes where the charges were dropped, or you didn't appear in court. The only exception to this requirement is if your records were sealed in accordance to 851.7 or 851.8 of the California Penal Code. *Do not assume your records were sealed.* A fingerprint check will be made with the FBI and Department of Justice as well a computer check with other agencies. A complete, nationwide criminal history check will be made.

III. ADDITIONAL FORMS

- a) The authorization form (waiver) must have your original signature. A parent **MUST** also sign if you are under 18-years old (parents/guardians can hand sign on the bottom of the page).
- b) Applicant Control Sheet (Please provide all applicable information. If a section does not apply to you, please write N/A in the box.)

IV. REQUIRED DOCUMENTS (photocopy of front and backside)

- a) California Drivers license (if applicable)
- b) If you do not have a California driver's license, some form of valid ID, will be required.

I understand that a comprehensive background investigation will be conducted, and that family members, relatives, employers, co-workers, personal references, and others will be contacted. I understand that I will not receive and am not entitled to know the contents of any confidential reports or any other forms considered confidential and that I further understand that these reports, questionnaires, including the background investigator's notes and reports are privileged.

I have read and understand the instructions provided. (Return this document with your packet.)

Signature

Date

Parent signature (if applicable)

Date