



CITY OF CLEVELAND  
Mayor Frank G. Jackson



## Patrol Officer Personal History Statement

**City of Cleveland**  
Department of Public Safety  
Division of Police  
1300 Ontario  
Cleveland, Ohio 44113

The information you give to the City of Cleveland in this Personal History Statement (PHS) is very important. Please review the information and questions carefully and understand the contents. Your honesty and integrity will be evaluated throughout this process. We require you to be totally honest and forthcoming. Failure to do so will result in your disqualification.

The PHS will be used as part of the background investigation process. You are required to complete all documents, which must be returned to the City of Cleveland, Civil Service Commission, by the date indicated on the notice sent to you. If you fail to complete the documents, or they are not received by the deadline, you may be disqualified from further participation and no longer considered for the position.

The following instructions must be followed when completing the PHS.

- The PHS must be completed by the individual applying for the position.
- All responses must be legible if they are handwritten and scanned. Illegible applications are cause for disqualification. This may be filled in on your computer, with the exception of the signatures.
- A response is required for every question; if the question does not apply, you must indicate "N/A" (Not Applicable). Do not leave any response blank.
- It is the responsibility of the applicant to assure all information provided is accurate, complete, and truthful.
  - Falsification, willful misrepresentation, or intentional omission of material information will result in disqualification and/or termination of employment by the Division of Police.
  - Unintentional failure to include information may also result in disqualification, because it may be considered untruthfulness. Therefore, you should take necessary action to obtain all information (i.e. research criminal, traffic, civil, employment, and school records, etc.)
  - If you are unsure as to an exact date or have other partial information, include as much information as possible (i.e. month and year, or approx. year, etc.). Do not just leave the response blank, as that may also be considered untruthfulness, resulting in disqualification.
- You must report a change in any information that occurs after submitting your PHS to the City of Cleveland, Division of Police, Personnel Unit - Background Investigations. This would include changes in name, address, phone number(s), employment, driving record, criminal charges etc. You may contact the Background Investigation Section at (216) 623-5153.
- Your completed PHS must be received by the Division of Police, Personnel Unit by the date indicated on the notice sent to you. Email your completed form to CLeon@city.cleveland.oh.us. If your PHS is not received by the deadline, this may result in your disqualification.
- Along with your PHS you must have several documents attached. A list of those documents is found on the following page.
- Questions about completing the PHS may be directed to the Division of Police, Personnel Unit Background Investigation Section. You may contact the Background Investigation Section at (216) 623-5153.
- Once your PHS has been submitted, any questions regarding your background investigation may be directed to the Division of Police, Personnel Unit Background Investigation Section at (216) 623-5153.

I fully understand the above instructions.

[Redacted Name]

Printed Legal Name

Date

03-14-2017

Signature (Must be Notarized)

*[Handwritten Signature]*



ANGIE S. BOENAU  
Notary Public, State of Ohio  
My Comm Expires Nov 30 2019

*[Handwritten Signature]*

**City of Cleveland Division of Police  
Patrol Officer Personal History Statement**

---

**Required Documents**

Following is a list of documents you are required to submit with your Personal History Statement (PHS). Upload copies of all the documents listed below, which pertain to you. Failure to upload copies of all required documents at the time you submit your PHS, may result in a disqualification, delay in completion of your background investigation and/or consequently may affect your ability to be hired by the City of Cleveland.

If you are unable to obtain a copy of all required documents prior to the stated deadline, you must still submit the completed PHS on time and attach a written explanation of which document(s) are missing, and when you anticipate you will be able to provide them. The missing documents must be submitted by a date agreed to by the Civil Service Commission and/or the Cleveland Division of Police.

The documents you submit will not be returned to you. Documents to Submit:

- Legal Birth Certificate (Hospital notices are not acceptable)
- Social Security Card showing your current legal name

If you have served in the Military, you must provide:

- Undeleted Copy of your DD-214 Military Form (Undeleted means that the bottom portion of the form, which shows the type of discharge and character of service, is attached)

If you are required to register for Selective Service and have not served in the Military, you must provide:

- Registration of Selective Service Note: if you are unable to locate your registration, you may print a copy online at <http://www.sss.gov/QA.HTM>, or you may call (847) 688-6888. (Selective Service registration was reinstated in 1980)

If you have attended college, even if not in a police-related field, please provide:

- Transcript
- Vocational / Technical Certificates (if applicable)
- College Diploma(s) (if applicable)

If you were not born in the United States, you must provide:

- Naturalization Papers

If you have legally used any other name, you must provide:

- Documents pertaining to name change (e.g., marriage, divorce, adoption, or other legal name change)

**City of Cleveland Division of Police  
Patrol Officer Personal History Statement**

---

**Statement of Hiring Standards**

**MISSION STATEMENT OF THE CITY OF CLEVELAND**

We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play and grow old.

**INTRODUCTION**

The Cleveland Division of Police is committed to hiring a diverse workforce, specifically targeting ethical, honest, and moral employees who will treat all citizens with respect, dignity and understanding. The occupation of Police Officer carries with it an expectation of a "higher standard" when viewed by the public in general. Specifically, the public expects its Police Officers to obey the laws they enforce; they expect officers to serve as role models in their moral character and social behavior; they expect officers to refrain from acts such as abusive use of alcohol and drugs. In short, the public expects law enforcement officers to stand behind their oath of office and execute their duties in a truthful and conscientious manner.

Although the Cleveland Division of Police has made every effort to be as thorough as possible in developing these hiring standards, they are not all inclusive. Other factors that do not fall within any of the described categories may be discovered about an applicant through the background investigation which factors may make the applicant an unsuitable choice for employment with the Cleveland Division of Police. This information shall be fully investigated and brought to the attention of the Director of Public Safety for a recommendation.

**STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION**

**(A) CRIMINAL CONDUCT**

Commission of criminal acts is directly contrary to the respect for law required of a Police Officer. A felony is an automatic disqualifier along with any misdemeanor that is a weapons disqualifier. The following are those misdemeanor criminal offenses that, except as expressly noted, may result in disqualification from consideration as a Police Officer for the City of Cleveland.

1. Any of offense of violence.
2. Any sex offenses including sexual assaults, prostitution, soliciting, obscenities, and matters harmful to juveniles.
3. Any arson related offense.
4. Any serious offense against justice and public administration including obstruction, dereliction, impersonation of officer and related offenses.
5. Any serious violation of miscellaneous offenses such as offenses against a human corpse, desecration, and ethnic intimidation.

**(B) DRIVING RECORD**

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. Whether an applicant has a safe driving record will be evaluated on a case by case basis taking into consideration the number of violations, if any, the frequency of occurrences, and the type of violations.

**City of Cleveland Division of Police  
Patrol Officer Personal History Statement**

---

**Statement of Hiring Standards, continued**

The following may disqualify the applicant.

1. Any single conviction involving operating a motor vehicle while under suspension (4507.02) (B) (1), or leaving the scene of an accident (4549.02) within three years of application.
2. Any single conviction involving operating any vehicle while under the influence of alcohol, a drug of abuse, or alcohol and a drug of abuse (4511.19) within three (3) years of application .
3. Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle , within five (5) years of application.
4. A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
5. Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
6. An excessive number of suspensions due to noncompliance with the State of Ohio Finance Responsibility Laws.

**(C) JOB HISTORY**

A poor employment history may result in disqualification of the applicant for the position of Police Officer. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Cleveland Division of Police shall be grounds for disqualification.

**(D) MILITARY HISTORY**

A general discharge may result in disqualification for appointment.

**(E) FINANCIAL RESPONSIBILITY**

Non -favorable consideration may be given to an applicant that has established a pattern of failing to meet financial obligations in a timely fashion, such as the following.

1. A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy , may be considered.
2. Failed to meet the requirements of Ohio Child Support Statutes or court orders relating to child support. A violation of this item may be grounds for disqualification unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

**City of Cleveland Division of Police  
Patrol Officer Personal History Statement**

---

**Statement of Hiring Standards, continued**

**(F) FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS**

Any applicant who fails to cooperate with the Cleveland Division of Police and the City of Cleveland in the processing of his/her application for the position of Police Officer shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the failure to include any information or documents requested by the City or the Division of Police.

**OTHER CONDUCT**

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

1. Abused a position of trust through a theft of time or service.
2. Violating any Ohio ethics law.
3. Engaging in acts of discrimination against persons because of their race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, Disability, ethnic group, or Vietnam-era or disabled veteran status.
4. Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
5. Failure to correct behavior of an antisocial nature.
6. Abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
7. Alcohol abuse and/or drug abuse which has impaired the applicant in the pursuit of everyday life, resulting in material problems, employment problems, financial problems, etc.

**CONCLUSION**

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or information discovered through the background investigation, under the proper circumstances, can result in disqualification from employment as a Cleveland Police Officer if it is determined that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Police Officer.

The Cleveland Division of Police, through careful and thorough applicant processing procedures, can insure the highest quality candidates are employed and retained. These standards for hiring will insure only those applicants meeting and exceeding the "higher standard" expectations of the public are met. The citizens of Cleveland deserve nothing less.

Eligibility No.



CITY OF CLEVELAND  
Mayor Frank G. Jackson



## Patrol Officer Personal History Statement

**City of Cleveland**  
Department of Public Safety  
Division of Police  
1300 Ontario  
Cleveland, Ohio 44113

All information is considered to be strictly confidential to the extent permitted by law, and will be utilized by the City of Cleveland, Department of Public Safety and the Civil Service Commission ONLY and will not be disclosed to any unauthorized person(s).

Personal History of:



|           |            |             |                     |
|-----------|------------|-------------|---------------------|
| Last Name | First Name | Middle Name | Social Security No. |
|-----------|------------|-------------|---------------------|

### INSTRUCTIONS AND REMINDER

There are moral and legal obligations to complete this Personal History Questionnaire in a truthful, fully informative manner. All questions must be answered. If a question does not apply to your particular circumstance, insert NA (Not Applicable) in the proper blank.

Please be advised that all information is subject to verification via home visits and source documentation. Be fully truthful and do not evade questions. Both the Ohio Revised Code and rules and regulations of the City of Cleveland, Ohio provide penalties for making a false statement of a material fact or for practicing fraud or deception. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Section 2921.13.

I voluntarily withdraw from the selection process.

I understand and will comply with the selection process.

Signature \_\_\_\_\_



Date: \_\_\_\_\_

03-07-2017