

ROCKWALL COUNTY SHERIFF'S OFFICE



VOLUNTEER/CONTRACT PERSONNEL APPLICATION FOR ALL POSITIONS

Received By: _____

Date Received: _____

Revised 04/10/24

Instructions for Completing the Volunteer/Contract Personnel Application

Thank you for your interest in the Rockwall County Sheriff's Office Detention Center Volunteer Program. Please complete the application and be as thorough as possible. An incomplete application or willful omission of information may delay verifying the information or result in the denial of your request to participate. A notarized copy must be submitted before participation begins.

Disqualifiers include:

- Under the age of 18.
- Pending charges or active warrants.
- Gang affiliations.
- Criminal arrests or convictions for offenses related to physical violence or the threat of physical violence above Class C Misdemeanors.
- Criminal arrests or convictions for sexual-related offenses.
- Arrests or incarcerations within the past three (3) years for Class A Misdemeanors and above.
- Poor references or failure of references to respond
- Incomplete application.

Application may be dropped off or mailed to:

**Rockwall County Sheriff's Office
Detention Center
Attention: Detention Clerk
950 T. L. Townsend
Drive Rockwall, TX
75087**

Application may be emailed to:

mcole@rockwallcountytexas.com

If you have questions or need assistance the phone number is **972-204-7113**.

Volunteer/Contract Personnel Application

Applicant: _____
(Last Name) (First Name) (Full Middle Name)

Other Names: _____
(Aliases, Maiden Names, Nicknames, etc.)

Birth Date: _____ Age: _____ Sex: _____

Social Security #: _____ - _____ - _____

Driver's License and/or ID Card #: _____ State: _____

Physical Address: _____

City, State, Zip Code: _____

P.O. Box (if applicable): _____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell #: (____) _____ Email Address: _____

Services you are applying for: ☐ Volunteer/Intern ☐ Contract Personnel

Company or other affiliation: _____

Have you ever applied with the Rockwall County Sheriff's Office? ☐ Yes ☐ No

If yes, when? _____

1. Are you a citizen of the United States of America? ☐ Yes ☐ No

2. If not, do you have an INS card or a work visa? ☐ Yes ☐ No

3. Do you have a high school diploma or GED? ☐ Yes ☐ No

4. Do you have a bachelor's degree or higher? ☐ Yes ☐ No

5. Do you have a valid and current driver's license? ☐ Yes ☐ No

6. Have you ever been arrested? ☐ Yes ☐ No

If Yes, State the reason and date: _____

7. Have you ever been convicted of any offense other than a minor traffic offense?

****Any felony convictions may be cause for denial of your application****

☐ Yes ☐ No

If Yes, State the reason and date: _____

8. Have you been discharged from any military service under less than honorable conditions including: under other than honorable conditions, bad conduct, dishonorable, or any other characterization of service indicating bad character? ☐ Yes ☐ No

If Yes, Identify the reason for the discharge: _____

9. Have you ever used, bought, furnished, or sold any controlled substance or dangerous drug, including marijuana, to another? ☐ Yes ☐ No

If Yes, State the date: _____

10. Have you ever been discharged from any place where you have volunteered or worked for disciplinary reasons, resigned to avoid suspension or discharge, or resigned during a disciplinary investigation without final judgment being rendered? ☐ Yes ☐ No

11. Have you ever been convicted of soliciting or providing support for an act of terrorism, Terrorism, or money laundering in support of terrorism? ☐ Yes ☐ No

12. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)? ☐ Yes ☐ No

13. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? ☐ Yes ☐ No

14. Have you been civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? ☐ Yes ☐ No

15. Have you ever been accused of an inappropriate or unauthorized relationship in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? ☐ Yes ☐ No

16. Have you ever been accused of sexual abuse or resigned from employment during a pending investigation of an allegation of sexual abuse? ☐ Yes ☐ No

17. Have you ever been accused of sexual harassment?
☐ Yes ☐ No
18. Have you ever had a substantiated finding of sexual harassment of an offender, resident, or student in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)?
☐ Yes ☐ No
19. Are you under indictment for or otherwise charged with a felony, have you ever been convicted of or pleaded guilty to a felony, or have you ever been adjudicated as a delinquent child for committing an act that would be a felony if committed by an adult?
☐ Yes ☐ No
20. Have you ever been convicted of, or pleaded guilty to, a misdemeanor offense of violence, a charge of domestic violence, or a similar offense, in this or any other state?
☐ Yes ☐ No
21. Are you under indictment for, or otherwise charged with, assault or negligent assault?
☐ Yes ☐ No
22. Are you currently the subject of a civil protection order, a temporary protection order, or a protection order issued by a court of this or any other state?
☐ Yes ☐ No
23. Have you ever been accused of or convicted of the illegal conveyance of weapons, drugs, or other prohibited items onto the grounds of a detention facility or institution?
☐ Yes ☐ No
24. Are you currently under state supervision in any jurisdiction or otherwise serving a sentence on parole or probation?
☐ Yes ☐ No

If yes, to any of these questions, explain on the back of this page or insert a separate page.

PERSONAL REFERENCES

List of two (2) persons who know you well enough to provide current information about you. **Do not list relatives or past/present employers.**

Name: _____ Occupation: _____

Home Address: _____ Years Acquainted: _____

Home Phone #: _____ Work Phone: _____

Email: _____

Briefly describe relationship with this person: _____

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Home Phone #: _____ Work Phone: _____

Email: _____

Briefly describe relationship with this person: _____

CURRENT/PREVIOUS EMPLOYERS

(If not currently employed, list two (2) previous employers)

Current Employer:

Employer Address:

Street # / Address

City/State

Zip

Employer Telephone Number: (_____) _____

Employment began on: _____ Ended: _____ = Total Time _____

Immediate Supervisor: _____ Phone: _____

Title/Duties/Responsibilities: _____

Previous Employer:

Employer Address:

Street # / Address

City/State

Zip

Employer Telephone Number: (____) _____

Employment began on: _____ Ended: _____ = Total Time _____

Immediate Supervisor: _____ Phone: _____

Title/Duties/Responsibilities: _____

PERSONAL HISTORY STATEMENT

The Volunteer/Contract Personnel Pre-Screening Checklist is used to determine if an applicant meets minimum standards for consideration for access to Rockwall County Sheriff's Office Detention Center. All applicants are required to answer all questions, regardless of applicability.

After completion and return of the Checklist, you are required to keep the RSO informed of any changes (address, phone numbers, etc.). Failure to do so could result in your disqualification.

I affirm that the answers and written explanations I have made to each inquiry in this official document are true to the best of my knowledge and belief. I also acknowledge by my signature below that any falsification, misrepresentation, or omission of any information may be just cause for the rejection of my Checklist or used as a basis for my dismissal from the Rockwall County Sheriff's Office.

I also acknowledge by my signature below that falsification, misrepresentation, or omission in this checklist could be violations of the Texas Penal Code, Chapter 37 – "Perjury and other Falsification".

Signature of Applicant

Date

SUBSCRIBED AND SWORN TO BEFORE ME, THE UNDERSIGNED ON
THIS _____ DAY OF _____ 20____.

NOTARY'S SIGNATURE

DATE

(notary seal)

NOTARY PUBLIC IN AND FOR ROCKWALL COUNTY, TEXAS



Rockwall County Sheriff's Office
Sheriff Terry Garrett

950 T. L. Townsend Drive, Rockwall, TX 75087
(972) 204-7115 / fax (972) 204-7129

Personal Inquiry Waiver Authority for Release of Information

I _____, do hereby authorize a review of, photocopying of, and full disclosure of, all records, and information concerning myself to any duly authorized Agent of the Rockwall County Sheriff's Office, whether the said records are of private, public or confidential nature, and regardless of any agreement I may have made with you previously to the contrary.

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 any other financial statements and records wherever filed; employment and pre-employment records, including background reports; efficiency ratings, complaints or grievances filed by or against me; records and recollections of Attorneys at Law or other Counselor (whether representing me or another person in any case), either criminal or civil, and any medical records in which I presently have or have had an interest in.

I understand that any information obtained by the Pre-Screening Application Checklist, Personal History Statement, and Background Investigation, which is developed directly or indirectly, in whole or in part, upon this release of authorization, will be considered in determining my suitability for volunteer/contract personnel status at the Rockwall County Sheriff's Office. 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 hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

Information received from all sources will be kept confidential and will not be released to the Applicant. Information will be released to any Law Enforcement Agency requesting same and presenting a valid release form signed by Applicant. Information received becomes part of the Personnel File and may be used for internal reviews and investigation.

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

Signature (including maiden name): _____

Address/City/State/Zip Code: _____

Phone: (____) _____ Date of Birth: ____ / ____ / ____ SSN: _____ - _____ - _____

Subscribed and sworn to before me, by _____ this _____ day of _____, 20_____, to certify which witness my hand and seal of Office.

(Notary seal)

NOTARY'S SIGNATURE

DATE

NOTARY PUBLIC IN AND FOR ROCKWALL COUNTY, TEXAS