



MICHAEL KENT
CHIEF OF POLICE

IRVINE POLICE DEPARTMENT

1 Civic Center Plaza, Irvine, CA 92606 | 949-724-7000 | irvinepd.org

Thank you for applying to join the Irvine Police Department. We are extremely proud of our department and our reputation and view our personnel decisions, whom we invite to join us, as one of our most critical tasks. We are very selective and you have already passed several phases of screening, now reaching the background stage. Accordingly, please allow me to congratulate you and encourage you to continue with our hiring process.

One of the most critically important issues that defines the effectiveness of any organization is the perception that it is credible. Central to that image are the integrity and truthfulness of the department's employees, from the newest member to the top-level managers. The need for honest, impartial and accurate representation of facts is nowhere more vital than within a law enforcement agency, where success or failure rests with the degree of public support and trust the agency receives.

As police officers, we have the power to deprive a person of their liberty based upon our words and actions. Public support can quickly erode where there is a lack of credibility within an organization. The very basis of an individual's integrity, as perceived by the public, friends and fellow workers, is at stake whenever the truth is not told. The loss of integrity by an individual or group of individuals can quickly spread throughout the department. Once a police officer loses his or her integrity it can never be regained.

As Chief, it is my responsibility to maintain the effectiveness of the Irvine Police Department as a viable, respected police agency. This document serves notice that I will not tolerate deceptive conduct of any kind by any member of this department, including applicants. You are therefore advised that all information disclosed or gleaned during the application process may be verified by means of a polygraph examination and the background process.

Any intentional deceptive conduct, whether written, verbal, or communicated in any way, which is given by any applicant, will result in rejection from further consideration for employment with the Irvine Police Department. Should you become a member of the Irvine Police Department and engage in intentional deceptive conduct, you will be terminated from employment. *Quite simply, there is no substitute for the truth.*

MIKE KENT
Chief of Police



Dear Applicant:

The next step in the recruitment process for the Irvine Police Department is the background investigation. Please complete your background packet, including the **Personal History Statement**, as soon as possible. Your failure to promptly return this information will indicate that you are no longer interested in employment with the City of Irvine and may result in removal of your name from further consideration.

We have included instructions to assist with completing your Personal History Statement. Please read these instructions carefully, **before** completing, to avoid any unnecessary problems or delays in the process.

Full-time candidates should make an appointment with Gina Bergstrom by calling 949-724-7140.

Part-time candidates should make an appointment with Jill Pennington by calling 949-724-7137.

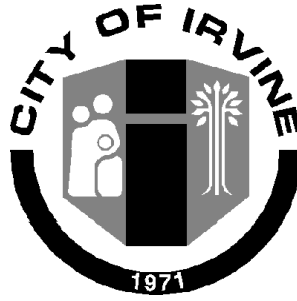
The following is an explanation of the normal recruitment process:

1. Upon successful completion of the polygraph exam, candidates will be instructed to submit their background packet and assigned to an experienced investigator for a thorough background investigation.
2. Candidates must submit a background packet in person. The Pre- Employment Release and Waiver form should be signed in the presence of a notary. (We can provide the notarization when you submit your background in person, or you may choose to get the notarization on your own). Candidates should bring a state issued driver's license or other valid identification with a photo and signature to their background appointment.
3. During the background appointment, a photo will be taken for the background file.
4. Upon successful completion of the background investigation, candidates will be presented with a **Conditional Job Offer (CJO)**. The CJO contains the remaining conditions that must be completed, such as a pre-employment medical exam and/or psychological exam.

5. After signing the **CJO**, applicable positions such as Animal Services Officer, Police Officer, Police Recruit and Police Dispatcher will be instructed to contact the department psychologist to schedule an examination.
6. Candidates will receive instructions on how to schedule a pre-employment medical exam.
7. After successfully passing the medical and/or psychological screenings and a final review of your background, you will meet with a member of the Office of Professional Development staff to discuss your salary, start date and to sign a **Personnel Action Form (PAF)**. The PAF includes any additional conditions that must be completed such as completion of a police academy, probationary period, etc.
8. Successful candidates will receive Onboard instructions to complete required new hire forms online.
9. After all conditions of the hiring process is complete, candidates will be contacted with further details, including when and where to report for their new position with the Irvine Police Department. We allow for appropriate notice of resignation from your present employer.

Sincerely,

The Human Resources Recruitment Team



INSTRUCTIONS TO THE APPLICANT

1. You must complete the **Personal History Statement** as soon as possible.
 - a. Read the instructions **CAREFULLY** before filing out the form.
 - b. Be neat, it will be graded. Duplicate forms will not be available so it is suggested that you make a photocopy **BEFORE** filling out the form.
 - c. Type or print all information neatly in ink.

2. The following documents are required. We cannot make copies of these documents in our office. It is your responsibility to provide copies of these materials that **cannot be returned**.
 - a. Birth Certificate
 - b. High School Transcripts
 - c. Marriage Certificate
 - d. Marriage Dissolution Papers
 - e. College Transcripts (those you have on hand)
 - f. Driver's License
 - g. Current Auto Insurance
 - h. Social Security Card
 - i. Both Selective Service Cards (registration, classification)
 - j. College Diplomas
 - k. Any POST Certificates
 - l. Any Police School Certificates
 - m. Military Discharge and/or DD214 Forms
 - n. Performance Evaluations (only those that you may have in your possession)

If you do not have documentation of birth or marriage dissolution, you must request for copies at:

California Department of Health Services
Office of Vital Records
304 S. Street
P.O. Box 730241
Sacramento, CA 94244-0241
www.dhs.ca.gov

You must contact each college attended and have a sealed transcript mailed to:

City of Irvine
Attn: Human Resources/Backgrounds
P.O. Box 19575
Irvine, CA 92623-9575



ADVISEMENT TO APPLICANTS

The purpose of a pre-employment background investigation for all intents and purposes, is to verify that the application you have submitted and any statements you have made to your prospective employer concerning your qualifications are true.

The California Courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, California law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust.

Both State and Federal Courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background which have no legitimate bearing on their qualifications for the job. However, you should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, have used illegal drugs, may have been fired from a job or even have been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, if it is discovered that an applicant is being dishonest about them, that dishonesty likely will be considered a disqualifying factor.

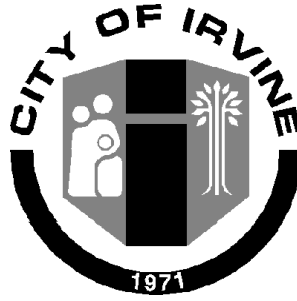
We have processed literally thousands of applications for public employment for over a decade, and we are very good at what we do. If you make untrue statements, shade the truth or otherwise attempt to deceive your prospective employer, these facts will be discovered. Therefore, it is absolutely to your advantage to be as candid as possible with your background investigator.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assume that you have been honest in your application in order to fulfill the legal mandates imposed by the Courts and the Legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

CERTIFICATION

I understand that any false statements and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I also understand and agree that if any false statements and/or deliberate misrepresentations are discovered after I have begun employment with the City of Irvine, they shall be a basis for disqualification from continued employment with the City. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.

Dated: _____ Signature: _____



**RELEASE AND HOLD HARMLESS FOR
CONFIDENTIALITY OF PRE-EMPLOYMENT
BACKGROUND INVESTIGATION DATA**

I fully recognize that under California Law, individuals must clearly demonstrate their personal, medical, and psychological fitness to service in the position of a _____. I further recognize that an employing agency has both a legal and moral obligation to take every reasonable effort to ensure that any person employed by them as _____ will confirm to the very highest standards.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical and psychological fitness, and that such an investigation will include contacting persons and/or organizations who will have information relating to my fitness, including if I am or have been a peace officer in California, information protected under 832.7 of the Penal Code and section 1043 of the Evidence Code. I further understand that this background check includes a credit check through Trans Union Corporation, and credit information may be considered as a part of this process. I also understand that persons and/or organizations who are requested to provide references may feel inhibited, intimidated or otherwise reticent about furnishing legitimate information concerning my fitness unless the confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I would otherwise not be privy. I also agree that this background investigation is mandated by law, and that responses from person contacted, whether solicited or unsolicited, are and shall be treated as privileged, including pursuant to California Civil Code 47(b3).

Therefore, I exonerate, release and discharge the City of Irvine Police Department, their officers, agents, or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns related to their conduct of the background investigation and their refusal to make available any and all information contained in this pre-employment investigation, including but not limited to the identity of any person or organization which may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person.

I have had adequate time to review this form, I understand its meaning and purpose, and have been furnished a copy of it pursuant to California Labor Code 432.

Dated this _____ day of _____, 20____, in the County of _____, State of California. (This release is valid for 180 days from date of signature.)

Signature of Applicant

Signature of Witness

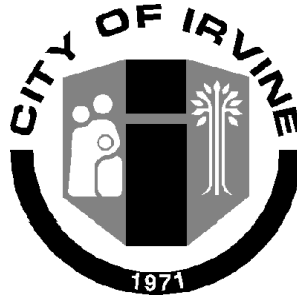


AUTHORIZATION TO PROCURE INVESTIGATIVE CONSUMER REPORT

I, _____, hereby authorize the City of Irvine to procure an investigative consumer report regarding me for employment purposes. I am aware that said report may include information regarding my character, general reputation, personal characteristics, and mode of living as well as medical information.

Date

Signature



ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS

[CALIFORNIA CIVIL CODE § 1786.53]

I am aware that the City of Irvine may obtain public records regarding me for employment purposes, including but not limited to evaluation for employment, assignment, and/or promotion as well as conducting investigations into possible misconduct.

I acknowledge that the term public records, as used herein, is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

Check one box only.

- I hereby elect to receive any public records, which may be obtained by the City of Irvine for employment purposes under Civil Code § 1786.53.
- I hereby elect not to receive any public records, which may be obtained by the City of Irvine for employment purposes under Civil Code § 1786.53.

Date

Signature



ELECTION TO RECEIVE/NOT RECEIVE COPY OF INVESTIGATIVE CONSUMER REPORT

[California Civil Code § 1786.16(b)(i)]

I, _____, have been advised that the City of Irvine will be requesting an investigative consumer report regarding me.

I wish to receive a copy of any report that is prepared. I understand that a copy of the report will be provided within three (3) business days of receipt of the report by the City of Irvine.

I do not wish to receive a copy of any report that is prepared.

[Check one box only]

Date

Signature



PRE-EMPLOYMENT RELEASE AND WAIVER



To whom it may concern:

I hereby authorize any Police Officer or other authorized representative of the **City of Irvine** bearing this release, or a copy of it, to obtain any information in your files pertaining to my employment, credit or educational records including, but not limited to academic, achievement, attendance, athletic, personal history, performance reports, background investigations, evaluations, polygraph examination results, any and all internal affairs investigations and disciplinary reports, and credit records. In addition, I hereby authorize any Police Officer or other authorized representative of the City Of Irvine bearing this release, or a copy of it, to obtain any information in your files pertaining to records of arrest, copies of arrest reports, field citations, traffic accident reports, District Attorney records, court records and reports, probation and parole and records, and any other criminal justice records.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Irvine. I am aware that the records or information being sought may be considered confidential under Penal Code section 832.7 and Evidence Code section 1043. By signing this authorization, I **HEREBY WAIVE ANY AND ALL RIGHTS** under either Penal Code section 832.7 or Evidence Code section 1043 for the purpose of permitting you to release such records to the City of Irvine in connection with its background investigation.

I also authorize you to provide candid feedback to representatives of the City of Irvine regarding my suitability for employment with the Irvine Police Department, including but not limited to my moral character.

Consent is granted for the Irvine Police Department to furnish the information described above to their agents in the course of fulfilling its official responsibilities. I authorize the City of Irvine to release any information discovered during its background investigation of me to my current employer. I also authorize the City of Irvine to release employment information it acquires about me through its background investigation to other law enforcement agencies that may be conducting a background investigation of me for a position within a law enforcement agency.

I also waive any right or opportunity to read or review any background investigation report prepared by the Irvine Police Department, except to the extent expressly permitted by law.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel both individually and collectively, and/or any local or state agencies from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy of it. The authorization to release records will expire 180 days after the date signed. A photocopy of this release is to be considered as valid as an original.

APPLICANT (PRINT NAME) _____ DATE _____

SIGNATURE _____ ADDRESS _____
(SIGNATURE TO BE WITNESSED)

CITY/STATE/ZIP _____ TELEPHONE _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

On this _____ day of _____

County of _____

20____, before me, _____,

NOTARY PUBLIC, personally appeared

NAME(S) OF SIGNER(S)

Who provided to me, on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS MY HAND AND OFFICIAL SEAL

(SIGNATURE OF NOTARY)

