



The Application Process

BACKGROUND INVESTIGATION:

After you complete the *preliminary* background forms, the application booklet, sign all waivers and provide necessary documentation, we will conduct a background investigation which, depending upon the type of position for which you apply, may include psychological, integrity, physical efficiency, polygraph, and other job-related testing to determine if you have the abilities, character traits, and skills necessary to perform the essential functions of the job.

You may be rejected during this time, or at any other phase of the pre-employment process, based on test or interview results, background information received, or your failure to provide needed documentation or to complete testing as scheduled.

HIRING REVIEW BOARD:

Applicants successfully completing the initial background investigation will be interviewed by an Affirmative Action Panel (the Review Board), which will make a recommendation to the Sheriff rating all applicants then appearing before the panel.

CONDITIONAL OFFER OF EMPLOYMENT:

Based on the recommendations of the Review Board and results of your background investigation, the Sheriff will make a *conditional* offer of employment only to those considered to be the "*best qualified*" of all applicants then under consideration for employment. Those not selected will be so advised.

MEDICAL EXAMINATION:

Following a conditional offer of employment, you are required to complete a confidential post-offer medical questionnaire, and you will be required to successfully complete a standard DeKalb County medical examination, and you may be required to submit to additional physical or mental testing, predicated on the results of that medical exam, in conjunction with other background information. Reasonable accommodations for otherwise qualified disabled applicants will be fully considered.

EMPLOYMENT:

Applicants successfully completing all prior stages of the pre-employment process will be offered employment in the first available position for which they applied.



DeKalb County Sheriff's Office
4415 Memorial Drive
Decatur, GA 30032

APPLICATION FOR EMPLOYMENT

Web Site: <http://www.dekalbsheriff.org>

Job Opportunities Line: (404) 298-8160

DeKalb County Sheriff's Office is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation or physical/mental disability (except where physical/mental requirements constitute a bona fide occupational qualification).

Preliminary Background Investigation Information

1. Your name: *(Please Print)*

 (First) (Middle) (Last)
 Give any other names you have used, or have been known by, including past name/ name related to marriage. _____

2. Your weight: _____ lbs. Height: _____ feet _____ inches
3. Your address: _____
 (Number) (Street Name) (Apt#) (City) (State) (Zip)
4. Your telephone #: Home: _____ Work: _____ Other: _____
5. What is your Social Security #: _____ Date of Birth: _____
6. Are you a U.S. Citizen? [] Yes [] No
7. Highest grade completed: _____ Diploma received? [] No [] Yes [] Regular [] GED
8. High School name: _____
 Address: _____
9. Have you ever been in the U.S. Military? [] Yes [] No Active Reserve: [] Yes [] No
10. Branch of Service: _____ Type of Discharge: _____
11. Are you currently POST certified as a Peace Officer in the State of Georgia? [] Yes [] No
12. Have you ever been arrested either as **juvenile** or **adult**? [] Yes [] No
13. Have you ever been convicted of domestic violence? [] Yes [] No
14. Are you currently serving any **probation** or **parole**? [] Yes [] No. If yes, explain: _____

15. Do you have a current driver's license? [] Yes [] No

I certify that the information given by me in this application is true and complete to the best of my knowledge. *I understand that any false information, misrepresentation, or concealment of fact on this application or any attachment is sufficient grounds for my application to be rejected or, if employed, my employment terminated.* I understand and agree that the County or any of its authorized agents may verify all information furnished in this application. I further understand that I may be removed from consideration or terminated in the event a medical examination given by the county discloses information on me that is considered disqualifying. I understand that submission of this application in no way assures me a position. I understand the DeKalb County Sheriff's Office job requirements, tests, and working conditions and agree to these conditions.

Printed Name of Applicant

Signature of Applicant (Required)

Date



Consent Form

I hereby authorize **DeKalb 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.

1. Your Name: *(Please Print)*

(First)

(Middle)

(Last)

2. Your address:

(Number)

(Street Name)

(Apt. Number)

(City)

(State)

(Zip Code)

3. What is your social security number? _____

4. What is your date of birth? _____

5. What is your sex? _____

6. What is your race? _____

(Signature)

(Notary)

(Date)



APPLICANT INFORMATION – PHYSICAL FITNESS TESTING

Applicants for **Deputy Sheriff** and **Detention Officer** positions will be administered a physical fitness test specifically designed to determine if the applicant possesses the physical strength, endurance, and agility required of a **Deputy Sheriff** or **Detention Officer**. This test is known as the *Sheriff's Physical Efficiency Battery*, or PEB.

APPLICANTS WITH HEART OR BLOOD PRESSURE PROBLEMS, OR OTHER MEDICAL CONDITIONS OR INJURIES, INCLUDING TEMPORARY CONDITIONS SUCH AS PREGNANCY, WHICH MAY BE AGGRAVATED BY THE STRENUOUS PEB TESTING ARE RESPONSIBLE FOR OBTAINING WRITTEN APPROVAL FROM THEIR PERSONAL PHYSICIAN PRIOR TO PARTICIPATING IN THE TEST. TEST COMPONENTS ARE LISTED HEREIN FOR YOUR PHYSICIAN'S REVIEW.

A minimum score of 70 is required on each component of the test. ***Failure to pass the Sheriff's Physical Efficiency Battery will disqualify applicants from further employment consideration.***

You will be notified when to come for the PEB. Clothing suitable for physical fitness testing is required (running shoes and shorts, or gym clothing). Participants should wear clothing appropriate for the season as the Agility Run and the 440-Mile Run are held out doors. Failure to keep this appointment **will disqualify** applicants from further employment consideration.

TEST COMPONENTS

The Sheriff's Physical Efficiency Battery consists of four (4) components as follows:

- Sit and Reach (Flexibility test)
- Illinois Agility Run
- Strength Test (Bench Press)
- 440-Mile Run



WAIVER OF LIABILITY

I, _____, attest by my affixed signature to this document that I have been advised that as a condition of consideration of employment with the DeKalb County Sheriff's Office, I must participate in a test that evaluates my physical ability to perform the duties of the position for which I am applying. I understand that this evaluation, hereafter referred to as the *Physical Efficiency Battery (PEB)*, shall require of me direct physical participation in a demonstration of my abilities to meet the standards for employment set forth by the DeKalb County Sheriff's Office.

I acknowledge that my application for employment with the DeKalb County Sheriff's Office is voluntary and without compulsion from any party and, as such, my participation in this matter of testing is also voluntary. I further state that I have no knowledge of any physical condition (previous, temporary or permanent), that would place me in jeopardy of receiving any bodily or life threatening injury as a result of having participated in the *Physical Efficiency Battery*.

By my signature attached to this document, I waive and release from liability or any manner of responsibility the DeKalb County Sheriff's Office and any entity or agent thereof for injuries or any physical malaise received from participating in the *Physical Efficiency Battery*, from the date of that testing or any date thereafter.

Signed this, the _____ day of _____, 20_____.

(Applicant's Signature)

(Witness or Notary Public)



Qualification/Disqualification Policy

The DeKalb County Sheriff's Office establishes **TO ALL APPLICANTS** the following criteria as the required minimum qualifications for the positions indicated which each applicant who seeks employment with this agency must meet.

This document also contains those criteria, which, if they apply to the applicant, would serve to disqualify the applicant from consideration for employment.

PLEASE READ AND INITIAL THIS DOCUMENT. Please read this document and understand what the qualification and disqualification factors are as they relate to your prospect for employment.

Once you have read each criterion, please mark your initials in the space provided for each on the left side of the document. Do not initial the space until you have a clear understanding of the qualification or disqualification factor. The personnel investigator will answer any questions that you might have concerning whether or not any of these factors apply to you.

General Qualifications (Applies to ALL positions)

- _____ 1) Detention Technicians must be 18 years of age.
- _____ 2) Clerical and administrative applicants must be at least 18 years of age.
- _____ 3) Applicants must be high school graduates or have an equivalency (G.E.D.) diploma.
- _____ 4) Applicants who receive a conditional offer of employment will be required to pass a comprehensive physical examination performed by the county physician.
- _____ 5) Applicants must successfully complete a voice stress examination.
- _____ 6) Applicants must successfully complete a departmentally specified drug screen.
- _____ 7) Applicants must successfully complete a stringent background investigation.

Additional Qualifications (Apply to Deputy and Detention Officer positions only)

- _____ 1) Detention Officer applicants must be at least 20 years of age and possess a valid driver's license.
- _____ 2) Deputy Sheriff applicants must be at least 21 years of age, must possess a valid driver's license, and must be a United States citizen.
- _____ 3) Applicant's must successfully complete a battery of written tests, including psychological tests.

Disqualification or Rejection Policy

(Once you have read each criterion, please mark your initials in the space provided for each on the left side of the document)

All applicants are advised that the following criteria, if related to the applicant, will automatically disqualify their application:

- _____ 1) Any falsification of the employment application.
- _____ 2) A conviction of felony offense or convictions of multiple misdemeanors.
- _____ 3) Any past commitment or treatment for a serious mental or emotional disorder, which in the Sheriff's Office's judgment, would pose a direct risk to the health or safety of the applicant or others, or would otherwise prevent the applicant from performing the basic job functions effectively.
- _____ 4) Any discharge from military service, which is less than "honorable."
- _____ 5) More than five (5) moving traffic violations in any 12-month period within the last three (3) years.
- _____ 6) The current use, or use within the last year of any legally controlled drug, narcotic, or other substance, without the prescription of a licensed medical physician.
- _____ 7) Failure to meet any scheduled appointment related to the hiring process, without notice and/or valid explanation.
- _____ 8) Discovery of past undetected crimes.
- _____ 9) Failure to successfully complete all elements of the *Sheriff's Physical Fitness Program*.

Possible Disqualifications

(Once you have read each criterion, please mark your initials in the space provided for each on the left side of the document)

The DeKalb County Sheriff's Office lists the following criteria as those which meet the standards for **possible** disqualification, depending on the merits and circumstances surrounding each criterion as it relates to each applicant.

- _____ 1) A conviction from a criminal offense involving the use of drugs or alcohol.
- _____ 2) A demonstration that the applicant has chronic marital or other interpersonal difficulties.
- _____ 3) A demonstration that the applicant prescribes to a strong bias against groups based on sex, race, age or religion.
- _____ 4) The demonstration of an unsafe, unstable or inconsistent employment record.
- _____ 5) Any demonstration or indication of emotional instability, immaturity or irrational behavior.
- _____ 6) A record or demonstration of poor management of personal finances.



Reapplication Policy

It is the policy of the DeKalb County Sheriff's Office not to allow candidates who are disqualified to reapply for positions of employment.

If candidates do not presently meet the qualifications/disqualification standards of the Agency, they may at this time terminate the application process and reapply at such time when they will be qualified.

Candidates who are not selected by the Review Board may reapply for employment consideration after a waiting period of one (1) year.

I, _____, have read the *Qualification and Disqualification* Policy of the DeKalb County Sheriff's Office as it relates to applicants for employment.

I fully understand the above reference policy and it is my desire at this time to apply for the position of: _____
(Position)

with the DeKalb County Sheriff's Office

(Applicant's Signature)

(Date)

(Witness)



Pre-Employment Drug Testing Policy

I, _____, attest by my signature affixed to the bottom of this document, that I have been advised that it is the policy of the DeKalb County Sheriff's Office to screen employment applicants for the presence of narcotics and dangerous drugs through urinalysis testing.

As an applicant for consideration of employment with this department, I attest that I presently agree to submit to such testing, understanding that it is a condition of employment.

I, further understand that should I refuse to submit to this manner of testing, consideration of my application for employment will immediately cease, and I will be disqualified from hiring.

(Applicant's Signature)

(Date)

(Witness)



ESSENTIAL JOB FUNCTIONS

POSITION: Detention Officer

Qualified applicants in this job must be available for work assignment and physically capable of performing the following essential job functions **at the time of hiring or after required training where applicable and at all times thereafter while so employed.**

Qualified applicants must be physically able to:

- Apply and remove manual restraints (flex cuffs, handcuffs, leg irons, straight jackets) to persons not responding to verbal direction, or physically resisting custody or control.
- Be available to work all shifts, perform overtime work as required, and to respond to call-in for non-scheduled emergency duty on a 24-hour basis.
- Complete an intensive course of academic and on-the-job training, including rigorous physical training, during the immediate six (6) months following the date of hire. Absence in excess of five (5) days total during this probationary period is unacceptable.
- Communicate in English clearly and effectively, by voice and in writing, your observations of incidents or crimes, the content of written or verbal orders, and other information.
- Escort prisoners between various cell areas and between various jail facilities.
- Establish and maintain physical control over uncooperative or combative subjects by application of progressively greater incremental levels of physical force including manual force and defensive batons.
- Establish and maintain physical control of persons by issue of clear, distinct, firm verbal commands and directions spoken in English.
- Execute visual, auditory, and manual physical search of persons, cell areas, vehicles, and facility grounds for contraband, weapons, or persons fleeing custody.
- Patrol on foot the exterior and interior of the several jail facilities, including uneven grassed areas, gravel paths, and concreted surfaces, performing visual and auditory surveillance to detect contraband, weapons, and escape attempts.
- Patrol by vehicle the exterior roads abutting the jail facilities, performing visual and auditory surveillance of facilities, gate, fences and surrounding areas to detect and prevent introduction of contraband, weapons, and escape attempts.
- Patrol by vehicle the exterior roads abutting the jail facilities, performing visual and auditory surveillance of facilities, gates, fences and surrounding areas to detect and prevent introduction of contraband, weapons, and escape attempts.
- Perform basic first aid and CPR on injured persons.

- Perform physical count and summary of inmates, and meals, supplies or equipment issued.
- Prepare photographs and manually inked fingerprints of persons arrested, identify persons by comparison of manually inked or other photo-reproduced fingerprints.
- Pursue, apprehend and subdue persons fleeing lawful custody.
- Receive and interpret information transmitted audibly or visually from persons, by radio, telephone, or computer terminal, and relay that information by any of those same methods.
- Supervise inmates on work details within the jail and other county facilities and while performing work on county parks and roadways.
- Transport prisoners by secured passenger vehicle or prisoner van or bus over public roads between the jail facilities and various medical, judicial, or correctional facilities within the metropolitan area.
- Work assigned posts outdoors during inclement weather and the extremes of weather, as well as indoor posts under crowded, noisy, confined conditions. You will receive verbal abuse and may be subject to physical assault from person under your custody.

I have read, understand and agree to the above stated conditions if selected for employment.

Date

Applicant's Signature

----- **APPLICANT'S RESPONSE** -----

- [] Yes [] No 1. Are you currently available to and physically capable of performing the essential functions of the work described above?
- [] Yes [] No 2. Do you require an accommodation (as defined in 29 CFR 1630.0) to enable you to perform any of the essential job duties required?
3. If you require an accommodation to perform one or more of the essential job functions, describe in writing how you would perform each function with an accommodation. (Attach additional pages if required.)

Date

Applicant's Signature

Witness: (Investigator's Signature)