



# ROCKDALE COUNTY SHERIFF'S OFFICE APPLICANT PROCESS BOOKLET

**THIS BOOKLET MUST BE COMPLETED BY THE PERSON APPLYING  
THIS BOOKLET MUST BE HANDWRITTEN IN PRINT – USE ONLY BLACK INK  
THIS BOOKLET MUST BE PRINTED AND SUBMITTED SINGLE-SIDED (ONE-SIDED) ONLY**

**DO NOT RETURN PAGES 1 – 8 OF THIS PACKET – KEEP FOR REFERENCE.  
RETURN ONLY PAGES 9 – 27 OF THIS PACKET TO THE RCSO.**

## APPLICANT INTRODUCTORY INFORMATION

All applicants for any position within the Rockdale County Sheriff's Office (RCSO) are required to successfully complete an intensive background investigation. This booklet contains numerous forms, questions and documents that must be signed and properly completed so the background investigation can be initiated.

The selection process may take up to three months due to the extensive number of hours that must be devoted to each applicant. Any applicant who fails to complete the required forms and supply proper documents may be removed from the process.

If any contact information has changed, an applicant must notify the RCSO's Office of Professional Standards (OPS) in writing of the updated contact information (i.e., mailing address, phone number(s), email address, etc.).

The Sheriff or his designee will be responsible for extending a job offer to the successful applicant(s). The Sheriff or his designee will be responsible for notifying all unsuccessful applicants by mail within 30 days of such decision.

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*The Rockdale County Sheriff's Office (RCSO) assures fair treatment of applicants and employees in all aspects of human resources administration. The RCSO does 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.*

*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.*

**APPLICANT: DO NOT CONTACT THE RCSO TO OBTAIN A STATUS IN THE SELECTION PROCESS - THE RCSO WILL CONTACT EACH APPLICANT.**

**APPLICANT PROCESS BOOKLETS MUST BE RETURNED BY MAIL OR IN PERSON TO THE FOLLOWING:**

Rockdale County Sheriff's Office  
Attn: Office of Professional Standards (OPS)  
911 Chambers Drive, Conyers, Georgia 30012

Main #: 770-278-8000

**Before completing the applicant processing booklet, an applicant should carefully read the job description to ensure he/she is both qualified and committed to the requirements of the position for which he/she is applying.**

## **CERTIFIED DEPUTY – JOB DESCRIPTION**

*Note: Positions at the RCSO are subject to a mandatory contribution of 7 percent of the employee's gross pay to go into the employee's retirement account; and the County provides matching funds. An applicant may receive complete details from the Rockdale County Dept. of Human Resources.*

### **Job Summary**

This position is responsible for performing a full range of law enforcement duties in the patrol, civil, crime prevention, investigation, transportation, court security, detention functions or administration functions of the Sheriff's Office. The incumbent may be assigned temporarily to a specialty area within the department based on needs. *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

### **Patrol Assignment:**

Performs the following duties in order to maintain law and order and protect life and property:

- Patrols assigned geographic area.
- Receives and responds to dispatch calls; investigates and takes appropriate action on assigned calls.
- Conducts security checks of businesses, parks, public buildings, industrial areas and residences.
- Maintains traffic control through observation and the use of speed detection devices.
- Detains and tests drivers suspected of driving under the influence.
- Issues citations and/or makes arrests for violations of laws and ordinances; prepares incident reports.
- Attends and testifies in court on cases investigated or reports written.
- Responds to natural and man-made disasters.
- Transports prisoners.
- Locates defendants and serves criminal warrants.
- Assists with crowd control and security assignments at various public gatherings or incident scenes.
- Reports hazardous conditions on public roadways and bridges; conducts surveillance.
- Provides assistance to the public as needed; provides information and guidance regarding victim's rights.
- Works with the County's code enforcement personnel.
- Conducts and prepares investigations of vehicle accidents.
- Assesses victims and renders aid to the injured prior to EMS arrival.
- Requests assistance of other agencies including emergency and tow services.
- Directs traffic at scene; prepares accident reports.
- Processes arrested persons following established procedures; renders aid to other law enforcement personnel.
- Attends/participates in daily roll call including inspection and training prior to going on duty; participates in training programs to improve knowledge and skills.
- Performs specialized short or long term assignments including administrative, technical and investigative duties as required.
- May serve as field training officer.
- Works with public, civic organizations, etc. in conducting community activities.

### **Jail Assignment:**

- Receives, searches, books and places prisoners in appropriate cells.
- Receives and safeguards inmates' personal property; maintains security and control in receiving, visitation and other jail areas.
- Transports inmates to activities outside jail; conducts inspections and counts.
- Controls inmates' daily activities including meals; distributes medications; screens items going in and out of cells; supervises, counsels and evaluates inmates assigned as trustees; provides inmate information to the courts, other staff members and other law enforcement agencies; maintains a variety of records and logs.

### **Transportation Assignment:**

- Transports prisoners to and from court, other jurisdictions or institutions, and clinics and hospitals for medical and psychological treatments.

### **Court Assignment:**

- Maintains order and ensures the security and safe condition of the courtroom.
- Assures the safety of jurors and the public; escorts prisoners to and from the courtroom and maintains control of prisoners during trial.
- Maintains control of audience and removes disorderly persons as required.

- Guards deliberating jury to preclude outside influence.
- Guards and secures County buildings and facilities.
- Maintains court procedure records.

**Civil/Warrants Assignment:**

- Determines proper method for legal service of a process.
- Prepares schedules to assure time and efficient routing of processes to be served.
- Serves **processes**; locates persons no longer at locations given.
- Executes Court-issued writs and orders by seizing property; checking evicted location or physically removing occupants from premises.
- Supervises transportation of seized property to storage area.
- Prepares various reports and forms.

**Community Oriented Policing Services (COPS) Assignment:**

- Maintains peace within controlled school and community settings.
- Investigates school and community incidents; collects evidence and property; completes incident and accident reports; serves warrants; testifies in court; gathers victim, defendant and witness information.
- Prepares and delivers oral presentations in school and community settings; works with at-risk populations; analyzes data on crime trends and citizen complaints and determines appropriate response.
- Plans and organizes community involvement; participates in problem-solving activities aimed at reducing crime and increasing community safety.

**Additional Duties:**

- Performs other related duties as assigned including SWAT team, Dive team and other units as needed.

**Knowledge, Skills and Abilities**

- Knowledge of law enforcement concepts and terminology, including jail operations, criminal investigation, law enforcement and crime prevention; first-aid principles and techniques; report preparation and record keeping; and human behavior theories related to criminology, crisis intervention and crowd control.
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects and prisoner's rights, and custody and protection of evidence; operational principles and practices of criminal investigation, law enforcement and crime prevention; court and trial procedures.
- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and physical restraint.
- Knowledge of Sheriff's Office organization, policies and procedures; geographic layout of Rockdale County; vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology.
- Skill in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps, diagrams and textbooks.
- Skill in performing accurate mathematical calculations; comprehending and retaining factual information and applying what is learned.
- Skill in observing and remembering details of events, names, faces, numbers and physical descriptions; preparing and maintaining clear, accurate and concise reports and files.
- Skill in communicating effectively in both verbal and written form; exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socio-economic groups and who may have emotional or physical difficulties.
- Skill in exercising sound independent judgment in emergency or stressful situations; correctly interpreting a given situation and taking appropriate action under a variety of conditions. Ability to react quickly and calmly in emergency situations.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation.
- Ability to work rotating shifts, varying hours and be on call.
- Visual acuity in both eyes, normal color vision, good accommodation and no field deficits.
- Ability to hear in-person, radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch.
- Ability to speak audibly and clearly.
- Ability to identify and distinguish smells of different materials.
- Ability to: sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, controlled hand-arm posture or movement; push, pull or drag an adult (averaging 5'6", 160 pounds); lift and carry boxes of evidence (average 50 pounds); use force to restrain/subdue others; work efficiently for long periods of time.

### **Working Conditions**

Work is performed in a variety of field and office settings, including a secured detention facility and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm on and off the job; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the County and travel on specific assignments; and comply with the RCSO's grooming standards and wear a uniform.

### **Minimum Qualifications**

1. High school diploma or equivalent.
2. Must be a United States citizen.
3. Possess a valid Georgia driver's license (if licensed in a different state, must obtain a Georgia driver's license within the first week of employment).
4. Must be at least 21 years of age (exceptions may be made in consideration of special skills the applicant may possess).
5. Must be a Certified Peace Officer under regulations of Georgia Peace Officer Standards and Training (P.O.S.T.) Council.
6. Must be able to meet all requirements listed in the Official Code of Georgia Annotated (O.C.G.A.) § 35-8-8 (preference is given to applicants who are currently P.O.S.T. Certified Peace Officers in good standing, with no open P.O.S.T. investigations).
7. P.O.S.T. investigations).
8. Successfully complete the Rockdale County Sheriff's Office Field Training Program.
9. Must be qualified on the existing firearms qualification course upon hire.

### **Preference**

1. Bachelor's degree in political science, criminology, criminal justice or a related field.
2. Similar training or experience preferred.

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## **DETENTION DEPUTY – JOB DESCRIPTION**

*Note: Positions at the RCSO are subject to a mandatory contribution of 7 percent of the employee's gross pay to go into the employee's retirement account; and the County provides matching funds. An applicant may receive complete details from the Rockdale County Dept. of Human Resources.*

### **Job Summary**

Individuals in this position are responsible for the safety and security of prisoners in and visitors to the County jail. Work includes supervision and control of detainees; enforcement of security rules, regulations and procedures; and, the provision of services and information to detainees. *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

### **Essential Functions**

- Maintains routine operations of the Jail and security of the jail, perimeter and exercise yard:
- Checks jail to verify that all prisoners are accounted for; monitor prisoner's locations and activity.
- Operates the electronic video surveillance equipment.
- Collect, inventories, and logs inmate property at booking.
- Screens all visitors during inmate visitation periods and inspects/approves property to be given to inmate.
- Updates jail docket to show bookings, releases and location of prisoners when not in the jail.
- Maintains log of visitors to prisoners.
- Completes and maintains all arrest and booking reports on all prisoners and persons placed on bond.
- Places prisoners in an assigned jail cell and removes them for release or transportation
- Completes forms necessary for bonds to be made.
- Performs such tasks as fingerprinting and photographing of all arrested suspects prior to incarceration.
- Assures safety and health of prisoners.
- Monitors prisoner activity in jail cells.
- Assures prisoners receive meals.
- Escorts medical staff to deliver and dispense medications as prescribed by physician.
- Arranges for prisoner to be transported for medical care as needed.
- Administers intoximeter test to D.U.I. suspects.
- Supervises inmate workforce in the routine and regular cleaning, sanitizing, sweeping, mopping and vacuuming of floors and the making of minor equipment and facility repairs.

**Additional Duties:**

- Employees in this classification may be expected to perform any related duties as required by proper authority.

**Knowledge, Skills and Abilities**

- Knowledge of federal, state and local laws pertaining to inmate sentencing, pretrial conditions and release.
- Knowledge of the policies and procedures established by the Rockdale County Sheriff's Office.
- Knowledge of Georgia records retention laws.
- Knowledge of policies and procedures covering inmate security, classification, care and discipline.
- Must have strong hand-eye coordination.
- Ability to move heavy objects by pushing or pulling.
- Ability to kneel, crouch, or crawl through small spaces.
- Ability to exercise sound judgment in routine and emergency situations.
- Ability to receive and maintain CPR certification, Advanced First Aid certification and any other training as required.
- Ability to work in a hazardous and confining working environment.
- Ability to deal tactfully and firmly with inmates and the public.
- Ability to prepare and maintain records.
- Ability to maintain effective working relationships with other employees.
- Ability to understand and carry out oral and written orders.
- Ability to obtain P.O.S.T. certification (Peace Officer Standard Training) as a "Basic Jail Officer."

**Knowledge, Skills and Abilities (Continued)**

- Ability to lift over 100 pounds, unassisted.
- Ability to see, including depth, color and texture perception.

**Working Conditions**

- Work is typically performed within the confined setting of the County Jail.

**Minimum Qualifications**

1. High school diploma or equivalent.
2. Must be a United States citizen.
3. Possession of a valid driver's license (if licensed in a different state, must obtain a Georgia driver's license within the first week of employment).
4. Must be at least 21 years of age for certified deputy positions and must be at least 18 years of age for any other positions.
5. Must be able to meet all requirements listed in the Official Code of Georgia Annotated (O.C.G.A.) 35-8-8 (preference is given to applicants who currently are Georgia P.O.S.T. Council Certified Peace Officers in good standing with no open Georgia P.O.S.T. Council Investigations).
6. Applicants for certified deputy and/or detention deputy positions who are not currently certified as a Peace Officer through Georgia P.O.S.T Council must provide successful P.O.S.T. Entrance Exam results prior to submitting an application for employment. Other exams accepted include the following: ASSET, SAT, ACT, and CPE. For additional information, go to [http://www.gapost.org/ee\\_info.html](http://www.gapost.org/ee_info.html). Entrance exams are not required if applicant possesses a college degree from an accredited college or university.
7. Successfully complete the Rockdale County Sheriff's Field Training Program.

**Preference**

1. Bachelor's degree in political science, criminology, criminal justice or a related field.
2. Similar training or experience preferred.

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**CIVILIAN POSITIONS – JOB DESCRIPTION**

**Job Summary**

Civilian position's job descriptions vary. Openings for civilian positions with the RCSO will be posted with the accompanying job description.

**Minimum Qualifications**

1. High school diploma or equivalent; with similar training or experience for the position applying.
2. Possession of a valid driver's license (if licensed in a different state, must obtain a Georgia driver's license within the first week of employment).
3. Must be at least 18 years of age.

## **Preference**

1. Bachelor's degree in political science, criminology, criminal justice or a related field.
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## **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; and will not be allowed to start at the point where the/she was previously withdrawn, voluntarily or involuntarily.

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. schhall provide successful P.O.S.T entrance exam

### **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.rockdalecountyga.gov](http://www.rockdalecountyga.gov)).

Once the application has been submitted successfully online, all applications for open RCSO positions are submitted to the RCSO's Office of Professional Standards (OPS). The OPS will maintain contact with all applicants who have been selected as a candidate for employment until such time there is a final employment decision. 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 completed applications and those that meet the minimum qualifications for the position will be evaluated for advancement in the selection process.

### **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.

1. Certified copy of birth certificate (Note: if born outside the U.S., provide naturalization papers and certified copy of birth certificate);
2. Copy of high school diploma or a GED with the GED transcripts/GED scores;
3. Copy of current driver's license, reflecting current home address;
4. Copy of social security card;
5. Official, sealed transcripts of any/all college/university degrees, certificates or diplomas;
6. Certified copy of DD 214 Member 4 copy/long form (if any active military service);
7. Court disposition documents and 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. One full credit report;
9. Two color passport photographs. *Note: A passport is NOT required. Passport photos may be made at many local pharmacies' or retail stores' photo labs;*
10. A list of all personal on-line social media sites/accounts and user names;
11. *For Detention Deputy positions only* - successful P.O.S.T. entrance exam results (i.e., SAT, ACT, COMPASS, etc.);
12. *If applicant has held a driver's license from a state other than Georgia within the past seven years* - An uncertified copy of his/her driving history shall be submitted; and,
13. *Using the Reference Questionnaire on the last pages of this booklet* – three references as outlined on page 23 of this booklet.

**If the applicant believes any of the above listed items cannot be provided with the completed APB** (i.e., official college transcripts, etc.), the applicant should make the OPS aware that copies have been requested, and notify OPS which documents are expected to be submitted later.

All fields in the APB shall be completed 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.

**APPLICANT: DO NOT CONTACT THE RCSO TO OBTAIN A STATUS IN THE SELECTION PROCESS - THE RCSO WILL CONTACT APPLICANTS.**

A review of the APB shall be conducted by the OPS to determine if the APB meets the guidelines for employment. If the APB does not meet the guidelines, the applicant shall be removed from the selection process and shall not proceed to Step 3.

**STEP 3: CRIMINAL AND DRIVER HISTORY:**

The OPS shall use the consent forms from the APB to generate a criminal history via the Georgia Crime and Information Center (GCIC) computer and a driver's history from the state of Georgia. If the applicant's criminal and driver's history meets the requirements set by P.O.S.T. and by the RCSO, he/she shall proceed to Step 4.

**STEP 4: PHYSICAL FITNESS ASSESSMENT:**

*(For Deputy Sheriff and Detention Deputy Positions)*

The RCSO may utilize a Physical Fitness Assessment that complies with current law and follows modern law enforcement best practices. Physical Fitness Assessments are not required for civilian positions.

**STEP 5: TRUTH VERIFICATION EXAMINATION:**

All applicants at Step 5 shall be scheduled for and administered a polygraph examination by a trained, certified polygraphist. Upon successful completion of Step 5, the applicant shall proceed to Step 6.

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.

**STEP 6: BACKGROUND INVESTIGATION / VERIFICATION OF INFORMATION:**

Background investigations shall be completed by the OPS to verify information listed on the application. The OPS background investigator shall verify all information provided in the APB. The background investigation may include, but not limited to, the following:

1. Review of criminal, civil and driving records, if any;
2. Verification of selective service registration, if applicable;
3. Verification of applicant's qualifying credentials (education, experience, etc.);
4. Interview of previous employers, and, if applicable and allowable by law, review of personnel files of applicant's previous employment with any government agency;
5. Interview of a minimum of three personal references;
6. Review of personal credit history;
7. Review of on-line social media sites, if any; and,
8. 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. The OPS personnel conducting background investigations shall attach a written report of findings and recommendations to the applicant's file.

**STEP 7: 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 RCSO employees. All information collected in Step 1 through Step 6 of the selection process shall be made available to the ARB for review.

During the ARB, applicants may be 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 any previous employment personnel files; 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 8.

**STEP 8: CONDITIONAL JOB OFFER:**

Upon successful completion of Step 1 through Step 7, 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/designee shall be a summary report on the applicant. The OPS shall provide the complete applicant file to the Sheriff/designee for review.

The Sheriff/designee shall review all information received in the applicant file. The Sheriff/designee may extend the conditional job offer via face-to-face interview, by telephone or by written letter.

**STEP 9: 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.

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 10. If an applicant is withdrawn from the selection process for not meeting the minimum requirements of Step 9, the applicant shall not be eligible to re-apply for a position with the RCSO.

**STEP 10: MEDICAL EXAMINATION AND DRUG SCREEN:**

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 11. If the designated physician does not recommend the applicant for hire, the applicant shall be removed from the selection process. If an applicant is withdrawn from the selection process for not meeting the minimum requirements of Step 10, the applicant shall not be eligible to re-apply for a position with the RCSO.

**STEP 11: APPROVED JOB OFFER:**

Once Step 1 through Step 10 of the selection process have been successfully completed, the RCSO will notify 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.



# OFFICE OF THE SHERIFF

## ROCKDALE COUNTY



# APPLICANT PROCESS BOOKLET

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THIS BOOKLET MUST BE HANDWRITTEN IN PRINT – USE ONLY BLACK INK  
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APPLICANT NAME	
DATE	
POSITION APPLYING	<input type="checkbox"/> DEPUTY SHERIFF <input type="checkbox"/> DETENTION DEPUTY <input type="checkbox"/> SCHOOL CROSSING GUARD <input type="checkbox"/> RESERVE DEPUTY <input type="checkbox"/> CIVILIAN POSITION (LIST) _____

**Do NOT RETURN PAGES 1 – 8 OF THIS PACKET – KEEP FOR REFERENCE**  
**RETURN ONLY PAGE 9 (THIS PAGE) – PAGE 27 OF THIS PACKET TO THE RCSO**  
**THE APPLICANT PROCESS BOOKLET (APB) MUST BE RETURNED**  
**IN A SEALED ENVELOPE BY MAIL OR IN PERSON TO THE FOLLOWING:**

**Rockdale County Sheriff’s Office**  
**ATTN: Office of Professional Standards (OPS)**  
**911 Chambers Drive**  
**Conyers, Georgia 30012**

**Main #: 770-278-8000**



## **ROCKDALE COUNTY SHERIFF'S OFFICE APPLICATION PROCESSING BOOKLET**

### **IMPORTANT**

- Truthful and complete responses to this questionnaire are a necessity.
- Discovery of intentional omissions or incorrect, false answers or statements will be a basis for termination of the application process for employment consideration, and could result in criminal prosecution under O.C.G.A. § 16-10-20.
- All information within the APB will be subject to an extensive background investigation. All information recorded in the APB will be used only in relation to determining the suitability and qualification of the applicant for employment. All statements in the APB are subject to verification.

### **INSTRUCTIONS**

The applicant must complete this APB completely and accurately. **Incomplete APBs will be removed from the selection process after the 10 business day time limit, unless the candidate communicates with the OPS of an expected date of when any missing information/documentation will be submitted.**

Forms that require notarization must be notarized prior to the submission of the APB. Failure for any applicant to follow directions may result in the applicant being removed from the selection process.

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**I UNDERSTAND IF I DO NOT WISH TO ANSWER A QUESTION IN THIS BOOKLET THAT MY APPLICATION PROCESS WILL BE TERMINATED.**

**I HAVE READ AND UNDERSTAND ALL OF THE INFORMATION AND INSTRUCTIONS AND/OR DIRECTIONS:**

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**Applicant – Print Name**

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**Applicant Signature**

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**Date**

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## **SELF-SCREENING QUESTIONNAIRE**

The information provided in this self-screening questionnaire consists of items concerning a job with the RCSO. Interested candidates should be able to answer "YES" to all of the questions below before proceeding with the employment process. If a candidate does not answer "YES" to all of the questions below, he/she should not complete the APB and will be removed from the application process.

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**Applicant Name:** \_\_\_\_\_

**INITIAL each question below if your answer is "YES."**

- \_\_\_\_\_ 1. Are you willing to work an irregular shift schedule?
- \_\_\_\_\_ 2. Are you willing to work weekends and holidays?
- \_\_\_\_\_ 3. Are you willing to work any of the below listed shifts:
  - a. Evening Watch (2:45 p.m. to 11:15 p.m.)
  - b. Morning Watch (10:45 p.m. until 7:15 a.m.)
  - c. Day Watch (6:45 a.m. until 3:15 p.m.)
- \_\_\_\_\_ 4. Are you willing to accept short notice for changes in your work schedule, which might require you to cancel personal plans?
- \_\_\_\_\_ 5. Are you willing to be subjected to abusive and profane language during personal contacts and deal with it unemotionally?
- \_\_\_\_\_ 6. Are you willing to take and follow directions, from a supervisor, in front of your peers?
- \_\_\_\_\_ 7. Due to the work environment and calls for service, are you willing to occasionally give up breaks and meal periods?
- \_\_\_\_\_ 8. Are you willing to work in an environment that might be too cold or too hot for your personal comfort?
- \_\_\_\_\_ 9. Are you willing to operate a motor vehicle for long periods of time (if applicable to position)?
- \_\_\_\_\_ 10. Are you willing to read and study several hundred pages of manuals, fill in study guides, and take written tests during your training period?
- \_\_\_\_\_ 11. Are you willing to be closely supervised and routinely questioned about why you took certain courses of action, or made certain decisions, without taking it personally?
- \_\_\_\_\_ 12. This job requires a great deal of multi-tasking. Are you capable of simultaneously digesting what you have heard and responding immediately while performing other tasks?
- \_\_\_\_\_ 13. Are you willing to deal with angry or upset persons while remaining calm and in control?
- \_\_\_\_\_ 14. Are you willing to deal with a crisis call where a child might have been killed, a deputy injured or persons assaulted, and set your personal feelings aside and continue to deal with angry residents or an irate resident complaining about a barking dog?
- \_\_\_\_\_ 15. Are you willing to work under constant electronic surveillance that records your activities, your patrol unit location, vehicle driving speed and all computer-generated activity (if applicable to position)?
- \_\_\_\_\_ 16. Are you willing to allow the OPS or other RCSO personnel access to any of your social media or networking sites?
- \_\_\_\_\_ 17. Do you meet the required minimum requirements for the job?  
(See specific job description for position for which you are applying.)



## CRIMINAL AND DRIVER'S HISTORY INFORMATION

I hereby authorize the Rockdale County Sheriff's Office to receive any criminal history / driver history record information pertaining to me that may be in the criminal justice files of the State of Georgia, or any other local, state, or federal criminal justice agency.

<b>LAST NAME</b>		<b>SUFFIX</b>	
<b>FIRST NAME</b>			
<b>MIDDLE NAME</b>			
<b>OTHER LEGAL NAME(S)</b>			
<b>OTHER NAME(S) USED <i>MAIDEN, NICKNAME, ALIAS, ETC.</i></b>			
<b>DATE OF BIRTH</b>			
<b>SOCIAL SECURITY NUMBER</b>			
<b>DRIVER'S LICENSE NUMBER</b>		<b>STATE OF ISSUANCE</b>	
<b>RACE</b>		<b>SEX</b>	

<b>APPLICANT SIGNATURE</b>	
<b>DATE</b>	



## PERSONAL INQUIRY WAIVER

I respectfully request and authorize you to furnish the Rockdale County Sheriff's Office or their agents, any and all information that you may have concerning me, my work record, school record, my reputation, my financial status, my credit status, and any pre-employment or screening information. Please include any and all medical, physical and mental records or reports, investigative and background reports (written or verbal) or documents including all information of a confidential and privileged nature, and photocopies, if required. This information will be used to assist the Rockdale County Sheriff's Office in determining my qualifications and fitness for the position I am seeking with the Rockdale County Sheriff's Office.

I hereby release you, your organization or others from liability or damage which may result from furnishing the information requested.

*APPLICANT – LEAVE "TO" SECTION BELOW BLANK – DO NOT FILL IN ANY NAME - FOR RCSO USE ONLY*

To

*APPLICANT – COMPLETE BELOW SECTIONS – HAVE THIS FORM NOTORIZED*

APPLICANT NAME (PRINTED)

APPLICANT SIGNATURE

DATE

### AFFIDAVIT OF ACKNOWLEDGEMENT

STATE OF GEORGIA  
COUNTY OF ROCKDALE

KNOW ALL MEN BY THOSE PRESENT THAT ON THE

DAY OF

PERSONALLY APPEARED BEFORE THE UNDERSIGNED AUTHORITY AND UPON BEING DULY SWORN, DID ACKNOWLEDGE THAT HE/SHE HAD VOLUNTARILY EXECUTED THE ABOVE INSTRUMENT FOR THE PURPOSES THEREIN EXPRESSED.

APPLICANT SIGNATURE

SWORN AND SUBSCRIBED BEFORE ME THIS THE

DAY OF

NOTARY PUBLIC (SIGNATURE)

COMMISSION EXPIRES (STAMP/SEAL)



# ROCKDALE COUNTY SHERIFF'S OFFICE

## APPLICANT QUESTIONNAIRE

### SECTION I: APPLICANT GENERAL INFORMATION

LAST NAME		SUFFIX	
FIRST NAME		MIDDLE NAME	
OTHER NAME(S) USED <i>MAIDEN, ALIAS, NICKNAME, ETC.</i>			
PHYSICAL HOME ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
MAILING ADDRESS <i>IF DIFFERENT FROM ABOVE</i>			
HOME PHONE NUMBER		WORK PHONE NUMBER(S)	
CELL PHONE NUMBER(S)			
EMAIL ADDRESS			
DATE OF BIRTH		PLACE OF BIRTH	
SOCIAL SECURITY NUMBER			
LIST ALL PERSONAL SOCIAL MEDIA ACCOUNTS AND USER NAMES			

### SECTION II: EDUCATION, SKILLS AND CERTIFICATIONS

#### EDUCATION

*LIST THE SCHOOL WHERE DIPLOMA/DEGREE OBTAINED;  
LIST ALL SCHOOLS ATTENDED, THE SCHOOL NAME – THE SCHOOL'S COMPLETE ADDRESS IS REQUIRED*

TYPE OF DEGREE/DIPLOMA	<b>CHECK ALL THAT APPLY</b>		
	<input type="checkbox"/> GED	<input type="checkbox"/> BACHELOR'S DEGREE	<input type="checkbox"/> LAW DEGREE
	<input type="checkbox"/> HIGH SCHOOL DIPLOMA	<input type="checkbox"/> MASTER'S DEGREE	
	<input type="checkbox"/> ASSOCIATE DEGREE	<input type="checkbox"/> DOCTORATE DEGREE	
HIGH SCHOOL <i>LIST ALL</i>			
COLLEGE/UNIVERSITY <i>LIST ALL</i>			
COLLEGE DEGREE(S) EARNED <i>LIST TYPE &amp; MAJOR</i>			

#### SKILLS AND CERTIFICATIONS

*LIST ANY/ALL CERTIFICATIONS, SPECIALIZED LICENSES, SKILLS, EXPERIENCE OR KNOWLEDGE THAT MAY BE OF BENEFIT TO THE RCSO.*

*LIST ONLY THOSE THAT APPLY TO PUBLIC SAFETY SERVICE*

FLUENT IN ANY LANGUAGE, OTHER THAN ENGLISH	No <input type="checkbox"/>	Yes <input type="checkbox"/> IF YES, LANGUAGE(S)	
CERTIFIED IN AMERICAN SIGN LANGUAGE	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
CURRENTLY GA P.O.S.T. CERTIFIED AS A PEACE OFFICER	No <input type="checkbox"/>	Yes <input type="checkbox"/> IF YES, YEARS OF LAW ENFORCEMENT EXPERIENCE	

SKILL OR CERTIFICATION	INSTITUTION	
	TYPE	
SKILL OR CERTIFICATION	INSTITUTION	
	TYPE	
SKILL OR CERTIFICATION	INSTITUTION	
	TYPE	
SKILL OR CERTIFICATION	INSTITUTION	
	TYPE	
SKILL OR CERTIFICATION	INSTITUTION	
	TYPE	

**SECTION III: GENERAL QUESTIONS**

**GENERAL QUESTIONS --- ANSWER ALL QUESTIONS**  
*RESPONSES WILL BE VERIFIED DURING THE BACKGROUND INVESTION*

1.	CURRENT OCCUPATION					
2.	ARE YOU SEEKING PERMANENT EMPLOYMENT WITH THE RCSO?	No [ ]	Yes [ ]	UNSURE [ ]		
3.	HOW DID YOU FIND OUT ABOUT THIS POSITION?					
4.	HAVE YOU EVER APPLIED FOR ANY POSITION WITH THE RCSO?	No [ ]	Yes [ ]	IF YES, WHEN		
		IF YES, POSITION(S)				
		IF YES, OUTCOME				
5.	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH ANY LOCAL, STATE OR FEDERAL LAW ENFORCEMENT AGENCY, WITHIN THE UNITED STATES?				No [ ]	Yes [ ]
	IF YES	WHEN APPLIED	POSTION	AGENCY	OUTCOME	
	1.					
	2.					
	3.					
6.	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH ANY GOVERNMENT OUTSIDE OF THE UNITED STATES?				No [ ]	Yes [ ]
	IF YES	WHEN APPLIED	POSTION	AGENCY	OUTCOME	
	1.					
	2.					
	3.					
7.	HAVE YOU EVER OWNED, OPERATED OR ENGAGED IN ANY BUSINESS AS AN OWNER, PART-OWNER OR CORPORATE EXECUTIVE?			No [ ]	Yes [ ]	IF YES, EXPLAIN
8.	IF YOU ARE CURRENTLY EMPLOYED, WHY ARE YOU CONSIDERING LEAVING YOUR CURRENT JOB?					
9.	WHY DID YOU LEAVE YOUR LAST JOB?					

10.	HAVE YOU EVER BEEN TERMINATED FROM ANY JOB?	No [ ] Yes [ ] IF YES, EXPLAIN	
11.	HAVE YOU EVER BEEN ASKED TO RESIGN FROM ANY JOB?	No [ ] Yes [ ] IF YES, EXPLAIN	
12.	HAVE YOU EVER BEEN SUSPENDED FROM WORK?	No [ ] Yes [ ] IF YES, EXPLAIN	
13.	HAVE YOU RECEIVED ANY WRITTEN REPRIMAND(S) AT ANY JOB?	No [ ] Yes [ ] IF YES, EXPLAIN	
14.	HAVE YOU EVER RECEIVED ANY VERBAL WARNINGS AT ANY JOB?	No [ ] Yes [ ] IF YES, EXPLAIN	
15.	HAVE YOU EVER HAD ANY TYPE OF DISCIPLINARY ACTION, OTHER THAN ABOVE?	No [ ] Yes [ ] IF YES, EXPLAIN	
16.	HAVE YOU EVER HAD ANY PROBLEMS WITH ANY OF YOUR PREVIOUS EMPLOYERS?	No [ ] Yes [ ] IF YES, EXPLAIN	
17.	HAVE YOU EVER FILED BANKRUPTCY?	No [ ] Yes [ ] IF YES, EXPLAIN	
18.	HAVE YOU EVER BEEN SUED?	No [ ] Yes [ ] IF YES, EXPLAIN	
19.	HAVE YOU EVER SUED ANY INDIVIDUAL, BUSINESS OR GOVERNMENT?	No [ ] Yes [ ] IF YES, EXPLAIN	
20.	DO YOU OWN A VEHICLE(S)?	No [ ] Yes [ ]	MILES RESIDENCE FROM THE RCSO
21.	DO YOU HAVE ANY SUPPLEMENTAL INCOME YOU RELY ON AND/OR ARE RECEIVING?	No [ ] Yes [ ] IF YES, EXPLAIN	
22.	ARE YOU CURRENTLY BEHIND ON ANY PAYMENTS?	No [ ] Yes [ ] IF YES, EXPLAIN	
23.	DO YOU HAVE ANY DEBTS/ACCOUNTS ASSIGNED TO COLLECTIONS NOW?	No [ ] Yes [ ] IF YES, EXPLAIN	
24.	ARE YOUR WAGES CURRENTLY BEING GARNISHED?	No [ ] Yes [ ] IF YES, EXPLAIN	
25.	HAVE YOUR WAGES EVER BEEN GARNISHED?	No [ ] Yes [ ] IF YES, EXPLAIN	



26.	DO YOU OWN YOUR OWN HOME?	No [ ] Yes [ ] IF YES, ADDRESS
27.	DO YOU OWN ANY REAL PROPERTY, OTHER THAN YOUR PRIMARY RESIDENCE?	No [ ] Yes [ ] IF YES, ADDRESS(ES)
28.	WHAT ARE YOUR MONTHLY EXPENSES? (MORTGAGE/RENT, AUTO, CREDIT CARDS, ETC.)— LIST EACH CREDITOR AND BALANCE OWED	
29.	WHAT ORGANIZATIONS, CLUBS AND/OR ASSOCIATIONS ARE YOU A MEMBER, OR HAVE BEEN ASSOCIATED?	
30.	HAVE YOU EVER HAD EXPERIENCE WITH SHIFT WORK?	No [ ] Yes [ ] IF YES, EXPLAIN
31.	DO YOU OBJECT TO WORKING SHIFT WORK, HOLIDAYS AND/OR WEEKENDS?	No [ ] Yes [ ] IF YES, EXPLAIN
<b>SECTION IV: MILITARY SERVICE</b>		
1.	REGISTERED WITH SELECTIVE SERVICE / THE DRAFT, IF APPLICABLE	No [ ] Yes [ ] IF YES, SELECTIVE SERVICE No.
2.	HAVE YOU EVER SERVED IN ANY MILITARY ORGANIZATION?	No [ ] IF NO, GO TO SECTION V OF THE QUESTIONNAIRE Yes [ ] IF YES, BRANCH OF SERVICE
3.	WHAT TYPE OF DISCHARGE DID YOU RECEIVE?	
4.	ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF THE NATIONAL GUARD?	No [ ] Yes [ ] IF YES, UNIT DESIGNATION
5.	WERE YOU EVER COURT MARSHALLED OR DISCIPLINED WHILE IN THE MILITARY?	No [ ] Yes [ ] IF YES, EXPLAIN

<b>NOTES</b>	

## SECTION V: EMPLOYMENT HISTORY

LIST ALL JOBS YOU HAVE HELD IN THE PAST 10 YEARS, WITH THE MOST RECENT JOB LISTED FIRST

LIST ANY PREVIOUS LAW ENFORCEMENT EXPERIENCE

1.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
2.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
3.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
4.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
5.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			

6.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
7.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
8.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
9.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			
10.	COMPANY NAME			
	PHONE #S & SUPERVISOR'S NAME			
	START DATE		END DATE	
	COMPLETE ADDRESS <i>STREET, CITY, STATE, ZIP</i>			
	SPECIFIC JOB TITLE & JOB DUTIES			
	REASON FOR LEAVING			

**SECTION VI: ILLEGAL / CONTROLLED SUBSTANCE USE / ASSOCIATIONS**

1.	HAVE YOU EVER USED OR POSSESSED MARIJUANA, ANY OTHER NARCOTIC, ILLEGAL OR CONTROLLED SUBSTANCE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS & LAST DATE OF USE
2.	HAVE YOU EVER SOLD OR POSSESSED MARIJUANA, ANY OTHER NARCOTIC, ILLEGAL OR CONTROLLED SUBSTANCE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
3.	ARE YOU CURRENTLY USING ANY ILLEGAL DRUGS OR CONTROLLED SUBSTANCE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
4.	DO YOU HAVE ANY FRIENDS OR ASSOCIATES WHO USE OR SELL MARIJUANA, ANY OTHER NARCOTIC, ILLEGAL OR CONTROLLED SUBSTANCE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
5.	HAVE YOU EVER BEEN ARRESTED FOR POSSESSION OF MARIJUANA, ANY OTHER NARCOTIC, ILLEGAL OR CONTROLLED SUBSTANCE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS

**SECTION VII: CRIMINAL ACTIVITY**

*INDICATE WHETHER YOU HAVE EVER COMMITTED ANY OF THE FOLLOWING CRIMES, REGARDLESS IF THE CRIME WAS EVER DETECTED OR IF YOU WERE EVER CHARGED OR CONVICTED.*

1.	ENTERING AN AUTO	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
2.	POSSESSION OR SALE OF DRUGS	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
3.	BAD CHECK	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
4.	FORGERY	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
5.	BURGLARY	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
6.	ROBBERY (I.E., ARMED, STRONG-ARM, ETC.)	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
7.	VEHICLE THEFT	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
8.	SHOPLIFTING	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
9.	ASSAULT OR BATTERY	No [ ] Yes [ ] IF YES, PROVIDE DETAILS

10.	MURDER	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
11.	EXTORTION	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
12.	ANY SEX CRIME (I.E., RAPE, MOLESTATION, SODOMY, ETC.)	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
13.	HAVE YOU EVER COMMITTED ANY CRIME NOT LISTED?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
14.	HAVE YOU EVER BEEN PLACED ON PROBATION OR PAROLE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
15.	HAS ANYONE EVER SECURED A PROTECTIVE OR RESTRAINING ORDER AGAINST YOU?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
16.	HAVE YOU EVER BEEN FINGERPRINTED BY ANY GOVERNMENT AGENCY?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
17.	HAVE YOU EVER BEEN REPORTED AS A MISSING PERSON?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
18.	HAVE YOU BEEN THE VICTIM OF A CRIME?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS
19.	HAVE YOU EVER OBTAINED A TEMPORARY OR OTHER PROTECTIVE ORDER AGAINST SOMEONE ELSE?	No [ ] Yes [ ] IF YES, PROVIDE DETAILS

**SECTION VIII: ARRESTS AND DETENTIONS**

*LIST ANY/ALL INCIDENTS WHERE YOU HAVE BEEN DETAINED, ARRESTED OR CHARGED BY ANY LAW ENFORCEMENT AGENCY*

1.	LAW ENFORCEMENT AGENCY	
DATE		ARREST No [ ] Yes [ ] CHARGE(S)
DISPOSITION		REASON ARRESTED OR DETAINED
2.	LAW ENFORCEMENT AGENCY	
DATE		ARREST No [ ] Yes [ ] CHARGE(S)
DISPOSITION		REASON ARRESTED OR DETAINED
3.	LAW ENFORCEMENT AGENCY	
DATE		ARREST No [ ] Yes [ ] CHARGE(S)
DISPOSITION		REASON ARRESTED OR DETAINED

**SECTION IX: DRIVING HISTORY AND DRIVING RECORD**

1.	DO YOU HAVE A CURRENT GEORGIA DRIVER'S LICENSE?	No [ ] Yes [ ] IF YES, DRIVER'S LICENSE NUMBER
2.	DO YOU HAVE A CURRENT DRIVER'S LICENSE IN ANY OTHER STATE?	No [ ] Yes [ ] IF YES, PROVIDE LICENSE NO.(S) AND STATE OF ISSUANCE
3.	HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED?	No [ ] Yes [ ] IF YES, EXPLAIN BELOW

**VEHICLE ACCIDENTS --- LIST ANY/ALL VEHICLE ACCIDENTS YOU HAVE BEEN INVOLVED IN - AS THE DRIVER**

1.	LAW ENFORCEMENT NOTIFIED	No [ ] Yes [ ]	IF YES, AGENCY	
	DATE		WHO WAS AT-FAULT	
	CAUSE OF ACCIDENT			
2.	LAW ENFORCEMENT NOTIFIED	No [ ] Yes [ ]	IF YES, AGENCY	
	DATE		WHO WAS AT-FAULT	
	CAUSE OF ACCIDENT			
3.	LAW ENFORCEMENT NOTIFIED	No [ ] Yes [ ]	IF YES, AGENCY	
	DATE		WHO WAS AT-FAULT	
	CAUSE OF ACCIDENT			

**TRAFFIC CITATIONS --- LIST ANY/ALL INCIDENTS WHERE YOU WERE ISSUED A TRAFFIC CITATION**

1.	LAW ENFORCEMENT AGENCY & STATE				
	DATE		ARREST	No [ ] Yes [ ]	CHARGE(S)
	DISPOSITION				
2.	LAW ENFORCEMENT AGENCY & STATE				
	DATE		ARREST	No [ ] Yes [ ]	CHARGE(S)
	DISPOSITION				
3.	LAW ENFORCEMENT AGENCY & STATE				
	DATE		ARREST	No [ ] Yes [ ]	CHARGE(S)
	DISPOSITION				
4.	LAW ENFORCEMENT AGENCY & STATE				
	DATE		ARREST	No [ ] Yes [ ]	CHARGE(S)
	DISPOSITION				
5.	LAW ENFORCEMENT AGENCY & STATE				
	DATE		ARREST	No [ ] Yes [ ]	CHARGE(S)
	DISPOSITION				

**SECTION X: REFERENCES**

PROVIDE THE NAMES OF THREE PEOPLE, WHO ARE NOT RELATED TO YOU (BY BLOOD OR BY MARRIAGE), WHO HAVE KNOWN YOU FOR AT LEAST FIVE YEARS.

NOTE: THE APPLICANT MUST COMPLETE THIS PAGE --- AND SEND THE "REFERENCE QUESTIONNAIRE" ON THE NEXT PAGES TO EACH PERSON LISTED AS A REFERENCE.

THE APPLICANT IS RESPONSIBLE FOR SENDING THE "REFERENCE QUESTIONNAIRE" TO HIS/HER REFERENCES AND FOR GIVING EACH REFERENCE INSTRUCTIONS TO RETURN THE QUESTIONNAIRE - DIRECTLY TO THE RCSO.

1.	REFERENCE NAME			
	COMPLETE ADDRESS STREET, CITY, STATE, ZIP			
	PHONE NUMBER(S)			
	EMAIL ADDRESS			
	HOW DO YOU KNOW THIS PERSON?		HOW MANY YEARS KNOWN?	
2.	REFERENCE NAME			
	COMPLETE ADDRESS STREET, CITY, STATE, ZIP			
	PHONE NUMBER(S)			
	EMAIL ADDRESS			
	HOW DO YOU KNOW THIS PERSON?		HOW MANY YEARS KNOWN?	
3.	REFERENCE NAME			
	COMPLETE ADDRESS STREET, CITY, STATE, ZIP			
	PHONE NUMBER(S)			
	EMAIL ADDRESS			
	HOW DO YOU KNOW THIS PERSON?		HOW MANY YEARS KNOWN?	

**APPLICANT**

MAKE SURE TO COMPLETE SECTIONS I AND II ONLY OF THE EMPLOYMENT APPLICANT REFERENCE QUESTIONNAIRE (PAGES 25, 26 AND 27).

HAVE EACH REFERENCE LISTED ABOVE COMPLETE THE EMPLOYMENT APPLICANT REFERENCE QUESTIONNAIRE AND HAVE THE FORM RETURNED DIRECTLY TO THE RCSO.

**MAKE SURE TO PROVIDE ONE EMPLOYMENT APPLICANT REFERENCE QUESTIONNAIRE PER REFERENCE**



# Rockdale County Sheriff's Office (RCSO)

## APPLICANT PROCESS BOOKLET (APB)

# CHECKLIST

**NOTE:** ONE COPY OF THE BELOW ITEMS MUST BE RETURNED WITH THE COMPLETED APB. IF THE APPLICANT BELIEVES ANY OF THE LISTED ITEMS (I.E., OFFICIAL COLLEGE TRANSCRIPTS, ETC.) CANNOT BE PROVIDED WITH THE APB, THE APPLICANT MUST MAKE THE OPS AWARE THAT COPIES HAVE BEEN REQUESTED, AND NOTIFY OPS WHICH DOCUMENTS ARE EXPECTED TO BE SUBMITTED LATER.

✓	
1.	Original, completed Applicant Process Booklet (APB)
2.	Certified copy of birth certificate <i>(Note: if born outside the U.S., provide naturalization papers and certified copy of birth certificate)</i>
3.	Copy of high school diploma or a GED with the GED transcripts/GED scores
4.	Copy of current driver's license, reflecting current home address
5.	Copy of social security card
6.	Official, sealed transcripts of any/all college/university degrees, certificates or diplomas
7.	Certified copy of DD 214 Member 4 copy/long form (if any active military service)
8.	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.)
9.	One full credit report
10.	Two color passport photographs. <u>Note:</u> A passport is NOT required. <i>Passport photos may be made at many local pharmacies' or retail stores' photo labs</i>
11.	A list of all personal on-line social media sites/accounts and user names
12.	A P.O.S.T. fact sheet - if applicable to the position the candidate is applying <b>NOTE: do not submit individual certificates</b>
13.	<i>For Detention Deputy positions only –</i> Successful P.O.S.T. entrance exam results (i.e., SAT, ACT, COMPASS, etc.)
14.	<i>If applicant has held a driver's license from a state other than Georgia within the past seven years –</i> An uncertified copy of his/her driving history shall be submitted
15.	<i>Using the Reference Questionnaire on the last pages of this booklet – three references as outlined on page 23 of this booklet.</i>





# Rockdale County Sheriff's Office (RCSO)

## Employment Applicant Reference Questionnaire

*You have received this Applicant Reference Questionnaire for an individual applying for a position with the Rockdale County Sheriff's Office. Please complete this questionnaire and return within five days. Submit the completed questionnaire directly to the RCSO.*

**PLEASE PRINT CLEARLY**

SECTION I			
<b>APPLICANT NAME</b>		<b>POSITION APPLYING</b>	
SECTION II			
<b>REFERENCE'S NAME</b>			
<b>REFERENCE'S PHONE NUMBER(S)</b>			
<b>REFERENCE'S EMAIL ADDRESS</b>			
SECTION III			
<b>1</b>	<b>Are you related to the applicant?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	<b>If YES, relation:</b>
<b>2</b>	<b>How long have you known the applicant?</b>		
<b>3</b>	<b>How well do you know the applicant?</b>		
<b>4</b>	<b>Does the applicant possess good ethics and morals?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>5</b>	<b>To your knowledge, has the applicant ever used or admitted to the use of illegal drugs?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
	<b>If YES, Details:</b>		
<b>6</b>	<b>Does the applicant get along well with others?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>7</b>	<b>Is the applicant prone to inappropriate displays of anger/a temper?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>8</b>	<b>Have you ever witnessed the applicant in stressful situation?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
	<b>If yes, how did they respond?</b>		
<b>9</b>	<b>Is there any evidence or indication of mental or emotional instability?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>10</b>	<b>Has the applicant ever displayed prejudice against other races or religions?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>11</b>	<b>Is the applicant honest and trustworthy?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>12</b>	<b>Would you consider the applicant responsible?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>13</b>	<b>Has the applicant ever allowed social obligations to control his/her work habits?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>14</b>	<b>Is the applicant well-adjusted and do you feel he/she would make a good RCSO employee?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
<b>15</b>	<b>Would you recommend the applicant for the position listed above?</b>	No [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ]	
	<b>If not, please explain:</b>		
<b>16</b>	<b>Please give any other facts that may occur to you that may qualify or disqualify the applicant.</b>		
<b>Reference Printed Name:</b>			
<b>Reference Signature:</b>		<b>Date:</b>	

**COMPLETED FORMS MUST BE RETURNED TO THE FOLLOWING:**  
 Rockdale County Sheriff's Office, Attn: Office of Professional Standards (OPS)  
 In Person / By Mail: 911 Chambers Drive, Conyers, GA 30012 (or) By Email: [rcsoemployment@rockdalecountyga.gov](mailto:rcsoemployment@rockdalecountyga.gov)



# Rockdale County Sheriff's Office (RCSO)

## Employment Applicant Reference Questionnaire

*You have received this Applicant Reference Questionnaire for an individual applying for a position with the Rockdale County Sheriff's Office. Please complete this questionnaire and return within five days. Submit the completed questionnaire directly to the RCSO.*

**PLEASE PRINT CLEARLY**

SECTION I			
<b>APPLICANT NAME</b>		<b>POSITION APPLYING</b>	
SECTION II			
<b>REFERENCE'S NAME</b>			
<b>REFERENCE'S PHONE NUMBER(S)</b>			
<b>REFERENCE'S EMAIL ADDRESS</b>			
SECTION III			
1	<b>Are you related to the applicant?</b>	No [ ] Yes [ ]	<b>If YES, relation:</b>
2	<b>How long have you known the applicant?</b>		
3	<b>How well do you know the applicant?</b>		
4	<b>Does the applicant possess good ethics and morals?</b>	No [ ] Yes [ ]	
5	<b>To your knowledge, has the applicant ever used or admitted to the use of illegal drugs?</b>	No [ ] Yes [ ]	
	<b>If YES, Details:</b>		
6	<b>Does the applicant get along well with others?</b>	No [ ] Yes [ ]	
7	<b>Is the applicant prone to inappropriate displays of anger/a temper?</b>	No [ ] Yes [ ]	
8	<b>Have you ever witnessed the applicant in stressful situation?</b>	No [ ] Yes [ ]	
	<b>If yes, how did they respond?</b>		
9	<b>Is there any evidence or indication of mental or emotional instability?</b>	No [ ] Yes [ ]	
10	<b>Has the applicant ever displayed prejudice against other races or religions?</b>	No [ ] Yes [ ]	
11	<b>Is the applicant honest and trustworthy?</b>	No [ ] Yes [ ]	
12	<b>Would you consider the applicant responsible?</b>	No [ ] Yes [ ]	
13	<b>Has the applicant ever allowed social obligations to control his/her work habits?</b>	No [ ] Yes [ ]	
14	<b>Is the applicant well-adjusted and do you feel he/she would make a good RCSO employee?</b>	No [ ] Yes [ ]	
15	<b>Would you recommend the applicant for the position listed above?</b>	No [ ] Yes [ ]	
	<b>If not, please explain:</b>		
16	<b>Please give any other facts that may occur to you that may qualify or disqualify the applicant.</b>		
	<b>Reference Printed Name:</b>		
	<b>Reference Signature:</b>	<b>Date:</b>	

**COMPLETED FORMS MUST BE RETURNED TO THE FOLLOWING:**  
 Rockdale County Sheriff's Office, Attn: Office of Professional Standards (OPS)  
 In Person / By Mail: 911 Chambers Drive, Conyers, GA 30012 (or) By Email: [rcsoemployment@rockdalecountyga.gov](mailto:rcsoemployment@rockdalecountyga.gov)



# Rockdale County Sheriff's Office (RCSO)

## Employment Applicant Reference Questionnaire

*You have received this Applicant Reference Questionnaire for an individual applying for a position with the Rockdale County Sheriff's Office. Please complete this questionnaire and return within five days. Submit the completed questionnaire directly to the RCSO.*

**PLEASE PRINT CLEARLY**

SECTION I			
<b>APPLICANT NAME</b>		<b>POSITION APPLYING</b>	
SECTION II			
<b>REFERENCE'S NAME</b>			
<b>REFERENCE'S PHONE NUMBER(S)</b>			
<b>REFERENCE'S EMAIL ADDRESS</b>			
SECTION III			
1	Are you related to the applicant?	No [ ] Yes [ ]	If YES, relation: _____
2	How long have you known the applicant?		
3	How well do you know the applicant?		
4	Does the applicant possess good ethics and morals?	No [ ] Yes [ ]	
5	To your knowledge, has the applicant ever used or admitted to the use of illegal drugs?	No [ ] Yes [ ]	
	If YES, Details:		
6	Does the applicant get along well with others?	No [ ] Yes [ ]	
7	Is the applicant prone to inappropriate displays of anger/a temper?	No [ ] Yes [ ]	
8	Have you ever witnessed the applicant in stressful situation?	No [ ] Yes [ ]	
	If yes, how did they respond?		
9	Is there any evidence or indication of mental or emotional instability?	No [ ] Yes [ ]	
10	Has the applicant ever displayed prejudice against other races or religions?	No [ ] Yes [ ]	
11	Is the applicant honest and trustworthy?	No [ ] Yes [ ]	
12	Would you consider the applicant responsible?	No [ ] Yes [ ]	
13	Has the applicant ever allowed social obligations to control his/her work habits?	No [ ] Yes [ ]	
14	Is the applicant well-adjusted and do you feel he/she would make a good RCSO employee?	No [ ] Yes [ ]	
15	Would you recommend the applicant for the position listed above?	No [ ] Yes [ ]	
	If not, please explain:		
16	Please give any other facts that may occur to you that may qualify or disqualify the applicant.		
<b>Reference Printed Name:</b>			
<b>Reference Signature:</b>		<b>Date:</b>	
<p><b>COMPLETED FORMS MUST BE RETURNED TO THE FOLLOWING:</b>                      Rockdale County Sheriff's Office, Attn: Office of Professional Standards (OPS)                      In Person / By Mail: 911 Chambers Drive, Conyers, GA 30012 (or) By Email: <a href="mailto:rcsoemployment@rockdalecountyga.gov">rcsoemployment@rockdalecountyga.gov</a></p>			