

JASPER COUNTY SHERIFF'S OFFICE APPLICATION FOR EMPLOYMENT



ALL ENCLOSED DOCUMENTS MUST BE COMPLETED AND NOTARIZED

September 2017 Revision

Jasper County Sheriff's Office

1551 Hwy 212 West
Monticello, GA 31064
706-468-4912

FILL IN THIS APPLICATION WITH A BLUE BALL POINT PEN

APPLICATION FOR EMPLOYMENT- AN EQUAL OPPORTUNITY EMPLOYER

NAME _____

HOME ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE# _____

POSITION APPLIED FOR:

A. _____ EXP. SALARY _____
B. _____ EXP. SALARY _____

List any special qualifications and/or skills that would qualify you for the position(s) applied for:
(Typing WPM, skills with machines or equipment, etc.)

How did you learn about this position?

Are you applying for: Fulltime Part Time?

Are you 18 years of age or older? Yes No

Are you prevented from lawfully becoming employed in this country because of your Visa or immigration status? Yes No

Do you have a valid driver license? Yes No
Class _____ Driver License Number _____ Exp. Date _____

Have you ever had job-related training in the military? Yes No

Have you been employed with us before? Yes No
If yes, give the last date of employment _____

EMPLOYMENT HISTORY

List below your last three employers, starting with the most recent or present one first. All past employment must be listed. Please use additional paper if you need to list more than the three below.

1. Employer _____ Position _____
 Address _____ Ending Salary _____
 Employed from _____ to _____ Supervisor's Name _____ Phone# _____
 Duties & Responsibilities _____

 Reason for leaving _____

2. Employer _____ Position _____
 Address _____ Ending Salary _____
 Employed from _____ to _____ Supervisor's Name _____ Phone# _____
 Duties & Responsibilities _____

 Reason for leaving _____

3. Employer _____ Position _____
 Address _____ Ending Salary _____
 Employed from _____ to _____ Supervisor's Name _____ Phone# _____
 Duties & Responsibilities _____

 Reason for leaving _____

May we contact any of your past employers? Yes No

EDUCATION & TRAINING

	Name & Location of school	No. of yrs. Attended	Did you graduate	Subjects studied
Elementary				
High school				
College				
Trade/business				

PERSONAL REFERENCES

Give the names, address, phone numbers and number of years known of three people not related to you.

1. _____

2. _____

3. _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to confirm to the Sheriff's Office rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Sheriff's Office options. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Sheriff.

Signature of Applicant

Date

**GEORGIA CRIME INFORMATION CENTER (GCIC)
PURPOSE CODE "J and Z" CONSENT FORM**

I hereby authorize the Jasper County Sheriff's Office to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

**COLOR PASSPORT STYLE
PHOTO
MUST BE ATTACHED HERE**

PRINT FULL NAME

PRINT PRESENT ADDRESS

SOCIAL SECURITY#

SIGNATURE

SEX

RACE

DOB

PRINT ANY OTHER NAMES YOU HAVE USED

NOTARY PUBLIC

SIGNATURE

DATE SUBMITTED

A criminal history record check has been conducted through the Georgia Crime Information Center (GCIC) on the above person, and no criminal history was located.

TERMINAL OPERATOR /AGENCY

DATE OF BACKGROUND CHECK

A criminal history record check has been conducted through the Georgia Crime Information Center (GCIC) on the above person, and the attached criminal history was located.

TERMINAL OPERATOR/AGENCY

DATE

STATE ID NO.

AFFIRMATIVE ACTION QUESTIONNAIRE

INSTRUCTIONS: Each applicant for employment is requested to provide the following information for affirmative action purpose. It will be detached when your application is filed and the information on it will not be considered in the employment process.

1. ETHNIC/RACIAL STATUS (please check one)

- | | |
|-----------------------------------|--------------------------|
| a. _____ Caucasian (white) | d. _____ American Indian |
| b. _____ African American (black) | e. _____ Oriental/Asian |
| c. _____ Spanish | f. _____ Other _____ |

2. SEX: _____ Male _____ Female

3. AGE: _____

4. MARTIAL STATUS: _____

5. DATE OF BIRTH: _____

6. HANDICAPPED STATUS (please check one)

- | | |
|-------------------------------|---------------------------------|
| a. _____ Not Applicable | d. _____ Physically Handicapped |
| b. _____ Visually Handicapped | e. _____ Other _____ |
| c. _____ Hearing Impairment | |

7. HOW DID YOU HEAR ABOUT THIS JOB? (Please check all that apply)

- | | |
|-----------------------------------|----------------------------------|
| a. _____ Local Newspaper | f. _____ Civic Organization |
| b. _____ Employment Agency | g. _____ County Job Announcement |
| c. _____ Social Media | h. _____ Word of Mouth |
| d. _____ Professional Publication | i. _____ Other _____ |
| e. _____ Current Employee | |

AN EQUAL OPPORTUNITY EMPLOYER

**JASPER COUNTY
CRIMINAL RECORDS AUTHORIZATION & RELEASE**

I hereby authorize Jasper County, Georgia, to receive from any appropriate Police Department and/or Sheriff's Office, any criminal history record information pertaining to me which may be in the files of any State or local criminal justice agency in the State of Georgia.

I hereby also agree that the providing Police Department, Sheriff's Office, the Georgia Criminal information center, the employees of any agency, shall not be responsible for the accuracy of the information given to have any liability for defamation, invasion or privacy, negligence, or any other claim in connection with any dissemination of information pursuant to this record check.

Signature: _____

Printed name: _____

Address/City/State: _____

Date of Birth: _____ Social Security # _____

Race: _____ Sex: _____

Signed, sealed & delivered in the presence of

Notary Public

Commission Expires: _____

(SEAL)

**JASPER COUNTY
EMPLOYMENT RECORDS AUTHORIZATION & RELEASE**

I hereby authorize the Jasper County Sheriff's Office to receive from any employer, Police Department and/or Sheriff's Office, any employment files and/or disciplinary files that are in their possession.

I hereby also agree that the providing Employer, Police Department or Sheriff's Office, shall not be responsible for any liability for defamation, invasion of privacy, negligence, or any other claim in connection with any dissemination of information pursuant to this release.

Signature: _____

Printed name: _____

Address/City/State: _____

Date of Birth: _____ Social Security # _____

Race: _____ Sex: _____

Signed, sealed & delivered in the presence of

Notary Public

Commission Expires: _____

(SEAL)

APPLICANT QUESTIONNAIRE

ANSWER ALL OF THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY

1. Why have you applied for a position with our agency?

2. Define "Character" in your own words.

3. Describe the last time you were involved in a physical confrontation with another person. What were the circumstances? Were weapons used? Were there injuries? Were the police called?

4. When was the last time you were involved in a verbal argument with any other person? What started the argument? Did you use profanity or verbally threaten the other person?

5. What aspects of your **present/last** job **do/did** you enjoy the most? Least? Why?

6. What would your supervisor tell us about your work habits? What would he/she say you do particularly well? Areas you could improve?

7. Do you prefer to work independently or with supervision? Why?

8. In your opinion, what traits should a good supervisor possess?

9. Describe the most stressful job you have ever had. What are your outlets for stress caused by your job?

10. Have you ever been approached by a gang or been a member of a gang? Which gang? Are you still a member of a gang?

11. Have you ever taken anything without being caught or committed an undetected crime? What crime?

12. How do you feel about dealing with inmates from all walks of life; incarcerated for crimes such as DUI, Rape, Child Molestation and Murder? How do you feel about direct supervision of inmates/ do you have any concerns?

13. What would you say are some effective ways in communicating with people that are not cooperative? How would you motivate these individuals?

14. Have you ever worked shift work before? Holidays? Weekends? Emergency on-call?
Would you have a problem adjusting to this type work schedule? Would you be
willing to work extra duty if needed?

15. Have you ever tried illegal drugs? When did you last use the drug?

16. When was the last time you were with someone at the time they were using an
illegal drug?

17. What are your career goals in the next 10 years?

18. Have you ever been arrested? If yes, explain.

19. Have you ever been convicted of a crime? If yes, explain.

20. What is your definition of "Honorable"?

**The following pages contain the job descriptions for the Jasper County Sheriff's Office. Applicants are encouraged to read and understand the descriptions carefully before applying.
Detach, and keep for your records, pages numbered 11-18.**

Deputy Sheriff Job Description

JOB TITLE: Deputy Sheriff

SO/6

DEPARTMENT: Sheriff's Office, Jasper County

JOB SUMMARY: This position is responsible for serving civil papers and warrants and patrolling the county to enforce federal, state, and local laws.

MAJOR DUTIES:

- Patrols the county to enforce state, federal, and local laws; responds to radio calls; issues citations as needed.
- Responds to calls relayed by radio, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons, and stranded motorists.
- Serves civil papers, warrants, subpoenas, and court orders.
- Transports arrestees to correctional, juvenile, and mental facilities, medical appointments, or the courthouse.
- May be assigned as a transport officer with transports and civil process being their primary assignment.
- Completes all required reports and forms, including accident and incident reports.
- Investigates crimes and accidents; interviews suspects, complainants, and witnesses.
- Collects and preserves evidence.
- Provides security and directs traffic for special activities such as funerals, athletic events, and fairs.
- Checks residences and buildings for security.
- Enforces traffic laws.
- Operates an intoximeter to determine the blood-alcohol levels of drivers.
- May serve as a K-9 officer, including handling and training a dog used in detection, tracking, and apprehension.
- Testifies in court as needed.
- Attends training sessions as required.
- Assists other law enforcement agencies as necessary.
- May be assigned to the courthouse as a courthouse security officer. If assigned to this position, this would be their primary assignment.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal, state, and local laws, criminal and traffic laws, and departmental policies and procedures.
- Knowledge of the boundaries and geography of the county.
- Knowledge of procedures for logging and docketing warrants and civil papers.
- Knowledge of first-aid and CPR techniques.
- Knowledge of the criminal justice system and court procedures.
- Skill in the use of firearms, intoximeters, communications equipment, photographic equipment, and other standard and specialized equipment.
- Skill in obtaining and preserving evidence.
- Skill in interpersonal relations.

- Skill in operating emergency vehicles.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state criminal statutes, federal laws, county ordinances, departmental policies and procedures, and court decisions. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related technical law enforcement duties. The need to respond to a variety of emergency situations contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to patrol the county to enforce federal, state and local laws. Successful performance helps ensure the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with the general public, representatives of other public safety agencies, utility company personnel, business owners, judges, attorneys, co-workers, suspects, victims, various court personnel, and law enforcement representatives from federal, state, and local agencies.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking and running, bending, crouching, or stooping. The employee must be able to restrain people, lift light or heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in a vehicle or outside. The employee may be exposed to noise, dust and dirt, machinery with moving parts, contagious or infectious diseases, life-threatening situations, and inclement weather. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

Detention Officer Job Description

JOB TITLE: Detention Officer

SO/8

DEPARTMENT: Sheriff's Office, Jasper County

JOB SUMMARY: This position is responsible for monitoring inmates and maintaining security at the jail.

MAJOR DUTIES:

- Maintains the security of the facility by conducting security checks, inmate counts, settling disputes, and performing cell searches and inspections; conducts outside perimeter checks.
- Maintains security of the facility by working in the control tower; locks and unlocks gates and doors as needed.
- Issues meals, clothing, linens, and personal items to inmates; dispenses medication as authorized.
- Supervises inmate programs, including recreational, legal, health care, visitation and religious services.
- Performs all inmate booking functions, including searching, fingerprinting, and photographing inmates; conducts tests to determine intoxication levels.
- Prepares reports on jail and inmate activities.
- Supervises inmates performing such assignments as cleaning and maintaining the jail facility.
- Checks the jail docket; observes locations and activities of inmates.
- Assists with the cleaning and maintenance of the facility as needed; identifies maintenance problems.
- Supervises outside and visitation times for inmates.
- Assists with the transportation of inmates to such locations as court and medical and other correctional facilities.
- Attends training classes as required.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of law enforcement and corrections processes, including booking procedures.
- Knowledge of applicable state and federal laws and county and departmental policies and procedures.
- Knowledge of basic bookkeeping practicing.
- Knowledge of first-aid and CPR techniques.
- Skill in basic mathematical calculations.
- Skill in record-keeping.
- Skill in the use of audiovisual surveillance equipment.
- Skill in the use of specialized equipment, including an intoximeter.
- Skill in interpersonal communication.
- Skill in the use of physical restraint methods and equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Captain – Jail Operations Division Commander assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include federal and state laws, county ordinances, and departmental policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related duties in providing for inmate security at the jail. The variety of situations encountered at the jail contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain security at the jail. Successful performance helps ensure the safety of the community and the efficient operation of the jail.

PERSONAL CONTACTS: Contacts are typically with co-workers, inmates, bondsmen, attorneys, visitors, clergy, other law enforcement personnel, various court personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, or stooping. The employee must be able to restrain people, occasionally lift light and heavy objects, and distinguish between shades of color.

WORK ENVIRONMENT: The work is performed in a jail. The employee is exposed to noise and contagious or infectious diseases. The work may require the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATION:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

Records Technician Job Description

JOB TITLE: Records Technician

SO/11

DEPARTMENT: Sheriff's Office, Jasper County

JOB SUMMARY: This position is responsible for performing a variety of clerical and record management duties in support of the operation of the jail.

MAJOR DUTIES:

- Greets and assists the public and visitors to the office, answers telephones, routes calls, takes messages, makes copies, accepts fines, issues receipts, offers assistance to persons bonding inmates out of jail, and performs other related office support services.
- Monitors and operates Georgia Crime Information Center (GCIC) computer for criminal histories, background checks, gun permits, driver's license checks, vehicle registration, and administrative messages.
- Enters warrants, case files into GCIC.
- Enters stolen vehicle and items and missing person information to the computer.
- Enters warrants received from deputies to computer; maintains activity logs.
- Checks validity of warrants and notifies officers for pick-up of subjects on hold for Jasper County at other sheriff's offices.
- Notifies other sheriff's offices when a subject at Jasper County Detention Center is ready for pick-up by their officers.
- Receives, processes, files, and maintains various reports and documents, including case files, reports for other agencies, arrest bookings, criminal histories, and other related records.
- Performs local criminal history checks for authorized agencies.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of state crime information center computer systems.
- Knowledge of court procedures and practices.
- Knowledge of modern office practices and procedures.
- Knowledge of county and department policies and procedures.
- Knowledge of applicable federal and state statutes and county ordinances.
- Knowledge of law enforcement practices and procedures.
- Skill in records maintenance and file management.
- Skill in performing basic mathematical calculations.
- Skill in gathering information and preparing reports.
- Skill in operating various office equipment such as a typewriter, calculator, copier, facsimile machine, shredder, and personal computer.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Captain – Jail Operations Division Commander assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, GCIC rules and regulations, standard office practices, and county ordinances. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related records management, administrative, and secretarial duties. Frequent contact with the public contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide administrative secretarial support to the department. Successful performance helps ensure the efficient operations of the department and the accuracy of related records.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, attorneys, defendants, court and law enforcement officials, state and federal agency personnel, bondsmen, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

APPLICATION CHECKLIST

The following items should be attached as an appendix to this application. Each item listed should be on a separate piece of paper. These documents are necessary to getting a new Officer/Deputy registered in formal training. They also provide necessary information for the background investigation process. An applicant should not submit this application until all of these documents are attached.

- **Application filled out completely (Blue Ink)**
- **Signature lines notarized**
- **Attached color copy of your Driver's License**
- **Attached color copy of your Social Security card**
- **Attached DD214 (if applicable)**
- **Attached certified copy of your High School Diploma**

If offered a position with the Jasper County Sheriff's Office, you will need to provide the following documents prior to employment. It is a good idea to get these items ahead of time so that they are available and do not cause an unnecessary delay in the hiring process.

- **Five Year M.V.R./Driver's History from Department of Drivers Services**
- **Certified copy of your birth certificate**
- **Marriage license (if name different than on birth certificate)**
- **Divorce decree if name change has occurred**
- **Certified copy of college diploma (if applicable)**