

Instructions for Completing the Personal History Statement

QUICK STEPS

1. Once your application has been paired with your passing NTN scores, you will receive an invitation to complete and submit your Personal History Statement (PHS). If we do not receive your application and/or your test scores are not passing, you will not receive this invitation, but will instead receive a notification letter.
2. Download the **PHS WORKSHEET**. This form can be used to assist you in gathering the information needed to complete your Personal History Statement (PHS) online. Instructions for completing the PHS will be included in an email with your user name and password. You should start working on this as soon as possible as it will take several hours to complete. It is recommended you attend a Workshop to help you answer any questions or concerns you may have.
3. You will need to bring several documents with you to the Interview. The list of documents can be found on our website. Again, you will want to start working on these forms as soon as possible. The **Required Documents List** is a collection of items that you will need submit after passing the Interview. We will scan all applicable documents and return the originals to you.
4. Prior to the end of your background investigation, you must have successfully passed the Physical Ability Test (PAT).
5. In order to advance to the *Background Investigation* phase of the process you will need to:
 - a. Successfully pass the NTN test and submit a valid application **AND**
 - b. Meet the [Minimum Requirements](#) **AND**
 - c. Submit a complete and accurate PHS **AND**
 - d. Successfully pass the Interview **AND**
 - e. Submit all required documents on the day of your Interview

Introduction

Your suitability to become a Portland Community Police Officer will be judged by standards specified in [Portland's Job Dimensions](#), State and Federal law, and [Portland's Selection Criteria](#). Your Personal History Statement (PHS) must be completed without misrepresentations, falsification or omission. The information you supply is subject to verification during the background investigation. Truthfulness is highly valued by the Portland Police Bureau. **Any misrepresentation, falsification or omission will delay the investigation and may cause the immediate termination of your background investigation.** If you are disqualified for untruthfulness, you will be prohibited from applying in the future for any position with the Portland Police Bureau. Since a willful omission is considered to be the same as a false statement, we recommend you list all information, even information you have doubts about. This will avoid the appearance of an omission.

Each background investigation is evaluated as an individual case. Incidents or factors such as bankruptcy, arrests, or drug use will not necessarily prevent you from passing your background investigation. For example, information about credit is used to evaluate your judgment and ability to confront problems, not to determine your financial status. An arrest or conviction will be evaluated by the nature and gravity of the crime, the length of time since the arrest or conviction, and completion of any sentencing and rehabilitation.

Be prepared to discuss all matters covered in the PHS with your assigned background investigator during a taped interview during the Background Investigation phase.