HISTORICAL BACKGROUND RECORD

1.01   PURPOSE

The Historical Background Record, Form SP 3-315 **(Appendage A),** will provide the Department with a comprehensive database of information for each member in terms of current and previous assignments, educational background, law enforcement-related training, unique or special skills, secondary languages, etc.

1.02   GENERAL INSTRUCTIONS

A.   Computer-generated reports of each member's Historical Background Record will be forwarded to the respective Troop/Bureau/**Office** in April and October of each year. Each member will receive the computer-generated report of his/her Historical Background Record for review to ensure all recorded information is accurate and current.

B.   If an update or change is necessary, the member shall complete a new form indicating the changes and/or additions. The updated form shall be submitted in accordance with paragraph 1.04.

1.03   PREPARATION

A.   The form shall be typed or legibly printed in original and one copy.

B.   Block Instructions

1.   NAME: Self-explanatory.

2.   **EMPLOYEE NO**: Self-explanatory.

3.   EDUCATIONAL LEVEL: Enter the highest level of education completed at the present time. Entries shall be in one-half (0.5) year increments; e.g., 13.5 years. Refer to EDUCATIONAL LEVEL **(Appendage B)**, to determine the appropriate level.

4.   HIGHEST DEGREE ATTAINED: Enter the appropriate code, i.e., Associate's - 1, Bachelor's - 2, Master's - 3, or Doctoral - 4.

5.   COLLEGE MAJOR: Enter the code(s) from COLLEGE EDUCATION PROGRAMS **(Appendage C),** for the applicable college major program(s) in which an Associate's Degree or higher has been conferred. Space has been provided to allow for reporting up to three degree majors. If more than three degree majors have been earned or if code "38 - OTHER" is used, the additional information shall be reported under Item 12, ADDITIONAL BACKGROUND, by indicating "5 cont'd" followed by the additional college major program(s).

6.   COLLEGE MINOR: Enter the code(s) from COLLEGE EDUCATION PROGRAMS, for any applicable college minor which has been earned in conjunction with a Bachelor's Degree or Graduate Degree. If more than one degree minor has been earned, proceed as directed under paragraph 5, indicating "6 cont'd" followed by the additional information.

7.   COLLEGE PROGRAMS (No Degree): Enter the code(s) from COLLEGE EDUCATION PROGRAMS, for the applicable college fields of study in which a minimum of 24 credits have been earned although no degree has been conferred. Space has been provided to allow reporting up to three programs. If additional space is needed, proceed as directed under paragraph 5, indicating "7 cont'd" followed by the additional information.

8.   TRAINING: Enter   the   appropriate   code(s)   from NON-DEPARTMENT   POLICE   TRAINING   AREAS **(Appendage D)**, for all successfully completed courses which apply to one of the general areas listed. Space is provided to allow for reporting up to nine courses. Each two-digit code shall be entered from left to right in descending line order as needed. If more than nine courses have been completed, proceed as directed under paragraph 5, indicating "8 cont'd" followed by the additional information. The code for "OTHER" will be utilized for a course which does not apply to the listed

areas and the course shall be identified in Item 12 preceded by "8 cont'd."

NOTE: Training listed under this category refers to that received outside the Department from other than State Police personnel.

9. SPECIAL/TECHNICAL SKILLS: Enter the appropriate code(s) from SPECIAL/TECHNICAL SKILLS (**Appendage E)**, for any of the listed skills which are possessed. In order to qualify for such a skill, the member must have had special training and/or work experience in that particular skill or trade. Space has been provided to allow for reporting up to six different skills. The blocks provided shall be completed from left to right as needed. The code for "OTHER" shall be utilized to indicate a skill not listed, and the skill shall be identified in Item 12 preceded by "9 cont'd."

10. LANGUAGE(S): Enter the appropriate code(s) from SECONDARY LANGUAGES **(Appendage F)**, for those languages which the member can: (a) read with understanding, (b) speak sufficiently to communicate in conversation with others, (c) write sufficiently to communicate thoughts, and/or (d) understand sufficiently to interpret what is spoken. Space has been provided to allow for the reporting of up to three secondary languages under each ability. If more than three languages are applicable in any one area, place a "Y" for "Yes" as indicated in (e) and list the additional language(s) under Item 12. If three or less are applicable in any one area, place an "N" for "No" as indicated in (e). The code for "OTHER" shall be utilized to indicate a language(s) not included on the list, and the language shall be identified in Item 12 preceded by "10 cont'd."

11. VETERAN: This item shall be used to indicate whether the member is a veteran (Y) with at least 180 days of active duty or non-veteran (N) of the United States Armed Forces.

12. ADDITIONAL BACKGROUND: This item shall be used, when necessary, to report additional information. It may also be used to clarify reported information, and to report new information the member believes to be important and relevant, but was not addressed in the record. If additional

space is needed, an 8½" x 11" plain sheet of paper shall be used. If this is necessary, the member shall place his name and **employee number** at the top of the additional sheet of paper and staple to the Historical Background Record.

13. DEPARTMENT TRAINING: List any training received either through the Bureau of Training and Education or at the Troop/Bureau/**Office** level. For the present, the code blocks are to be ignored.

14. SIGNATURE - DATE SUBMITTED: Self-explanatory.

C. UPDATE SUBMISSION

1. Enter NAME and **EMPLOYEE NUMBER**.

2. Complete only those items for which additional information is being reported.

3. If a previously reported response must be deleted because it is no longer applicable, use Item 12, ADDITIONAL BACKGROUND, by entering the applicable item number and "cont'd" followed by "Delete Code" and the code number of the response to be deleted, e.g.,10 (a) cont'd. Delete code 19.

4. SIGNATURE - DATE SUBMITTED: Complete for all submissions.

1.04 SUBMISSION AND DISTRIBUTION

A. Original - Forwarded through channels to the Director, Bureau of **Human Resources**, Attention: **Employment Services and Systems Division**. After the information has been entered into the computer, the original shall be destroyed.

B. Copy - Filed within the Troop/Bureau/**Office** in a file titled HISTORICAL BACKGROUND RECORD FILE. Subsequent updated forms shall be stapled to the member's original submission form.

C. When a member is transferred, his/her Troop/Bureau/**Office** copy shall be removed from the file and forwarded under confidential cover to the appropriate Troop Commander or Bureau/**Office**

Director for placement in that Troop/Bureau/**Office** HISTORICAL BACKGROUND RECORD FILE.

1.05   FILE MANAGEMENT

A.   The dissemination of Historical Background Record information shall be controlled by the Bureau of **Human Resources**, **Employment Services and Systems Division,** and shall be for Department use only.

B.   All requests for information and/or reports to be generated from this file shall be submitted via correspondence, through channels, to the Director, Bureau of **Human Resources**. The request shall set forth the person requesting the information, the purpose of the request, and how the information will be used.