



OFFICE OF THE SHERIFF

FULTON COUNTY

185 Central Ave SW
9th Floor
Atlanta, Georgia 30303

THEODORE JACKSON
SHERIFF

Telephone: (404) 612-5100
Fax: (404) 612-7105

Dear Prospective Applicant:

Thank you for your interest in joining the Fulton County Sheriff's Reserve. The Reserve Unit is a group of volunteer (non-paid), state-certified officers who support the core mission of the Sheriff's Office and the Fulton County community.

Enclosed you will find a background booklet and a candidate information letter. Please review the candidate information letter. This letter illustrates the requirements to obtain and maintain membership in the organization.

The Reserve Unit currently has four divisions which supplement the regular staff members of the sheriff's office. Those divisions are Court Services, Law Enforcement, Jail, and Administrative Services. In addition, members of our unit routinely support community and philanthropic activities for the citizens of Fulton County.

Below is a step by step process that you will need to complete prior to submission of your application.

We thank you in advance for your interest in the organization. It will require hard work and dedication on your part, but you will in turn inherit a whole new family that is dedicated to serving the citizens of Fulton County.

Sincerely,

David Adcock

Major David Adcock

Reserve Unit Commander
Fulton County Sheriff's Office
185 Central Avenue 9th Floor
Atlanta, Georgia 30303
404.612.9236
david.adcock@fultoncountyga.gov

APPLICATION INSTRUCTIONS

Previous Full-time Members of the Fulton County Sheriff's Office or Reserve Unit

1. Applicant must be in good standing with POST before proceeding with application process.
2. Fill out Background Investigation Form.
3. Print out a current copy of your POST record and return with above application.
4. Provide a letter of good standing from current employer.
5. Provide a copy of your Current Georgia Driver's License and a certified copy of your 7 year driver history.
6. Provide a Doctors Affidavit using the attached POST approved form.
7. Provide a copy of your social security card.
8. Provide a copy of your birth certificate.
9. Provide a current copy of your credit report.
10. Provide a copy of your High School Diploma or GED.
11. Pass a polygraph exam.
12. Pass a random drug screen.
13. A review of this information along with previous employment records will be reviewed.

New Applicants

1. Fill out Background Investigation Form.
2. Fill out Background booklet.
3. Provide a letter of good standing from current employer.
4. Provide a copy of your Current Georgia Driver's License and a certified copy of your 7 year driver history.
5. Provide a Doctors Affidavit using the attached POST approved form.
6. Provide results of Compass, or ACT, or SAT, or ASSET Exam - Required for POST certification
7. Provide a copy of your POST record if you are already certified.
8. Provide a copy of your social security card.
9. Provide a copy of your birth certificate.
10. Provide a copy of your United States Naturalization document, if applicable.
11. Provide a copy of United States Military Discharge Form (DD214) Member 4, if applicable
12. Provide a copy of your marriage license.
13. Provide a current copy of your credit report.
14. Provide a copy of your High School Diploma or GED.
15. An oral interview will be scheduled after a review of your criminal history.
16. Pass a polygraph exam.
17. Pass a random drug screen.

Please return your completed application package to:

Fulton County Sheriff's Office
Attn: Major David Adcock / Reserve Unit Commander
Care of: Cynthia Lovejoy-Norman 185 Central Avenue, 9th Floor
Atlanta, Georgia 30303

Questions or Comments

Name	Position	Phone	Email
Lt. Colonel Maria McKee	Court Services/Reserve Commander	404-612-6782	maria.mckee@fultoncountyga.gov
Major David Adcock	Reserve Unit Commander	404-612-8366	david.adcock@fultoncountyga.gov
Cynthia Lovejoy-Norman	Administrative Asst.	404-612-9262	cynthia.norman@fultoncountyga.gov