

# Instructions for Completing the Statement of Personal History

## QUICK STEPS

1. Once your application has been paired with your passing NTN scores, you will receive an invitation to complete and submit your Statement of Personal History (SPH). 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 **Statement of Personal History Form in PDF format**. This form can be filled out and saved on your computer using the free Adobe Reader. If you do not have Adobe Reader, you can download it from the **Adobe web site**. You should start working on your SPH as soon as possible as it will take several hours to complete. It is recommended you attend a Workshop to help you fill out the SPH and answer any questions.
3. When you submit your SPH, it will be reviewed for completeness. If your SPH is found to be complete, you will then receive an invitation to our Oral Board Interview. If your SPH is not complete, you will be referred to a Workshop for assistance. The SPH will be used to start your background investigation. The completed form will be evaluated to assist in determining your suitability to become a Portland Police Officer.
4. You will need to bring several documents with you to the Oral Board 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 to photocopy and submit after passing the Oral Board Interview. **You should bring the original and one photocopy of each listed item.**
5. Prior to the end of your background investigation, you must have successfully passed the Physical Ability Test (PAT).
6. 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 SPH **AND**
  - d. Successfully pass the Oral Board Interview **AND**
  - e. Submit all required documents on the day of your Oral Board 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 Statement of Personal History (SPH) 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

# Instructions for Completing the Statement of Personal History

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.

If you have trouble completing your SPH document or you need help answering a question, check our [Frequently Asked Questions \(FAQ\)](#). If you need further assistance, you should attend one of our Workshops where you can ask a Background Investigator directly.

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

Your ability to complete the Statement of Personal History in a complete, legible and accurate fashion is part of your examination for the position of Community Police Officer. The Statement of Personal History document that you submit shall be interpreted as your best work product. Read and follow instructions carefully.

## General Instructions

Your ability to follow instructions will be evaluated by your background investigator and is considered part of your background process. You must use the following guidelines while preparing your Statement of Personal History (SPH).

1. Type or print legibly in **black** ink
2. If the requested information is not known, enter "UNK" or "UNKNOWN." If an item does not apply to you, place an "N/A" for Not Applicable in the box. [See example](#).
3. You are expected to do a reasonable investigation to supply the information requested. If the information cannot be obtained, explain the steps you took to attempt to find the information on the supplemental sheet.
4. If a person has no middle name, write "NMN" in the box provided.
5. The SPH must be **complete**. A reviewed and completed SPH will be your invitation to the Oral Board Interview.
6. Keep a copy of everything (E-mails, letters, documents, SPH, etc.) you supply to your background investigator.
7. Check the SPH document for additional specific instructions.
8. Requests for a **complete name** must include last, first and full middle names.

## Specific Instructions

1. **Applicant Information** – All boxes must have an entry.
2. **Residences** – All since age 17 or the last 10 years.
3. **Employments** – List immediate supervisor and one co-worker for each job.
4. **Volunteer** – All unpaid work you have.
5. **Education** – All schools civilian and military you have attended.
6. **References** – Eight (8) people who know you well and are not related to you.
7. **Relatives** – All relatives regardless of whether you have contact or not.
8. **Family and Associate Arrest Record** – All arrests for anyone you associate with.
9. **Police Contacts** – All police contacts regardless of arrest or conviction.
10. **Driving Record** – All tickets, crashes, and stops by police. Include insurance information for the past 5 years.
11. **Financial** – Income, expenditures, assets, and liabilities.
12. **Special Skills** – Any special skill you may have.
13. **Military** – All military information.
14. **Personal Profile** – Fill out the drug use and answer all questions.

# Instructions for Completing the Statement of Personal History

## EXAMPLE ON HOW TO USE THE SUPPLEMENTAL FORM:

### SUPPLEMENTAL SHEET

If there is insufficient space on the form for you to provide all required information, use this SUPPLEMENTAL SHEET provided at the back. Be sure to reference the relevant section and number before continuing your answer (i.e. "Section 3 EMPLOYMENT"). Information should be formatted the same as the relevant section.

Section 3. EMPLOYMENT (continued)

From 6/2005 to 8/2005 I was unemployed while I looked for a full-time job.

Section 7. RELATIVES (continued)

K - SMITH, John White Male 01/01/1951 - Not sure where he lives; no one in the family has had any contact with him for 20 years. Don't even know if he is alive.

Section 9. POLICE CONTACT AND ARREST RECORD (continued)

I work Loss Prevention for WalMart so I have had around 100 police contacts involving shoplifters. I listed the three big cases on page 19, but wanted to let you know about all of them. I don't have dates for each instance.

Section 14. PERSONAL PROFILE (continued)

In college, I gave my buddy some of the weed that I had. I guess that would be "provided."