## PASADENA POLICE DEPARTMENT PRE-INVESTIGATIVE QUESTIONNAIRE

## DoIT Employees

Name:			
(Print) (Last)	(First)	(Middle)	

## INSTRUCTIONS (Read completely and thoroughly)

The information you provide in this questionnaire will be used as a part of your background investigation to assist the Pasadena Police Department and the community, in which it serves, in determining your suitability to be granted unescorted access to designated Pasadena Police Department facilities for purposes of Information Technology support.

The community of Pasadena has a right to expect, and in fact demand, truthfulness from the men and women who are to serve as police employees. Honesty is expected and required from the very onset of this processing.

Your background investigator <u>will not</u> distinguish between lies, big or small. Any perceived or deliberate inaccuracies, incomplete statements, untruthfulness or omissions will not be tolerated and may be grounds for disqualification.

Please print all responses legibly. If you need more space to answer a question, turn the sheet over, identify the question number and write your response on the back of the page. Leave no question blank or unanswered. If a question does not apply to you, print "N/A" (not applicable). No question is intended as a medical inquiry. The American with Disabilities Act prohibits employers from making medically related inquiries prior to a conditional offer of employment. Therefore, if you are completing this questionnaire before you have received a conditional offer of employment, do not divulge information concerning physical or medical conditions, either past or current.

Remember, your responses may be confirmed by an in-depth polygraph examination and background investigation.

(SIGNATURE OF APPLICANT)	(DATE)

## **PERSONAL**

1.	Are you a citizen or naturalized citizen of the United States?
	☐ Yes ☐ No (explain on reverse side)
2.	Do you have any relatives or friends who are or who have been incarcerated in a federal or state prison? County Jail?
	□ No □ Yes (explain on reverse side)
3.	Do you have any relatives or friends who have ties to gang activity or organized crime?
	□ No □ Yes (explain on reverse side)
4.	Do you know, or have you ever knowingly associated with any member of a street gang?
	□No □ Yes (explain on reverse side)
5.	Have you ever attended a gathering of any street gang?
	□No □ Yes (explain on reverse side)
6.	Have you ever violated any law while associating with members of a street gang?
	□No □ Yes (explain on reverse side)
7.	Have you ever participated in any gang activity?
	□No □Yes (explain on reverse side)
8.	Have you ever participated in a drive by shooting of a person, home, or vehicle?
	$\Box$ No $\Box$ Yes (explain, what role did you play, shooter, driver etc)
9.	Have you ever "tagged" or participated in "tagging" someone else's property?
	$\square$ No $\square$ Yes (explain on reverse side)
10.	Have you ever been a member of a gang?
	□No □Yes (explain on reverse side)
11.	Do you have, or are you known by, any other names or monikers (AKA's)?
	$\square$ No $\square$ Yes (list on back and what they mean)

12.	2. Have you ever been a victim of gang violence?			
	□ No	☐ Yes	(explain on reverse side)	
13.	. Have y	ou ever be	een a victim of any crime or criminal activity?	
	□No	□Yes	(explain on reverse side)	
14.	. Do you	ı have any	prejudices against minority, religious, or military groups?	
	□No	□Yes	(explain on reverse side)	
15.			ound investigation, is anyone likely to report that you have any prejudices , religious, or military groups?	
	□No	□Yes	(explain on reverse side)	
16.	. Do you	frequent	y lose your temper?	
	□No	□Yes	(explain on reverse side)	
17.	. Have y	ou ever h	ad any difficulties or disputes with a neighbor?	
	□No	□Yes	(explain on reverse side)	
18.	. Have y strange		est your temper with your family, friends, co-workers, supervisors, or a	
	□No	□Yes	(explain on reverse side)	
19.	_	_	ound investigation, is anyone likely to report that you have any personality which would make you unsuitable for the position you are applying for?	
	□No	□Yes	(explain on reverse side)	

### **EDUCATION**

1.	Have yo	ou graduated from high school or obtained a G.E.D.?
	□Yes	□No (explain on reverse side)
2.	Have yo	ou ever attended continuation (remedial) school?
	$\square$ No	☐ Yes (explain on reverse side)
3.	Have yo	ou ever attended a <u>Basic or Reserve</u> law enforcement academy?
	$\square$ No	☐Yes (explain on reverse side)
4.	Have yo	ou ever been contacted, detained or arrested by any school police, police or sheriff's nent?
	□No	☐Yes (explain on reverse side)
		<b>EMPLOYMENT</b>
1.		any times have you resigned in lieu of being terminated?n on reverse)
2.	Have yo	u ever been asked to resign?
	□No	☐Yes (explain on reverse side)
3.	Have yo	ou ever quit a job to avoid being terminated?
	$\square$ No	☐Yes (explain on reverse side)
4.	Are then form?	re any jobs you have declined to list on your application or personal history statement
	$\square$ No	☐Yes (explain on reverse side)
5.	Have yo	ou ever been accused of misconduct at a place of employment?
	□No	☐Yes (explain on reverse side)
6.	Have yo	ou ever stolen any money from a place where you worked?
	□No	☐Yes (explain on reverse side)

7.	Have you taken any property that did not belong to you from a place where you worked?
	□No □Yes (explain on reverse side)
8.	Have you ever intentionally stolen any merchandise or property from an employer?
	□No □Yes (explain on reverse side)
9.	While working for an employer have you ever switched price tags to pay a lower price?
	□No □Yes (explain on reverse side)
10.	. What is the total dollar value of the materials, merchandise, or supplies, which you have without company authorization, taken from an employer?
	(explain and describe items on reverse side)
11.	. How many times have you falsified your work record (time sheet)?
	(explain on reverse side)
12.	. Have you ever lied or falsified any employment application?
	□No □Yes (explain on reverse side)
13.	Have you ever filed a <u>false</u> worker's compensation claim?
	□No □Yes (explain on reverse side)
14.	Have you ever received an unfavorable employee evaluation?
	□No □Yes (explain on reverse side)
15.	How would you rate your current work performance?
	Above average $\square$ Average $\square$ Below Average $\square$
16.	Have you ever received disciplinary action at work?
	□No □Yes (explain on reverse side)
	How many times have you argued with an employer or supervisor?; With co-workers?(explain on reverse side)
18.	Have you ever been in a physical fight with an employer, supervisor or coworker?  □No □Yes (explain on reverse side)
19.	During your background investigation, is anyone likely to report derogatory information about your work performance to the background investigators?
	□No □Yes (explain on reverse side)

## **FINANCIAL**

1.	Are you c	currently, or have you ever been delinquent in payments on any of your bills?
	$\square$ No	☐Yes (explain on reverse side)
2.	Have you	ever been late in paying any of your financial obligations?
	$\square$ No	☐ Yes (explain on reverse side)
3.	Have any	of your bills ever been turned over to a collection agency?
	$\square$ No	☐ Yes (explain on reverse side)
4.	Have your	r wages ever been garnished?
	$\square$ No	☐ Yes (explain on reverse side)
5.	Have you	ever had a state or federal tax refund seized for payment of funds?
	$\square$ No	☐Yes (explain on reverse side)
6.	Have you	u ever filed a false income tax return?
	□No	☐Yes (explain on reverse side)
7.	Have you	u ever written a check knowing funds were not available to cover the payment?
	□No	☐Yes (explain on reverse side)
8.	Have you	ever avoided a debt by moving away?
	□No	☐Yes (explain on reverse side)
9.	Have you	a ever filed a false insurance claim?
	□No	☐Yes (explain on reverse side)
9.	Have you	a ever obtained financial gain through dishonest means?
	□No	☐Yes (explain on reverse side)
10.	Have you	u ever provided false information on a credit or loan application?
	□No	☐Yes (explain on reverse side)

## **LEGAL**

1.	Do you ha	ve any criminal actions pending?
	$\square$ No	☐Yes (explain on reverse side)
2.	Detained by Arrested by	t how many times have you been: a law enforcement agency? law enforcement agency? f a crime?Explain any positive responses on the back
3. Has anyone ever called the police about you?		
	$\square$ No	☐Yes (explain on reverse side)
4. Were you ever named as a suspect in a police report or questioned as a suspect by any la enforcement agency?		
	$\square$ No	☐ Yes (explain on reverse side)
5.	As a juven	ile or adult, have you ever been placed on probation or parole?
	□No	☐Yes (explain on reverse side)
6.	Have you ev or felony?	ver been convicted of, pleaded guilty to or pleaded no contest to a misdemeanor
	$\square$ No	☐Yes (explain on reverse side)
7.	Are you nov	w wanted, for any reason, by any law enforcement agency?
	$\square$ No	☐Yes (explain on reverse side)
8.	Have you ev	ver had a warrant issued for your arrest?
	$\square$ No	☐Yes (explain on reverse side)
9.	Have you ev	ver carried a concealed weapon without a permit to do so?
	$\square$ No	☐Yes (explain on reverse side)
10	. Does law p	rohibit you from owning, possessing or carrying a firearm?
	$\square$ No	☐Yes (explain on reverse side)
11	. Have you e	ver applied for a permit to carrying a concealed weapon?
	$\square$ No	☐Yes (explain on reverse side)

12.	2. Have you ever illegally carried a weapon? (Includes any dagger, billy club, metal knuckles, nunchaku, throwing star, sap, short-barreled rifle/shotgun, butterfly knife or any explosive device)?		
	$\square$ No	☐Yes (explain on reverse side)	
13.		r background investigation, is anyone likely to report that you have illegally sed a firearm or other weapon?	
	$\square$ No	☐Yes (explain on reverse side)	
14.	Have you e	ver had to register as a sex offender?	
	$\square$ No	☐Yes (explain on reverse side)	
15.	•	the past, or do you currently associate with persons who you know are illegal sexual activity?	
	$\square$ No	☐Yes (explain on reverse side)	
16.	Have you e	ver committed any lewd or sexual acts in a public place?	
	$\square$ No	☐Yes (explain on reverse side)	
17.	In the past	year have you ever been in or started any fights?	
	$\square$ No	☐Yes (explain on reverse side)	
18.	-	ver been detained by a law enforcement agency for evaluation for being a ourself or others?	
	$\square$ No	☐Yes (explain on reverse side)	
19.	•	times have you purchased property believing or knowing it was stolen? plain on reverse side)	
20.	•	times have you sold property believing or knowing it was stolen? (explain on reverse side)	
21.	Have you e	ver been issued a misdemeanor citation in lieu of going to jail?	
	$\square$ No	☐Yes (explain on reverse side)	
22.	Have you ev	ver struck someone living with you?	
	□No	☐Yes (explain on reverse side)	
23.	Other than	warfare, have you ever caused the death of another human being?	
	$\square$ No	☐Yes (explain on reverse side)	

24. Other than in warfare, have you ever used a weapon against someone?		
$\square$ No	☐Yes (explain on reverse side)	
	in warfare, have you been involved in a violent incident such as a shooting, fight where someone was, or could have been seriously injured or killed?	
$\square$ No	☐Yes (explain on reverse side)	
26. Has your s	pouse or any other family member called the police on you for any reason?	
$\square$ No	☐Yes (explain on reverse side)	
27. Have you	ever <u>committed</u> the following acts.	
Arson (intentio	onally set fire)  □Yes (explain on reverse side)	
Burglary (entr	y of structure or car to commit theft or other crime)	
$\square$ No	☐Yes (explain on reverse side)	
Robbery (thef	tutilizing force or fear)	
$\square$ No	☐Yes (explain on reverse side)	
Homicide (inc	luding manslaughter)	
$\square$ No	☐Yes (explain on reverse side)	
Theft (including	ng price switching)	
$\square$ No	☐Yes (explain on reverse side)	
Forgery (signi	ng someone else's name)	
$\square$ No	☐Yes (explain on reverse side)	
Kidnapping (including own children)		
$\square$ No	☐ Yes (explain on reverse side)	
Extortion (black	ckmail)	
$\square$ No	☐ Yes (explain on reverse side)	
Embezzlement (theft of money or valuables entrusted to you)		
□ No	☐Yes (explain on reverse side)	

Rape (sexual intercourse by force)		
$\square$ No	☐Yes (explain on reverse side)	
Any forcible sex	x act	
□ No	☐Yes (explain on reverse side)	
Any violent assa	ault upon another	
$\square$ No	☐Yes (explain on reverse side)	
Domestic Violen	nce (spousal, co-habitant, elder or child abuse)	
$\square$ No	☐Yes (explain on reverse side)	
Vandalism (proj	perty damage)	
□ No	☐Yes (explain on reverse side)	
Prostitution (paying for or receiving money for sexual services)		
$\square$ No	☐Yes (explain on reverse side)	
Sex with a minor (while you were 18 or older)		
$\square$ No	☐Yes (explain on reverse side)	
Incest (sexual relations with family members or relatives)		
$\square$ No	☐Yes (explain on reverse side)	
Public Intoxication		
$\square$ No	☐Yes (explain on reverse side)	
Bestiality (any sex act with an animal)		
□ No	☐Yes (explain on reverse side)	

#### **SUBSTANCE USE**

"Under the influence" is synonymous with "tipsy or a "buzz". Any time drugs or alcohol impairs one's senses or judgment then you are at the minimum "under the influence". "Public" is anywhere within public view (including front yards, restaurant or bar). 1. How many times have you operated a motor vehicle, bicycle, horse, or watercraft (i.e. boats, seadoo, jetski) while you were under the influence of alcohol within the past 5 years?\_ 2. Have you ever been in trouble on the job because of drinking an alcoholic beverage?  $\square$  No  $\square$  Yes (explain on reverse side) 3. Have you ever been warned by an employer regarding the drinking of alcoholic beverages?  $\square$  No  $\square$ Yes (explain on reverse side) 4. Do you, or have you ever, consumed alcoholic beverages during work hours or just prior to reporting to work?  $\square$  No  $\square$ Yes (explain on reverse side) 5. Have you ever been terminated for drinking alcoholic beverages on or off the job?  $\square$  No  $\square$  Yes (explain on reverse side) 6. Have you ever been told by a family member that you drink too much?  $\square$  No  $\square$  Yes (explain on reverse side) 7. Do you associate with anyone or have any family members that use any drugs, narcotics, or other illegal substances?  $\square$  No  $\square$ Yes (explain on reverse side) 8. In the past 5 years, have you remained in a place where drugs, narcotics, or other illegal substances are being used?  $\square$  No  $\square$ Yes (explain on reverse side) 9. Have you ever purchased drugs, narcotics or other illegal substances, without a doctor's prescription?

10. Have you ever inhaled any fumes (i.e. gasoline, glue, paint, nitrous oxide, etc.) for the

 $\square$  Yes (explain on reverse side)

 $\square$  Yes (explain on reverse side)

purpose of becoming intoxicated?

 $\square$  No

 $\square$  No

11. Have you knowingly allowed anyone to use illegal drugs in your home during the years?		
	$\square$ No	☐Yes (explain on reverse side)
12	. Have you	ever sold any drug, narcotic or other illegal substances to another person?
	□ No	☐Yes (explain on reverse side)
13	. Have you another p	ever given away or furnished any drug, narcotic or other illegal substances to erson?
	□ No	☐Yes (explain on reverse side)
14		ever possessed, cultivated (grown), manufactured, or transported any drug, or other illegal substances?
	□ No	☐Yes (explain on reverse side)
15		ever possessed, sold or given away any chemical used to manufacture a cotic or other illegal substances?
	$\square$ No	☐Yes (explain on reverse side)
16.	Have you the work	ever possessed or used any drug, narcotic, or other illegal substances in place?
	□ No	☐Yes (explain on reverse side)
17.	-	ever worked under the influence of any drug, narcotic, or other illegal es in the work place?
	□ No	☐Yes (explain on reverse side)
18	. Have you a joke?	ever been given, by someone, any drug, narcotic, or other illegal substances as
	□ No	☐Yes (explain on reverse side)
19	. Have you	ever had to register as a narcotic offender?
[	□ No	☐Yes (explain on reverse side)
20	. Have you	ever misused or abused any prescription drugs?
	□ No	☐ Yes (explain on reverse side)

Last Time	How many times?	g drugs w
	· ·	

Any other drug not listed above

## **CIVIL**

1.	Do you ha	ave any civil court actions pending?
	□ No	☐Yes (explain on reverse side)
2.	Have you	ever had a restraining order served against you?
	□ No	☐Yes (explain on reverse side)
		MOTOR VEHICLE OPERATION
1.	Does the ve	ehicle you drive have liability insurance?
	□ No	☐Yes (explain on reverse side)
2.	Have you e	ver driven a vehicle without liability insurance?
	□ No	☐Yes (explain on reverse side)
3.	•	g liability insurance, were you truthful with the insurance company in disclosing d information (i.e. mileage, area vehicle is housed)?
	□ No	☐Yes (explain on reverse side)
4.	Have you e	ver been denied liability insurance?
	□ No	☐Yes (explain on reverse side)
5.	Have you	ever been placed on probation for a traffic-related offense?
	$\square$ No	☐Yes (explain on reverse side)
6.	How many	parking citations have you received in the past 3 years?
7.	How many	traffic citations have you received in the past 7 years?
8.	location, o	accidents have you been involved in as a driver within the past 7 years? (List date, brief description of the accident, if police responded, if police took a report was at fault)
9.	Have you e	ever been involved in a police pursuit?
	□ No	☐Yes (explain on reverse side)

1	0.Have you	ever fled the scene of a hit and run accident in which you were involved?
	□ No	☐Yes (explain on reverse side)
1	1.Have you	ever caused anyone serious injury by your operation of a motor vehicle?
	$\square$ No	☐Yes (explain on reverse side)
1	2.Have you	ever caused the death of anyone by your operation of a motor vehicle?
	$\square$ No	☐Yes (explain on reverse side)
13	3. Have you	ever had your vehicle searched by a law enforcement agency?
	□ No	☐Yes (explain on reverse side)
		<u>MISCELLANEOUS</u>
1.	Have you	had any employment problems because of gambling?
	$\square$ No	☐Yes (explain on reverse side)
2.	Have you	ever gambled while delinquent or behind in your financial obligations?
	□ No	☐Yes (explain on reverse side)
3.	Have you	ever borrowed money to gamble with?
	$\square$ No	☐Yes (explain on reverse side)
4.	Do you fo	eel now, or did you ever feel you had a gambling problem?
	□ No	☐Yes (explain on reverse side)
5.		the most money you have ever won while gambling? What is the most money you while gambling?
6.	Have you	ever used falsified identification or used identification other than your own?
	$\square$ No	☐Yes (explain on reverse side)
7.	-	ever committed a dishonest act in order to obtain a police officer position? (i.e. on exams, or having someone else take exams for you)
	□ No	☐Yes (explain on reverse side)
8.	Have you	ever taken a polygraph?
	□ No	☐Yes (explain on reverse side)

9.	Have you	ever been refused security clearance?
	$\square$ No	☐Yes (explain on reverse side)
10.	•	intentionally omitted any fact or facts from your application or withheld any aformation from your background investigator?
	□ No	☐Yes (explain on reverse side)
11.	•	ever given confidential information to any organization or individual that would e our national security?
	□ No	☐Yes (explain on reverse side)
12.		nything in your background that you have not been asked about that might you from consideration of this job, if it were found out?
	□ No	☐Yes (explain on reverse side)
13.	Have you civilian po	previously applied at the Pasadena Police Department for a sworn and/or a osition?
	□ No	☐Yes (explain on reverse side)
14.	-	applied for any other law enforcement or fire department agency? (please list on date, agency and status in employment process)
	□ No	☐Yes (explain on reverse side)
15.	•	ever been disqualified from a law enforcement agency background investigation? e of medical or psychological fails)
	□ No	☐Yes (explain on reverse side)
16.	Have you	ever lied on or falsified a background application or questionnaire?
	□ No	☐Yes (explain on reverse side)
17.	Have you	ever worked at a law enforcement agency?
	□ No	☐Yes (explain on reverse side)

# The following section is to be completed if you are currently or you ever have been a peace officer, reserve peace officer or military police officer.

If you do not qualify for this category, you are finished with the questionnaire.

1. Have you ever accepted a gratuity?			
□ 1	No ☐Yes (explain on reverse side)		
2. Hav	e you ever used your official position for personal gain?		
□ 1	No ☐Yes (explain on reverse side)		
3. Has	a formal citizen complaint ever been filed against you?		
	No ☐Yes (explain on reverse side)		
4. Have	e you ever been terminated, forced or asked to resign from a law enforcement on?		
	No ☐Yes (explain on reverse side)		
5. Hav	e you voluntarily resigned from a law enforcement position?		
	No ☐Yes (explain on reverse side)		
6. Hav	e you ever been reduced in rank while in law enforcement?		
	No ☐Yes (explain on reverse side)		
7. Hav	e you ever been the subject of discourtesy or standard of conduct complaint?		
	No ☐Yes (explain on reverse side)		
8. Hav	e you ever been the subject of an internal affairs investigation?		
	No ☐Yes (explain on reverse side)		
9. Hav	e you ever lied or distorted the facts during an internal affairs investigation?		
	No ☐Yes (explain on reverse side)		
10. Are	there any administrative investigations regarding you pending?		
$\Box$ 1	No ☐Yes (explain on reverse side)		

11	•	law enforcement employee?
	□ No	☐Yes (explain on reverse side)
12	•	ever had any disciplinary actions taken against you, including suspensions, l oral reprimands?
	□ No	☐Yes (explain on reverse side)



Name\_

# PASADENA POLICE DEPARTMENT EMPLOYMENT SERVICES UNIT



Phillip L. Sanchez Chief of Police

### **ACKNOWLEDGEMENT WAIVER**

Address			
Position with City of Pasadena City Department			
You will undergo a rigorous, in-depth background investigation as a result of your position's requirement for unescorted access to designated facilities of the Pasadena Police Department. In the event that your background investigation should uncover information that leads to a belief that you have or are engaged in illegal activities, we will notify the appropriate law enforcement agency for their continued investigation and possible prosecution.			
I have read the above notice and understand that any information concerning criminal activity that I have participated in is NOT protected by any form of confidentiality, regardless of where the information came from. I understand that any information discovered about me during the background process may be used against me in further criminal investigation and prosecution (initial)			
It is required that your background investigator be notified of any changes to your status during the course of the background investigation. You must notify your investigator immediately, if you change your address, phone number(s), marital status, have any contact with a law enforcement or government regulatory agency, declare bankruptcy, or have any other changes in your status.			
Failure to notify your investigator of any changes during the background investigation can be grounds to disqualify you from the access granting process.			
<u>Unreported</u> law enforcement contacts may be cause for immediate disqualification.			
Signature Date			



## PASADENA POLICE DEPARTMENT EMPLOYMENT SERVICES UNIT



Phillip L. Sanchez Chief of Police

#### BACKGROUND INVESTIGATION DISCOVERY WAIVER

I fully recognize that employees of the City of Pasadena requiring unescorted access to designated Police Department facilities must clearly demonstrate the following characteristics, including, but not limited to, their personal, medical, physical, and psychological fitness. I further recognize that the City of Pasadena and the Pasadena Police Department has a legal as well as a moral obligation to take every reasonable effort to insure that persons employed by them and/or any employment position requiring unescorted facilities access, conform to the very highest standards.

**TO** that end, I recognize that the Pasadena Police Department will conduct an intensive investigation, including, but not limited to, my personal, medical and psychological fitness, and that such an investigation will include contacting persons and/or organizations that may have information relating to my fitness. I further understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing legitimate information concerning me if the confidentiality of their information cannot be guaranteed on a permanent basis.

**THEREFORE**, I release and hold harmless the Pasadena Police Department, officers, **agents or assigns**, now and in the future, from any claim or damages in law or in equity on behalf of myself, my heirs and assigns, for their refusal to make available any and all of the information contained in this personal, medical, and/or psychological history investigation, including, but not limited to, the identity(ies) or any persons(s) and/or organization(s) which may have supplied information in the course of this investigation, as well as the substance of any information supplied.

I hereby waive my right, now and in the future, to examine, review, or otherwise discover the contents of this investigation and all related documents thereto.

Signature	Date
Printed Name	_
Witness Signature	Date
Printed Name	



### PASADENA POLICE DEPARTMENT EMPLOYMENT SERVICES UNIT



#### Phillip L. Sanchez Chief of Police

#### ADVISEMENT TO CITY EMPLOYEES

You are about to undergo a review as part of the position of <u>Fundamental</u> to this process is your **integrity and trustworthiness**. The number one reason individuals "fail" this type of review is because they attempt to withhold job-relevant information from the investigator. Any attempt on your part to do so will undoubtedly be quickly discovered and will result in your disqualification from receiving privileges necessary to access designated facilities of the Pasadena Police Department. When permitted by law, the Pasadena Police Department requires a "polygraph examination" or other tests to detect untruthfulness (California Labor Code §432.2).

Quibbling, hair-splitting or out-and-out untruthfulness, for the purpose of concealing relevant information, will not be tolerated. Deliberate deception of any type is grounds for disqualification.

An intensive review may appear intrusive and even embarrassing; however, the inquiries that are made are either pursuant to law or otherwise job-relevant in nature. Background investigators who will review your application, do not make inquiries into areas of a person's background that have no legitimate bearing on their suitability for the position of public trust. They are also discreet and professional in the manner in which this information is treated.

There are no "perfect" people. The Pasadena Police Department evaluates issues in your past, both positive and negative, for the impact on your qualifications for access to public safety facilities as part of your position with the City of Pasadena. However, if you attempt to withhold information from them, investigators have no other option but to assume that you are attempting to obtain access to Police Department facilities by means of deception.

Prior misconduct of a crime, including such things as prior illegal drug use, driving under the influence, theft or even an arrest or conviction *may not*, in and of themselves be automatically disqualifying. However, lying about those issues will likely result in your disqualification.

A background investigator will meet with you to review your application materials. You are strongly encouraged to be as complete, accurate and candid as possible. If a disclosure you make is irrelevant to this process, the background investigator will tell you so. It is always to your advantage to be as truthful and forthcoming as possible.

#### **CERTIFICATION BY APPLICANT**

My signature below attests to the fact that I have read this form, and I understand that any attempt to be deceptive, whether by omission or commission, to withhold job-relevant information from the Pasadena Police Department may result in my disqualification. This includes deliberate misstatements, deliberately non-responsive answers and misrepresentations of any type for the purpose of deception.

Signature	Date
Signature	Date



# PASADENA POLICE DEPARTMENT EMPLOYMENT SERVICES UNIT



Phillip L. Sanchez Chief of Police

10 whom it May Concern:	
requiring access to designated facilities of the Pasaden Code § 1031 (d) and Code of Regulations § 1002(a)(	ee of the City of Pasadena for whom I perform functions a Police Department. Under California Law, Government (3), my employer may conduct an investigation into my
personal, medical and psychological fitness before allow	wing me such access.
background which may affect my suitability to be grar reason to believe that you may have information releve your organization, its Custodian of Records, and/or possible which you may have concerning me, including inform derogatory nature, including, but not limited to ememployment performance data, character reference information (Pacts), local criminal history information (pursuant enforcement contacts (in which I was named as a susptraffic collision reports, and field interviews). And I exofficers, agents, and assigns, from any liability or dama furnishing the information requested by the bearer of	a Police Department, needs to inquire into all areas of my need access to the City's public safety facilities. They have want to that purpose concerning me. I hereby direct you, ersons in your employ to release any and all information mation which may be of a confidential, privileged and/or apployment information, official employment documents, ormation, educational records and transcripts (pursuant to Pursuant to the Banking Privacy and Fair Credit Reporting to Penal Code § 13300 (b) (10), and any and all law beect, arrestee, witness, or victim including traffic citations, conerate, release and discharge you, your organization, its ges, whether in law or in equity, now and in the future, for of this authorization form. I certify that I have read this pose, and have received a copy of it. I may revoke this h revocation to you/your organization.
- ·	y law, your responses enjoy absolute privilege pursuant to ntal agencies or their agents. You may retain this form or
Signature	Date:
State of California, County of Los Angeles} ss.	
	ence to be the person whose name is subscribed to the
•	the executed the same in his/her authorized capacity, and on, or the entity upon behalf of which the person acted,
I certify under PENALTY OF PERJURY under the law is true and correct. WITNESS my hand and official se	vs of the State of California that the foregoing paragrapheal.
	Place seal here →



### PASADENA POLICE DEPARTMENT



Phillip L. Sanchez Chief of Police

#### POLYGRAPH EXAMINATION WAIVER

The polygraph examination is a part of the background investigation process for all City of Pasadena employees who require unescorted access to designated facilities of the Pasadena Police Department.

I, the undersigned, do hereby declare my interest in and desire to have unescorted access to designated facilities of the Pasadena Police Department as part of my job functions for the City.

I do hereby agree to submit to and take a polygraph examination as administered by and/or under direction of the Administrative Services Division of the Pasadena Police Department.

I understand that the results of such tests are confidential and are to be used solely by the Pasadena Police Department for purposes of granting unescorted access to designated facilities, unless a waiver signed by me expressly waiving this right is presented by another law enforcement agency.

Signed	Date	
0		
Print full name		



# PASADENA POLICE DEPARTMENT EMPLOYMENT SERVICES UNIT



Phillip L. Sanchez Chief of Police

#### All City Employees – Unescorted Facilities Access

NAME			

The following points will be scrutinized and may be automatic disqualification for all City employees requiring unescorted access to designated Police Department facilities. However, the background investigator may present any application for review. All points may be verified by an in-depth polygraph examination and background investigation.

- Conviction of a felony as an adult or juvenile (or offense which would be a felony in California).
- Dishonorable Discharge from the United States Armed Forces.
- Excessive use/possession of marijuana.
- Excessive use/possession of cocaine.
- Any illegal use of hallucinogens or opiates.
- Illegal and excessive use/possession of methamphetamine/hashish.
- Illegal steroid use/possession within the last 5 years.
- Any abuse of prescription medication.
- Use of peyote for other than religious reasons by those within that religion.
- Excessive DUI's or more than one DUI conviction.
- <u>Breach of Integrity</u> (Lying, thefts, theft from employers, falsifying information, and failure to disclose information on applications or during interviews).
- Conviction for domestic violence and/or a history of domestic violence.
- Driving record Excessive moving violations, loss of license or chargeable accidents within the last 36months.
- Excessive or recent thefts (particularly from employer).
- Financial instability (current).
- Misdemeanor arrest(s) (particularly <u>assault</u>, disorderly conduct, domestic violence).
- *Any* <u>undetected</u> crimes: sex issues, DUI, domestic violence, thefts, insurance fraud, or any offense determined by society or the courts to be illegal.
- Misuse of law enforcement computer data systems.

Signature	Date
6 ——————————	

By signing this document you understand that you *may* be disqualified *from* the background process and it can be discoverable through the background process with other police agencies.