

IRVINE POLICE DEPARTMENT

IRVINE POLICE DEPARTMENT • ONE CIVIC CENTER PLAZA
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DAVID L. MAGGARD, JR.
CHIEF OF POLICE

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.*

DAVID L. MAGGARD, JR.
Chief of Police



Dear Applicant:

As you are aware, the next phase in the recruitment process for a position in the Irvine Police Department is the background investigation. Enclosed is the **Personal History Statement**, which must be completed and returned to Human Resources as soon as possible. Your failure to promptly return this information will indicate 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 also enclosed instructions to assist you in completing your Personal History Statement correctly. Please read these instructions carefully **before** completing and submitting the form to avoid any unnecessary problems or delays in the process.

The following is an explanation of the normal recruitment process:

1. You must return your background packet in person to Human Resources by appointment ONLY by calling Deirdre Hoagland at 949-724-6217. The **PRE-EMPLOYMENT RELEASE AND WAIVER** form has been enclosed for your review only. Please do not sign. This form must be signed in the presence of a notary at City Hall. You will also need to have a California Driver's License or other valid identification with a photo and signature.
2. When you return your background packet to Human Resources, you will also have your photo taken for your background packet.
3. Upon successful completion of the polygraph exam, your **Personal History Statement** will be assigned to an experienced investigator for a thorough background investigation.
4. Upon successful completion of the background investigation, you will be presented with a **Conditional Offer of Employment**. This form contains a condition that you must satisfactorily complete the remainder of the process, which is applicable to your position, i.e., medical exam, psychological exam, etc.
5. After signing the **Conditional Offer of Employment**, applicants for positions of Police Officer, Reserve Police Officer, Police Dispatcher will be instructed to contact the department psychologist to schedule an examination. Applicants for other department positions will move to the next phase of the process as detailed below.
6. The City will schedule an appointment for your post-offer employment medical exam at a designated medical clinic. Additional instructions regarding the exam will be provided to you at the time the appointment is made.

7. After successfully passing the psychological and/or medical screenings and a final review of your complete package, you will meet with the Office of Professional Development to discuss your starting salary and starting date. You will also sign a City of Irvine **Personnel Action Form** (PAF) with a condition that you must satisfactorily complete the remainder of the process where applicable to your position; i.e., police academy, probationary period, etc.
8. You will be contacted and given a date and time to report for your new position with Irvine Police Department. We allow for the giving of appropriate notice of resignation from your present employer.

Questions or requests for assistance should be directed to Deirdre Hoagland in Human Resources at 949-724-6217.

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. Drivers 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



DISCLOSURE AND AUTHORIZATION FORM

The City of Irvine (the “Company”) will procure a consumer report and/or investigative consumer report on you in connection with your employment application (including independent contractor assignments, as applicable). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or contract period.

Intelius Screening Solutions LLC, a consumer reporting agency, will obtain the report for the Company. Intelius Screening Solutions is located at 19800 North Creek Parkway, Suite 200, Bothell, WA 98011, and can be reached at (866) 338-6739.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: *credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, and licensing and certification checks*. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

Provided to you with this authorization is a [Summary of Your Rights Under the Fair Credit Reporting Act](#) in a form prescribed by the Federal Trade Commission. Please do not sign this authorization until you have received this summary.

You may request more information about the nature and scope of the background report by contacting the Company.

- California, Minnesota, and Oklahoma applicants only: check this box if you request a copy of the report ordered on you.

ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, New York, or Washington state applicant, employee, or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may contact Intelius Screening Solutions during normal business hours (9am to 5pm PST, Monday through Friday) to obtain and review all information in your file. You may obtain such information by appearing in person at Intelius Screening Solutions' offices, during normal business hours and upon reasonable notice, and upon submitting proper identification and paying the costs duplication services. You may be accompanied by one other person, provided that person furnishes proper identification. You may also obtain a copy of your file by certified mail, if you have previously provided identification in a written request that your file be sent to you or a third party identified by you. You may also obtain a summary of your file by telephone, upon providing proper identification. Intelius Screening Solutions has trained personnel available to explain your file to you, including any coded information.

CALIFORNIA (En Español): De acuerdo con el artículo 1786.22 del Código Civil, se puede llamar a Intelius Screening Solutions por los horarios normales de trabajo (9 de la mañana a 5 de la tarde, tiempo del pacífico, lunes a viernes) para sacar y examinar su archivo privado en detalle. Para conseguir una copia de su archivo privado, se puede hacer una visita en persona a la oficina de Intelius Screening Solutions por los horarios normales de trabajo, al darnos aviso razonable, al presentarnos de identificación apropiada, y al pagarnos las costas de duplicación. Otra persona puede acompañarle con tal que también se traiga identificación apropiada. Se puede pedirnos que le mandamos por correo certificado una copia de su archivo privado con tal que hayamos recibido una solicitud escrita que se lo mandemos una copia de su archivo privado a Usted o tal tercer partido que esté identificado por Usted. También se puede pedir por teléfono un resumen de su archivo privado, al presentarnos identificación apropiada. Empleamos trabajadores cualificados, a quienes están disponibles para explicárselo el contenido de su archivo privado con más detalles, incluso algunos datos cifrados.

AUTHORIZATION

I have carefully read and understand this disclosure and authorization form and I have received a copy of the "[Summary of Your Rights Under the Fair Credit Reporting Act](#)" provided with this form. I have had the opportunity to review my rights. By my signature below, I consent to the preparation of background reports by Intelius Screening Solutions LLC, and to the release of such reports to the Company and its designated representatives for the purpose of assisting the Company in making a determination as to my eligibility for employment, promotion, retention, contract assignment or for other lawful purposes.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Company by me before or during my employment or contract assignment, if any, may be utilized for the purpose of obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature (including electronic) below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the Company.

Dated: _____

First Name: _____

Full Middle Name: _____

Last Name: _____

Signature: _____

Date of Birth*: _____

SSN: _____

Drivers License #: _____ **State of Issue:** _____

This information is being collected to conduct the background screen on you. It will not be used for any other purpose.

**Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and will not be used for discriminatory purposes.*

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you — such as if you pay your bills on time or have filed bankruptcy — to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you — such as denying an application for credit, insurance, or employment — must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs — to which it has provided the data — of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone — such as a creditor who reports to a CRA — that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a tollfree phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.



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 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 conform 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 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 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 have also been informed that because this background investigation is mandated by law, responses from person contacted, whether solicited or unsolicited, enjoy absolute privilege under the law, 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 **Irvine Police Department** 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, 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 **Irvine Police Department**.

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 further understand that I 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, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family 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.

FULL NAME _____ DATE _____
(SIGNATURE TO BE WITNESSED)
PRINT NAME _____ ADDRESS _____
CITY/STATE/ZIP _____ TELEPHONE _____

State of _____ On this _____ day of _____, 20____, before me,
County of _____, NOTARY PUBLIC personally appeared

NAME(S) OF SIGNER(S)

who proved 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)

