

California Department of Corrections and Rehabilitation (CDCR)

Personal History Statement (PHS) Guide

The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), need for family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

BACKGROUND INVESTIGATION

As a minimum requirement, a thorough background investigation must be conducted prior to a candidate's appointment as a Correctional Peace Officer. Relevant information concerning a candidate's integrity, past behavior, unlawful activities, job performance, drug use, and other topics are explored during the investigation. Information obtained during the background investigation is relevant because a candidate's conduct reflects his/her character, credibility, and moral values.

DISQUALIFICATION

Very few factors result in *automatic* rejection. Issues of prior misconduct, such as prior illegal drug use (including marijuana), driving under the influence, theft, arrest, or conviction, are usually not, in and of themselves, automatically disqualifying factors. However, **deliberate misstatements or omissions** can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions.

The number one reason individuals "fail" background investigations is because they withhold or misrepresent job-relevant information.

Note: Medical or recreational marijuana is considered illegal drug use as mandated by the federal government.

PERSONAL HISTORY STATEMENT (PHS) INSTRUCTIONS

The information you provide in your PHS will be used in the background investigation to determine your suitability for a Correctional Peace Officer position with the State of California, in accordance with Peace Officer Standards and Training (POST) Commission Regulation 1953.

- It is your responsibility to complete all forms and provide all required information.
- All forms **MUST** be TYPED and printed single-sided (no double-sided pages). Handwritten forms **WILL NOT** be accepted, with the exception of required signatures or initials.
- You must respond to all items and/or questions. When a question does not apply to you, write "N/A" (not applicable) in the space provided for your response.
- If more space is needed for your responses, use page 38 of the PHS (and additional copies of it as needed). Make sure you identify the question that you are responding to.
- Always be honest, truthful, accurate, and specific in all your responses.
- All your answers/responses will be subject to Computerized Voice Stress Analysis (CVSA).

Note: The PHS is not complete without a NOTARIZED Authorization for Release of Information (page 4).

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We encourage candidates to submit their completed (typewritten and notarized) PHS at the Physical Fitness Test (PFT). The PFT Waiver form, however, is required to participate.

The following documents are requested in the PHS but are optional at the PFT. However, failure to provide documents in a timely manner will result in processing delays.

Provide one of the following: Certified United States Birth Certificate, Valid U.S. Passport, or Naturalization Certificate, **(bring the original and one photocopy)**.

- Original and photocopy of your Social Security Card.
- Copies of documents reflecting any name change from your original Birth Certificate: marriage certificates, divorce decrees, court adoption documents, etc.
- Proof of being a High School Graduate or equivalent. Provide one of the following: High School Transcripts from the high school you graduated from, Proof of General Education Development (GED), or California High School Proficiency Examination (MUST be certified and sealed. Opened envelopes WILL NOT be accepted).
- Provide transcripts for all colleges and universities that you have attended regardless of the number of units obtained (MUST be certified and sealed. Opened envelopes WILL NOT be accepted).
- DD-214-Member 4 (Long Form) if you served in the Military.
- Credit Report Waiver–Page 39 of PHS. Must be signed
- Proof of current/valid automobile insurance (copy of insurance card is preferred; you do not need to submit policy paperwork).

USEFUL INFORMATIONAL RESOURCES

- **Employment:** Employment Development Department (EDD) Job History Printout, Internal Revenue Service (IRS) Wage and Income Transcript, W2s, paystubs, CalWORKs, Social Security printout
- **Department of Motor Vehicles:** 3-year driving history printout
- **Military:** DD214, military records
- **Legal:** local police, courts
- **Current/Prior Residence(s):** credit report, roommates, parents, siblings
- **Public Notary Locations:** United Parcel Service (UPS) Store, FedEx Store, city/town clerks' offices, courts, local banks, real estate offices, title companies, insurance offices, law offices, travel agencies
- [Selective Service System](#)
- [CDCR Public Inmate Locator for current CDCR Inmates and Parolees](#)
- [Personal History Statement \(PHS\)](#)

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For questions regarding Background Investigations, please contact:

Lt. R. Orr
(916) 255-6272

Email: Richard.Orr@cdcr.ca.gov

Agent R. Gomez
(916) 255-6272

Email: Robert.Gomez2@cdcr.ca.gov

For questions/rescheduling of tests: PFT, Written Psychological, and Vision, please contact the Northern Testing Center at (916) 255-1025.