

POLICE OFFICER BACKGROUND CHECK

Applicants who have successfully completed all previous phases of the exam process are eligible to continue in the process with a background investigation as determined by the department. This process commonly begins with a meeting with the background investigator, who will explain the process and have you sign and complete numerous forms.

The most lengthy and important form you will complete is the Personal History Statement (PHS). The information you provide on the PHS will be used in the background investigation portion of the hiring process.

It is imperative that all information provided is truthful and accurate. Omission of facts is considered to be untruthful.

To prepare for completing the PHS, you are encouraged to begin gathering information about yourself in the following areas dating back over a period of ten (10) years:

- Employment history
- Educational history
- Driving history
- Personal and family information
- Financial history
- Criminal and legal history
- Character references
- Credit history
- Alcohol and drug history
- Coworkers and supervisors
- Law enforcement agencies previously applied to

Required documents:

You will be required to produce original documents and photocopies. All documents must reflect the name and date of birth as shown on your birth certificate. The list below is not all-inclusive.

- A certified birth certificate
- Proof of U.S. Citizenship
- Valid driver's license
- Certified college transcripts
- Social security card
- Marriage certificates and/or dissolution papers
- Military DD 214
- High School diploma, certified transcripts or GED

In the interest of time, records that may take some time to obtain or process should be requested as soon as possible.

To expedite the background process, you should ensure that your PHS is completed in its entirety and that all information is submitted. Incomplete background packets will delay the investigation.



Below is a list of the most common areas that may disqualify an applicant for employment with the Daly City Police Department. This list is not all inclusive and other information or facts revealed in the detailed background investigation may also be sufficient to disqualify an applicant.

COMMON DISQUALIFIERS

Substance Abuse



- Past drug use will be evaluated on a case by case basis at the Police Department's discretion.

Criminal Offenses

Will Disqualify

- Felony conviction.
- On probation or parole.

Medical

Will Disqualify

- Physically incapable of safely performing job duties pursuant to California POST standards.

Psychological

Will Disqualify

- Failure to meet the standards as determined by the department psychologist (written and oral interview).

Polygraph Exam

Will Disqualify

- Continued responses indicating deception on questions asked.

Traffic Related



Will Disqualify

- Unable to obtain a valid California drivers license.
- Unable to obtain motor vehicle insurance.

General

Will Disqualify

- Falsification and/or omission of any data on personal history statement.
- Untruthfulness to the background investigator.

May Disqualify

- Not U.S. citizen or resident alien having filed for citizenship.
- Inability to communicate with a variety of types of people as is expected of a police officer.

For more information on the Selection/Hiring Process, call DCPD at (650) 991-8028.