

# COLUMBIA COUNTY SHERIFF'S OFFICE

## RECRUITMENT AND SELECTION PROCESS

[www.columbiacountyso.org](http://www.columbiacountyso.org)

AN EQUAL OPPORTUNITY EMPLOYER

*The Columbia County Sheriff's Office does not discriminate on the basis of race, color, national origin, gender, sexuality, religion, age and/or disability in employment or in the provision of services.*

**CLAY N. WHITTLE, SHERIFF**

### APPLICATION AND SELECTION PROCESS

Applicants may download a copy of the application from our website or pick up an application Monday thru Friday, 8:00 a.m. to 5:00 p.m., at the CCSO Records Section located at 2273 County Camp Road, Appling, GA, 30802. A resume may be submitted but will not be accepted in lieu of an application. The applicant must fully complete the CCSO Application for Employment, along with the Criminal History Records Information Consent form, Domestic Violence Conviction Attestation and the Applicant Data Sheet. Please be sure to include a copy of your driver's license, birth certificate, Social Security card, high school diploma, college diploma and any training certificates.

**Applicant Screening** – Applicants for sworn positions must possess at least an Associates Degree or sign a memorandum of agreement to obtain the degree or have a combination of experience and professional training that is approved by the Sheriff. A high school diploma or GED is required for civilian positions.

**Interview** – The Division Commander (or his/her designee) shall conduct an oral interview with the applicant. Each interviewer shall complete an Applicant Interview Score Sheet after the interview. All score sheets, as well as any other elements of the selection process, shall be administered, scored, evaluated and interpreted in a uniform manner.

**Background Investigation** – If an applicant successfully completes the oral interview, he/she shall then undergo a background investigation conducted by a member of the CCSO Office of Professional Standards.

**CVSA/Polygraph** – Part of the background investigation shall include a Computer Voice Stress Analyzer (CVSA) test or polygraph examination to detect deception to job-related questions. Areas from which the questions may be drawn are:

Personal integrity/honesty

Physical, emotional and/or psychological fitness for duty

Past work/personal history (relevant to job)

**Firearms Qualification** – Georgia Certified Law Enforcement applicants must pass the CCSO firearms qualifications course.

**Psychological Exam** – Applicants for sworn positions must successfully complete a psychological exam. The exam is

administered by Columbia County Sheriff's Office personnel, but is scored and interpreted by a qualified professional.

9-1-1 Communications Testing – Applicants applying for a position in the 9-1-1 Communications Center will also be given a typing survey, written questionnaire, and a psychological exam.

Administrative Review – After all prior steps of the selection process have been successfully completed, the application will be forwarded up the chain of command to the Sheriff for approvals/recommendations.

Medical Examination and Drug Screen – Applicants who successfully complete the process shall be asked to submit to a medical examination and drug screen. The medical examination shall be administered by a licensed physician to determine physical fitness for duty.

Ineligibility Notice – The applicant shall be notified, in writing, if applicant is not selected.

Reapplication – Rejected applicants may reapply for consideration in six months; however, those applicants who are disqualified for reasons which assure another rejection shall not be reconsidered.

Duration of the Selection Process – Completion of the recruitment and selection process can take from 30 to 120 days. Applicants found eligible, but not immediately selected, may be contacted for subsequent placement. Reapplication shall be required if the applicant is not selected within one year.

Employment Agreement – All employment with the Columbia County Sheriff's Office shall be considered "at will." Probationary employees have no property rights. Permanent employees shall have due process as outlined in the *General Orders Manual*, as well as all applicable state and federal laws.

Probationary Appointment – An applicant who successfully completes the process may be appointed to probationary status if an opening exists. New-hire probation shall provide the agency with a minimum 12-month "working test" period to evaluate the performance of the employee. Sworn personnel have an additional 36 month period to attain the required degree for the position.

Residency – The Sheriff does not require employees to reside in Columbia County or within a required distance of the county as a condition of employment. However, the Sheriff shall only permit use of county-assigned vehicles to and from places of residence within Columbia County.

Advancement Opportunities – The Columbia County Sheriff's Office provides advancement opportunities for all employees. A promotional process is in place for supervisory positions.

Drug Testing – All Columbia County Sheriff's Office personnel are subject to random drug testing.

Criteria for General Health and Fitness – All sworn personnel shall maintain a level of fitness that projects the image of a professional law enforcement officer.