

Columbia County Sheriff's Office

Recruitment and Selection Process

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 services.

Clay N. Whittle, Sheriff

Application and Selection Process

www.columbiacountyso.org

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 Columbia County Sheriff's Office 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 Columbia County Sheriff's Office Application for Employment, along with the Criminal History Records Information Consent form, Domestic Violence Conviction Attestation, Law Enforcement Investigation Attestations, 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, any training certificates and a full body length photograph of frontal and side profile.

1. **Applicant Screening** - A high school diploma or GED is required for sworn and full-time positions. Plugs/Gauges and their piercings are prohibited. Tattoos and brandings must be covered by clothing or uniform.
2. **Interview** - The Division Commander (or his/her designee) will conduct an oral interview with the applicant. Each interviewer will complete an Applicant Interview Score Sheet after the interview. All score sheets, as well as any other elements of the selection process, will be administered, scored, evaluated and interpreted in a uniform manner.
3. **9-1-1 Communications Testing** - Applicants applying for a position in the 9-1-1 Communications Center will be given a multitasking data entry test, written questionnaire prior to consideration. 9-1-1 applicants who fail the multitasking data entry test may test again in 30 days, if no other disqualifying aspects exist.
4. **Background Investigation** - If an applicant successfully completes the oral interview, a background investigation will be conducted by a member of the Columbia County Sheriff's Office. The following steps are required to complete the background investigation.

- A. **CVSA/Polygraph** - Part of the background investigation will 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
 - Fitness for duty
 - Past work/personal history (relevant to job)
 - Past Criminal Behavior
- B. **Firearms Qualification** - Georgia Certified Law Enforcement applicants must pass the Columbia County Sheriff's Office firearms qualifications course.
- C. **Conditional Offer** - 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 a conditional offer.
- D. **Psychological Exam** - Applicants for communications center, school crossing guards and 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.
- E. **Medical Examination and Drug Screen** - Applicants who successfully complete the process will be asked to submit to a medical examination and drug screen.
- F. **Duration of the Selection** - 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 will be required if the applicant is not selected within two years from date of application receipt. Applications can be updated anytime during the two year window.
5. **Probationary Appointment** - An applicant who successfully completes the process may be appointed to a minimum 12-month probationary status to evaluate the performance of the new employee.
6. **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 will only permit use of county-assigned vehicles to and from places of residence not to exceed (15) fifteen miles from the county line.
7. **Ineligibility Notice** - The applicant will be notified, in writing, if applicant is not selected.
8. **Reapplication** - Rejected applicants may reapply for consideration in six months; however those applicants who are disqualified for reasons which assure another rejection will not be reconsidered.

9. **Criteria for General Health and Fitness** - All sworn personnel will maintain a level of fitness that projects the image of a professional law enforcement officer
10. **Drug Testing** - All Columbia County Sheriff's Office personnel are subject to random drug testing.
11. **Advancement Opportunities** - The Columbia County Sheriff's Office provides advancement opportunities for all employees. A promotional process is in place for supervisory positions.

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