



Office of the Sheriff  
**Dougherty County, Georgia**  
**Kevin Sproul, Sheriff**

P.O. Box 549, Albany, Georgia 31702-0549  
Jail (229) 430-6500  
Sheriff's Office (229) 431-2166  
GA 0470000

## **Application Supplement**

### **Please Read Carefully Before Completing Application**

The Dougherty County Sheriff's Office has hiring guidelines that all applicants for the positions within the department must comply with prior to being considered for or offered employment. Our screening measures consist of the application for employment, background investigation, oral interview, polygraph examination, drug testing, and physical examination.

Upon submitting your application supplement, the following documents must be attached:

- Birth Certificate
- High School Diploma, Certified Copy of High School Transcripts, or GED certificate (GED test results will not be accepted)
- Georgia Driver's License
- Social Security Card
- Complete DD-214 (Military Discharge Papers) listing type of separation- If active service, a letter of good standing from your Company Commander is needed.
- Previous Law Enforcement which includes Corrections, Jail, Peace Officer – A copy of your basic training certificates, dates of employment, position, and reason for leaving.
- Previous Law Enforcement Other than Georgia – A copy of your basic training certificates and a letter of good standing, dates of employment, position, and reason for leaving.
- Final Dispositions are needed on each arrest that you have had. They can be obtained from the Clerk of Courts Office in the county you were arrested. Also, you will need to write and sign a brief statement regarding your arrest. Please include any details that are important, but not limited to circumstances of the arrest, your actions in the incident, court process, disposition, pleadings, etc. Arrest Using Physical Force – a copy of the police incident report regarding physical force against another person must be provided.
- 7 year driver's history from the Department of Motor Vehicles is needed. If you have lived in another state during the past five years, then you will need to obtain a driver's history from that state also.

**\*\*\*Failure to submit requested documents will result in automatic termination of the hiring process.**

When completing the section on employment history, please use blank sheets and attach them to the application. A history of ten (10) years employment history must be shown. Be sure you have included all street numbers, zip codes, and phone numbers of your former employers. This information is required to process your application.

**Violation of the following guidelines will result in the immediate disqualification of your application:**

- Driving History:** An excessive number of moving traffic violations within the past five years which indicate a pattern of disregard for the law will disqualify you.
- Criminal History:** Any felony conviction or sufficient misdemeanor convictions to establish a pattern of disregard for the law.
- Drug History:** The illegal use of marijuana, hard drugs, hallucinogenic drugs or abuse of prescribed drugs within specified time periods or the sale of illegal drugs.

**\*\*\*Pages that require a notary must be notarized. Failure to do so will result in automatic termination of the application process.**

If you have any questions regarding your driving, criminal, or drug history and you wish to speak with a background investigator, one can be reached at (229) 430-6500.

Once you have completed the supplement, please take it and all required documents to Dougherty County Human Resources at 222 Pine Ave. They will scan everything and attach it to your employment application that you put in on line. Once your application has been printed and reviewed, we will then contact you.

The Jail Director will make the final decision to determine which applicant to hire based on the hiring eligibility process. Those applicants who are still interested in employment will be notified that they are eligible for employment under the final hiring requirements.

# Applicant's Certification and Agreement

## Please Read Carefully

In consideration of being employed, I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, I may be terminated.
2. The employer has my authorization to thoroughly investigate my work, medical and personal history and I hereby consent to take any test whenever the employer deems it necessary in any employer investigation. I will hold no person, corporation, or organization liable for my giving or its receiving information in such investigation.
3. If employed, I may terminate my employment at any time without notice or cause, and the employer may terminate or modify the employment at any time without prior notice or cause. In consideration of my employment, I agree to conform to the rules and regulations of the employer.
4. Any doctor, hospital, or testing laboratory has my consent to conduct medical or drug tests on me, and I hereby give my consent to having all information released to Dougherty County Human Resources to determine my abilities to perform the job now or in the future.
5. The needs of the employer may make the following conditions mandatory: Overtime, shift work, rotating work or a schedule other than Monday thru Friday.
6. The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on my employment application is sued for the purpose of limited or excluding any applicant's consideration for employment on a basis prohibited by Local, State, or Federal Law.
7. If employed, I understand that my employment is for no definite period of time, and if terminated, the employer is liable only for wages or salary earned as of the date of termination.
8. I have read and agreed to the above and hereby certify that the facts I have provided in my employment application are true and complete.
9. This application is current and active for only 60 days (2 months). At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**STATE OF GEORGIA  
COUNTY OF DOUGHERTY**

**Before me appeared, \_\_\_\_\_, who says that he/she executes the above statement of his/her own free will and accord, with full knowledge of the purpose thereof.**

**Sworn to me and subscribed in my process this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**Notary Public**

**My commission expires: \_\_\_\_\_**



# Background Investigation Unit

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

Sheriff's Office Applicant:

The Dougherty County Sheriff's Office maintains strict hiring guidelines that all applicants must satisfactorily meet or surpass in order to be considered for this position.

**The following guidelines address several of the areas covered in the hiring guidelines. Your responses will be verified during the background investigation and polygraph examination. Truthful and complete responses are a necessity. Any negative factors contained in intentional omissions or incorrect answers will be a basis for the termination of your application process. If something doesn't apply to you, please mark N/A.**

1. List all traffic citations received within the past five (5) years:

DATE                      CHARGE                      LOCATION                      DISPOSITION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List **all** motor vehicle accidents that you have been involved in within the past five (5) years. List the extent of injuries, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you presently hold a valid driver's license? \_\_\_\_\_ State of Issue: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ Class: \_\_\_\_\_

4. List all of the states you have held a driver's license in (Include license numbers if possible). **A 7 year driver's history must be attached. Failure to attach will result in automatic termination of the hiring process.**

\_\_\_\_\_  
\_\_\_\_\_

5. List all DUI convictions / nolo pleas (Provide dates, locations, disposition of case, amount of fine, any period of confinement, license suspended or revoked, etc.):

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6. List all types of illegal narcotics that you have used, sold, and/or distributed (even if it was just one time). Provide dates of use (first time/last time used), and the approximate number of times used during that period of time. **Failure to list all information will result in automatic termination of the hiring process.**

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7. List any use of prescription drugs (when responding to the “Use” portion of this question, we are only concerned with those drugs “Not Prescribed to You”). Provide dates of use and approximate number of times used.

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8. List all felony and/or misdemeanor convictions and/or arrests. Each applicant is required to disclose every arrest and/or citation which the applicant has received, along with the disposition of every arrest and/or citation. Dispositions include, but are not limited to, dismissal, placement on a dead docket, nolle prosequi, finding or verdict of guilty or not guilty, plea of guilty, plea of nolo contendere, treatment under the First Offender Act, expungement, sealed, pardoned, or bond forfeiture. Provide dates, charges, amount of fine, period of confinement, probation status/periods, locations, etc. You are required to write and sign a brief statement regarding your arrest. Please include any details that are important, but not limited to circumstances of the arrest, your actions in the incident, court process, disposition, pleadings, etc. **Please attach to your application the courts final disposition on each arrest. A copy of the police incident report regarding an arrest of using physical force against another person must be attached. Failure to attach will result in automatic termination of the hiring process.**

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9. Have you ever attempted to join any branch of the United States Armed Forces?

\_\_\_\_\_ If so, what branch? \_\_\_\_\_  
If denied, please explain: \_\_\_\_\_

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10. Have you ever served active duty in any branch of the United States Armed Forces?

\_\_\_\_\_ If so, what branch? \_\_\_\_\_

11. What is your United States service number? \_\_\_\_\_
12. List the date and location of entrance of active duty: \_\_\_\_\_  
\_\_\_\_\_
13. List the date and location of discharge from active duty: \_\_\_\_\_  
\_\_\_\_\_
14. List your type of discharge (Honorable, dishonorable, general, entry level separation, etc.) and please be exact:  
\_\_\_\_\_  
\_\_\_\_\_

**A complete DD214 listing your type of separation must be attached. Failure to attach will result in automatic termination of the hiring process.**

15. What was your highest rank held? \_\_\_\_\_
16. Have you ever been an active or inactive member of any branch of the United States Reserve Forces? \_\_\_\_\_ If yes, what branch: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_. Were you active or inactive: \_\_\_\_\_  
Rank: \_\_\_\_\_ If active, list location: \_\_\_\_\_

**If you are currently active, a letter of good standing from your Company Commander is needed. Failure to attach will result in automatic termination of the hiring process.**

17. Have you ever been a member of the US National Guard? \_\_\_\_\_ If yes, what state: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Rank: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

**If you are currently active, a letter of good standing from your Company Commander is needed. Failure to attach will result in automatic termination of the hiring process.**

18. Have you ever been court-martialed, tried on charges, or the subject of an Article 15, company punishment or any other disciplinary action while a member of any of the armed forces (Including active duty, reserves, or National Guard)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. List all your addresses for the last ten (10) years. Start with your present address at the Top and include any addresses you had while in the military or college.  
**FROM            TO                    ADDRESS                    CITY                    STATE**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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20. List your places of employment for the last ten (10) years. Start with your present employer at the top and include correct addresses and telephone numbers.

**NAME OF BUSINESS**                      **ADDRESS**                      **PHONE #**                      **DATES**

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21. To the best of your knowledge, have you been completely honest with us when completing your application for employment and this questionnaire? \_\_\_\_\_  
If no, please explain: \_\_\_\_\_

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22. Are you now or ever been a member or affiliated with a street gang? \_\_\_\_\_

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23. Have you ever been employed with any Law Enforcement Agency to include agencies outside of Georgia? \_\_\_\_\_  
If yes, please provide State, Agency Name, dates of employment, position held and reason for leaving: \_\_\_\_\_

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**You will need to attach a copy of your state certification and proof of good standing for each employing agency other than Georgia law enforcement agencies. Failure to attach will result in automatic termination of the hiring process.**

24. Are you currently, or have you ever been involved with any person that you know to have been convicted of a felony? \_\_\_\_\_ If yes, please explain:

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NAME \_\_\_\_\_

## Dougherty County Sheriff's Office

**Please read the following paragraph:**

This is your first day on your new job at the jail. Before you go back into the inmate areas, there are a few administrative details to be handled. Your first assignment is to report to the Personnel Office to be measured for uniforms and issued an identification card. Upon entering the office you notice an inmate in an orange jumpsuit is emptying the trash. As the inmate pulls a trash bag from the can, a large paper clip falls to the floor. You see the inmate pick up the paper clip, but instead of throwing it away, he stuffs it into his sock and goes on about his business as if nothing has happened. (You know that some people can pick the lock on handcuffs using a paper clip.) There are two civilian staff in the office, but no uniformed officers. The civilians don't seem to have noticed the inmate's actions. The inmate notices you watching him and seems to become nervous, quickly finishing with the trash and leaving the office.

**Based on your reading, answer the following questions:**

Where did you go for your first assignment?

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Who else was in the office with you?

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When did you notice the inmate?

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Why was the inmate there?

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What did the inmate do with the paper clip?

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How did the inmate react when he noticed you?

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On the back of this paper, please describe what you would do if you were really in this situation.