

JASPER COUNTY SHERIFF'S OFFICE
EMPLOYMENT APPLICATION

November 2024 Revision



Thank you for your interest in employment with the Jasper County Sheriff's Office. The Jasper County Sheriff's Office serves its community with honor, dignity and respect. One key way of fulfilling that commitment is the people this office employs. Please follow all instructions and return the application via email or in person. We look forward to meeting with you. The Jasper County Sheriff's Office is an Equal Opportunity Employer.

Sheriff Donnie Pope

This application must be filled out in its entirety and must contain the following information in order to be considered:

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

Jasper County Sheriff's Office
1551 Hwy 212 West
Monticello, GA 31064
706-468-4912

Name: _____

Address: _____

Email: _____

Phone Number: _____

Position applying for **(Circle One)**

Records Technician

Detention Officer

Deputy Sheriff

Expected 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 seeking: Full Time _____ Part Time _____

Are you at least 18 years old? 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's license? Yes _____ No _____

Driver's License Class: _____ Number: _____ Exp. Date: _____

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

Have you applied with us before? Yes ___ No ___

EMPLOYMENT HISTORY

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

Employer: _____ **Position:** _____

Address: _____ **Ending Salary:** _____

Supervisor's Name and phone number: _____

Reason for leaving: _____

Employer: _____ **Position:** _____

Address: _____ **Ending Salary:** _____

Supervisor's Name and phone number: _____

Reason for leaving: _____

Employer: _____ **Position:** _____

Address: _____ **Ending Salary:** _____

Supervisor's Name and phone number: _____

Reason for leaving: _____

May we contact your past employer's? Yes ___ No ___

Applicant's Signature: _____ Date: _____

EDUCATION & TRAINING

	Name of School	Years attended	Did you graduate?
Elementary			
High School			
College/ Trade School			

PERSONAL REFERENCES

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

1. _____

2. _____

3. _____

By signing, 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.

Signature: _____ Date: _____

In consideration of my employment, by signing, I agree to conform 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 or his designee.

Signature: _____ 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.

Print Full Name: _____

Full Address: _____

Social Security Number: _____

Sex: ____ Race: ____ D.O.B. _____

Write any other names you have used:



Notary Public: _____

Signature: _____

Date: _____

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: _____

Background check date: _____ State ID No.: _____

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.

AFFIRMATIVE ACTION QUESTIONNAIRE

Instructions: Each applicant for employment is requested to provide the following information for affirmative action purposes. It will be detached when your application is filed and the information on it will not be considered in any decision concerning your employment.

Ethnic/ Racial Status (Please check one)

Caucasian (white)	_____	American Indian	_____
African American (black)	_____	Spanish	_____
Oriental/ Asian	_____	Other	_____

Sex: Male _____ Female _____

Age: _____

Marital Status: _____

Date of Birth: _____

Handicapped Status:

_____ Not Applicable

_____ Visually Handicapped

_____ Hearing Impairment

_____ Other

How did you learn of this job posting? (Please check one)

_____ Newspaper _____ Civic Organization _____ Employment Agency

_____ Social Media _____ Word of mouth _____ Current Employee

_____ Other

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 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 of privacy, negligence, or any other claim in connection with any dissemination of information pursuant to this record check.

Signature: _____

Printed Name: _____

Address: _____

D.O.B. _____ SSN: _____

Race: _____ Sex: _____

Witness signature: _____

Notary: _____

Seal:

APPLICANT QUESTIONNAIRE

ANSWER ALL OF THE FOLLOWING QUESTIONS HONESTLY AND TO THE BEST OF YOUR ABILITY.

1. Having read the job description for the position that you have applied for, are you capable of completing the duties of the same?

2. Have you ever been involved in a physical confrontation with another person. What were the circumstances?

3. 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?

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

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

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

7. What areas do you consider to be your greatest strengths and weaknesses? _____

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

9. 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? _____

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

11. 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?

12. Have you ever been adjudicated as mentally defective or had your right to possess firearms taken away or restricted?

13. 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?

14. Have you ever tried illegal drugs or used legal drugs illegally? When did you last use the drug?

15. When was the last time you were with someone at the time they were using an illegal drug or legal drugs illegally?

16. What are your career goals in the next 5 years?

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

18. Have you ever been convicted of a crime in any State? If yes, explain.

19. What is your definition of "Honorable"?

20. Have you ever been involved in a civil suit? If yes, explain.

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. *Applicant should detach application from this point to the end and retain for your records.*

Deputy Sheriff Job Description

JOB SUMMARY: This position is responsible for serving civil papers and warrants and patrolling the county enforcing 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 health facilities, medical appointments and 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 serving 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.
- 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 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 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.
- 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 supine. The employee must be able to restrain people, occasionally carry 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.

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 (or the type of vehicle or equipment operated).
- Ability to meet current requirements set forth in the Georgia Detention Officer Training Act/Peace Officer's Standards and Training Act.

Records Technician Job Description:

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.
- 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 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 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, stooping. The employee occasionally lifts light objects.
- **WORK ENVIRONMENT:** The work is typically performed in an office.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of a 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**) o Signature lines notarized o Attached color copy of your Driver's License.
- Attached color copy of your Social Security card o 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).