



# Virginia Beach Police Department



## PERSONAL HISTORY QUESTIONNAIRE (PHQ)

\_\_\_\_\_  
Last Name, First Name, Middle Name

\_\_\_\_\_  
Street Address, Apartment No.

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Residence Telephone

\_\_\_\_\_  
Work Telephone

\_\_\_\_\_  
Cellular Telephone

\_\_\_\_\_  
Alternate Telephone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
What test date (Month/Year) are you applying for?

### FOR DEPARTMENT USE ONLY:

#### Please Provide At Time of Submission:

- Birth Certificate
- Driver's License
- High School Diploma / Transcripts / GED
- DD-214 OR Active Duty Military ID
- Social Security Card

#### Department Use Only:

- DMV No Issues / See Report
- CCH No Issues / See Report
- CREDIT No Issues / See Report
- LINX No Issues / See Report
- WAVE Application
- College Transcript(s) N/A

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

Received By: \_\_\_\_\_

Scanned: \_\_\_\_\_

Walk-in / Mailed / Electronic Submission

#### Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PHQ INSTRUCTIONS

***PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PHQ AND BE SURE TO ATTACH ALL REQUIRED DOCUMENTS. DO NOT DELAY THE PROCESSING OF YOUR APPLICATION BY FAILING TO PROVIDE COMPLETE RESPONSES AND OMITTING REQUIRED DOCUMENTS! YOUR COMPLETED PHQ PACKAGE MUST BE TYPED.***

To be eligible for employment, you must successfully pass a background investigation. The PHQ is an investigative tool used by the Virginia Beach Police Department (VBPD) to begin this process. Print this document as **one (1) sided** (do not print front and back). In addition, you must comply with the following instructions:

1. Be absolutely truthful when completing each section of the PHQ. Misrepresentation or falsification may be grounds to disqualify you from further consideration in the application process. If a question/section in the package does not apply to you, notate "NOT APPLICABLE" or "N/A" in the respective area. Unanswered questions or incomplete responses may result in your disqualification.
2. If additional space is needed to complete a response(s) for any question/section, use section 20 and notate the page number and question/section number with the corresponding answer.
3. **There are places on the PHQ that require your signature and/or initial.** When you print out the application, be sure to sign and/or initial in the spaces provided **(each page of the application requires that you initial the bottom left hand corner).**
4. Attach to the PHQ photocopies of the following documents:
  - Social Security Card
  - Driver's License **OR** DMV issued Identification Card
  - State DMV driving record showing convictions/points (non-Virginia applicants only)
  - Birth Certificate
  - High School Diploma **OR** High School Transcripts **OR** GED Certificate
  - DD-214 **OR** Photocopy of Active Duty Military ID (Copy of DD-214 required after separation)

You will be required to show the originals of these documents to your background investigator when you enter the background investigative phase.

5. Submit the PHQ within five (5) days after receiving confirmation that you have successfully passed the written exam to Virginia Beach Police Department Law Enforcement Training Academy (LETA), 411 Integrity Way, Virginia Beach, VA 23451. Materials should be sent via regular mail; FEDEX; UPS; emailed to [pdapplicanttesting@vb.gov](mailto:pdapplicanttesting@vb.gov); or hand-delivered to LETA.

If you do not own a personal computer, you may wish to visit your local public library or contact us at 757-385-6987 to schedule an appointment to use a computer at the LETA facility.

## DISQUALIFIERS FOR VIRGINIA BEACH POLICE OFFICER

The following is a listing of concerns that may result in a candidate's disqualification from consideration for employment as a Police Officer Recruit. Candidates are encouraged to contact the Professional Development and Training staff to discuss any questions or concerns regarding the areas listed below.

### Criminal History

1. Conviction, guilty plea or no contest plea of any felony.
2. Conviction, guilty plea, or no contest plea of any misdemeanor sex offense, including but not limited to sexual battery under Virginia Code §18.2-67.4 or consensual sexual intercourse with a minor 15 or older under clause (ii) of Virginia Code §18.2-371 or any crime requiring registration in the Virginia Sex Offender Registry.
3. Conviction, guilty plea, or no contest plea of domestic assault under Virginia Code §18.2-57.2 or any offense that would be domestic assault under the laws of another state or the United States.
4. Conviction, guilty plea, or no contest plea of any misdemeanor involving moral turpitude, including but not limited to petit larceny under Virginia Code §18.2-96 or any offense involving moral turpitude that would be a misdemeanor if committed in the Commonwealth.

Any potential applicant with a misdemeanor conviction is encouraged to contact Professional Development & Training at 757-385-6354 and ask to speak with the lead background investigator to discuss their specific issue.

### Driving History

1. Any conviction, guilty plea or no contest plea of driving under the influence of drugs or alcohol, refusal to take blood or breath test, eluding police, racing, or leaving the scene of an accident within the last 5 years.

### Drugs

1. Sale of any drug listed in the drug standards and schedules set forth in Virginia Code §54.1-3443 et seq. without a valid license authorizing sale of specified drugs. Any other distribution will be evaluated on a case-by-case basis.
2. Unlawful use or possession of any illegal drug, including but not limited to heroin, cocaine, hallucinogens, methamphetamine, etc. or any derivative thereof (except marijuana) within the last 5 years.
3. Illegal use or possession of anabolic steroids within the last three (3) years.
4. Illegal use or possession of marijuana or a derivative thereof within the previous twelve (12) months.

### Others

1. Dishonorable discharge from any military service.
2. Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.
3. Intentional failure to follow the directions outlined in the testing process or relying on others to complete any portion of the testing process.

### NOTE:

This is not intended to be an exhaustive listing of background disqualifiers. The additional areas of concern listed below will be evaluated on a case-by-case basis within the context of the full background investigation/review.

- Involvement in past criminal activity not resulting in criminal conviction
  - Reduction of charges as a result of a plea agreement or other form of sentencing disposition prior to a conviction in any of the aforementioned criminal and driving history categories.
  - Other Class 1 or 2 misdemeanors
  - Crimes committed as a juvenile, including undetected crime
  - Patterns of reckless and/or irresponsible driving
  - Multiple convictions of driving under the influence
  - Illegal drug use or possession that does not fall within the parameters defined above, including the use or possession of prescription drugs without a proper prescription
  - Less than honorable military discharge, erratic work record, or unfavorable employment references
  - Pending litigation or prosecution for criminal offenses must be resolved prior to consideration for employment
- Demonstrated history of financial irresponsibility. (Examples of concerns include unpaid collections or unsatisfactory judgments where no payment plan has been established.)

<sup>1</sup> References are provided throughout from the Code of Virginia; however, comparable violations of other state code or the United States Code would also be disqualifying.

Effective August 7, 2020

### 1. GENERAL INFORMATION

List any names previously used (examples may include, but are not limited to: aliases, nicknames, maiden names, previous names, etc.)

Social Security #

### 2. FOREIGN LANGUAGE

Do you speak a language other than English? Yes  No

If yes, identify your aptitude by specifying each language and your skill level as Limited, Conversational or Fluent.

Language	Read	Speak	Understand	Write

### 3. EMPLOYMENT HISTORY

Have you ever been fired, terminated, laid-off, asked to resign, or placed in an inactive status for cause (suspended, relieved from duty, or subjected to disciplinary action) while in any position other than with the military? Yes  No

If yes, provide detailed information including name(s) and address(es) of employer(s), date(s) of action, reason(s) and outcome(s):

Have you ever resigned in lieu of termination/dismissal? Yes  No

If yes, provide detailed information including name(s) and address(es) of employer(s), date(s) of action, reason(s) and outcome(s):

#### 4. DRIVING HISTORY

List any driver's license(s) you have held or presently hold:

License Type (Operator's, CDL, etc.)	Driver License Number	Restriction(s) (If any)	State Issued	Issue Date	Expiration Date

Has your driver's license ever been suspended or revoked? Yes  No  . If yes, provide detail(s) below:

Date	State of Suspension	Length of Suspension	Reason for Suspension

Have you ever been denied issuance of a driver's license? Yes  No  . If yes, provide detail(s) below:

Have you ever been involved in a motor vehicle crash? Yes  No  . If yes, provide detail(s) below:

Date	Location of Crash	Were you found to be at fault?	Citation Issued?	Injuries to any party?	Police Report Made?

Have you ever attended a Driver Improvement Course? Yes  No  . If yes, provide detail(s) below:

Date	Location of Course	Reason for taking the course (court ordered, etc.)

**4. DRIVING HISTORY (continued)**

Enter all traffic summons, citations, or tickets you have received since you have been driving. This includes as a juvenile and/or adult. You must include any offense that was reduced, dismissed, and/or reclassified to a civil offense. Do NOT include parking tickets. Begin with your most recent summons.

**I HAVE NEVER RECEIVED A TRAFFIC SUMMONS, CITATION OR TICKET.**

Offense Date	Offense City & State	Initial Charge(s) at time of Offense If charge is speeding, include miles over limit.	Final Charge If convicted, the final charge (plea-bargained/reduced)	Disposition Pled guilty, found guilty, found not-guilty, dismissed, pre-paid or complied. You may note if the conviction was reclassified to a "civil" violation in this column.



## 6. RESIDENCE

List all addresses where you resided **since the age of 18, beginning with your current address:**

From (Mo/Yr)	To (Mo/Yr)	Street Address	City	State	Zip Code	Country

## 7. FAMILY

Identify living and deceased family members, and any individuals with whom you are residing, resided with, or a close relationship exists/existed, to include ex-spouses. **YOU MUST LIST ALL FAMILY MEMBERS. WRITE "DECEASED" OR "NONE" IN THE APPROPRIATE SPACE IF APPLICABLE. "N/A" OR LEAVING BLANK IS UNACCEPTABLE.**

Relationship	Name	Current Address	Phone
Spouse			
Children			
Ex-Spouse			
Ex-Spouse			
Current or Former Girlfriend/Boyfriend			



## 8. CHARACTER REFERENCES

Character references are individuals other than your relatives or former supervisors/employers who have definite knowledge of your qualifications and fitness for the position for which you are applying.

List five (5) **non relative** character references, who live in the United States or its territories, their names, addresses and daytime telephone numbers. **YOU MUST LIST FIVE.**

Name	Street Address	City and State	Phone Number(s)

## 9. FINANCIAL HISTORY

Has a judgment ever been issued against you? Yes  No

Have you ever had anything repossessed? Yes  No

Have you ever been involved in any civil action(s)? Yes  No

If you answered "yes" to any of the questions, provide details below:

**10. NARCOTICS**

Have you ever possessed/used any illegal drugs (Marijuana, Cocaine, Steroids, etc...)? Yes  No   
 Have you ever possessed /used any prescription medication that was not prescribed to you? Yes  No   
 If you answered "Yes" to either question, list each drug, date of possession/usage, frequency of possession/usage, and circumstances surrounding the possession/usage.

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

Drug	Month/Year of First and Last Possession/ Usage	Frequency of Possession/Usage (once, daily, weekly, monthly, etc.)
Circumstances:		

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<p><b><u>Have you ever sold any illegal drug or prescription medication, even if it was prescribed to you?</u></b> Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered "Yes", provide details below:</p>          
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**11. CRIMINAL HISTORY**

Have you ever been arrested, detained, held, charged, indicted or summoned to court (Promise to Appear)? Yes  No   
 Have you ever been convicted, found guilty, pled guilty or no contest to a crime? Yes  No   
 Have you ever been fined or imprisoned? Yes  No   
 Have you ever served parole, probation, community control, or community service? Yes  No   
 Have you been ordered to deposit bail or place collateral for the violation of any law, police regulation or ordinance? Yes  No

**\*\*\*\*\*YOU MUST LIST ADULT AND JUVENILE VIOLATIONS\*\*\*\*\***

**IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS, PROVIDE DETAILS IN THE CHART BELOW. IF THE CHARGE WAS EXPUNGED WRITE "CHARGE EXPUNGED" IN THE CIRCUMSTANCES SECTION WITHOUT LISTING THE DETAILS.**

Date	Location of Incident	Charge	Final Disposition	Sentence
Circumstances:				

Date	Location of Incident	Charge	Final Disposition	Sentence
Circumstances:				

Date	Location of Incident	Charge	Final Disposition	Sentence
Circumstances:				

Date	Location of Incident	Charge	Final Disposition	Sentence
Circumstances:				

Date	Location of Incident	Charge	Final Disposition	Sentence
Circumstances:				

Have you ever been fingerprinted for any reason (arrest, job application, etc...)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered Yes", complete the following:		
Date	Place	Details of the Incident

Have you ever been served with a restraining order, protective order, injunction, or any other court order to stay away from someone? Yes <input type="checkbox"/> No <input type="checkbox"/> . If you answered Yes," provide details below:

**11. CRIMINAL HISTORY (continued)**

<u>CHECK Yes' or 'No' for each question below:</u>	<b>Yes</b>	<b>No</b>
Have you ever committed a felony for which you were never caught or arrested?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been place on or served in a criminal or traffic diversion type program that led to the eventual dismissal of any criminal or traffic charge(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever committed an act of theft, no matter the dollar amount, whether you were caught or not? (Shoplifting, Larceny, Pickpocketing etc...)	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever bought or sold property that you knew was stolen?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever applied for or received unemployment compensation, the amounts of which you were not eligible to receive?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever received any type of governmental support such as welfare, housing subsidy payments, educational loans or grants that you were not eligible for, received in a fraudulent manner or after receiving became ineligible for but continued receiving?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever struck, slapped, pushed or kicked a current or past roommate, significant other, spouse, boyfriend, or girlfriend?	<input type="checkbox"/>	<input type="checkbox"/>
Since the age of 18, have you had any sexual contact with a person under the age of 16?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever exposed yourself in public (mooning, flashing, etc...)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever taken, bought, sold traded or possessed erotic or nude pictures of children?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever purchased alcohol for a minor?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever switched the price tags on merchandise?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever stolen money from a place where you worked?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever given an unauthorized discount, free merchandise or under charged a sale for yourself, family member or friend?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever used a credit card without the owner's permission?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever received stolen property?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever provided testimony in a legal matter where you were less than 100% honest?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever filed a false insurance claim?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been interviewed by a Law Enforcement Agency relative to a non-traffic crime?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any of the questions above, provide details below:

**12. APPLICATION(S) FOR EMPLOYMENT WITH OTHER LAW ENFORCEMENT AGENCY(IES)**

Have you ever applied for employment with any other law enforcement agency? Yes  No   
Have you ever applied for employment with the Virginia Beach Police Department? Yes  No   
If you answered "Yes," complete the following:

<b>Date of Application</b>	<b>Name of Agency</b>	<b>Position Applied For</b>	<b>Selection Steps Completed (How far did you make it in the process?)</b>	<b>Disposition of Application (Disqualified, Not Selected, Hired, Offered Job, or Withdrew)</b>

**13. ORGANIZATION MEMBERSHIP(S)**

List all clubs, societies or organizations of which you are or have been a member:

<b>Name</b>	<b>City</b>	<b>State</b>	<b>List Position(s) Held and Extent of Activity</b>

Are you now or have you ever been a member of any Foreign or Domestic Organization, Association, Movement, Group of Persons that is Totalitarian, Fascist, Communist, Subversive, or Advocate/Approve the commission of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter any form of government of the United States by unconstitutional means? Yes  No . If you answered "Yes", provide details below:

**14. PROFESSIONAL LICENSE(S)/CERTIFICATE(S)**

Have you ever had a certificate, license, or privilege revoked or suspended by a county, city, federal, or law enforcement entity?  
Yes  No . If you answered Yes," provide details below:

**15. TATTOOS & BRANDING**

The Virginia Beach Police Department's General Order on Grooming Standards states the following:

“Visible tattoos, brands and body art on the head, face, neck, scalp or hands are not authorized. The hand for this purpose is defined as the area from the wrist bone to the end of the fingertips. The only exception to the hand policy is a “wedding band” tattoo on a single finger of one hand.” Additionally, visible markings elsewhere on the body that are prejudicial to good order, discipline and professionalism or are of a nature to bring discredit to the department are prohibited. Visible tattoos, body art, and brands that are excessive, sexually explicit, or that advocate or symbolize gender, racial, religious, ethnic or national origin discrimination are prohibited; in addition, visible markings that advocate or symbolize gang affiliation, racial supremacy, extremist groups or drug use are likewise prohibited.”

Do you, while attired in a short-sleeved shirt and shorts, have any visible tattoos or branding (this includes on the head, neck, face and hand)? Yes  No . If you answered “Yes,” provide details below. You will be contacted for photos.

<b>Location</b>	<b>Describe Tattoo/Branding in Detail</b>

**16. INCIDENTS OR FACTORS THAT MAY AFFECT EMPLOYMENT**

Is there any incident(s) in your life that may reflect upon your suitability to perform the duties of the position for which you have applied or that may require further explanation? Yes  No . If you answered "Yes", provide details below:

**17. CERTIFIED POLICE OFFICERS**

Section 19 is only to be completed by applicants that have served, or currently serve, as a paid or voluntary full-time or part-time law enforcement officer. Check 'Yes' or 'No' for each question below:

Question	Yes	No
Have you ever lied under oath or during an official investigation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever seized evidence or contraband that you did not voucher (turn in)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever stolen anything of value while on duty as a Police Officer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever used unnecessary physical force as a Police Officer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever used physical force in the interrogation of a suspect or prisoner?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a complaint filed against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever, through negligence on your part, destroyed or damaged Departmental property?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever "looked the other way" to avoid the reporting of the commission of a crime?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever voided a traffic or criminal citation as a favor to someone?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been insubordinate to a higher-ranking officer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been under the influence of any type of alcoholic beverage or drug while on duty or while operating a police vehicle (whether on duty or not)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever deliberately falsified a police report?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever tampered with evidence in any way to make a case better or worse?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever placed false evidence on a person you were arresting?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" to any of the questions above, provide details below:





**19. ATTESTATION**

I hereby swear or affirm that there are no misrepresentations, omissions in, or falsifications of the answers, responses, and statements that I have provided in this Personal History Questionnaire. I am aware that should an investigation disclose any misrepresentation(s), falsification(s) or omission(s), I will be disqualified from the process. In addition, if after my employment, subsequent investigation should disclose any misrepresentation(s), falsification(s), or omission(s), it may be just cause for my dismissal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date