



ROCKDALE COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURE	
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SUBJECT: HIRING AND SELECTION PROCESSES	REFERENCES: STATE CERTIFICATION: 3.2, 3.3, 3.4; CALEA: 31.1.2, 31.2.1 - 31.2.3, 31.3.2 - 31.3.4, CHAPTER 32		
 <b>BY ORDER OF THE SHERIFF:</b>		 <b>Eric J. Levett, Sheriff of Rockdale County</b>	

**PURPOSE:**

The purpose of this policy is to establish guidelines and procedures to fairly and efficiently administer the Rockdale County Sheriff's Office activities related to the recruitment of all personnel as well as a fair, equitable and job related selection process for entry level positions of all personnel regardless of race, creed, gender, sexual orientation, and age or ethnic/national origin. This policy shall describe all elements and activities of the selection process for all personnel. All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner by Sheriff's Office personnel representative of racial, creed, gender, sexual orientation, age and ethnic/national origin groups, in the service area when possible, to ensure only the most qualified candidates are hired and employed by the Rockdale County Sheriff's Office.

Additionally, this policy shall establish guidelines for fraternization and describes permitted guidelines in regards to nepotism between employees of the Rockdale County Sheriff's Office (RCSO).

**DEFINITIONS:**

Adverse Impact: A substantially different rate of selection (generally 80 percent) which works to the disadvantage of persons based on political affiliation, race, creed, gender, sexual orientation, age, ethnic/national origin, religion or disability.

Applicant Processing Booklet (APB): The Applicant Processing Booklet (APB) is a required document that shall be completed by all applicants for employment. The APB shall contain all required directions, instructions and necessary forms for the applicant to understand the selection process utilized by the RCSO. The APB also shall provide the RCSO with all required information, data, history, educational background and references on the applicant in order to initiate the background investigation process.

Applicant Review Board (ARB): An interview board should be comprised of a minimum of three persons designated by the Sheriff or his designee, who shall conduct personal interviews with each candidate. The purpose of the interview board is to evaluate applicants for positions in the RCSO. The ARB shall place the applicants into one of two categories:

1. Qualified/Recommended to move forward in the selection process; or,
2. Not Qualified/Not Recommended to move forward in the selection process.

Job Related: A procedure, test or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

Physical Abilities Test: The physical abilities test(s) may include, but not limited to, upper and lower body strength tests, fine and gross motor skill evaluations and cardiovascular fitness. The physical abilities test and requirements shall be updated regularly and shall be approved by the Sheriff or his designee.

Selection Material: Material used by the RCSO in the selection process to include interview questions, examinations and forms.

Selection Deputy: The Office of Professional Standards (OPS) shall assume responsibilities of processing applicants for the Rockdale County Sheriff's Office. The selection deputy and/or the OPS shall prepare reports, as needed, to the Sheriff and/or Chief Deputy on the status of applicants in the selection process.

Validity: Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance or detecting important aspects of the work behavior related to the position.

**POLICY:**

It shall be the policy of the Rockdale County Sheriff's Office (RCSO) to assure fair treatment of applicants and employees in all aspects of human resources administration. The RCSO shall not discriminate against applicants or employees based on political affiliation, race, creed, gender, sexual orientation, age, ethnic/national origin, religion or disability, and shall ensure a work environment free of intimidation and harassment.

The RCSO has established both a selection process for entry level positions and a promotional process for supervisory level positions in order to ensure the selection process provides equal opportunities for employment and advancement for all interested and qualified applicants. It is the intent of the RCSO to ensure the most highly qualified candidates are identified and selected for employment and advancement, regardless of political affiliation, race, creed, gender, sexual orientation, age, ethnic/national origin, religion or disability.

It is the intention of the RCSO selection process to make every effort to recruit qualified minority applicants.

**I. RECRUITMENT:**

The RCSO strives to identify and employ the best available candidates to fill vacancies within the RCSO. To accomplish this, an effective recruitment program shall be implemented to continuously attract qualified candidates. The RCSO, in compliance with personnel policies of Rockdale County, state and federal laws, shall maintain an active recruiting program. Members of the RCSO shall be personally involved in these recruitment and selection processes.

The RCSO Office of Professional Standards (OPS) shall work closely with the Rockdale County Department of Human Resources to administer a proactive recruitment program for all positions within the RCSO.

- A. The OPS personnel and other staff assigned to recruitment activities shall be knowledgeable in personnel matters, especially equal employment opportunity.
- B. The RCSO shall have a recruitment plan for full-time certified deputies. The recruitment plan shall outline the steps to achieve the goal of an ethnic, racial and gender workforce composition in the certified deputy ranks in approximate proportion to the makeup of the available workforce in the RCSO's service community. The recruitment plan shall include the following:
  - 1. Statement of objectives;
  - 2. Plan of action designed to achieve the objectives identified in bullet a; and,
  - 3. Identify employees, inside or outside the RCSO, responsible for plan administration.
- C. Annual Analysis

The RCSO shall conduct an annual analysis on the recruitment plan. The analysis report shall include the following:

- 1. Progress toward stated objectives; and,
- 2. Revisions to the plan, as needed.

D. Job Announcements

The RCSO's job announcements and recruitment notices for all personnel shall include the following:

1. A description of the duties, responsibilities, requisite skills, educational level and other minimum qualifications or requirements;
2. Entry-level job vacancies shall be advertised through electronic, print or other media;
3. Notification on all employment applications and recruitment advertisements that the RCSO is an equal opportunity employer; and,
4. Notification on all official application filings the application filing deadlines.

E. Posting Locations

The RCSO shall post all job announcements with community service organizations and/or seeks cooperative assistance from community organization key leaders.

F. Maintaining Applicant Contact

The OPS shall maintain contact with applicants for all positions from initial application to final employment disposition.

G. Application Rejection

The RCSO shall not reject an application for any position because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.

**II. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

The RCSO shall maintain an equal employment opportunity plan (EEOP). The EEOP should ensure equal opportunities for employment and employment conditions for minority persons and women. The EEOP should be based on an annual analysis of the present employment policies, practices and procedures relevant to effective impact on the employment and utilization of minorities and women.

**III. SELECTION PROCESS:**

- A. The RCSO selection process shall begin with initial screening of job applications and continue through the appointed employee's probationary period. The steps included in this process are outlined and described in detail in subsequent sections of this policy.

Appointment of the Chief Deputy is a discretionary decision of the Sheriff, and is accomplished through any processes the Sheriff deems appropriate.

All elements of the selection process for all personnel shall be administered, scored, evaluated and interpreted in a uniform manner within the classification. All elements of the selection process for certified deputies only shall use those rating criteria or minimum qualifications that are job related.

- B. The administration of the selection process is conducted under the general overview of the Sheriff or his designee. All elements of the selection process for all personnel shall be administered, scored, evaluated and interpreted in a uniform manner within the classification. Authority for the design of the selection process, including elements of the selection process, testing instruments and the scoring systems are delegated to the OPS.

Personnel used to conduct background investigations shall be trained in collecting the required information. The Sheriff has the final authority for selection and appointment of candidates within the procedures of this directive.

- C. At the time of his/her formal application, a candidate shall be informed, in writing, of the following:
  - 1. All elements of the selection process;
  - 2. The expected duration of the selection process; and,
  - 3. The RCSO's policy on re-application.
- D. Candidates not selected for positions shall be informed in writing.

#### **IV. APPLICANT SELECTION PROCESS:**

Applicants shall successfully complete each step of the selection process to advance to the next step in the selection process. If for any reason, an applicant voluntarily withdraws from the process or fails to successfully satisfy any step of the process and decides to re-apply at a later date, he/she shall be required to begin at Step 1. Applicants shall not be allowed to start at the point where they were previously withdrawn, voluntarily or involuntarily. Applicants who are removed from the selection process for not meeting minimum requirements shall be notified via a written letter sent by the U.S. Postal Service or via e-mail within 30 days of being removed from the selection process.

Applicants who are not currently certified as a Georgia Peace Officer Standards and Training (P.O.S.T.) Council Certified Officer through P.O.S.T. shall provide successful P.O.S.T. Entrance Exam results prior to submitting an application for employment for any certified deputy position. Exam results that are accepted include the following: ASSET, COMPASS, SAT, ACT and CPE.

If an applicant is applying for a Detention Deputy II or III position, or a Certified Sheriff's Deputy II or III position, he/she shall meet all the requirements outlined in the RCSO's Compensation Incentive Plan policy. The applicant also shall be compliant with P.O.S.T. training requirements prior to submitting the APB.

The following are the steps to applying for positions with the RCSO:

##### **A. Step 1: Online Application:**

Persons wishing to apply for any position within the RCSO shall complete an online application on the Rockdale County website ([www.rockdalecounty.org](http://www.rockdalecounty.org)).

Once the application has been submitted successfully online, all applications for open positions are submitted to the RCSO's OPS. The OPS is responsible for reviewing all applications to ensure each candidate meets the minimum qualifications required for the position in which he/she has applied. The OPS also is responsible for maintaining contact with all applicants who have been selected as a candidate for employment until such time there is a final employment disposition. Applicants are defined as those persons selected to proceed past Step 1.

All applications shall be reviewed by the OPS for accuracy, completeness and eligibility. Only those applications complete and possessing all required data will be evaluated for advancement in the selection process beyond Step 1.

B. Step 2: RCSO Applicant Processing Booklet (APB):

Applicants who have been chosen to proceed beyond Step 1 of the selection process shall be provided with the RCSO Applicant Processing Booklet (APB) along with instructions on how to complete the APB.

It shall be the sole responsibility of the applicant to return the APB to the RCSO's OPS with all required documentation no later than seven calendar days from the date the APB is provided to the applicant. The applicant shall submit one copy of his/her own personal information with the APB, to include the following:

1. Certified copy of birth certificate (Note: if born outside the U.S., provide naturalization papers);
2. High school diploma or GED;
3. Current driver's license, reflecting current home address;
4. Social security card;
5. Official, sealed transcripts of any/all college/university degrees, certificates or diplomas;
6. Certified copy of DD 214 long form (if any active military service);
7. Court disposition documents and/or police reports of any major court cases in which the applicant is currently or was personally involved (Including, but not limited to: bankruptcy, lawsuits, etc.);
8. Any certificates of training the applicant has received that would be applicable to the current application. A P.O.S.T. Fact Sheet may be submitted in lieu of individual certificates;
9. A full credit report from all three major credit bureaus: Trans Union, Experian and Equifax. Reports downloaded from the Internet are acceptable - check all three boxes when given the option. (*NOTE: Applicants are not required to pay for additional reports if the credit bureaus only will provide one at no charge.*);
10. Two color passport photographs (*NOTE: Applicants may obtain passport photos from local pharmacies or retail stores*);
11. A list of all personal on-line social media sites/accounts; and,
12. Successful P.O.S.T. entrance exam results (*for detention deputy positions only*).

If the applicant believes any of the above listed items cannot be provided within the required seven days (i.e., official college transcripts, etc.), the applicant should make OPS aware that official copies have been requested and notify OPS which documents will be submitted late.

All fields in the APB shall be populated and all forms requiring signatures (including Notary Public signatures) within the APB shall be completed. The applicant cannot proceed to Step 3 until a completed APB has been submitted to the OPS. A review of the APB shall be conducted by the OPS to determine if the APB meets the guidelines listed in this policy. If the APB does not meet the guidelines, the applicant shall be removed from the selection process and shall not proceed to Step 3.

C. Step 3: Criminal and Driver History:

The OPS shall use the forms from the APB to generate a criminal history via the Georgia Crime and Information Center (GCIC) computer and a driver's history from each state where the applicant resided since becoming the legal age to drive a motor vehicle. If the applicant's criminal and driver's history meets the requirements set by P.O.S.T. and RCSO policies and procedures, he/she shall proceed to Step 4.

D. Step 4: Physical Fitness Assessment:  
(For Detention Deputy and Deputy Sheriff Positions)

The nature of law enforcement work requires applicants for Detention Deputy and Deputy Sheriff demonstrate the aptitude to meet the minimum requirements as they pertain to physical abilities. Physical Fitness Assessments are not required for civilian positions.

The RCSO shall utilize a Physical Fitness Assessment that complies with current law and follows modern law enforcement best practices. The OPS shall maintain record of the current Physical Fitness Assessment being utilized by the RCSO.

E. Step 5: Pre-employment Examination:

All applicants for a certified deputy position at Step 5 shall be scheduled for a pre-employment examination, which shall be administered by a member of the OPS. The RCSO utilizes the National Criminal Justice Officer Selection Inventory – Integrity (NCJOSI)<sup>™</sup> testing system. The NCJOSI testing includes a pre-employment examination that predicts both job performance and individual performance on post-offer assessments, thereby selecting the most qualified entry-level criminal justice and law enforcement officers.

All applicants for a detention deputy position at Step 5 shall be scheduled for a pre-employment examination, which shall be administered by a member of the OPS. The RCSO utilizes the National Criminal Justice Officer Selection Inventory – National Correctional Officer Selection Inventory<sup>™</sup> NCOSI<sup>™</sup> and the Integrity (NCJOSI)<sup>™</sup> testing system. The NCJOSI testing includes a pre-employment examination that predicts both job performance and individual performance on post-offer assessments, thereby selecting the most qualified entry-level criminal justice and law enforcement officers.

All applicants for any civilian position at Step 5 shall be scheduled for a pre-employment examination, which shall be administered by a member of the OPS. The RCSO utilizes the Integrity Inventory (I<sup>2</sup>)<sup>™</sup> testing system. The NCJOSI testing includes a pre-employment examination that predicts both job performance and individual performance on post-offer assessments, thereby selecting the most qualified entry-level criminal justice and law enforcement officers.

Applicants who do not pass the written examination shall be eliminated from the selection process and shall not proceed to Step 6.

F. Step 6: Truth Verification Examination:

All applicants at Step 6 shall be scheduled for and administered a polygraph examination by a trained, certified polygraphist. Upon successful completion of Step 6, the applicant shall proceed to Step 7.

All applicants shall be provided with a list of areas from which polygraph questions will be drawn, prior to such examination.

No applicant shall be disqualified from appointment based solely on the results of the polygraph examinations. The polygraph examinations shall be used only as an investigative aid.

G. Step 7: Background Investigation / Verification of Information:

Background investigations shall be completed by the OPS to verify information listed on the application. A complete background investigation shall be conducted on all applicants who have successfully passed all of the previous steps. The OPS background investigator shall verify all information provided in the APB. The background investigation may include, but is limited to, the following:

1. Review of criminal record, if any;
2. Review of driving records, if any;
3. Verification of selective service registration, if a male applicant;
4. Verification of applicant's qualifying credentials (education, experience, etc.);
5. Interview of previous employers;
6. Interview of a minimum of three personal references;
7. Review of personal credit history;
8. Review of civil records;
9. Review all on-line social media sites;
10. Review of personnel and any internal affairs files of applicants previously employee with Rockdale County; and,
11. Face-to-face interviews with neighbors who reside near the applicant's residence, when feasible. Telephone interviews, in lieu of face-to-face interviews, with neighbors who reside near the applicant's residence may be required for out-of-area applicants.

The background investigation/verification of information process is extensive and time-consuming, and can be lengthy. It should be noted the background investigation will be an ongoing process and applicants may be scheduled for other selection testing even though the background investigation may still be in-progress. The background investigation may continue after the person has begun working for the RCSO, throughout his/her probationary period. Additionally, the RCSO has set minimum selection standards for applicants to meet in order to move forward in the selection process. Appendix A provides a list of all minimum background selection criteria and standards. During the background investigation, these standards shall be reviewed for compliance. Applicants who do not meet the minimum selection standards shall be removed from the selection process.

The OPS personnel conducting background investigations shall attach a written report of findings and recommendations to the applicant's file.

H. Step 8: Applicant Review Board (ARB):

The applicant shall be scheduled for a panel review before the Applicant Review Board (ARB). The applicant shall be required to respond to a series of questions before a panel that is comprised of no less than three current supervisory employees of the RCSO. All information collected in Step 1 through Step 7 of the selection process shall be made available to the ARB for review. During the ARB, applicants are subject to being questioned regarding, but not limited to, the following:

1. Information provided in the APB;
2. Initial application;
3. Education;
4. Experience;
5. Decision making ability;

6. Ability to communicate;
7. Presence, appearance;
8. Information in the personnel and/or internal affairs files (if previously employee with Rockdale County); and,
9. Personal and professional goals and objectives.

Each panel member shall rate the candidate on a scoring sheet based on the interview. If the members of the ARB recommend the applicant continue in the selection process, he/she shall proceed to Step 9.

I. Step 9: Conditional Job Offer:

Upon successful completion of Step 1 through Step 8, and upon completion of the background investigation with no disqualifying information discovered, the OPS shall prepare a report and recommendation of the applicant and shall forward such recommendation to the Sheriff or his designee.

The report submitted to the Sheriff or his designee shall be a summary report on the applicant. The OPS shall provide the complete applicant file to the Sheriff or his designee for review.

The Sheriff or his designee shall review all information received in the applicant file. The Sheriff or his designee may extend the conditional job offer via face-to-face interview, by telephone or by written letter sent by e-mail or by the U.S. Postal Service.

**Step 10 – Step 12:**

**Failure to meet the minimum requirements for the following steps (Step 10 through Step 12) shall result in the conditional job offer being nullified and subsequently withdrawn. If an applicant is withdrawn from the selection process for not meeting the minimum requirements of Step 10 through Step 12, the applicant shall not be eligible to re-apply for a position with the RCSO.**

J. Step 10: Psychological Exam/Evaluation:

The applicant shall successfully complete an emotional stability and psychological fitness examination. All psychological examinations/evaluations shall be conducted and assessed by a qualified professional licensed psychologist, designated by the RCSO, prior to appointment to probationary status. The results shall be closely scrutinized prior to final appointment of any and all applicants.

The results of the psychological examination/evaluation shall be placed in a separate and secure file maintained by the OPS. Applicants who are given a “not recommended” rating for employment by the designated professional psychologist shall be eliminated from the selection process and shall not proceed to Step 11.

K. Step 11: Medical Examination and Drug Screen:  
*(For Deputy Sheriff and Detention Deputy Positions)*

The applicant shall successfully complete a physical examination and drug screen to be conducted by a designated physician approved by the RCSO. The physical examination and drug screen shall be arranged by the OPS. The medical examination shall be conducted, prior to appointment to probationary status, to certify the general health of each candidate for certified deputy and detention deputy positions.

The designated physician shall recommend the applicant for hire prior to the applicant proceeding to Step 12. If the designated physician does not recommend the applicant for hire, the applicant shall be removed from the selection process.



L. Step 12: Approved Job Offer:

Once Step 1 through Step 11 of the selection process have been successfully completed, the OPS and/or the RCSO Human Resources Manager shall be responsible for notifying the applicant of the following:

1. The final approval of employment;
2. The start date and reporting time for employment; and,
3. The person the applicant shall report to on his/her start date.

All selection process elements that require evaluation and/or scoring shall be evaluated and/or scored by uniform procedures established prior to administration of the selection process. The OPS shall provide specific information regarding scoring, evaluation and interpretation of elements of the selection process to any candidate requesting such information.

When time limits are established for completion of any element of the selection process, all candidates shall be informed prior to administration of that element. All elements of the selection process shall use only those rating criteria or minimum qualifications that are job related. Candidates not selected for positions shall be informed in writing.

V. PROBATIONARY PERIODS:

A candidate who successfully completes all elements of the selection process may be appointed to probationary status to fill an agency opening. The probationary period is designed to provide adequate time for the candidate to complete all phases of the training program and for the RCSO to evaluate the candidate's potential and suitability for non-probationary appointment.

Candidates who successfully complete the probationary phase shall receive a non-probationary appointment at the end of his/her probationary period. All employees selected for RCSO employment are appointed for an initial probationary period of one year.

The initial probationary period of one year may be extended beyond one year when circumstances not under the control of the RCSO or the employee cause the probationary employee's long-term absence from duty or inability to perform assigned duties during the probationary period (i.e., injury, activation for military duty, etc.). For the purposes of this section any absence or disability exceeding three weeks shall be considered long term. Any probationary period extended under the provisions of this section may be extended for the period of time the employee was absent or disabled.

The probationary period is considered a "working test," and is considered the final element of the process of selecting personnel for non-probationary status employment. A probationary employee is not entitled to procedural due process protection regarding employment unless such entitlement is specifically granted by law. As such, a probationary employee whose employment is terminated is not eligible to appeal the termination to the RCSO Merit Board.

VI. RE-APPLICATION:

A candidate who is not appointed and whose application is inactive may re-apply for employment. Applicants shall be disqualified from future consideration if a permanent barrier to employment is established by the RCSO (i.e., any previously terminated RCSO employee, any previous RCSO employee who resigned in lieu of termination, record of felony or serious misdemeanor conviction, permanent medical disability precluding job performance, resigned while under investigation, etc.).

An eligible candidate's application shall remain valid for one year from the date submitted and the candidate shall remain eligible during that one-year period until one of the following events occurs:

1. Appointment to probationary employment;
2. Voluntary withdrawal from consideration, requested in writing by the candidate;
3. Voluntary withdrawal from consideration, based on the inability to contact the candidate (evidenced by the candidate's failure to respond within 10 days after the mailing of a letter to the candidate's last known address); and/or,
4. Removal of the candidate from consideration due to circumstances that would disqualify the applicant from further consideration for employment. Any candidate removed from consideration because of disqualification shall be notified by a written letter sent by the U.S. Postal Service and/or e-mail within 30 days of such removal. All notifications should include information regarding the candidate's eligibility to potentially re-apply with the RCSO.

**VII. MAINTENANCE OF APPLICANT/CANDIDATE RECORDS:**

Completed applications and all background files for applicants appointed to probationary status shall be attached to their personnel files. The results of the psychological examination/evaluation shall be placed in a separate and secure file maintained by the OPS.

Completed employment applications, including results of any medical examinations, emotional stability and psychological fitness examinations, for applicants not hired and incomplete applications shall be maintained on file by the OPS in compliance with Georgia Records Retention Laws.

All selection materials shall be stored in a secure area when not being used and shall be disposed of in a manner that prevents disclosure of the information as permitted by Georgia Records Retention Laws.

**VIII. NEPOTISM AND FRATERNIZATION:**

The RCSO shall not hire any person who falls in one of the below listed categories of a current RCSO employee.

1. Any applicant who is an immediate family member of a current RCSO employee. For purposes of this policy, immediate family includes spouse, parent, child, sibling, grandparent or grandchild. This policy applies to natural, as well as adoptive, step, half and other legal relationships.
2. Any applicant who is dating, married to, or who is involved in any type of physical / sexual relationship with a current RCSO employee.
3. Any candidate who is cohabitating, including platonic relationships (i.e., roommates, etc.), with a current RCSO employee.
4. Any applicant who has entered into a financial or contractual agreement with a current RCSO employee.

This section and any RCSO Nepotism and Fraternalization policies apply to both different-gender relationships and same-gender relationships.

## **APPENDIX A SELECTION GUIDELINES**

Appendix A provides a list of all minimum background selection criteria and standards. During the background investigation, these standards shall be reviewed for compliance. Applicants who do not meet the minimum selection standards shall be removed from the selection process. Candidates who meet the requirements shall be notified by written letter sent by the U.S. Postal Service or by e-mail, or contacted by telephone for directions on how to proceed in the selection process.

### **CRIMINAL HISTORY / ACTIVITY**

**FELONY CONVICTIONS** – All applicants shall be subject to a check of their criminal history as recorded by Federal, State, County, City, Foreign or other government body. No applicant shall have been convicted for a criminal offense classified as a felony within his/her lifetime. Pleas of Nolo Contendere are considered a conviction.

**MISDEMEANOR CONVICTIONS** – Applicants who have been convicted for more than two misdemeanor offenses within their lifetime shall be deemed unacceptable. The nature of the offense(s) committed shall have not been associated with crimes denoting moral turpitude or disrespect for law enforcement authorities or crimes of an aggravated nature, including but not limited to crimes against public order and safety, public morals and standards, sexual offenses, crimes against children, etc. For the purpose of this section, violations of traffic laws are not included. Pleas of Nolo Contendere are considered a conviction.

**FAMILY VIOLENCE** – Applicants who have been convicted of a crime under O.C.G.A. § 19-13-1 shall be unacceptable. Pleas of Nolo Contendere or First Offender Status shall be considered convictions.

**UNDETECTED CRIMES** – Applicants who have, by self-admission, committed crimes against the state or any other government body which were never detected shall be presumed to have committed the crime or act. The class or seriousness of the violation shall be determined by the applicable Criminal Code of Georgia which was in effect at the time of the commission of the act/crime regardless of where the act was physically committed.

### **EMPLOYEE HISTORY**

**TERMINATIONS** – Applicants may not have been terminated for cause from a place of employment more than one (1) time within the five-year period preceding the date of the applicant's hiring process. Applicants who have been terminated for cause by a Federal, State, County, Municipal or Civil Service or Merit system are unacceptable. Applicants whose Georgia P.O.S.T. Council (or similar state agency) records reflect adverse findings or current probationary status are not acceptable.

**CIVIL RIGHTS ACTION** - Applicants who are subject to any pending or were the subject (defendant) of any closed Civil Rights action or an adverse Civil Rights decision through Federal or State Court are not acceptable, unless the complaint was unfounded.

**STABLE EMPLOYMENT** – Applicants should have a stable employment history. The quantity and type of employment history required is at the discretion of the Sheriff or his designee.

### **FINANCIAL STANDING**

**CURRENT STATUS** – Applicants shall be in good credit standing, have no debts currently assigned to collections, and have no history that reflects a pattern of credit instability. The applicant shall not have a pending garnishment or judgment which may cause undue hardship while employed with the RCSO. The Sheriff or his designee shall determine the status of applicant's credit history on a case-by-case basis.

**BANKRUPTCIES** – Applicants shall not have filed bankruptcy more than one time within the 10-year period prior to the initiation of the individual hiring process. Applicants may not have a bankruptcy in progress. Applicants currently under a granted bankruptcy which is part of a repayment plan are not affected by this section.

**LAWSUITS** – Applicants who are the plaintiff or defendant in any pending lawsuit involving liability or damages shall have their situation evaluated independently by the Sheriff or his designee. Divorces are not included in this section.

### **THEFTS**

**FELONY THEFTS** – No applicant shall have ever been involved in a theft of a felony nature. The standard for determining the class of the theft shall be the Georgia Annotated Code which was in effect at the time of the theft. This applies to both detected and undetected thefts.

**MISDEMEANOR THEFTS** – No applicant shall have been involved in more than two thefts of a misdemeanor nature within his/her lifetime. No applicant may have committed a theft of any type within the five year time period preceding the initiation of the applicants hiring process. The applicable Annotated Code of Georgia in effect at the time of the commission of the theft shall be the determining factor of whether or not the theft was a felony or a misdemeanor. This applies to both detected and undetected thefts. The Sheriff or his designee shall examine the applicant's involvement on a case-by-case basis.

### **MILITARY HISTORY**

**CHARACTER OF DISCHARGE** – An applicant who served in the armed forces of the United States or of foreign governments shall not be considered for employment with the RCSO if he/she possesses a discharge that was less than Honorable. Discharges upgraded to Honorable from another status are acceptable.

**DISCIPLINARY ACTIONS WHILE IN THE MILITARY** – The military records of applicants shall not show a pattern of violations under the Uniform Code of Military Justice including punitive judgments or punishments (i e., Article 15, Captain's Mast, etc.). Applicants shall have never been convicted by a General or Special court martial.

### **GAMBLING HABITS**

**COMMERCIAL GAMBLING** – Applicants shall not have a history of involvement in commercial gambling, bookmaking, loan sharking or related activities.

**GAMBLING DEBTS** – Applicants shall not have current debts owed to any agency, firm, organization or person for gambling debts.

### **DRUG USAGE / POSSESSION / DISTRIBUTION**

**CONVICTIONS FOR DRUG RELATED VIOLATIONS** – No applicant shall have in his/her lifetime, any felony convictions for any type of drug use, possession, sale or involvement. Misdemeanor convictions shall be evaluated on a case-by-case basis, but shall not be within a five year time period preceding the application/selection process. Nolo Contendere and First Offender treatments are considered convictions.

**ILLEGAL DRUG ACTIVITY** – No applicant shall have been involved in the felony use or possession of a controlled substance deemed illegal at the time of use or possession, regardless of the intent of the disposition of the substance, within 10 years preceding the application/selection process. For the purpose of this section, felony possession shall be defined by the Annotated Code of Georgia in effect at the time of the possession, regardless of where the offense was committed.

**USE OF MARIJUANA** – No applicant shall have used marijuana within the three years preceding the application/selection process. In addition, the applicant's history of use of marijuana shall not display a pattern of abuse as determined by the Sheriff or his designee. For the purpose of this section, the date of application shall be defined as the actual date the applicant originally applied for the position with the RCSO.

**OTHER DRUG USE** – Applicants shall not have a history of use (defined as induction by any means into the body) of any substance, excluding marijuana, as defined by the Annotated Code of Georgia, at the time of their application. This is regardless whether the user (applicant) induced the drug for the purpose of experimentation, "getting high", relieving pain, easing anxiety or depression, including sleep, increasing body mass or strength, or for any other reason unless the drug was prescribed by a physician and intended for medicinal purposes. The applicant's use of any drug shall be examined on a case-by-case basis in accordance with Illegal Drug Activity above.

**ILLEGAL DRUG SALE AND DISTRIBUTION** – Applicants who have had any involvement during their lifetime in the selling, trading, distributing, growing, transporting, storing, manufacturing or preparing any substance or drug considered as controlled or illegal in accordance with the Annotated Code of Georgia (which was in effect at the time of the act) are unacceptable and shall be removed from the selection process.

#### **DRIVER'S HISTORY**

**DRIVER'S LICENSE** – Applicants shall have a valid driver's license issued by an acceptable governing authority. The license shall have never been suspended or revoked for reasons other than cancellations for non-payment of insurance premiums within the past seven years.

**DRIVER'S LICENSE RESTRICTIONS** – An applicant's driver's license shall not contain restrictions which would hinder or restrict their ability to operate emergency vehicles in accordance with the policies of the RCSO and the laws of this state.

**ASSESSED POINTS** – The driver's license of applicants for any position shall not have been assessed more than five (5) points at the time of the initiation of their individual hiring process. For the purpose of this section, the points shall be computed by standards set forth by the Georgia Code.

**DRIVING UNDER THE INFLUENCE (DUI)** – No applicant for any position shall have been convicted for the offense of DUI more than one time within his/her driving history; and the conviction cannot have occurred within the five year period prior to the initiation of the hiring process. For the purpose of this section, a plea of Nolo Contendere is considered a conviction.

**PROHIBITED TRAFFIC CONVICTIONS** – Applicants who have had within their driving history, convictions or pleas of Nolo Contendere for the offenses of Hit and Run (or similar statute), Homicide by Vehicle, Attempting to Elude, or Habitual Violator, shall not be acceptable. In addition, applicants for any position shall not have had a conviction of Reckless Driving or Racing within the five year period preceding the date of the initiation of the applicant's hiring process. No applicant shall have a driving history which reflects a recurring pattern of traffic violations that may represent a perpetual disrespect for traffic laws.