



DAWSON COUNTY SHERIFF'S OFFICE

19 Tucker Avenue

Dawsonville, Georgia 30534

Office (706) 344-3535 ~ Fax (706) 344-3537

HIRING PROCESS

- 1. Turn in a completed Dawson County Sheriff's Office application to the HR Director.** Applications will only be accepted during the application period. The application period will be a minimum of 14 days. Once the application period is established, it will be publicly announced through local media and other appropriate means. Under no circumstances will applications for employment be accepted prior to or following the application period. Please follow all instructions listed on the application. Failure to do so will result in your application being discarded.

All top qualifying applicants that are not hired for the initial position applied for will have their application on file for one year from the date of the last hiring step completed. If a vacancy occurs within that one year period, all qualified applicants will be reviewed again. The top applicant(s) will continue the hiring process from the last step completed. For minimum employment qualifications, please refer to Dawson County Sheriff's Office Policy# A-10 located on the Dawson County Sheriff's Office website.

- 2. Pass the initial background screening.** This includes a criminal records check and driver's history check.
- 3. Complete and pass the written basic skills test.** The Director of Human Resources will schedule all qualified applicants to take the written basic skills test. Full-time civilian applicants (excluding nurse applicants) will be required to take a basic adult education test. All Communications officer applicants will be required to complete the "National Dispatcher Selection Test". All deputy sheriff, detention officer and animal control officer applicants will be required to take specific entry-level peace officer tests.

Note: Applicants who do not pass the written basic skills test may re-apply during an announced application period; however, re-application may only be made after 90 days have passed since the applicant was initially rejected for employment. Any subsequent failures of these tests will disqualify the applicant from any further consideration for employment.

- 4. Complete the physical agility test.** The physical agility test (PAT) will be administered to all deputy sheriff, detention officer and animal control officer applicants. The Director of Human Resources will schedule all qualified applicants to take the PAT. All applicants must arrive on time and dressed appropriately.

- 5. Interview with division head or designee.** All applicants that have completed and successfully passed the prior steps in the hiring process will receive an oral interview with the division head or designee. Applicants should arrive prepared and on time. The division head or designee will forward on the top applicants to the Chief Deputy for review.
- 6. Interview with Chief Deputy.** The Chief Deputy will determine which of the applicants is most qualified for the position after conducting the oral interviews. Applicants should arrive prepared and on time.
- 7. Complete and pass a truth verification exam.** The Chief Deputy will direct the Office of Professional Standards to schedule the top applicant(s) for a truth verification exam consisting of a Computer Voice Stress Analysis (CVSA) and/or a polygraph examination. Applicants will be required to complete a pre-examination CVSA booklet.
- 8. Pass the final background check.** This includes verification of personal and professional references, verification of any qualifying credentials and appropriate follow-up measures to questionable information previously developed or obtained from the truth verification exam.
- 9. Conditional offer from the Sheriff.** Applicants who are recommended by the Chief Deputy for a conditional job offer will be referred to the Sheriff for his authorization to make a formal conditional offer of employment.
- 10. Pass a drug screening test and medical examination.** This will be conducted by a licensed medical doctor of the agency's choosing.
- 11. Complete a psychological fitness examination.** This will be conducted by a licensed psychologist of the agency's choosing. Deputy sheriff, detention officer, animal control officer and communications officer applicants will be required to complete this step.
- 12. Probationary hiring determination.** After all required information is assembled, the Chief Deputy will forward the top applicant(s) to the Sheriff for his review and decision concerning whether the applicant(s) should be offered employment on a probationary basis.

Please refer to Dawson County Sheriff's Office Policy #A-10 (Employee Selection Process) for complete and detailed policy procedures. This can be found at www.dawsoncountysheriff.org.