

PRIVACY ACT STATEMENT

This privacy act statement is located on the back of the FD258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 02/04/2021

APPLICANT PRIVACY RIGHTS NOTIFICATION SIGNATURE FORM

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure of obtaining a change, correction or updating an FBI identification record is set forth in Title 28, Code of Federal Regulations (CFR), 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 through 16.33 or review the [FBI website: \(http://fbi.gov/about-us/cjis/background-checks\)](http://fbi.gov/about-us/cjis/background-checks).

Signature

Print Name

Date



**Office of Professional Standards
Background and Recruiting Unit**

POLICE OFFICER SELECTION PROCESS

JOB APPLICATION: Your first step will be to complete the application on-line through the Clayton County Human Resources website. This application will be your "representative" during the entire selection process. It is important that you give it your best effort! Care should be taken to assure that words are spelled correctly, that you have listed dates of employment correctly, and answered all pertinent questions. Take your time completing the application; make it a good representation of yourself.

REQUIREMENTS FOR APPLICATION

EDUCATION:	High school graduate or G.E.D.
VISION:	Uncorrected 20/200, corrected to 20/20 in one eye and 20/40 in the other eye with no color vision deficiencies.
AGE:	Must be at least 21 years of age at the time of appointment.
WEIGHT:	Must be proportional to height.
DRIVERS LICENSE:	Must possess a valid unrestricted Georgia driver's license by date of hire.
CRIMINAL ACTIVITY:	Past or present criminal activity may be disqualifying even if such activity has not resulted in an arrest or a conviction.
ARRESTS:	Felony convictions are disqualifying. Misdemeanor convictions are disqualifying if an evaluation of their frequency, job relatedness, seriousness and/or intervening personal background indicates that the individual would be a poor risk as a Police Officer due to a disregard for the law.

After you have submitted the application, it will be reviewed by a Personnel Department (Civil Service) analyst to determine whether you have met the minimum requirements for the Police Officer position. If your application is incomplete or indicates that additional information or documents are required, you may be required to provide such additional information to establish your eligibility to participate in Police Officer selection process.

When your application has been approved, it will be submitted to the Clayton County Police Department's Background and Recruiting Unit. You will then receive notification by mail advising instructions and requirements for the 30 day period to complete the Compass Test and submit scores.

WRITTEN EXAMINATION: The Entrance Exams outlined per Ga POSTC standards will qualify as the written examination accepted for Police Officer applicants. When an individual passes the required POST entrance exam, the individual has met the state requirement for the POST certification application process. Applicant may test at any Technical College System of Georgia location, and details on how to schedule an appointment to take one of these tests will be attached along with the POST entrance exam access form. The test is offered at different times, and cost varies depending on the site. The test takes approximately two hours to complete, and results will be available immediately. Keep the results sealed in the envelope given at the time of testing.

If you pass the Entrance Examination, you will be invited to participate in the next phase of the selection process.

Note: If you fail the Entrance examination, you will need to retake the test 30 days from the initial testing date.

PHYSICAL AGILITY TEST: The Physical Agility Test is the next phase in the selection process. You should wear appropriate casual clothing and tennis or running shoes for this phase of the testing process. The Physical Agility Test consists of the following event:

1. Be able to complete an obstacle course within two (2) minutes.

The events are designed to test the physical characteristics of strength, agility, and endurance associated with the physical tasks demanded of Police Officers in the performance of their job.

If you are unable to satisfactorily perform any of the individual events or if you fail to complete the entire test within the designated time frame, you will have failed the Physical Agility Test.

You will be advised at the time you take the Physical Agility Test whether or not you have passed. If you do not pass the Physical Agility Test, you will have one more opportunity to take the test at a later date. Failure to pass the Physical Agility Test on your second try will result in your disqualification from the selection process for a period of six (6) months.

If you pass the Physical Agility Test you will be fingerprinted and given the Clayton County Police Background Packet that same day. You will have seven (7) days to complete the Background Packet and must submit the completed Background Packet to Clayton County Police Headquarters no later than 4:30pm on the seventh (7th) day. Failure to do so will result in a six (6) month disqualification period.

BACKGROUND INVESTIGATION: The background investigation normally takes several weeks and is conducted by the Clayton County Police Department. Sometimes the investigation takes longer, particularly if you have had past jobs or residences in other cities or states, because the Police Department has to wait until its letters of inquiry are answered and returned.

The background investigation shall include the following:

1. Verification of candidates qualifying credentials, educational achievement, current and past employment, age, residence, citizenship and driver's license.
2. Review of the candidate's criminal and traffic records, if any.
3. Interviews with prior employers, neighbors and at least three (3) personal references of the candidate.
4. Any other information required by the Georgia Peace Officers Standards and Training Act.

If you are disqualified in the background investigation, the police department will advise you in general terms why you are not an acceptable candidate. You will receive a written notice that your name has been removed from the police officer's eligibility list.

INTERVIEW WITH THE CHIEF OF POLICE/CONDITIONAL OFFER OF

EMPLOYMENT: The oral interview consists of actually sitting down and talking with the police Chief. The Chief of Police will decide if a conditional offer of employment will be extended to the candidate. The condition of this offer will be that the candidate successfully passes a polygraph, a medical evaluation, a drug screen and a psychological examination. If any portion is failed, the offer will be withdrawn.

POLYGRAPH EXAMINATION: the applicant will be administered a polygraph examination by a departmental polygraph examiner licensed by the State of Georgia. If a departmental polygraph examiner is unavailable, the department will use a private sector or public sector polygraph examiner licensed by the State of Georgia.

Admissions concerning illegal activities made during polygraph testing will be reviewed as to their employment acceptability factor.

Candidates for employment will be provided with questions relevant to the selection process and polygraph examination during the application process and prior to their appointment for an examination the applicant shall be advised of the results of the polygraph examination by the examiner upon completion of the examination.

Although the results of the polygraph examination itself will not be used as the determinant of employment status, deception to relevant questions during any part of the polygraph examination that is corroborated by other investigative means may eliminate the applicant from further consideration.

MEDICAL EXAMINATION: Physical and drug screen examinations shall be required of all persons under consideration for sworn and non-sworn positions to reveal any medical problems which might inhibit work performance or contribute to future work related injuries.

Physical and drug screen examinations shall be conducted at the Department's expense and the results thereof shall be submitted to the Chief.

Physical and drug screen examinations shall be conducted by a medical doctor licensed by the State of Georgia and selected by the Department.

PSYCHOLOGICAL FITNESS EXAMINATION: An emotional stability and psychological fitness examination shall be required of all persons under consideration for a sworn position and may be required of an applicant for a non-sworn position.

Emotional stability and psychological fitness examinations shall be conducted by a psychologist or psychiatrist licensed by the State of Georgia and selected by the Department. The psychologist shall maintain the examinations on file for purposes of review and security and shall notify the Director of his findings.



Clayton County Police Department Automatic Disqualifiers for All Applicants

While the Clayton County Police Department reviews all information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify an applicant from consideration. This list is not all inclusive and other information or facts revealed in the detailed background investigation may also be sufficient to disqualify an applicant.

DRIVING

- ✓ More than five (5) points for moving violations in the past two (2) years.
- ✓ Any current driver's license suspensions.
- ✓ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.
- ✓ Any serious traffic offenses pending adjudication.

DRUGS

- ✓ Any excessive drug use, including marijuana (will be reviewed on a case-by-case basis).
- ✓ Any illegal drug use, other than marijuana, (including anabolic steroids after February 27, 1991) at all in the past five (5) years.
- ✓ Any involvement in the sale, distribution, manufacturing, or transportation of any illegal drug to include acting as a third party. This includes arranging the sale, distribution, manufacturing or transportation of any illegal drug.
- ✓ Use of any prescription drug(s) or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

TATTOOS

- ✓ Visible tattoos on the face are generally prohibited.
- ✓ Visible tattoos on the neck, hands and fingers are generally prohibited, but will be considered at the discretion of the Chief of Police.
- ✓ Any tattoos depicting gang culture or criminal activity and behavior.

Note: For applicants in violation of departmental policy, consideration may be given for an extension, if they are willing to have tattoos removed. Policy violations must be corrected prior to scheduling a Chief's interview.

CRIMINAL CONVICTIONS AND ARRESTS

Note: The term **conviction** and **convicted** refers to the final judgment on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.

- ✓ Conviction of any felony or any crime involving moral turpitude (e.g., crimes contrary to justice, honesty, or good morals).
- ✓ Any conviction of fleeing or attempting to elude, or obstruction of a police officer.
- ✓ Any conviction of impersonating a law enforcement officer.
- ✓ Any conviction of family/domestic violence as defined by OCGA § 19-13-1.
- ✓ Any arrest within the previous five (5) years, or any arrest that is pending adjudication.
- ✓ Currently serving a sentence on probation.

Note: Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, **OCGA § 42-8-63.1 (c)** states that any discharge under first offender probation may be used to disqualify an individual from acquiring or maintaining a peace officer certification as provided for in Chapter 8 of Title 35, may disqualify an individual from employment in a certified position with a law enforcement unit, and may disqualify an individual from employment with the Georgia Peace Officer Standards and Training Council when the discharge under this article pertained to a felony offense or a crime involving moral turpitude. Therefore, applicants must disclose **any** first offender status events and fully explain the circumstances that led to their arrest.

GA POST CERTIFIED OFFICER(S)

Any applicant who holds a POST certification as a Peace Officer, Probation/Parole Officer, Corrections Officer, Jailor, and/or Communications Officer must be in **Good Standing** with the Georgia Peace Officer Standards and Training Council (GA POST) to be considered for the position of Police Officer with the Clayton County Police Department.

MILITARY

- ✓ Dishonorable or less than honorable discharge from any military service.
- ✓ General discharges will be judged on a case-by-case basis.

Untruthfulness and/or the intentional withholding of information on any application, interview, examination, or paperwork associated with the applied position is grounds for immediate and permanent disqualification from the Clayton County Police Department. Examples of withholding information would include deliberate inaccuracies or incomplete statements. Accordingly, the Clayton County Police Department has the authority to investigate and consider any actions by an applicant that could be considered morally corrupt, violent, a felony crime, past and ongoing criminal behavior, past criminal history, or other behaviors that might negatively impact their ability to perform their role if they are hired.



Office of Professional Standards
Background and Recruiting Unit

REQUIRED DOCUMENTS

The items listed below are needed to complete processing of your application for the position of Police Officer. These items should be turned in with your completed background information booklet. Applicants not returning the material by the deadline will be removed from the eligibility roster. While we realize some documents may take longer to obtain than allowed in this period, every effort should be made to return the completed information. When filling out the background booklet, include **COMPLETE** information including addresses, zip codes, and telephone numbers where specified. **INCOMPLETE BOOKLETS WILL RESULT IN REMOVAL FROM THE ROSTER.**

1. A copy of your driver's license
2. A copy of your social security card
3. A copy of your birth certificate and/or naturalization paperwork
4. A copy of your high school diploma or GED certificate, (official transcripts are required if you do not have diploma or certificate)
5. A copy of your DD214 form (if applicable)
6. A copy of your marriage license (if applicable)
7. A transcript of any major court cases you have been involved in (if applicable)
8. A copy of divorce decree (if applicable)
9. An official copy of college transcripts and/or certificates of training you have received
10. A copy of your Georgia and/or Out of State seven (7) year driver's history (this can be obtained through the Department of Driver Services, www.dds.ga.gov), with attached purchase receipt.
11. An official copy of Entrance Exam test results (if applicable)
12. Two passport photographs (this can be obtained at your local CVS, Walgreen's, or Wal-Mart stores)

If you have any questions concerning this process, please call the Background and Recruitment Unit at (770) 477-3534.



**Office of Professional Standards
Background and Recruiting Unit**

PRELIMINARY INTERVIEW AFFIDAVIT

After reading each requirement below, sign your initials by each line to indicate your acknowledgement and affirmation of the corresponding statement.

- _____ I am a citizen of the United States of America.
- _____ I am at least 21 years old.
- _____ I possess a high school diploma or its recognized equivalent.
- _____ I have uncorrected vision of at least 20/200, corrected to 20/20 in one eye and 20/40 in the other eye with no color vision deficiencies.
- _____ I do/will possess a valid Georgia Driver's License (by date of hire).
- _____ I have never had any disciplinary action (suspension, revocation, etc.) taken against me by any certifying or licensing authority, nor been denied license or certification by such authority.
- _____ I currently have less than 6 points for moving violations on my driver's license.
- _____ I have no record of conviction for a felony crime.
- _____ I have no record of a series of misdemeanor crimes which would indicate a pattern of disregard for the law.
- _____ I have no record of conviction for an offense involving domestic violence (misdemeanor or felony).
- _____ I have never committed a crime involving moral turpitude (without regard to conviction).
- _____ I have never been a member of a street gang.
- _____ I am not currently using any illegal drug.
- _____ I do not have a history of illegal drug usage which would interfere with my successful performance of the duties required of a Police Officer.
- _____ I do not currently abuse alcohol.
- _____ I am currently not under contract with any other law enforcement agency.

After reading each function below, sign your initials by each line to indicate your acknowledgement and affirmation that you have the ability to perform the corresponding function, with or without a reasonable accommodation, but following your completion of the Basic Law Enforcement Training Course (BLETC):

- _____ Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
- _____ Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- _____ Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what extent.
- _____ Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in poor road conditions caused by factors such as fog, smoke, rain, ice and snow.
- _____ Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- _____ Gather information in criminal investigations by interviewing and obtaining statements of victims, witnesses, and suspects.
- _____ Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
- _____ Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of positions under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- _____ Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- _____ Conduct visual and audio surveillance for extended periods of time.
- _____ Engage in law enforcement patrol functions that include such things as working shifts, walking on foot patrol and physically checking for security of buildings, windows and doors.
- _____ Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- _____ Demonstrate communications skills in court and other formal settings.

- _____ Detect and collect evidence and substances that provide the basis of criminal offenses or indicate the presence of dangerous conditions.
- _____ Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- _____ Perform rescue functions at accidents, emergencies, and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
- _____ Process and transport prisoners using handcuffs and other appropriate restraints.
- _____ Extinguish small fires by using a fire extinguisher and other appropriate means.
- _____ Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.

I hereby certify and affirm that all answers and subsequent statements made in this questionnaire are true and correct. I further understand that any misrepresentation of material facts will subject me to disqualification for employment consideration, or dismissal from the Clayton County Police Department.

Signature of Applicant

Date

Notary Seal
Here

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public



Office of Professional Standards
Background and Recruiting Unit

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, hereby acknowledge that I am a Peace Officer applicant, or a candidate for appointment or certification to a position as a Peace Officer in the State of Georgia, or for attendance at a basic training course required for such appointment and certification.

1. I hereby request that my former employers release to any law enforcement agency requesting employment related information as defined in O.C.G.A. §35-8-8(c)(1) the following:

All written information contained in a prior employer's records or personnel files that relates to an applicant's, candidate's, or peace officer's performance or behavior while employed by such prior employer, including performance evaluations, records of disciplinary actions, and eligibility for rehire. Such term shall not include information prohibited from disclosure by federal law or any document not in the possession of the employer at the time a request for such information is received.

2. In consideration of your providing such information to my prospective Law Enforcement employer, I hereby forever release and agree to hold harmless and to defend from all liability for any claims, causes of action or suits or charges by every former employer who provides such complete and accurate information about my employment to the requesting law enforcement agency in accord with O.C.G.A. §35-8-8(c)(2).

3. I understand that O.C.G.A. §35-8-8(c)(5) provides as follows:

Before taking final action on an application for employment based, in whole or in part, on any unfavorable employment related information received from a previous employer, a law enforcement agency shall inform the applicant, candidate, or peace officer that it has received such employment related information, and that the applicant, candidate, or peace officer may inspect and respond in writing to such information. Upon the applicant's, candidate's, or peace officer's request, the law enforcement agency shall allow him or her to inspect the employment related information and to submit a written response to such information.

The request for inspection shall be made within five business days from the date that the applicant, candidate, or peace officer is notified of the law enforcement agency's receipt of such employment related information. The inspection shall occur not later than ten business days after said notification. Any response to the employment related information shall be made by the applicant, candidate, or peace officer not later than three business days after his or her inspection.

Applicant Signature

(Print Name)

Sworn to Before Me this _____ day of _____ 20____

Notary Public

Signature of Notary

My commission expires: _____



Office of Professional Standards
Background and Recruiting Unit

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Clayton County Police Department, Internal Affairs Unit, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the US. Veteran's Administration; employment and pre-employment records, including background reports, polygraph reports and charts; efficiency ratings; complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Clayton County Police Department. I **also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.**

A photocopy of this release form will be valid as an original thereof, even though said photocopy does not contain any original writing of my signature.

Signature: _____

Address: _____

DOB: _____ SSN: _____

Notary Seal
Here

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public



Office of Professional Standards
Background and Recruiting Unit

CONSENT FORM

I hereby authorize the Clayton County Police Department, Background and Recruitment Unit to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency.

Full Name (Printed)

Address

RACE_____

SEX_____

DOB_____

SSN_____

Signature

Date

Notary Seal
Here

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public



Office of Professional Standards
Background and Recruiting Unit

APPLICANT EMPLOYMENT VERIFICATION

Do you give the Background and Recruitment Unit permission to conduct a work record check with your current employer? Yes _____ No _____

If you do not wish for us to do so at this time, please list all disciplinary actions taken against you, or pending, by your current employer. This information will be verified prior to your being employed with Clayton County.

Any falsification or omission will result in your name being removed from the eligibility roster.

Signature

Date

Notary Seal
Here

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public



Office of Professional Standards
Background and Recruiting Unit

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I authorize the National Personnel Records Center, St. Louis, Missouri, or other custodian of my military records to release to Clayton County Police Department, Background and Recruitment Unit, information or photocopies from my military personnel and related medical records. This could include a photocopy of my DD214 form, Report of Separation, or Article 15's and/or non-judicial punishment.

Signature

Date

Notary Seal
Here

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public



CLAYTON COUNTY POLICE DEPARTMENT

BACKGROUND AND RECRUITMENT CAREER DEVELOPMENT DIVISION

MEMORANDUM OF UNDERSTANDING AND ACKNOWLEDGEMENT

Initial on the blank next to each paragraph acknowledging your understanding. Sign and date the document at the bottom.

_____ Applicants for employment with this Department shall not develop or knowingly commence or maintain personal or financial relationships with any individual who they know or reasonably should know are engaged in criminal activity, is under criminal investigation, indictment, or arrest, or who is a convicted felon, parolee, fugitive, registered sex offender, gang member, or who has a reputation for present or past involvement in felonious criminal behavior.

_____ No applicant shall join, advocate for, or associate with any hate groups, paramilitary gangs, criminal organizations, or any other person or group, if the applicant knows, or should know, that type of association is likely to adversely affect the applicant's or the Department's credibility.

_____ Applicants shall not frequent or associate with persons, organizations, or places with a known criminal or bad reputation/background where such associating or frequenting would be detrimental to the image of the Department or the County.

_____ The very nature of police work puts employees in direct contact with witnesses, victims, suspects, arrested persons, criminal defendants awaiting trial and inmates. To avoid any appearance of impropriety, actions that potentially undermine one's authority as a law enforcement officer or allegations of undue influence, no applicant shall fraternize with any known or suspected witnesses and/or victims during the pendency of matter being handled by the Clayton County Police Department, or suspects, arrested persons, criminal defendants awaiting trial or inmates.

_____ When personal or family relationships place an applicant in conflict with this agreement, due to sharing the same household or when such relationships create a need for enhanced security for any equipment issued to the applicant, said applicant must immediately report the facts in writing via a memorandum addressed to the Chief of Police. This memo will be given to the applicant's recruiting officer to be forwarded to the Commander of the Background and Recruiting Unit and Office of Professional Standards (OPS) for confidential filing and storage.

I hereby certify and affirm that I understand the information contained in this acknowledgement and have been given an opportunity to ask questions, if necessary. By signing this document, I certify and affirm that I will adhere to these requirements at all phases of hiring and employment with the Clayton County Police Department.

Applicant's Signature

Witness's Signature

_____ day of _____, 20_____
Date

_____ day of _____, 20_____
Date



Office of Professional Standards
Background and Recruiting Unit

Social Media Usage Affidavit
(Effective October 27, 2014)

Clayton County Police Department Standard Operating Procedure *B17: Use of Social Media* states:

"All new candidates seeking employment as a sworn peace officer shall be required to complete an affidavit indicating their participation in any social media website for the previous three (3) years prior to the date of application. This affidavit will include the name of the sites he/she has joined or has used with the past three (3) years. The candidate may be required to provide Internal Affairs with access to these sites as part of the background investigation process."

Within the previous three (3) years I, _____, have not participated in any form of social media to include, but not limited to, Facebook, Instagram, MySpace, Twitter, etc.

Within the previous three (3) years I, _____, have participated in the following forms of social media:

Candidate Signature

Date

Notary Seal
Here

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public Signature



Clayton County Police Department
Background and Recruiting Unit

**ONE MISSION. ONE VISION.
OUR FUTURE.**

RECRUITER CONTACT INFORMATION:

RECRUITMENT HOTLINE: 770-477-3534

Police Officer J. Waldron

jaleel.waldron@claytoncountyga.gov

Contact: (678) 610-4712

Police Officer D. Ayers

desmond.ayers@claytoncountyga.gov

Contact: (770) 472-8079

Police Officer G. Middleton

gershay.middleton@claytoncountyga.gov

Contact: (770) 477-3787

Police Officer L. Goolsby

larnell.goolsby@claytoncountyga.gov

Contact: (770) 472-8028

RECRUITMENT UNIT SUPERVISION

Sergeant Kelly A. Gregory – Unit Supervisor

kelly.gregory@claytoncountyga.gov

Contact: (770) 473-3905

Captain Ricky D. Porter – Unit Commander

ricky.porter@claytoncountyga.gov

Contact: (770) 603-4154

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