

RESERVE POLICE RECRUIT APPLICANTS

Thank you for your interest in becoming a Phoenix Police Reserve recruit and taking the first step towards becoming a Phoenix Police Reserve police officer. As you proceed through your background process, you will be required by your background investigator to complete the Peace Officers Physical Aptitude Test (POPAT). It is imperative that you maintain high physical fitness standards to ensure that you are successful with the POPAT, in the police academy and that you maintain the academy's fitness requirements.

Attached to this memorandum is an Arizona P.O.S.T. background packet. Please read all of the instructions and guidelines **first**. It is the only packet that you will receive. We recommend that you make a copy of the packet to use as a "rough draft" prior to completing the original copy. Your original completed copy will be submitted to the Reserve Division. The packet must be printed in **black ink, legibly written** and must contain all the information requested in the packet. You must answer all of the questions and supply any information that may be pertinent to your background process. If the question does not apply to you, write "DNA" (does not apply) in the space. If more room is needed, use the continuation sheet (page 9 of 10) to provide further explanation. The Police Reserve Division staff will not accept the packet if it is not completed as instructed.

We realize that your current employer might not be aware that you are seeking other employment. If you do not want your current employer contacted by your background investigator during the beginning phase of your process, please place a note in pencil or post-it note next to the current employer box indicating you do not want your current employer contacted. The background investigator will not contact your current employer until the end of your process.

Two **color** passport-type photographs in business attire must be attached to your packet at the time it is submitted to the Reserve Division. No computerized photographs or large photographs will be accepted. Locate a business that takes passport type photographs. They are located throughout the city.

The sooner you complete the background packet and return the packet to the Reserve Division, the sooner your file will be assigned to a background investigator. The background investigator will provide further information about continuing in the hiring process. The packet must be hand-delivered to the Reserve Division office in the main police station located at 620 W. Washington. Once the packet is received it becomes the property of the Phoenix Police Department.

Please contact a Phoenix Police Reserve Division recruiter to schedule a time to turn in your background packet. You can contact a recruiter at 602-534-9000 or via email at police.reserve@phoenix.gov.

Good luck to all of you. Thank you for choosing to join the Phoenix Police Department's Reserve Division.

BACKGROUND PACKET INSTRUCTIONS

The ability to read and follow directions, as well as the proper completion of paperwork, are major functions of a Police Officer; therefore, you are expected to complete this packet with the information that is contained in these instructions. If you have a question, please read through the entire packet first.

Suggestion: Make a copy of the blank forms when you receive them and use that copy as a “rough draft.” Make all your corrections on the copy and when you feel the packet is complete, fill out the original forms. This will eliminate a messy packet and speed up the process. If it is not legible, it will be returned. **Hold onto these instruction sheets (Pages PPD-1 thru PPD-5) for future reference; do not turn them in to the Police Personnel & Employee Development Bureau your Arizona POST Statement of Personal History.**

Please be as accurate as possible on all forms. Any questions or clarifications will be addressed during the interview process.

A. Prior to leaving, check your packet to ensure the following forms are included:

1. Arizona Peace Officer Standards and Training Board (POST) Statement of Personal History (Pages 1 – 10)
2. Confidential Information Agreement Form (PPD-1B)

B. Completion of forms: FORMS MUST BE PRINTED IN BLACK INK ONLY.

1. Arizona POST Statement of Personal History.
 - a. **Follow the instructions included in this packet very carefully. Each section is explained in detail.**
 - b. Authorization For Release of Information form (page 2 of 10): Read carefully and complete all blanks. **This form must be notarized prior to submitting to Police Employment Services Bureau.**
2. Employment History
 - a. List **all** places you have worked, including city, state, and **zip codes**.
 - b. Use continuation sheet (pg 9 of 10) if necessary.
3. Driving History
 - a. List **all** citations you have received.
 - b. Include those that were dismissed, found not guilty, or attended traffic school.
4. Drug Use Questionnaire
 - a. **Complete every box** and/or blank truthfully and accurately.
 - b. Dates – list month and year as closely as possible.
 - c. Number of times used – **write one number only! DO NOT GIVE A RANGE OF NUMBERS.**
 - d. Read each question carefully.
 - e. If you feel the need to make an explanation, do so on the continuation sheet (pg 9 of 10). Give the item number, print (do not type), and include this sheet with the other forms.
5. Supplemental/Separate Sheets
 - a. Use only photocopies of continuation sheet (pg 9 of 10).
 - b. Print name and social security number at the top of each page. **DO NOT TYPE**

6. Confidential Information Agreement Form
 - a. **Must be notarized prior to submitting packet.**

C. Obtain two (2) **color passport type** photographs in business attire and attach to the completed packet. Check the Yellow

Pages under the heading “Passport and Visa Services” for the nearest businesses that take these types of photographs. **No other type of photograph will be accepted.**

D. **When completed, return background packet, along with the photographs in person, to:**

Phoenix Police Department
Reserve Division
620 West Washington Street, Room #414
Phoenix, Arizona 85003
Phone (602) 534-9000

Hours: Monday through Thursday 7:00 a.m. – 5:00 p.m. Friday 7:00 a.m. – 4:30 p.m.

Out of state applicants – This statement of personal history and photos may be mailed to the above listed address. The City of Phoenix does not take responsibility for items not delivered to our office. Therefore, we suggest you use registered mail to ensure the forms are delivered. Incomplete or inaccurate forms will not be processed.

E. **At the time of your interview, you will be required to produce your original documents and a photocopy. Do not mail these documents, rather bring them with you to your interview. If you do not have one of the required documents, take the appropriate steps NOW to obtain it:**

1. Certified (Department of Health) birth certificate. No other item will be accepted, including the hospital issued certificates
2. High school diploma or GED certificate (not required if you have a Bachelor or Masters Degree)
3. College degree or transcripts if no degree was achieved
4. Social security card (2 copies)
5. Driver’s license
6. DD 214-form 4 military discharge (the Member 4 form is the only form we will accept)
7. Marriage license
8. Divorce decree
9. Bankruptcy petition/discharge
10. Last two (2) job performance evaluations, **if** your employer gives you one
11. Proof of **current** auto insurance (the insurance card will do)
12. AZ POST Academy Certificate
13. In-service training certificates
14. Current Résumé

You must bring to the interview the original and one photocopy of the above documents. If you have multiple marriages and divorces, bring the marriage license and divorce decree for each. If you had your name changed for any reason, include the necessary documents with the above.

The Phoenix Police Department will process files as quickly as possible. We encourage all candidates to return their packets as soon as possible. Thank you for pursuing a career with the City of Phoenix Police Department.

FORMS MUST BE PRINTED IN BLACK INK ONLY.

PEACE OFFICER CODE OF ETHICS – (Page 1 of 10)

This code must be read, signed, and dated by you, stating that you will abide by the code.

AUTHORIZATION FOR RELEASE OF INFORMATION FORM – (Page 2 of 10)

This form **must be notarized** prior to submitting packet to Police Employment Services Bureau.

CONFIDENTIAL INFORMATION AGREEMENT FORM – (Page – PPD-1B)

This form **must be notarized** prior to submitting packet to Police Employment Services Bureau.

FORMS MUST BE PRINTED IN BLACK INK ONLY.

1. Print full name beginning with last name first. Need full middle name.
2. Current address required. Do not use PO Box as an address. Include apartment number, etc.
3. City you reside in.
4. State and zip code.
5. Date of birth. Begin with month written out followed by day and year. (Example, July 3, 1975).
6. Place of birth. Include city and state.
7. Social security number.
8. Include maiden name, former marriage names, birth names, etc.
9. Single, divorced, married, or legal separation.
10. If married, list spouse's maiden name.
11. Include area codes.
12. Include area code and any extensions. Please give a work number where you can be reached.
13. Include area codes.
14. If not citizen, explain on continuation sheet. Proof of citizenship will be required before hire.
15. Check either GED or high school diploma. Proof will be required.
16. List year and high school graduated from, along with city and state where certificate received.
17. If you have been in the military service, check yes and complete remaining section.
18. List at least 3 people who have known you for over one year. Do not use relatives, present or former employers, or current Phoenix police officers. Please include full addresses **including zip codes** and area codes. *Phoenix police officers will be contacted by your background investigator after your interview using a different form provided to the officer.

19. If you recently served in the military it is not necessary to include members who shared the same barracks. Include full addresses, zip codes, and area codes. This does include college roommates.
20. Include full addresses, zip codes, and area codes. Include step family information.
21. List all jobs you have worked throughout your lifetime beginning with most recent. Use full addresses including zip codes. List supervisors' name and phone numbers, including area codes, job title, and job duties, and reason for leaving, i.e. school, better paying job, fired, etc. Use continuation sheet if necessary. Please list all periods of unemployment over 30 days.
22. Full name of college including city and state. List all degrees you have received or total of college credits earned. If you are working toward a degree but have not yet received a degree, only list credits obtained. Proof of a degree will be required along with college transcripts.
23. List all in the past five years.
24. If you received a citation in lieu of detention (ticket), this is considered an arrest. If a case was dismissed, the arrest must still be included. Please explain all incidents on the continuation sheet. This includes all adult and juvenile arrests. *Juvenile arrests are not sealed at age 18.
25. This includes divorce, order of protection, injunction prohibiting harassment, and lawsuits of any kind.
26. Complete as listed.
27. Include state and license number.
28. If box marked yes, an explanation must be included on the continuation sheet. This explanation should include reason for suspension or revocation, date of suspension/revocation and date of reinstatement.
29. List all violations you have been cited for throughout your lifetime except for parking violations and warnings. If you received more than one violation during a traffic stop, all must be listed. Most motor vehicle printouts obtained through the MVD office will only show last 3 to 5 years. We need all citations ever received. List the court dispositions (example: fines, traffic school, dismissed, etc.).
30. It is important that each box is completed. If it does not apply, put *DNA*. Do not give range of numbers, i.e. 3 to 10.
31. If applicable, follow instructions A thru F.
32. Mark as applicable.
33. If marked yes, a full explanation must be included on the continuation sheet.
34. Mark as applicable.
35. Mark as applicable.
36. List complete name of agency and state.
37. Please sign your name legibly.