

Instructions for Completing the Statement of Personal History

1. 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](#).
2. When you pass the written exam and Physical Ability Test you will be required to turn in a completed [Statement of Personal History](#) (SPH) document. This document will be collected at the Oral interview. The SPH will be used to start your background investigation and the completed form will be evaluated to assist in determining your suitability to become a Portland Police Officer.

The [Required Documents List](#) is a collection of items that you will need to photocopy and submit with your completed SPH. **You must bring the original and one photocopy of each listed item.**

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 an 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, unless such incidents indicate you can not meet the job dimensions. 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](#). If the answer is not there, you may ask a background investigator. Be prepared to discuss all matters covered in the SPH with your assigned background investigator during a taped interview. You are advised to make a photocopy of your completed SPH document.

Remember that your completed Statement of Personal History is date sensitive; it must be completed and turned in when summoned for the oral interview.

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.

Portland's Job Dimensions

1. Communication skills.
2. Skill in assessing situations: recognizing when to take action and deciding on the appropriate course of action.
3. Skill in reading, comprehending, retaining, and applying written factual information.
4. Skill in analyzing situations quickly and objectively, recognizing actual and potential dangers and determining a proper course of action.
5. Skill in observing and remembering detail.
6. Willingness to confront a variety of problems and situations.
7. Interpersonal/public relations skills.
8. Skill in operating a motor vehicle.
9. Dependability and sound work habits.
10. Characteristics necessary to maintain integrity, truthfulness and credibility.

State & Federal Law. You cannot be a police officer in Oregon if:

1. You cannot obtain a valid driver's license in your state of residence.
2. You will not be 21 years old at time of hire (as a general rule, within 180 days of test date).
3. You will not be a U.S. citizen within one year of being hired. NOTE: Citizenship application requires 5 years of residency.
4. You have been convicted of driving under the influence of intoxicants (D.U.I.I.) within the past 3 years or have 2 or more D.U.I.I. convictions. A diversion or similar action is considered the same as a conviction. You have been convicted of Reckless Driving, Attempting to Elude, Hit and Run (Failure to perform the duties of a driver...), or Felony Driving While Suspended or Revoked within the last two years.
5. You have been convicted of a Domestic Violence Assault.
6. You have been convicted of a felony.
7. You have been convicted of any crime involving controlled substances.
8. You have a dishonorable discharge from the armed services.
9. At the time of appointment, you must possess either an Associate Degree or 60 semester or 90 quarter hours from an accredited college or university. Or possess a High School Diploma and a minimum of one of the following:
 - Two years active duty or four years reserve U.S. military service under honorable conditions, or
 - Two years of continuous service working in law enforcement agencies (including 911-dispatchers) within the State of Oregon, or
 - Two years continuous service as a reserve police officer for the Portland Police Bureau (after initial training and with a minimum of 500 hours of service rendered), or
 - Two years of continuous service in another police agency as a sworn police officer for a recognized state, county or city (municipal) entity.
10. The State of Oregon will not provide police officer certification if you have been convicted of:

- ORS 162.065, Perjury
- ORS 162.075, False Swearing
- ORS 162.085, Unsworn Falsification
- ORS 163.408, Sexual Penetration with a Foreign Object II
- ORS 163.411, Sexual Penetration with a Foreign Object I
- ORS 163.435, Contributing to Sexual Delinquency of a Minor
- ORS 163.445, Sexual Misconduct
- ORS 163.575, Endangering Welfare of Minor
- ORS 163.670, Use Child in Display Sexually Explicit Material
- ORS 163.684, Encouraging Child Sexual Abuse I
- ORS 163.686, Encouraging Child Sexual Abuse II
- ORS 167.065, Furnishing Obscene Materials to Minors
- ORS 167.070, Sending Obscene Materials to Minors
- ORS 167.075, Exhibiting Obscene Performance to a Minor
- ORS 167.080, Displaying Obscene Materials to Minors
- ORS 162.335, Rape III
- ORS 162.365, Rape II
- ORS 163.375, Rape I
- ORS 163.385, Sodomy III
- ORS 163.395, Sodomy II
- ORS 163.405, Sodomy I
- ORS 163.415, Sex Abuse III
- ORS 163.425, Sex Abuse II
- ORS 163.427, Sex Abuse I
- ORS 163.515, Bigamy
- ORS 163.525, Incest
- ORS 167.007, Prostitution
- ORS 167.017, Compelling Prostitution
- ORS 167.012, Promoting prostitution
- ORS 163.465, Public Indecency

Portland's Selection Criteria. You are not likely to be hired as a Portland police officer if:

1. Your traffic record, police contacts, accident report, and credit report show a continuing or recent pattern of poor decision making.
2. Your personal life shows a history of poor judgment and refusal to confront problems.
3. You have recently or are currently misrepresenting yourself or ignoring laws.
4. You have provided controlled substances to others, or have been involved in long-term criminal activity.
5. Your work history shows a pattern of unexcused absences, discipline, or discharge.
6. People who know you have doubts about your honesty or character.
7. You have visible body art on the face or neck, except for reasonable cosmetic purposes. Body art includes, but not limited to, branding, scarification and tattoos.

***This list is not all-inclusive. It is intended as a general guideline.**

General Instructions

Your ability to follow instructions will be evaluated by your background investigator and is considered part of your background process. Additional instructions will be found on the Statement of Personal History document and on our [Frequently Asked Questions](#). You must use the following guidelines while preparing your Statement of Personal History (SPH).

1. Type or print in black or blue ink
2. Information must be neat, legible and complete. If an explanation is necessary use the supplemental sheet indicating item number. [See example.](#)
3. No blank boxes are allowed. If an item does not apply to you, place an N/A for Not Applicable in the box. [See example.](#)
4. You are expected to do a reasonable investigation to supply the information requested. If the information cannot be provided, explain the steps you took to attempt to find the information on the supplemental sheet.
5. If a person has no middle name, write "NMN" in the box provided.
6. The SPH must be **complete** and it is your admission into the Oral Interview.
7. Keep a copy of everything (E-mails, letters, documents, SPH, etc.) you supply to your background investigator.
8. Check the SPH document for additional specific instructions.
9. Requests for a **complete name** must include last, first and full middle names.

Specific Instructions

PERSONAL INFORMATION items 1-9.

1. All boxes on the SPH must have an entry. If not applicable to you, use N/A.

REFERENCES items 10-17.

Provide **complete names** of eight personal references. Select people who know you well enough to answer questions about your life, your habits, your character and your abilities. Choose people you consider to be your peers and who you regularly associate with. Do not list relatives or persons related to you or each other by blood or marriage. You may use one person per address. Pick your references wisely as they are asked to respond to a reference questionnaire. Your background's progress depends on all eight references responding quickly and thoroughly. Your references are asked to furnish 2-3 additional names of persons that know you.

EMPLOYMENT items 18-24.

Provide names of your immediate supervisor and co-worker for each employment. Supply a comprehensive description of your job title and duties so your background investigator can describe your job to someone else. List all disciplinary actions and give a full explanation of each occurrence on the supplemental form. **Discipline includes verbal, written, termination or it may be something that merely exists in the memory of a supervisor.** If in doubt as to its nature, list it.

RESIDENCES items 25-32.

List all residences and persons with whom you lived for the last ten years. A **complete name** and date of birth are required; if the date of birth is not available then include the approximate current age of the person. Supply an up to date address and zip code for each roommate. List schools or military duty stations if applicable.

RELATIVES items 33-42.

List **complete names**, addresses, zip codes and dates of birth of relatives. If deceased, list the name only and indicate "deceased".

MARITAL STATUS item 43.

Record current and former spouse, domestic partner and/or fiancé,(e) information that includes current and former names. List additional information on the supplemental sheet.

FAMILY AND ASSOCIATE ARREST RECORD item 44.

Provide **complete names** including aliases or maiden names used and the person's relationship to you.

EDUCATION items 45-51.

List all colleges, civilian and military schools, even if you did not complete a full quarter or semester.

MILITARY STATUS items 52-56.

Read carefully as there are three **YES** or **NO** boxes. Explain duties and job title. Provide your selective service number (males only).

POLICE/CAMPUS SECURITY CONTACTS items 57-60.

List all police and college campus security contacts and arrests. Include college disciplinary action. A full explanation is required which includes location and date.

By law, you are entitled to treat expunged records (juvenile or adult) as if the record never existed. Your background investigator may discover information on the record and inquire about the circumstances; however you will not be considered untruthful for not having disclosed an expunged record.

TRAFFIC RECORD items 61-65.

List all traffic citations with an explanation which includes final outcome. If exact dates can not be determined, list approximate dates.

MOTOR VEHICLE ACCIDENTS item 66.

Provide complete details of all accidents including who was at fault.

MOTOR VEHICLE INSURANCE items 67-68.

List cars, trucks, boats, trailers, motorcycles, campers, RV's, etc. A "**letter of experience**" from each company that has provided you with motor vehicle insurance for the last five years is required.

FINANCIAL INFORMATION items 69-70.

List current monthly expenses and debts. Explain late payments, judgments and collections on the supplemental form.

PERSONAL PROFILE items 71-109.

Each question that has a "yes" answer must be explained on the supplemental form. **Question #76 requires a hand written one to two page response in your handwriting.** Photo copy extra sheets of the supplemental if needed.

AFFIRMATION item 110.

Read this section of the SPH document carefully. DO NOT sign this section until instructed by your background investigator. Understand that misrepresentation, falsification, or omission on the SPH is grounds for rejection, and you will be disqualified from future positions in the service of the Portland Police Bureau. Also understand that if subsequent investigation should disclose misrepresentation, falsification, or omission after you have been employed, this will be just cause for immediate dismissal, regardless of when or how such information is discovered.

Example on how to use the Supplemental Form:

EXAMPLE ON HOW TO USE THE SUPPLEMENTAL FORM.

PERSONAL INFORMATION

1	NAME	LAST	FIRST	MIDDLE	RACE	SEX	DATE OF BIRTH
		Smith	Jonathan	Edward	W	M	01-25-80
2	STREET ADDRESS						
	12345 SW 26th Ave.						
3	CITY			STATE	ZIP CODE		
	Portland			Oregon	97045		
4	HOME PHONE		WORK PHONE	CELL PHONE OR MESSAGE			
	503-555-5555		N/A	503-555-5511			
5	LIST BELOW ANY OTHER NAMES YOU HAVE USED, INCLUDE NICKNAMES AND ALIASES.			U.S. CITIZEN?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	NATURALIZED?
	see supplemental						YES <input type="checkbox"/> NO <input type="checkbox"/>

STATEMENT OF PERSONAL HISTORY

SUPPLEMENTAL INFORMATION SHEET

Each response on this supplemental must have a reference question number. Please be specific and fully document your answer. You may make additional copies of this supplemental if more space is needed.

#5 **Some friends know me as Jon. My relatives call me Joe.**

I am known as Ed at work.