



BACKGROUND INVESTIGATION PREPARATION GUIDE

**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

What is an undetected act? This section requires you to disclose if you have committed the act. You must disclose all acts that you’ve committed even if you were not caught or if no police report was made.

Examples:

- Stealing a candy bar from a convenience store when you were 12 years old (should be listed under theft).
- Hit or physically overpowered another person such as fights at schools, bars, with siblings or other family members and romantic partners (should be listed under battery).
- Going to beaches, parks and schools after hours when they are closed, or going on illegal hikes/trails (should be listed under trespassing).

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 email or call you with instructions. You will only have 48 hours to respond, therefore, it’s critical 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 808-768-000. 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.

CLARIFICATION INTERVIEW

During this interview, the responses to your PHS will be reviewed in detail along with other information obtained during the background investigation. After submitting your PHS, you will be sent a “Required Documents Checklist.” All documents on that checklist will be due at a later date.

Applicants are required to be in compliance with our attire policy (listed on joinhonolulu.hpd.org) whenever reporting to the HPD Career Center, including your Clarification Interview. Applicants who are not in compliance will not be selected for further consideration.

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 or chat with a recruiter at www.joinhonolulu.hpd.org.