

# Houston County Sheriff's Office Detention Center



## Hiring Process

1 January 2014

*Revised 24 October 2018*

***“The purpose of the Sheriff and Staff of the Houston County Detention Center is to provide, in a cost effective manner, the highest degree of professionalism in the security, safety and service to the citizens of Houston County for both inmates and staff. The Sheriff and Staff of the Houston County Detention Center are professionals committed to the preservation of the basic human rights and dignity of the inmate population, as prescribed by the Constitution of the United States and the Administrative Code of the State of Georgia.”***

### **-Mission Statement Houston County Sheriff’s Office Detention Center Policy Manual**

The mission statement from the Houston County Sheriff’s Office Detention Facility Policy Manual sets forth a standard for the staff. Traits identified are professionalism, security, safety, service, and commitment. Furthermore, O.C.G.A. 35-8-8 establishes *minimum* selection standards. It includes criteria on citizenship, age, and education. It also requires applicants be found of good moral character and be found free of any physical, emotional, or mental condition. The requirements in O.C.G.A. 35-8-8 are further defined in P.O.S.T., rules 464-3.

The mission statement also states the staff will provide services *in a cost effective manner*. One way to reduce cost is to reduce turnover. Leadership, pay, benefits, training, and work conditions are some of the factors that affect turnover. With a strong candidate, these factors are items that can influence their decision to stay with the Houston County Sheriff’s Office. With a poor candidate, maximizing all these factors will matter very little. They lack the commitment, work ethic, service mindedness, fitness, ethics, or morals to be successful. To reduce turnover, and reduce the chances of lawsuits due to staff behavior, work related injuries, etc., it is imperative that the new hire selection process be enhanced.

After reviewing the Georgia Peace Officer Standards and Training Council (P.O.S.T.) *Manual for Background Investigators*, and state and federal laws, the following areas should be included in the selection process:

- Application and required documentation review
- Preliminary background check (DDS and state files)
- Personal History Questionnaire (PHQ) review
- Accuplacer Test Scores
- Physical Abilities Assessment
- Psychological Test
- Polygraph Examination
- Collection and submission of candidate fingerprints
- Background investigation and Discrepancy interview
- Report and background packet preparation and submission
- Conditional Offer of Employment (COE) letter
- Physical and drug screen
- Selection board interview
- Submission of board findings to the Sheriff
- Formal Offer of Employment letter

Although rigorous, this process is designed to provide for the best opportunity to select new hires that will represent the Sheriff with the highest level of professionalism and integrity.

## **APPLICATION AND REQUIRED DOCUMENTATION**

The candidate should come in and pick up an application packet. The packet should include:

- Application accuracy notice
- Application instructions
- Selection process outline and what to expect during the process
- Houston County Application for Employment
- List of required documentation to be turned in with the application
  - Birth Certificate or proof of citizenship
  - Copy of valid driver's license
  - Copy of certified driver's history from another state (if applicable)
  - Copy of High School Diploma or GED
  - Copy of Social Security Card
  - DD-214 long form showing character of service MEMBER 4 (if applicable)
  - Letter of Good Standing if in military reserves (if applicable)
  - Copy of P.O.S.T. Law Enforcement or Jail Certification (if applicable)
  - Recent color photograph
  - Credit history to include credit score
  - ACCUPLACER scores
  - Copy of College Degree (if applicable)
  - Arrest Info (notarized statement, copy of incident report, disposition from the court)
- Job summary to include minimum requirements and special requirements
- U.S. Fair Credit Reporting Act (FCRA) of 1996 advisement and authorization
- Personal History Questionnaire (PHQ)
- Reference release statement form
- Authorization to release information form
- Willingness checklist
- Candidate data sheet (information required by P.O.S.T.)
- Lautenberg Act (18 U.S.C. 922) screening form
- Consent to background investigation, physical examination, and drug testing form

## **SELECTION PROCESS**

### **PHASE 1**

The candidate should complete the application in their own handwriting. No items should be left blank. If an item does not apply, the item should be filled in with "N/A". The candidate must turn in a complete application packet. That packet will consist of the ACCUPLACER Test and their Credit History with Credit Score. The packet should be reviewed before they leave. If the packet is found to be incomplete, it is to be given back to the candidate with instructions to provide the missing information or documents and return the packet. When the candidate turns in a complete packet, a preliminary background check is to be done. The preliminary background check will consist of a driver's history check and state files check. The preliminary background check is placed in the packet. The packet is filed in a secure location. For the candidate to move to the next level of the process, must be 21 years of age by the end of the training period, must have a credit score of 500 or better, no convictions of any crime, can not have any medical, physical, or mental condition which would prevent you from satisfactorily performing assigned duties or complying with POST standards, NO pending criminal/Traffic action in court, no military discharge other than Honorable, no more than 5 or more traffic violations in the previous seven years, no more than 2 in any year.

NOTE: The ACCUPLACER test is not required if you are already certified through GA POST, or you have a college degree.

### **PHASE 2**

Upon the opening of a position, the packets on file are to be reviewed. A pool of candidates are selected and called in to attend a hiring briefing and complete the Physical Abilities Assessment (PAA). If the candidate passes the PAA, they will take the written Psychological Resources Standard Battery. This test is sent back to Psychological Resources Inc. to be evaluated and scored. They then send the results of the testing back to the Houston County Sheriff's Office for consideration.

### **PHASE 3**

Background investigations are to be conducted by Office of Professional Standards. Once the background check is completed, it is to be compared to the Personal History Questionnaire. If discrepancies are identified, the candidate is to come in for a discrepancy interview. Once the background investigation is completed (with discrepancy interview if needed), a Background Check Summary form is completed. The Background Check Summary form is placed in the packet. The Jail Administrator reviews the packets and forwards them to the Sheriff for consideration.

### **PHASE 4**

The selections are forwarded to the Sheriff or his designee for review. The Sheriff or his designee review the packet and select candidates to receive a Conditional Offer of Employment (COE) letter. Candidates are contacted via telephone to schedule a physical and drug screen. The physical and drug screen results are placed in the packet. The packet for each candidate is forwarded to the Jail Administrator.

## PHASE 5

The findings of the selection board are forwarded to the Sheriff. The Formal Offer of Employment (FOE) letter should include the candidates start date and instructions on where and when to report. The candidate is now a new hire and begins the new hire process at the detention center.

## Phase 6

After the new employee is given a date to report to work they will be issued the essential clothes and equipment to complete the task for which they were hired. New detention officers will complete an 80 hour training class in direct supervision which will also entail training on policy and the inmate handbook. Then the new employee will be assigned to the FTO program where they will be taught and evaluated by the FTO and the training unit of the detention center. The new employee will be advised of any area in which they will need to work to improve and upon successfully completing the FTO program the new hire will be assigned to a shift as a probationary employee.

**NOTE: ALL NEW HIRES ARE UNDER CONTRACT FOR 12 MONTHS. IF THEY RESIGN BEFORE 12 MONTHS THEY ARE RESPONSIBLE FOR REIMBURSING THE HOUSTON COUNTY SHERIFF'S OFFICE FOR TRAINING. AS OF 2018 THAT AMOUNT IS \$2,857.41.**

**NOTE: ACCORDING TO THE STANDARD OPERATING PROCEDURE (SOP), THE HOUSTON COUNTY SHERIFF'S OFFICE DOES NOT HAVE A POLICY THAT ALLOWS FOR FACIAL SHAVING WAIVERS.**

**NOTE: A CONDITION OF EMPLOYMENT WITH THE HOUSTON COUNTY SHERIFF'S OFFICE DETENTION CENTER IS TO BE SUBJECTED TO THE EFFECTS OF THE TASER AND PEPPER SPRAY.**

## **APPLICATION ACCURACY NOTICE**

**IT IS TO YOUR ADVANTAGE TO BE ABSOLUTELY TRUTHFUL IN ANSWERING ALL QUESTIONS IN YOUR INTERVIEWS, ON YOUR APPLICATION AND PERSONAL HISTORY QUESTIONNAIRE.**

**A MIS-STATEMENT OF FACT OR THE OMISSION OF REQUESTED INFORMATION IS GROUNDS FOR AUTOMATIC REJECTION.**

**WE HAVE FOUND IN THE PAST THAT SOME APPLICANTS HAVE BEEN REJECTED BECAUSE OF A MIS-STATEMENT OR OMISSION WHERE THE FACT WHICH THEY ATTEMPTED TO HIDE WOULD NOT HAVE BEEN A REASON FOR REJECTION.**

**WE ENCOURAGE YOU TO BE ABSOLUTELY TRUTHFUL IN THESE MATTERS.**

I fully understand what I have read.

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Applicant Printed Name

Applicant Signature / Date

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Notary Signature / Date

## **INSTRUCTIONS AND INFORMATION PLEASE READ CAREFULLY BEFORE BEGINNING**

1. A background investigation will be conducted based on the information you provided in this application. It is critical that you fill out this application completely, truthfully, and accurately. If at any point during the background investigation, or thereafter, it is found that you misrepresented, deliberately omitted or falsified any information, you will be automatically disqualified from further consideration. It is imperative that you list any convictions to include a finding or a verdict of guilt or a plea of guilty and a plea of Nolo Contendere in a criminal proceeding, regardless of whether the judgment of guilt or sentence is withheld or not entered thereon. This includes first offenders (Georgia State Law 35-8-7.1). ***Do not leave any blanks in this packet. If an item does not apply, write N/A.***
  2. If you are a Georgia Certified Peace Officer and / or Georgia Certified Jail Officer (i.e. registered with the Georgia Peace Officer Standards and Training Council, P.O.S.T) please attach a copy of your basic certificate(s) displaying your certification number.
  3. The following situation WILL prohibit an applicant from serving as a jail officer:
    - a. Conviction in any Court of a felony offense.
    - b. Conviction in any Court of a drug related offense.
    - c. Less than twenty-one (21) years of age at the time of completion of training period.
    - d. Any medical, physical, or mental condition which would prevent an applicant from satisfactorily performing assigned duties or complying with regulations of the Georgia POST Council.
    - e. Must not be on any type of criminal probation.
  4. The following situations MAY prohibit an applicant from serving as a jail Officer:
    - a. Any pending criminal action in any court.
    - b. A military Discharge other than Honorable.
    - c. Seven (7) or more points accumulated against drivers' record at the time of the application.
    - d. Not a citizen of the United States of America.
- Note: An applicant, who has received an official pardon or other similar action for any offense or applicable condition as stated above, is not obligated to disclose the offense or condition in this application. If, however, during the course of a background investigation, facts are discovered regarding the offense or condition, the applicant may be required to produce proof of such pardon or action to remain in consideration for employment.***
5. If you have any questions regarding this application, please contact the Houston County Sheriff's Office Detention Center Office at (478) 218-4910. We are available Monday through Friday from 8am to 5pm.
  6. Once completed, signed, dated, and all required documents attached, return the application to the Houston County Detention Center.

## LIST OF REQUIRED DOCUMENTS

The following is a check list for your convenience. We urge you to use it, as an incomplete application cannot be processed. Upon completion of the application, refer to this checklist to make sure no information has been omitted. Initial in the space provided for each item. Write N/A for items that do not apply to you.

- \_\_\_\_\_ All questions are answered.
- \_\_\_\_\_ The questions not applying to me are marked "N/A".
- \_\_\_\_\_ I have attached Copies of the following documents:
  - \_\_\_\_\_ Birth Certificate or proof of citizenship
  - \_\_\_\_\_ Copy of valid driver's license
  - \_\_\_\_\_ Copy of High School Diploma or GED
  - \_\_\_\_\_ ACCUPLACER Test Completed or College Diploma
  - \_\_\_\_\_ Copy of Social Security Card
  - \_\_\_\_\_ DD-214 MEMBER 4 Copy (If applicable), showing character of service
  - \_\_\_\_\_ Copy of P.O.S.T. Law Enforcement and / or Jail Certification (if applicable)
  - \_\_\_\_\_ Recent color photograph
  - \_\_\_\_\_ Copy of credit history to include credit score
  - \_\_\_\_\_ Application is signed and dated
  - \_\_\_\_\_ Certified Drivers History (out of state) that you have had within the last 10 years
  - \_\_\_\_\_ Letter of Good Standing if you are a member of the military reserves
  - \_\_\_\_\_ Arrest Documents (if applicable) which includes a copy of incident report, copy of court disposition, and notarized statement.

**JOB SUMMARY**

**POSITION: DETENTION DEPUTY**  
**DEPARTMENT: DETENTION CENTER**  
**SALARY RANGE: \$34, 756.80-\$51,459.20**  
**APPLY BY: Until Filled**

**Job Summary:** Under general supervision, performs law enforcement and public safety work in the custody and security of jail inmates. Position requires close physical contact with inmates and direct contact with the public. Position is one of possible high stress and verbal and/or physical confrontations. Position requires that the candidate should be able to respond to any location in the jail by running. Position requires that the candidate should be able to successfully rescue an unconscious/injured officer by moving them to a safe location. Position also requires lifting (at times heavy lifting). Written reports and mathematical calculations are required. Communication skills are critical to performance of duties. Candidates must be able to follow written and verbal directions and work different shifts as assigned. Candidates must be able to perform multiple tasks successfully under different degrees of circumstances. The Houston County Sheriff's Office supervises inmates under the "Direct Supervision" concept. This requires candidates to work under conditions requiring direct contact and supervision of inmates for an entire shift.

**Minimum Qualifications:** High school diploma or GED, supplemented by three (3) years work experience involving public contact; or equivalent combination of training and experience; ability to complete Georgia Peace Officer Standards and Training Basic Jail Officer Course. Valid driver's license; must be twenty-one (21) years of age. Possess the physical ability to defend against inmate attack, ability to lift approximately 20 lbs. and push loaded carts, and the ability to climb stairs. Vision requirement must be 20/20 or 20/40 corrected. There is a physical abilities assessment test that is required of candidates for the position. The physical abilities assessment test requires candidates to run 900 feet and to successfully drag a 160 pound dummy forty (40) feet in two (2) minutes or less. Complete a one mile walk/run in 15 minutes or less and complete 20 push ups and sit ups in a minute each. This is a one-time entry level test. Candidates are required to achieve the following ACCUPLACER test scores: Reading 55, Writing 60, and Numerical 34.

**Special Requirements:** Must undergo physical, observed urinalysis drug screening and background investigation (charges involving drugs or moral turpitude may disqualify candidates), and driver's history (a record of numerous traffic infractions or pattern of disregard for traffic laws may disqualify candidates). Applicants must submit copies of driver's license, birth certificate, high school diploma or GED certificate, social security card, all applicable documentation of relevant training, and DD214 long form if applicable, credit history to include credit score, recent color photograph, and dispositions of any arrest with application to be eligible for testing. APPLICANT MUST BE A U.S. CITIZEN OR NATURALIZED WITH DOCUMENTATION.

The Houston County Sheriff's Office Detention Center is a SMOKE-FREE WORK ENVIRONMENT.

**U.S. FAIR CREDIT REPORTING ACT of 1996 ADVISEMENT & AUTHORIZATION**

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, Section 604(b) requires that you be notified separately of your rights before any prospective employer may use credit data as part of an employment decision.

You are hereby notified that your prospective employer intends to use credit data as **part** of its decision-making process for the position for which you have applied. Before any adverse actions are taken as a result of this document, you are advised of the following:

1. Access to your file is limited to persons recognized by the FCRA;
2. Your consent is required for reports that are provided to employers or that contain medical information;
3. You can find out what is in your file, although some information, such as “risk sources” or “credit scores” may be lawfully withheld;
4. You can dispute inaccurate information;
5. Inaccurate information must be corrected or deleted;
6. Outdated information may not be reported (seven years for most information, ten years for bankruptcies);
7. You may seek damages from violators, and;
8. The complete text of this act may be found at [www.ftc.gov](http://www.ftc.gov).

CERTIFICATION: I certify that the Houston County Sheriff's Office has my consent to review the copy of my credit report (including credit score), that I provided, for the limited purpose of my pre-employment background investigation; that I have been informed in summary form of my rights under the FCRA.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

**PERSONAL HISTORY QUESTIONNAIRE**

Do you have any special skills or training that would be helpful to you if you were selected for a law enforcement position?

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

Do you fluently speak or write any foreign languages? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list: \_\_\_\_\_

Do you possess any profession licenses such as pilot, etc.? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please list: \_\_\_\_\_

**LAW ENFORCEMENT EMPLOYMENT HISTORY**

List previous law enforcement employment starting with the most recent first:

\_\_\_\_\_  
Name/Address of Agency

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

\_\_\_\_\_  
Job Title:

Brief Description of Job Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
May we contact this agency? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Name/Address of Agency

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

\_\_\_\_\_  
Job Title:

Brief Description of Job Duties:

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May we contact this agency? YES \_\_\_\_\_ NO \_\_\_\_\_

Name/Address of Agency

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Dates of Employment Reason for leaving

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Name and telephone number of immediate supervisor

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Job Title: \_\_\_\_\_

Brief Description of Job Duties:

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May we contact this agency? YES \_\_\_\_\_ NO \_\_\_\_\_

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Name/Address of Agency

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Dates of Employment Reason for leaving

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Name and telephone number of immediate supervisor

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Job Title: \_\_\_\_\_

Brief Description of Job Duties:

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May we contact this agency? YES \_\_\_\_\_ NO \_\_\_\_\_

**COMPLETE THIS SECTION ONLY IF YOU ARE CURRENTLY OR HAVE BEEN A  
LAW ENFORCEMENT OFFICER. THIS DOES NOT INCLUDE SECURITY  
AND/OR CORRECTIONS EXPERIENCE.**

Are you currently a Peace Officer?

\_\_\_\_\_

If "YES", State of Certification: \_\_\_\_\_ Certification #:

\_\_\_\_\_

Certification date: \_\_\_\_\_ Name of Police Academy: \_\_\_\_\_

How many years of law enforcement experience do you have? \_\_\_\_\_

Have you ever been the subject of an internal investigation? YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", attach an explanation to this application giving full details.

Have you ever resigned in lieu of termination? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever qualified with a weapon? YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", what type of weapon?

\_\_\_\_\_

**NON-LAW ENFORCEMENT EMPLOYMENT HISTORY**

List all previous employment for the past ten (10) years, beginning with the most recent.

\_\_\_\_\_  
Name/Address of Employer

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

\_\_\_\_\_  
Job Title:

Brief Description of Job Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Name/Address of Employer

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

\_\_\_\_\_  
Job Title:

Brief Description of Job Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Name/Address of Employer

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

Job Title: \_\_\_\_\_

Brief Description of Job Duties:

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

May we contact this employer? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Name/Address of Employer

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

\_\_\_\_\_  
Job Title: \_\_\_\_\_

Brief Description of Job Duties:

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

May we contact this employer? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Name/Address of Employer

\_\_\_\_\_  
Dates of Employment Reason for leaving

\_\_\_\_\_  
Name and telephone number of immediate supervisor

\_\_\_\_\_  
Job Title: \_\_\_\_\_

Brief Description of Job Duties:

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

May we contact this employer? YES \_\_\_\_\_ NO \_\_\_\_\_

**CRIMINAL RECORD (PLEASE CHECK APPROPRIATE RESPONSE)**

**YES NO**

\_\_\_\_\_ Have you ever been arrested, charged, or convicted of a felony offense?

\_\_\_\_\_ Have you ever been arrested, charged, or convicted of a firearms or explosive charge?

\_\_\_\_\_ Are there currently any charges pending against you for any criminal offense?

\_\_\_\_\_ Have you ever been arrested, charged, or convicted of any offenses related to alcohol or drugs?

\_\_\_\_\_ Have you ever been arrested, booked, charged, or convicted of any type of offense (including traffic citations, warrants or misdemeanors)?

\_\_\_\_\_ Have you ever been arrested, charged, or convicted of a domestic violence offense?

\_\_\_\_\_ Are you currently or have you ever been under investigation?

**EXPLAIN BELOW ANY QUESTIONS THAT YOU ANSWERED YES TO ABOVE.**

Date of Offense /Law Enforcement Authority/Court

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**DRIVING RECORD**

Can you operate a motor vehicle? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you possess a valid Georgia Driver's License? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, give license number, and expiration date:

\_\_\_\_\_

Have you ever possessed a drivers' license from any other State within the last 10 years?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, give State and License number:

\_\_\_\_\_

Has your license ever been suspended or revoked? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, for what reason?

\_\_\_\_\_

If yes, was it restored?

\_\_\_\_\_

Have you ever been refused a license by any State? YES \_\_\_\_\_ NO \_\_\_\_\_

Give details of any motor vehicle accidents you have been involved in:

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

**PERSONAL REFERENCES**

Personal references (other than family members)

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_

**CREDIT REFERENCES (Rent, Cellphone, Credit Cards)**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Type of Account:

\_\_\_\_\_

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Type of Account:

\_\_\_\_\_

**BACKGROUND INFORMATION (Marital and Family Information)**

Marital Status:

Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed \_\_\_\_\_  
Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Spouse:

\_\_\_\_\_  
(First/middle/maiden/last)

\_\_\_\_\_  
Spouses date of birth Spouses place of birth

\_\_\_\_\_  
Date of marriage Spouses occupation

\_\_\_\_\_  
Spouse's employer

\_\_\_\_\_  
Spouse's employer's address

\_\_\_\_\_  
Spouse's employer's phone Spouse's length of employment

Is your spouse in favor of you becoming a law enforcement officer? YES \_\_\_\_\_ NO \_\_\_\_\_

Father's full name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Living \_\_\_\_\_ Deceased \_\_\_\_\_

Mother's full name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Living \_\_\_\_\_ Deceased \_\_\_\_\_

Brothers:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Sisters:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_

Father-in-law's full name:

\_\_\_\_\_  
Address: \_\_\_\_\_

Mother-in-law's full name:

\_\_\_\_\_  
Address: \_\_\_\_\_

Closest living relative:

\_\_\_\_\_  
Address: \_\_\_\_\_

List every child born to you:

Child's Name, Date of Birth, and Address where child resides

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

Are you supporting all children born to you or adopted by you? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you related to any Houston County employee? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please name the employee:

\_\_\_\_\_

What Department do they work in?

\_\_\_\_\_

Do you know any employees of the Sheriff's Office? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please give their names:

\_\_\_\_\_

**OTHER INFORMATION**

**This position may require you to:**

**Wear a uniform. Do you object to doing so? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Work rotating shift. Do you object to doing so? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Work overtime. Do you object to doing so? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Work nights. Do you object to doing so? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Work weekends. Do you object to doing so? YES \_\_\_\_\_ NO \_\_\_\_\_**

**Work holidays. Do you object to doing so? YES \_\_\_\_\_ NO \_\_\_\_\_**

Have you ever had experience working shift work? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, where and when:

\_\_\_\_\_

If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answer will be checked with the FBI and other agencies.

Agency / Date / Purpose

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

Do you drink alcoholic beverages? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, when was the last time?

\_\_\_\_\_

Have you ever used marijuana? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, when was the last time?

\_\_\_\_\_

Have you ever used any other illegal drugs, opiates, pills, etc.? YES \_\_\_\_\_ NO \_\_\_\_\_

What were the circumstances:

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

Do you now or have you ever associated with anyone that uses drugs? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain:

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

Have you ever been fired or permitted to resign employment for breach of trust, embezzlement, theft, or other crime? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what were the circumstances?

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Have you ever been fired or permitted to resign employment for abuse of authority or for any disciplinary reasons? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what were the circumstances?

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If it became necessary in the course of police duties to take a human life, would you have any reluctance to do so because of religious or other beliefs? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, give details:

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**ATTESTATION**

I attest by my signature below that all the information supplied by me in this Personal History Questionnaire is true and correct to the best of my knowledge. I understand that any material misstatement of fact or attempt to conceal any information will automatically disqualify me for employment as a Detention Deputy with the Houston County Sheriff's Office.

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Signature Date

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Notary Public Signature Date

**THIS APPLICATION WILL BE ACTIVE UNTIL THE CANDIDATE IS DECLARED INELIGIBLE OR FOR 6 MONTHS WHICHEVER COMES FIRST.**

**REFERENCE RELEASE STATEMENT / FORM**

(To be mailed to the reference or completed by phone interview)

I authorize the addressed individual, company, or institution to furnish the Houston County Sheriff's Office with any information that they may have concerning me which they have on record or otherwise; and I release such individual, company, or institution and the Houston County Sheriff's Office from any and all liability for any damage whatsoever incurred in furnishing such information. A photocopy of my signature on this page will suffice as an original.

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Printed Name of Applicant / Date of Birth

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Signature of applicant / Date of Signature    Notary Public Signature / Date

**AUTHORIZATION TO RELEASE INFORMATION FORM**  
(Form to be used in gathering education records)

To Whom It May Concern:

I hereby authorize representatives of the Houston County Sheriff's Office, bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment and/or educational records, including but not limited to, academic achievement, attendance, athletic, and disciplinary records. I hereby direct you to release such information upon request of bearer. This release is executed with full knowledge and understanding that the information is for the official use of my public safety application. Consent is granted for the Houston County Sheriff's Office to furnish such information as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other education institution, or other consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually or collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or 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 at the address indicated below.

I understand that my application will be subject to verification through a comprehensive background investigation.

Falsification and/or misrepresentation of facts during any phase of the employment process will be grounds for termination of the applicant's employment process and/or dismissal.

Full Name:

\_\_\_\_\_ Printed \_\_\_\_\_ Signature

Date of Birth: \_\_\_\_\_ Day time telephone: \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code

**MUST BE NOTARIZED**

\_\_\_\_\_ Full Signature \_\_\_\_\_ Date

\_\_\_\_\_ Notary Public \_\_\_\_\_ Date  
Must have signature and seal/stamp

**WILLINGNESS CHECKLIST**

In the past, many people have taken the job of Detention Deputy without carefully considering the requirements of the work. It is in your best interest to answer each question honestly. For each job requirement on the list below, circle "YES" if you are willing to do it. "NO" if you are not willing.

Do you believe an inmate can be rehabilitated?      YES      NO

Do you believe that you can set aside any personal prejudices and be fair in dealing with inmates convicted of serious crimes?      YES      NO

Are you willing to work a twelve (12) hour shift?      YES      NO

Are you willing to work alternating weekends?      YES              NO

Are you willing to work all holidays which are not on your regular days off?              YES      NO

In the event of an emergency, such as a shift vacancy,

Are you willing to work on your day(s) off?      YES      NO

Are you willing to wear a uniform to work every day?              YES      NO

Are you willing to work in a tobacco free environment?      YES      NO

Are you willing to participate in training to learn and develop techniques and skills required of a Detention Deputy?      YES      NO

Are you willing to use reasonable force when necessary, such as controlling disturbances, breaking up fights, etc..?              YES      NO

Are you willing to give first aid, including CPR, to inmates who are ill or injured?      YES      NO

Are you willing to search (frisk) inmates regardless of their sex and visually search (strip search) the body cavities of inmates the same sex as for things that they are not allowed to have?      YES      NO

Are you willing to supervise inmates, regardless of their sex, while they are in the bathroom or shower area?              YES      NO

Are you willing to work with inmates who are sick and who may have contagious diseases?      YES      NO

Are you willing to work in an environment which can be noisy?      YES      NO

Are you willing and physically able to remain on your feet during your entire shift?      YES      NO

Are you willing to risk your personal safety to come to the aid of a fellow officer?      YES      NO

Are you willing to work, unarmed, in a locked area with inmates who are guilty of assaultive crimes (e.g., murder, rape, etc.)?    YES    NO

Are you willing to work in a situation where you may be cursed at and/or verbally or physically threatened?    YES    NO

If you circled "NO" to any of these questions, you are probably not suited for this type of work and should not continue to pursue a position as a Detention Deputy.

*I have read the above and wish to continue with the application process.*

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

**CANDIDATE DATA SHEET**

(Information required by P.O.S.T. To be used to create Data Gateway account and complete jail school application)

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Maiden name: \_\_\_\_\_

Jr. \_\_\_\_\_ Sr. \_\_\_\_\_ I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ IV \_\_\_\_\_

Address:

\_\_\_\_\_

Street	City	State	Zip Code
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Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City & State of Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair color: \_\_\_\_\_  
Eye color: \_\_\_\_\_

Email address:

\_\_\_\_\_

Phone #: \_\_\_\_\_

Name of High School:

\_\_\_\_\_

High School City & State:

\_\_\_\_\_

Year Graduated: \_\_\_\_\_

GED: \_\_\_\_\_

## **LAUTENBERG SCREENING FORM**

**NOTICE!** Congress enacted legislation that prohibits certain persons from owning, possessing, storing, or transporting firearms, ammunition or their component parts. For this reason, it is necessary to screen all employment candidates (and in some cases our current employees in “for cause” circumstances) to determine if they fall within the prohibited group of persons exempted by the Lautenberg Act (18 United States Code, Section 922) from possessing firearms and/or ammunition. The Lautenberg Act makes it a felony for any person in the prohibited group to own or possess firearms or ammunition. Also, Lautenberg makes it a felonious act for any person to provide firearms or ammunition to any person who falls within the prohibited group. Therefore it would be unlawful for the Sheriff’s Office to “arm” a person who falls within this category.

It is, or should be obvious, that law enforcement officers must be capable of carrying and being proficient with the use of firearms to be able to perform their routine duties in this state.

For these reasons, it is essential for the Sheriff’s Office to know all candidates and current employees are free from the Lautenberg prohibition. Therefore, it is necessary and imperative that you answer the following questions truthfully while under oath. Your written responses and signature must be witnessed by a representative of the Houston County Sheriff’s Office.

Candidates for employment may choose to refuse to complete this form but in so doing, they must understand that they will effectively withdraw their application for employment with the Houston County Sheriff’s Office. Candidates who choose not to complete this form and thereby wish to withdraw their application from consideration for employment should write “refused” on the form, sign it, and have it witnessed by a Sheriff’s Office representative. Current employees undergoing administrative inquiry may not refuse to complete the form under oath without subjecting themselves to disciplinary action which may include suspension, demotion, or termination.

I (print full name, date of birth, social security number, and driver’s license number)

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the undersigned in consideration of future or continued employment with the Houston County Sheriff’s Office voluntarily agree and consent to answer the following questions truthfully, while under oath.

**Answer all below listed questions by initialing the YES or NO space provided after each question.**

Are you under indictment or information in any court for a felony, or any other crime, for which the judge could imprison you for more than one year? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you been convicted in a court of a felony, or any other crime for which the judge could have imprisoned you for more than one year? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a fugitive from justice? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been adjudicated mentally defective (which includes having been adjudicated incompetent to manage your own affairs) or have you been committed to a mental institution? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you been discharged from the Armed Forces under dishonorable conditions? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been convicted in any court of a misdemeanor crime of domestic violence? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever renounced your United States citizenship? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you an alien illegally in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a non-immigrant alien (traveling or visiting without a permanent residence, not permanent aliens?) YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

\_\_\_\_\_  
DATE

**CONSENT TO BACKGROUND INVESTIGATION, PHYSICAL EXAMINATION, AND DRUG TESTING FORM**

To: Sheriff Cullen Talton  
 202 Carl Vinson Pkwy  
 Warner Robins, GA 31088

SIGNATURE		SSN		
PRINTED NAME		DRIVERS LICENSE STATE AND NUMBER		
PHYSICAL ADDRESS (No P.O. Boxes)		DOB		
CITY, STATE, ZIP WGT		SEX	RACE	HGT

Accept this instrument as my personal request and authorization to conduct a comprehensive personal background investigation, including pending charges of any description, a complete traffic history, criminal history (including first offender status, if applicable). Credit history report, medical records, full and complete disclosure of educational institutions, financial statements and records, wherever filed; Veterans administration; employment and pre-employment records, including background reports, polygraph examinations or reports, efficiency rating, complaints or grievance by or against me. Furthermore, I voluntarily, FULLY CONSENT TO UNDERGO PHYSICAL EXAMINATION AND URINALYSIS DRUG SCREEN TESTING. I am fully aware, and consent that the information gathered in this screening process, be known to the officers and employees of the Houston County Sheriff's Office, as well as the officers and employees of the Houston County Personnel Department and the Georgia Peace Officers Standards and Training Council. I am aware that such information is required for application for P.O.S.T. certification, and employment with the Houston County Sheriff's Office. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. Therefore, I AGREE THAT THE INFORMATION ACQUIRED IN THIS INVESTIGATION BE USED FOR EMPLOYMENT, TERMINATION, OR DISCIPLINARY DETERMINATIONS, and that such information becomes a matter of public information and is accessible to the public under existing laws.

In consideration of making application for employment, and in complete understanding of the foregoing facts and possible results, I agree to hold to all elements of this release waiver, and further agree TO HOLD HARMLESS, SHERIFF CULLEN TALTON, AND ALL OTHER EMPLOYEES OF THE HOUSTON COUNTY SHERIFF'S OFFICE, AND HOUSTON COUNTY, FROM ANY CIVIL LIABILITY OF ANY KIND OR DESCRIPTION, INCLUDING ACT OF OMISSION OR COMMISSION.

This declaration is made freely and voluntarily without fear of punishment or promise of reward, and with full and complete understanding of the terms and consequences of my action.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain original writing of my signature.

APPLICANT SIGNATURE	DATE
NOTARY PUBLIC SIGNATURE	DATE

## **PHYSICAL ABILITIES ASSESSMENT CONSIDERATIONS**

The Physical Abilities Assessment (PAA) as listed in the application packet consists of a 900 foot (300 yard) run followed immediately by a 160 lbs dummy drag for 40 feet. The PAA must be completed in 2 minutes or less.

The PAA tests joint and bone condition, anaerobic power, lower back range of motion, and grip strength. It does not assess aerobic endurance or muscle endurance.

To test aerobic endurance, one mile walk/run in 15:00 or less.

To test muscle endurance, max push-ups in 1 minute and max sit-ups in 1 min with a passing score for these two events could be 20 or more repetitions in one minute for each.

**Georgia Bureau of Investigation  
Georgia Crime Information Center**

**Georgia Driver's History Consent Form**

I hereby authorize the \_\_\_\_\_  
(fire department/law enforcement agency name)

to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

\_\_\_\_\_  
Full Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize \_\_\_\_\_ to conduct an inquiry for  
Agency/Company  
 the purpose(s) listed below and receive any Georgia and/or national criminal history record information  
 as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

- This authorization is valid for \_\_\_\_\_ days from date of signature.
- I, \_\_\_\_\_, give consent to the above-named  
 entity to perform periodic criminal history background checks for the duration of my employment.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Attorney for Individual (Pur E and U Only) Bar Number Date

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code Used: (check all that apply)

<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	<b>J - Civilian Criminal Justice Employment (State &amp; III Info Received)</b>
<input type="checkbox"/>	M - Working with Mentally Disabled/Developmentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	P - Public Records
<input type="checkbox"/>	U - Personal Copy
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	<b>Z - Sworn Criminal Justice Employment (State &amp; III Info Received)</b>

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: \_\_\_\_\_

Wanting Agency Telephone: \_\_\_\_\_

\_\_\_\_\_  
 Agency Designee Signature and Title

\_\_\_\_\_  
 Date