



## **BACKGROUND INVESTIGATION INSTRUCTIONS**

**APPLICANTS HAVE TEN (10) CALENDAR DAYS TO SUBMIT A COMPLETE AND ACCURATE PERSONAL HISTORY STATEMENT (PHS). NO EXTENSIONS WILL BE PERMITTED.**

**AS A REMINDER, YOU MUST COMPLETE THE FINGERPRINTING AND NOTARY PROCESS AT THE HPD CAREER CENTER (BY APPOINTMENT ONLY) PRIOR TO SUBMITTING YOUR PHS.**

## OVERVIEW

This guide was created to ensure all applicants have the necessary resources to be successful in the background investigation phase. You will be required to disclose very personal information which we understand can be embarrassing or reflect negatively on someone's past. However, it is crucial that you are honest and as detailed as possible when completing the Personal History Statement (PHS) in order to successfully pass this stage.

All applicants have ten (10) days to access the Peace Officer Background Investigation Tracking System (POBITS) to complete their online PHS. It is recommended that "Google Chrome" be used instead of other web browsers. POBITS is not compatible with mobile devices such as cell phones, tablets, etc.

You will be required to provide the following information:

### **Name, phone number, email address and/or mailing address for:**

- All immediate family members (including ex-spouses and domestic partners)
- 10-12 personal references (no previous supervisors or active HPD personnel)
- All previous supervisors
- All previous landlords

### **Employment information since first job**

- Business name, accurate dates of employment, position last held and duties

### **Residential history since age 15**

- Complete addresses with accurate dates of residency. You **DO NOT** need to provide your neighbor's information.

### **Applicants who submit entries with missing or inaccurate information will likely be disqualified.**

Make sure the contact information you provide is correct and the person you are listing is made aware they are part of your background investigation.

## COMPLETING THE PHS

This document is the first opportunity you have to show the Honolulu Police Department what kind of police reports you will write.

- Use proper grammar and sentence structure!
  - You are not texting your friend, you are completing a professional document for a potential employer; use complete sentences.
  - Capitalize the first letter of a name, addresses, etc.
  - Addresses must include proper markers such as Street, Road, Avenue, East, West, and apartment/unit numbers.
- One sentence explanations are not acceptable! Every admission or disclosure listed on the PHS must have a very detailed explanation including who, what, when, where, why.

### **Applicants who submit a PHS with the grammatical errors will likely be disqualified!**

Anytime you answer “YES” in the PHS, you are required to explain each time it happened as a separate entry. For example, if you stole from a store 6 times, you’ll need to have 6 entries for the “Theft/Shoplifting” question.

**Example of an unacceptable explanation:** “I got a speeding ticket and I took care of it.”

This explanation is not acceptable because it does not provide enough details or information. The following explanation for the same event would be considered as acceptable:

“On January 1, 2020, at about 9:00 p.m., I was headed south bound on the H-2 Freeway, approaching the Ka Uka Blvd. off-ramp when I was pulled over for speeding. I was cited for going 75mph in a 55mph zone. I was speeding because I was running late to come home and wasn’t paying attention to my speed, so I went to court about a month later and plead “no contest”, and paid a fine of \$295.”

## RESIDENCE HISTORY

When adding your residential history, you must list all non-relatives who resided with you in the “Housemates” tab. When filling out the “Landlord” tab, please follow these guidelines:

### ***If you lived with family and did not pay rent:***

- Enter “Family” in the “Company” field and enter your family member’s name that paid the rent/mortgage and provide a current address, email and phone number for that family member.

### ***If you owned the residence:***

- Be sure to check “I owned this property” under the Residence Tab; and enter “OWN” in the “Company” field.

### ***Military Bases:***

- If the residence is a military base out of country; identify the name of the base, address, nearest city, state and zip code. The system will only accept US formatted addresses, so you’ll need to add notes in the “Jurisdiction” section to explain.
- List the branch of military as the landlord.

### ***All other living situations:***

- A first name, last name, phone number, email address and/or current physical address for the person that collected your rent are required for each residence.

## LEGAL SECTION – UNDETECTED ACTS

**An undetected act is something that you’ve done in your entire life and got away with (i.e. you weren’t caught, no police report was made, nobody else in your life may know about it, etc.)**

**You must disclose all acts committed in your entire life (including as a juvenile) even if you were not caught or if no police report was made.**

When completing this section, refer to the “Undetected Acts Definitions” to ensure you are interpreting the act correctly. DO NOT leave anything out because you think it doesn’t matter, or it wasn’t a big deal; your background investigator will make that determination.

Failing to disclose acts, omitting key facts, or minimizing acts committed may result in your disqualification.

## FINGERPRINTING & NOTARY

You must get fingerprinted at the HPD Career Center **prior to submitting your PHS**. Appointments are required (no walk-ins). Select a date/time from your GovernmentJobs profile, Applications & Status section (link provided in email).

## SUBMITTING THE PHS

We recommend you “Validate” your PHS each time you complete a section. The validation feature will scan the PHS for errors starting from the beginning. If you would like a copy of your PHS, you must print it before submitting. Once you submit your PHS, you will not be able to obtain a copy from HPD.

If you do not successfully submit your PHS before the deadline, your access will be automatically revoked and you will be disqualified for 1 year and will be required to re-start the process from the beginning (written exam) if you wish to be reconsidered.

## WHAT’S NEXT?

After your PHS is received, you will receive an email confirmation and your PHS will be assigned to a background investigator. Should immediate clarification or additional information be required, your investigator may call or email you with instructions. You will only have 48 hours to respond, therefore, it is critical that you monitor your emails daily and answer any phone calls from our office.

Please note that all calls from the HPD Career Center will show a generic city-wide caller ID of 808-768-0000. This number cannot accept calls. If you miss a call from this number, please call the HPD Career Center at 808-723-7788.

## BACKGROUND INVESTIGATION

Background investigations can take up to 45 days depending on life history, how quickly contacts respond, etc. We ask that you remain patient during this time. Once your background investigator has enough information and it appears you meet our selection standards, they will contact you directly (via email or phone) to schedule a clarification interview, via Zoom.

## REQUIRED DOCUMENTS & CLARIFICATION INTERVIEW

After submitting your PHS, you will be sent a “Required Documents Checklist.” All documents on that checklist will need to be submitted electronically to your background investigator once they contact you.

**While in the process, you are required to notify the HPD Career Center of any contact made with Law Enforcement, Civil Process Server, or any involvement in a criminal or civil case. Failure to do so will likely result in your disqualification.**

If you have questions regarding your PHS or Background Investigation, please email [HPDCareerCenter@honolulu.gov](mailto:HPDCareerCenter@honolulu.gov) or chat with a recruiter at [www.joinhonolulu.org](http://www.joinhonolulu.org).

# PHS UNDETECTED ACTS DEFINITIONS/EXAMPLES

## PART 1

UA1-1 <b>Annoying / Obscene phone calls</b>	Making prank calls, calling your ex-girlfriend /ex-boyfriend and hanging up or saying something obscene. Calling repeatedly for the purpose of harassing or annoying, or for no legitimate purpose. Calling Pizza Hut to order pizzas to an address that didn't order them.
UA1-2 <b>Battery</b>	If you have ever gotten into a fight with someone, including with siblings or in school. Punching, kicking, shoving, slapping, pulling hair or striking another person in any way, with or without an object.
UA1-3 <b>Brandishing a weapon</b>	Holding any weapon or anything that could be used as a weapon to threaten or intimidate another person. Holding a weapon in your vehicle for "safety" reasons.
UA1-4 <b>Carrying a concealed weapon without a permit</b>	Carrying and hiding any weapon that would require a permit or would be illegal, such as a gun, switchblade, collapsible baton, butterfly knife, etc.
UA1-5 <b>Contributing to the delinquency of a minor</b>	Purchasing alcohol, vape or tobacco products for someone underage. Letting a younger sibling stay home from school.
UA1-6 <b>Defrauding an innkeeper</b>	Staying at a hotel and not paying. Dine and dash.
UA1 -7 <b>DUI – Drugs or Alcohol</b>	Consuming alcohol and operated a motor vehicle while still feeling ANY effects or impairment.
UA1-8 <b>Drunk in public</b>	Getting kicked out of a bar or club due to being intoxicated. Needing to be carried or assisted with walking. Passed out on the sidewalk. Falling asleep at the bar.
UA1-9 <b>Hit &amp; Run collision (no injuries)</b>	Operating a vehicle and causing damage to another vehicle or object. Hitting a parked car or pillar causing damage and leaving without reporting. Colliding with another vehicle and leaving the scene without stopping to exchange info.
UA1-10 <b>Hunting/fishing without a license</b>	Hunting or fishing without a license when a license is required by law. Fishing in Lake Wilson or other fish sanctuaries.
UA1-11 <b>Illegal Gambling</b>	Any type of gambling where there is a "house" or someone gets a cut/makes a profit. Online poker sites with bets of monetary value. Attending chicken fights even if you didn't bet. <i>Social gambling at home with friends where there is no "house" taking a cut/profit is not considered illegal gambling.</i>
UA1-12 <b>Impersonating a peace officer</b>	Telling someone you are a law enforcement officer or dressing as a law enforcement officer to gain something, get away with something, or do something that you would otherwise not be able to do.
UA1-13 <b>Indecent exposure</b>	If you've ever urinated/defecated in public, streaking, mooning, flashing, skinny dipping, etc.

## PHS UNDETECTED ACTS DEFINITIONS/EXAMPLES

<p style="text-align: center;">UA1-14 <b>Joyriding</b></p>	<p style="text-align: center;">Taking your parent's or friend's vehicle to go out without their permission. Taking the golf cart off the golf course without permission.</p>
<p style="text-align: center;">UA1-15 <b>Misdemeanor Theft</b></p>	<p style="text-align: center;">Taking something of value and not paying for it which includes taking items from work (supplies, food, products, etc.)</p> <p style="text-align: center;">Stealing a candy bar or toy when you were a child, taking money out of your parents' wallet, switching price tags on merchandise.</p>
<p style="text-align: center;">UA1-16 <b>Possession of alcohol as a minor</b></p>	<p style="text-align: center;">If you have ever consumed alcohol underage (under 21). If you have ever possess alcohol underage (under 21).</p>
<p style="text-align: center;">UA1-17 <b>Possession of falsified or altered identification, including use of another person's ID</b></p>	<p style="text-align: center;">Using an older siblings ID to get into a club or purchase alcohol. Presenting someone else's ID or personal information when stopped by law enforcement. Getting a fake ID.</p>
<p style="text-align: center;">UA1-18 <b>Possession of stolen property</b></p>	<p style="text-align: center;">Buying property from someone knowing or should know that it was stolen, like buying a brand new looking name brand name bicycle for \$50. While in school, holding, buying, taking, or keeping property that you knew belonged to another student.</p>
<p style="text-align: center;">UA1-19 <b>Prostitution of soliciting a prostitute</b> *Disclose any lap dances in this section</p>	<p style="text-align: center;">Paying another person money or compensation for a sexual act. Hiring an escort or prostitute in Waikiki for sex. Going to a massage parlor and paying money to receive a sexual act. Going to a hostess bar or strip bar and paying money or buying drinks for sexual contact.</p>
<p style="text-align: center;">UA-1-20 <b>Resisting Arrest</b></p>	<p style="text-align: center;">Any time that law enforcement tried to stop you and you used force or ran from law enforcement in an attempt to escape.</p>
<p style="text-align: center;">UA1-21 <b>Trespassing</b></p>	<p style="text-align: center;">Being in schools or parks after hours (during park closure), private property or any other property where "No Trespassing" or "Government Property" signs are present. Disregarding signage or a gate to hike on a trail like Stairway to Heaven or any other illegal hikes.</p>
<p style="text-align: center;">UA1-22 <b>Vandalism</b></p>	<p style="text-align: center;">Including tagging, malicious mischief, property damage; Writing something with sharpie in a bathroom or on a table at school, knocking down mailboxes, breaking windows. Toilet papering someone's house, egging someone's car, changing the sign on a traffic sign.</p>
<p style="text-align: center;">UA1-23 <b>Intentionally writing a bad check</b></p>	<p style="text-align: center;">Writing a check to make payment knowing there was insufficient funds or the account was closed.</p>

## PHS UNDETECTED ACTS DEFINITIONS/EXAMPLES

UA1-24 <b>Filing a false police report</b>	Calling the police on your ex-girlfriend/boyfriend, even though they did not do anything wrong. Filing a false report for insurance purposes.
UA1-25 <b>Have you ever committed any act amounting to a misdemeanor</b>	COVID-19 Emergency Order Violations, Stay at Home Order Violations, Unlawful Assembly (Illegal Protest), etc.  Downloading, purchasing, viewing, or possessing movies, music, or games illegally. Downloading Youtube videos. Pirated DVDs, LimeWire, Napster, or Kazaa.  Any illegal act not covered in the questions above.

### PART 2

UA2-1 <b>Arson</b>	Intentionally destroying any items or property by setting a fire.
UA2-2 <b>Assault with a deadly weapon</b>	To cause injury or attempt to cause injury to another person with anything that can be used as a weapon to cause death or serious injury. A glass bottle is not normally considered a weapon, but breaking it on someone's head could cause serious injury and possibly even death.
UA2-3 <b>Theft of a vehicle and or vehicle parts</b>	Stealing stereo equipment out of someone's vehicle. Stealing rims or a muffler of someone's vehicle. Stealing someone's vehicle.
UA2-4 <b>Burglary</b>	Entering a structure or vehicle to commit theft or other crime. Typically someone going into someone's house without permission to take valuables, but could also be breaking into an ex's house to look for proof of cheating, stalking, etc.
UA2-5 <b>Child molestation</b>	Performing unlawful sexual acts with a child.
UA2-6 <b>Accessing and/or possessing child pornography</b>	This includes searching the "Teens" section on pornography sites.
UA2-7 <b>Elder abuse/neglect</b>	Physically or emotionally abusing an elderly person, depriving an elderly person that you are responsible for of basic necessities.
UA2-8 <b>Embezzlement</b>	Theft or misuse of money or other valuable items entrusted to you.
UA2-9 <b>Felony Drunk Driving</b>	Anytime you consumed alcohol, still felt the effects or impairment of the alcohol, operated a vehicle, and got into a collision causing injury to someone (whether at fault or not).

## PHS UNDETECTED ACTS DEFINITIONS/EXAMPLES

<p>UA2-10 <b>Forcible rape or other act of unlawful intercourse</b></p>	<p>Whether a police report was made or not.</p>
<p>U2-11 <b>Forgery (falsifying any type of document, check certificate, license, currency, etc.)</b></p>	<p>Using or making counterfeit bills, forging someone else's signature on a check or other document. Signing parent's signature on notes sent home from school as a child (progress reports, permissions slips, etc.)</p>
<p>UA2-12 <b>Hit &amp; Run (with injuries)</b></p>	<p>Operating a motor vehicle and getting into a collision, causing injuries, and fleeing the scene without offering your information or rendering aid.</p>
<p>UA2-13 <b>Hate crime</b></p>	<p>Committing a crime against someone or their property based on hostility toward their race, religion, gender, etc.</p>
<p>UA2-14 <b>Insurance fraud</b></p>	<p>Making a false claim for damage to your vehicle so your insurance will cover the damages. Making a false statement to your insurance company.</p>
<p>UA2-15 <b>Felony Theft</b></p>	<p>Also includes theft of explosives, theft of property or services during an emergency proclaimed by the governor or mayor. Taking property off of someone, like "purse snatching" or "pick-pocketing." Theft of any kind over \$750.</p>
<p>UA2-16 <b>Murder, homicide, or any attempted murder</b></p>	<p>Self-explanatory.</p>
<p>UA2-17 <b>Perjury (lying under oath)</b></p>	<p>In any judicial process, lying in court, lying on any official statement, etc.</p>
<p>UA2-18 <b>Possession of an explosive/destructive device</b></p>	<p>Includes illegal fireworks, or something modified to explode</p>
<p>UA2-19 <b>Robbery</b></p>	<p>Forcefully taking property from someone. Threatening to hurt someone unless they give you their property.</p>
<p>UA2-20 <b>Stalking</b></p>	<p>Showing up at someone's work for no reason, waiting at their house for them to come home, following them, etc. Peeping tom, placing video cameras to view others in bathrooms or private areas.</p>
<p>UA2-21 <b>Blackmail or extortion</b></p>	<p>Trying to get someone to do something with the threat that if they do not comply, you will hold on to their property, or reveal something they want concealed, or subject them to something negative. Telling someone they have to have sex with you or you'll release their nude photos on social media. Telling someone to give you money or you won't give back their cellphone.</p>
<p>UA2-22 <b>Any other act amounting to a felony</b></p>	<p>Any serious crime that was not addressed in the questions above.</p>