

This is the Document Explanation section from which a few questions get asked:

- Texas Driver's License or other state if you are a military dependent – this is per state law: You have 30 days to get a state DL once you have moved your residence or have been discharged from the military.
- Non-laminated Social Security Card – if you alter your social security card in any manner, you have invalidated the document. See your email inviting you to test for how to obtain a replacement using online methods.
- Original or certified birth certificate (it cannot be a hospital issued birth certificate); OR an Original/Certified Naturalization papers. Must contain a raised seal or some sort of county or state seal. A hospital birth certificate is not a valid verification of proof of birth.
- High school diploma or GED, high school transcript or Accredited College Transcript showing graduation date. 2 years in the military will also work as proof of your high school/ged requirement.
- If you were in the military, the DD214 Member-4 form with honorable discharge – the codes are important. DD214's are needed for each tour of service.
- If you have college degrees, those diplomas – there is an education incentive. Do Not send sealed transcripts from colleges to us, but have them mailed to you and you can bring them in their **sealed** envelopes.
- **CERTIFIED COPIES OF COURT RECORDS INVOLVING ANY CRIMINAL OR CIVIL PROCEEDINGS AGAINST YOU TO INCLUDE THE FINAL COURT RULING.** – This is probably the most asked about section. Whether you were convicted or not of any crime higher than a traffic citation, you will have to obtain the court's documents showing the outcome (called the disposition) from that court. This includes a Class 'C' **non-traffic** citations as well. It will need to be a certified copy from the court where the case was heard and/or dismissed. It is the description of what you had to do to satisfy the law being broken.

Other Documents you are asked to fill out throughout the process:

- Personal History Statement – this is the background investigator's packet to start the background investigation and validate information provided. It is in depth and there are no omissions accepted. If it is incomplete, the applicant will be removed from the process. If an applicant has a question, they need to contact the background investigator to sort through it.
- PREA – this is the Prisoner Rape Elimination Act Form and basically it is to fact-find if an applicant has ever been accused or charged with the mistreatment of persons under the age of 18 or federal persons. Answering yes is not an immediate disqualifier.
- Release of Information – This form allows the background investigator to obtain information pertaining to the applicant's employment, military, credit, education or medical records, including but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.
- Personal Information Form – Many checks are done on applicants such as social media, criminal history, a national check of reported police involvements, etc. It is imperative you fill this information out on your form **and** inside your personal history statement.
- The Emergency Contact Form – This is for the Sheriff's Admin in case some incident has occurred and the applicant cannot speak or direct staff as to who to call, who their medical doctor is, and who the medical is sought from. This form is provided to an applicant once they have completed the COE phase.
- The New Hire Form – This form goes into a secondary section of your personnel file for Admin purposes. This is completed by the applicant once hired into the agency.

If you have any questions, please contact Officer Clay for further help.