



# CHATHAM COUNTY SHERIFF'S OFFICE

## Hiring Standards



### **HIRING PROCESS**

Chatham County Sheriff's Office is seeking a wide range of certified and non-certified applicants to reflect the diversity of the county's community. Chatham County Sheriff's Office is firmly committed to the selection of the most qualified applicant for each and every vacant position. The hiring process is comprehensive and multi-faceted and may consist of the following steps:

#### **Application**

Please review the application instructions and information listed below.

#### **Oral Interview**

Conducted by a panel of sworn and/or civilian personnel to assess your personal accomplishments, job motivation, interpersonal skills, continuous learning orientation and oral communication. Candidates that pass the oral interview will be scheduled for further testing.

#### **Georgia Peace Officer Entrance Examination (Deputy Sheriff Recruit Only)**

Applicants who are NOT GA POST Certified must pass the POST Entrance Exam to be considered for Law Enforcement positions. The ASSET and COMPASS exams are the official POST Entrance Exams for law enforcement candidates. The ASSET and COMPASS exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia. The ACCUPLACER test is also an official POST Entrance Exam for law enforcement candidates. The ACCUPLACER test is administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia. The ACCUPLACER test is a computer-based exam that provides immediate results. This test measures reading, writing and numerical skills.

#### **Personal History Statement**

The Personal History Statement is a required component of the hiring process and allows the Sheriff's Office to conduct a thorough background investigation and evaluate the suitability of your candidacy. If you are referred from the oral interview stage, you will be instructed to fill out the Personal History Statement.

#### **Digital Voice Stress Analysis**

The Digital Voice Stress analysis examination is conducted to confirm information obtained from your application and the hiring process. Please review the background standards listed below.

#### **Background Investigation**

The background investigator will verify documents and information obtained through your application and personal history statement to ensure all personal information is correct and accurate. The investigator will check employment history and records associated with police, financial institutions, educational organizations and the United States Armed Forces. Interviews with family members, neighbors, supervisors, co-workers, and friends will also be conducted.



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### Medical Examination

The Medical Evaluation is a thorough examination to ensure the candidate is in excellent health, with no restrictions, to safely perform the duties and responsibilities of a professional law enforcement or corrections officer.

### Drug Screening

### Out-of-State Certified Officers

Equivalency of Training (EOT) via Georgia Post –  
[https://www.gapost.org/pdf\\_file/eot\\_procedure.pdf](https://www.gapost.org/pdf_file/eot_procedure.pdf)

Out-of-State Certified Officers can apply and go through the hiring process while waiting on their application to be GA Post approved. Once approved, and after meeting the agency's hiring standards, the applicant will receive a conditional offer. If the out-of-state certified officer is hired, the agency will assist the applicant with obtaining the required courses and Georgia's standard qualification course for firearms requalification.

### Background Standards

The following situations **WILL PROHIBIT** an applicant from serving as a Law Enforcement Officer or Corrections Officer:

- Drug usage within the last 12 months
- Conviction in any Court of a felony offense
- Conviction in any Court of a drug related offense
- Any medical, physical or mental condition which would prevent an applicant from satisfactorily performing assigned duties or complying with regulations of the Georgia P.O.S.T. Council.
- An applicant under P.O.S.T. review/investigation cannot submit an application until cleared by P.O.S.T.
- A military discharge other than Honorable
- Not a citizen of the United States of America
- Currently on probation
- Sale of any controlled substance

The following situations **MAY** prohibit an applicant from serving as a Law Enforcement Officer:

- Any plea of criminal action in any court
- Seven (7) or more points accumulated against drivers' record at time of application

An applicant who has received an official pardon or similar action for any offense or applicable condition as stated above is not obligated to disclose the offense or condition in the application. If, however, during the course of a background investigation, facts are discovered regarding the offense or condition, the applicant may be required to produce proof of such pardon or action to remain in consideration for employment.

For further background standards information, please [click here](#):

<https://cccdn.blob.core.windows.net/cdn/Files/ChathamPolice/Documents/Standards%20for%20Police%20Applicants.pdf>



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## Background Standards for Deputy Sheriff, Deputy Sheriff Recruit and Corrections Officers Applicants

### Application Instructions and Information

#### **PLEASE READ CAREFULLY BEFORE BEGINNING**

An investigation will be conducted by the Chatham County Sheriff Office based on the information you provide in the application. It is critical that you fill out the application completely, truthfully and accurately. If at any point during the background investigation or thereafter it is found that you misrepresented, deliberately omitted or falsified any information, you will be immediately disqualified from further consideration. It is imperative that you list any convictions to include a finding or a verdict of guilt or a plea of guilty and a plea of nolo contendere in a criminal proceeding, regardless of whether the judgment of guilt or sentence is withheld or not entered thereon. This includes first offenders (Georgia State Law 35-8-7.1). Do not leave any blanks on the application. If an item does not apply, write N/A.

#### **Application**

- You must complete an online application.
- Remember to save your e-mail address and assigned PIN number when you create an account for future access.
- Applicants can apply anytime (day or night) during the job advertisement period.
- Applicant information will be saved after the application is submitted.
- Human Resources Staff will be available during office hours to assist with questions.

#### **Application Documents**

Before submitting your online application, you will need to provide the following documents in a clear and legible format as required by the application system.

- Birth Certificate (copy with appropriate seal)
- Social Security Card (Copy)
- High School Diploma or GED (Copy)
- Social Security Card (Copy)
- Valid Driver's License (Copy)

The following documents will be required prior to your employment. The recruiter will contact you to obtain the documents. Documents not submitted with your application may be required at a later date.

- College Transcripts (if applicable)
- Accuplacer score (if applicable)
- DD-214, Member 4 Long Form (if applicable), showing character of service (Copy)
- 7 Year Driving History (Original Certified Copy of the Driver's History. Must be provided at your expense)
- Marriage license
- Divorce decree
- Georgia P.O.S.T. Certification bearing your certification number, if applicable (Copy)
- Final Court Disposition for all criminal offenses, if applicable (Original/Copy accepted)
- Letter of Good Standing from former Department (only if previously employed as a Peace Officer for a department out of state)



# CHATHAM COUNTY SHERIFF'S OFFICE



## Background Standards for Deputy Sheriff, Deputy Sheriff Recruit and Corrections Officers Applicants

### Driver's License History Must Not Contain:

- Suspensions in the past three (3) years (except for insurance cancellation) and no more than two (2) suspensions in the past seven (7) years.
- Three (3) or more moving violations in the past two (2) years and no more than six (6) in the past seven (7) years.
- DUI/DWI charge with the disposition of Nolo Contender, conviction or plea within the past five (5) years, and no two (2) in the past seven (7) years.
- Vehicular Homicide or hit and run charges/arrest.
- Fleeing or Attempting to Elude the Police charges/arrest.

### Criminal History Must Not Contain:

- Pending Criminal Cases
- Convictions, Nolo Contender or pleas involving Sexual Offenses, Domestic Violence Act or Impersonation of a Police Officer, Perjury or False Statements.
- Felony convictions and Nolo Contender or pleas involving felony arrests including first Offender pleas.
- Serious Misdemeanor Convictions, Nolo Contender or pleas including First Offender pleas.

### Illegal drug use/ possession/ sales:

- Possession or sale of a controlled substance.
- Use of Marijuana or Edibles within the past one (1) year.
- Use of any controlled substance, including marijuana, which is deemed to be experimental will be reviewed on a case by case basis.
- Any legal drug abuse in the last ten (10) years without a valid medical prescription (case by case review of Adderall/ Ritalin).
- Any illegal drug use in the last ten (10) years (excluding Marijuana, but including anabolic steroids).

### Applicants will Be Disqualified on the Following:

- Untruthfulness or the omission of information throughout the application process.
- Anything other than Honorable Discharge from any military branch.
- Membership or association with any hate or terrorist group.
- Fired with cause from more than one job in the past three (3) years or resignation in lieu of termination.
- Unauthorized use of alcohol during work hours.
- Any shoplifting/ retail fraud conviction in the past five (5) years.
- Conviction of theft or financial crimes or fraud crimes for benefits or compensation.
- Commission of assault or battery conviction in the past three (3) years.
- Fraternizing with known felons.



# **CHATHAM COUNTY SHERIFF'S OFFICE**

## **Background Standards for Deputy Sheriff, Deputy Sheriff Recruit and Corrections Officers Applicants**

Those with Prior Law Enforcement Experience must meet the above standards and the following:

- Currently under review/investigation by a certifying agency (i.e. POST).
- Any disciplinary action or sustained complaint for offenses of a serious nature, which includes, but is not limited to sexual harassment, truthfulness, insubordination, or use of force.
- No three (3) or more sustained at-fault vehicle accidents.
- Unjustifiable Use of deadly force.

### **Georgia P.O.S.T. Guidelines that will initiate an Investigation**

- Minor charges within 5 years.
- No pattern of charges.
- Felony First Offender regardless of age of offense.
- Any crime of moral turpitude or one that shocks the conscious.