

Instructions for SAPD Personal History Statement and Required Documents

In addition to the instructions on the pages of the PHS, applicants are required to adhere to the following:

- When in doubt about listing something, it is always better to list it than to leave it out.
- Do not read into any question.
- The entries you make in the PHS are those that apply at the time of submission (addresses, employment, education, citizenship).
- Leaving any item blank or entering “unknown” or “N/A” when the information can be easily obtained may result in rejection of your application.
- If you still have questions after thoroughly reading these instructions, call the Applicant Processing Detail offices at (210) 207-7565.
- Any items that do not apply to you must be filled in with “N/A”.

Applicant Identification (Page 1 of PHS)

This first page is self-explanatory. **All** information on this page is **required**.

Please note that there are two boxes for addresses. This is for those applicants who receive mail at an address other than their current residence address. Do not list a P.O. Box in the residence street address box.

Vehicle Information (Page 2 of PHS)

All vehicle information is required, including motorcycles. This includes license plate numbers.

Driver’s Licenses (Page 2 of PHS)

If an applicant cannot recall their driver’s license number from outside Texas, then applicants must list the state that issued the license and write “unable to locate” for the number.

Accidents (Page 2 of PHS)

Accident information will include all accidents that occurred since the applicant started driving.

“Investigating Agency” refers to the police agency who investigated the accident. If it was not reported, write “None”.

Include all unreported and private property accidents.

Traffic Citations (Page 2 of PHS)

“List all traffic citations you have ever received, starting with the most recent.”

- In this section, applicants are required to list all citations they can recall.
- There is **NO** single place applicants can go to obtain information about all citations in all jurisdictions. The applicant’s memory serves as the best source for this information.
- A driving record ordered from the state where the applicant is licensed should not be relied upon to successfully complete this section.
- State driving records are often incomplete and may not reflect older citations, citations for equipment violations or those that were dismissed or deferred.
- It is strongly recommended applicants complete this section based on their own memory and not ask anyone for help to research this information.
- Exact dates are not mandatory. A month and year is sufficient.
- Always indicate which agency issued the citation. One way to recall the agency is to recall where the court was located or where payment was sent.
- Suggestion for ticket recall: On a separate paper, applicants should start by making a list of cities/counties where they were stopped by law enforcement agencies and then list the violations for which they were issued tickets. Reviewing maps online and retracing routes of travel may help the applicant recall this information.

Marital and Family History (Page 3 of PHS)

- Select your current marital/cohabitating status.
- All information is required for spouse, cohabitants, significant others, and roommates to include dates of birth and phone numbers.
- Applicants who have no contact with a former spouse are still required to list dates of birth, maiden name (if any) and last known address or phone number.
- Some applicants will even list the address of the parents of the former spouse as a starting point if they cannot provide recent address information. This is acceptable only if all attempts have been exhausted.
- For listing children related to the applicant or spouse, applicants should also include those who have become adults or are no longer financially supported.
- If a family member is deceased, applicants will enter "Deceased" in the address portion, but all other information is required.
- For past addresses, apartment numbers are not required, but should be entered if the applicant can recall.
- Current or former names of an apartment complex are not to be used for an address. Street addresses should be used.
- Those applicants who currently serve or have served in the military are required to list all PCS addresses. TDY addresses are not required.
- If an applicant currently lives or has lived on a military base, the applicant is required to list the city closest to the base (i.e. Fort Bliss, TX (El Paso, TX))

Educational History (Page 4 of PHS)

- Applicants are required to list addresses for any and all high schools attended.

Military Service (Page 4 of PHS)

- If you are currently on active duty in the military, give expected date of separation or date terminal leave begins.
- Applicants are required to reveal any and all incidents resulting in disciplinary action while in the military, no matter how minor or embarrassing.
- All incidents resulting in non-judicial punishment should also be listed.
- The Applicant Processing Detail has regular contact with US Army CID, US Air Force OSI, and US Navy NCIS units to verify an applicant's disciplinary records.

Financial History (Page 5 of PHS)

- Bank address is the address of the bank's main office and not a local branch.
- **Note:** Some applicants overlook the bottom section. If applicants have any bills that are paid on a monthly basis, these need to be listed here. Applicants should refer to the list on page 5 of the PHS for some examples.

Personal References (Page 5 of PHS)

- All applicants will need five (5) personal references. No exceptions.
- Applicants are required to list persons whom they have known for at least two (2) years. No exceptions.
- It has been found that **personal friends** are most useful as personal references.
- Many applicants mistakenly choose persons much older than themselves as personal references, merely because of their age. We will require additional references in those cases.
- It is not recommended to use friends of an applicant's parents as references. **Applicants should choose their own friends.**
- A position or title held by a person does not necessarily make them a good personal reference for our purposes (high school coach, attorney, politician, professor, law enforcement officer, pastor, etc).
- Parents of significant others should not be listed as personal references.
- Former significant others should not be listed as personal references.
- Most people currently have email addresses. It is required that applicants obtain this information from personal references.
- If applicants have difficulty contacting a personal reference, they should find another friend to use.
- **Do not list "N/A" as a date of birth.** Dates of birth are required for all personal references. It is required that applicants obtain this information from personal references.
- If a potential personal reference refuses to provide an applicant with required information, they cannot be listed as a reference.
- Co-workers and former co-workers are acceptable as personal references, if they know the applicant well and have known them for at least two years.
- Married couples will count as one reference.

Personal References (Continued Page 5 of PHS)

- If applicants know any active (non-retired) SAPD officers, they are required to list the names and badge numbers of no more than six (6) in the section at the bottom of the page.

Employment History (Page 6 of PHS)

- It is strongly recommended that applicants not “whitewash” or edit their true work history.
- Complete addresses are required for all former and current employers.
- If a business has closed or been renamed, applicants are required to note this, but addresses are still required.
- For each employment listed, applicants are required to select the outcome: Terminated, Asked to Resign, Laid-Off, Resigned, No Call/No Show, Discharged (Military).
- It is recommended applicants provide brief, candid and truthful answers rather than resort to standard responses seen in the private sector (Responses such as “Better opportunities” or “I did not agree with the direction the company was going” **will not suffice**.) Be very specific.
- Applicants are required to be honest about the reason for leaving an employer. If it was to avoid termination, applicants must indicate this.
- If an applicant was accused of misconduct, applicants must be specific in listing the type of conduct including but not limited to: drug use, theft, sexual harassment, assaults, threats, etc.
- Military and former military members are required to list each PCS assignment in their military career.

Arrests, Detentions and Litigation (Page 7 of PHS)

- If an applicant has had any contact with a law enforcement agency at any time in their lifetime, it must be listed here.
- All “yes/no” questions require a “yes” or “no” response. A response of “yes” will almost always require more information.
- Most applicants understand what being placed under arrest means. If the applicant, a member of their household, or a family member has been arrested by law enforcement officers (including military) and charged with a crime, the name of that person, the offense, date of arrest, the agency (department name) and relationship to applicant are to be listed in the spaces provided.
- Those applicants who have had their arrests expunged or juvenile records sealed are still required to indicate that they were arrested and/or charged.
- Occasionally, tickets for non-traffic offenses are issued instead of booking into jail. Minor offenses of this type such as, but not limited to disorderly conduct, littering, minor consuming alcohol, or minor in possession of alcohol, are considered arrests and need to be listed.
- More often, persons are not arrested but are merely detained by law enforcement officers who are trying to determine if a crime occurred. Applicants should think of detentions as “almost being arrested.”
- In cases where people are detained:
 - o they are not free to leave
 - o if juveniles, they may be held until their parents are called to the scene
 - o they are asked to provide their name, address and/or date of birth
 - o they may be checked for outstanding warrants
 - o they are often questioned about their activities
 - o they may have been passengers in a vehicle that was stopped by police
 - o they may be searched
 - o they may receive a “pat-down” or frisk
 - o they may be asked for identification
 - o their property may be seized
 - o their vehicles may be searched
 - o they may be placed in handcuffs temporarily or placed in the backseat of a patrol vehicle
 - o they may be transported to another location or a police facility
 - o they may be photographed
 - o they may undergo a field sobriety test
- In other cases, persons are merely questioned by law enforcement officers for other investigative reasons (the person was a witness, etc.)
- If an applicant is not sure if they were arrested or detained, they should list the incident anyway.
- Applicants will follow these instructions when completing the sections regarding arrests, detentions, and questioning of themselves, their family members or household members.
- “Name of Individual”: enter the name of the person who was arrested, detained or questioned.
 - o Select from the drop down menu one of the boxes under the following headings:
A (arrested), D (detained), Q (questioned.)

Arrests, Detentions and Litigation (Continued on Page 7 of PHS)

- “Reason/Type of offense”: list the reason for the detention, questioning or the offense (crime) for which the person was arrested.
- “Date”: indicate the month/year when the incident occurred.
- “Police Agency”: list the name of the law enforcement agency that was involved (city police, sheriff’s deputies, constables, state police/trooper, school district police, military police, game warden, FBI, ATF, US Marshal’s Service.)
- “Relationship”: list the relationship to applicant.
- Examples of being considered or named a suspect include: if an applicant was charged with a crime but never arrested, interviewed as a suspect by law enforcement officers/investigators, or was otherwise notified in person, by mail or by phone by anyone that the applicant is/was a suspect.
- List if you have ever been placed on probation or given community service, regardless of whether the charges were dismissed or dropped.
- For all other incidents where the applicant had any sort of contact with law enforcement that do not fall under any previous category, answer this first question accordingly.
- For example:
 - The applicant called the police to file a police report.
 - The applicant called the police for any other reason.
 - Someone else called the police about the applicant.

Personal Declarations (Page 8 of PHS)

“Have you ever intentionally or knowingly used, experimented with, or tried any of the following drugs or substances?”

- These questions pertain to actual usage of drugs, not merely being present when drugs were used or possessed by others.
- Questions regarding the use of the listed drugs or substances should be answered with a “yes” or “no”.
- In recalling dates of last drug use, it is often helpful for applicants to recall events in their lives around the time when they last used drugs (Super Bowl Sunday, high school graduation, discharge from the military, birthday celebration, holiday celebration, etc.) This “bookmarking” technique can help provide a more exact age and date (month/year).
- For all blanks that are not filled in, applicants must enter N/A.
- If applicants find the drugs they used are not listed on page 8 of the PHS, they are required to list it following the question regarding narcotics or designer drugs.

“Do you now or have you ever used any prescription drug that was not prescribed to you by a physician?”

- In the event that an applicant obtained and used prescription drugs not prescribed to them, they would list the drug and are required to detail the purpose for which it was used.
- Some of the common prescription drugs are listed as examples and applicants are instructed not to limit their response to the ones on the list.
- In answering the last question dealing with crimes applicants have committed for which they were not caught, applicants need to consider that this may take several days to recall this information.
- This question covers the applicant’s entire life.
- Any and all crimes committed by applicants should be listed, no matter how minor or embarrassing the offense may be.
- If an applicant listed drug usage on page 8, these incidents would have to be listed here also.
- Applicants should list their age at the time the crime was committed.

Law Enforcement Agency or Fire Department (Page 9 of PHS)

- Addresses of police agencies are widely available using Internet resources.
- For “Result of application”, applicants must specify the exact reason if they were not selected for hire by an agency.
- In listing disciplinary actions, those that have been removed from an applicant’s personnel file would still have to be listed on this page.

Attachment 1



REQUIRED DOCUMENTS

1. A state issued identification, state issued driver license, US passport, or military ID (Applicants mailing in their required documents may submit a photocopy of this document)
2. Certified copy of your official birth certificate.
3. Certificate of Naturalization (if applicable)
4. Copy of your DD-214: Member 4, Service 2, Service 7, Service 8, and State Director of Veteran's Affairs 6 (if current or prior military).
5. Certified copy of your official high school transcript(s) in sealed envelope(s) or GED test results. (If your school only provides electronic transcripts, they can be sent to sapdcapext@sanantonio.gov)
6. IF you have a GED, provide a certified copy of your college transcript(s) in sealed envelope(s). (If your school only provides electronic transcripts, they can be sent to sapdcapext@sanantonio.gov)

All documents listed on Attachment 1 must be delivered to the Applicant Processing Office, either in person or by mail, within 21 calendar days of submitting the online application. Certified transcripts are the only exception and can be submitted via email.

If you have any questions regarding your required documents, please call (210) 207-7565.