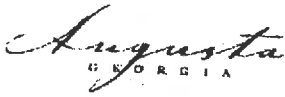


Employment Record

Name Hucko(Alford), Lora G. Empl 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,542.48	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.33	0	2018 Cluster Increase
06/06/2018	DEPUTY	SDR81NQ163	5041	\$1,660.33	15	NEW PCN AND PAY GRADE
01/22/2019				\$1,726.58	0	CLUSTER INCREASE PART II
06/01/2019				\$38.46	0	REMOVE HONOR GUARD INCENTIVE
06/27/2020				\$45,564.46	0	COLA INCREASE
07/10/2021				\$75.00	0	K9 INCENTIVE ADDED



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

HR-1 FORM

Employee Name: Lora G. Hucko

EMP I.D.: 15176

DEPT #: 5041

Proposed Effective Date: 7/10/2021

PART 1: TYPE OF REQUEST ---▶ #1: must fill out Part 2-A ONLY ---▶ #2-12: must fill out Part 2-B & Part 3 ---▶ #13: must fill out Part 2-C & Part 3 ---▶ #14: fill out Part 2 & 3

1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Home Phone #: () -

Address: _____

Cell Phone #: () -

Office Phone #: () -

Employee Signature (required for personal information changes): _____

Date: _____

B. POSITION INFORMATION

C. SEPARATION INFORMATION

	CHANGE FROM	CHANGE TO
Dept. #	5041	5041
Job Title	DEPUTY	DEPUTY
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	15	15
PCN	SDR81NQ163	SDR81NQ163
Daily Hours	12 HRS.; S	12 HRS.; S
Hourly Rate	20.86	20.86
Bi-Weekly Salary	1752.48	1752.48
Annual Salary	45,564.46	45,564.46
Supplemental Pay	NA	75.00
Safety Sensitive (Y or N)	Y	Y
GL Account number:	273031310	273031310

SEPARATION FROM SERVICE REASON:

- VQ 01 Resignation
 VQ 02 Failure to Report to Work/AWOL
 VQ 03 Lay-Off/RIF
 VQ 04 Death
 VQ 05 Loss of Job Requirements
 VQ 06 Termination
 VQ 07 Retirement

Date Hired: _____

Last Day Worked: _____

Separation Date: _____

Terminated 3 days ADM Given: YES NO

Proper Notice Given: YES NO

Eligible for Re-Hire? YES NO

If Not Eligible for Re-Hire - Complete Part 3 and Review Eligibility Guidelines

VAC BAL: _____ COMP BAL: _____

Employee Replaced (Name & I.D.): _____

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO

(if no, must give explanation for request)

Employee is to receive the K9 incentive of 75.00 per pay period. Job descriptions attached. The Sheriff's Office has the funding.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Bonnie Hayes Contact Phone #: 706-821-1095 Date Of Request: 6/15/2021

Department Director Signature: [Signature] Concurrence Date: 6-15-21

Department Director Signature: _____ Concurrence Date: _____

Administrator Signature (only required for ineligibility for rehire): _____ Concurrence Date: _____

General Counsel Signature (only required for ineligibility for rehire): _____ Concurrence Date: _____

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

EMP MGR/Date:	HR MGR/Date:	HR Comp/Date:
EMP RELATIONS/Date:	HR DIR/Date:	City ADM/Date:

Name

Hucko(Alford), Lora G.

Employment Record

Date

11/13/2010
05/28/2011
12/24/2011
01/21/2012
12/22/2012
12/21/2013
01/03/2015
03/12/2016
08/26/2017
12/30/2017
02/24/2018
06/06/2018
01/22/2019
06/01/2019
06/27/2020

Empl
15176

Computer #
C021

PCN
SPR0526041

Department
5034

Date of Hire
11/13/10

Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr			\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer		5041	\$1,153.12	0	Jailer certification
12/24/2011	Deputy C			\$1,206.96	43	Graduated Basic Mandate
01/21/2012	Deputy C	SDR0313182		\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"			\$1,418.93	43	Tier Level Increase
03/12/2016			5041	\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,542.48	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.33	15	2018 Cluster Increase
06/06/2018	DEPUTY	SDR81NQ163	5041	\$1,660.33	0	NEW PCN AND PAY GRADE
01/22/2019				\$1,726.58	0	CLUSTER INCREASE PART II
06/01/2019				\$38.46	0	REMOVE HONOR GUARD INCENTIVE
06/27/2020				\$45,564.46	0	COLA INCREASE

Employment Record

Name Hucko(Alford), Lora G. Empl # 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,542.48	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.33	0	2018 Cluster Increase
06/06/2018	DEPUTY	SDR81NQ163	5041	\$1,660.33	15	NEW PCN AND PAY GRADE
01/22/2019				\$1,726.58	0	CLUSTER INCREASE PART II
06/01/2019				\$38.46	0	REMOVE HONOR GUARD INCENTIVE



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

Employee Name: Lora G. Hucko EMP I.D.: 15176 DEPT #: 5041 Proposed Effective Date: 6/1/2019

PART 1: TYPE OF REQUEST --> #1: must fill out Part 2-A ONLY --> #2-12: must fill out Part 2-B & Part 3 --> #13: must fill out Part 2-C & Part 3 --> #14: fill out Part 2 & 3

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION
Name Change:
Address:
Employee Signature (required for personal information changes):
Date:

Table with columns: B. POSITION INFORMATION (CHANGE FROM, CHANGE TO) and C. SEPARATION INFORMATION (SEPARATION FROM SERVICE REASON: VQ 01-07, Date Hired, Last Day Worked, Separation Date, etc.)

PART 3: EXPLANATION FOR REQUEST See Attached Documentation? [X] YES [] NO (if no, must give explanation for request)
EMPLOYEE IS NO LONGER ON HONOR GUARD. JOB DESCRIPTION ATTACHED. THE SHERIFF'S OFFICE HAS THE FUNDING.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Bonnie Hayes Contact Phone #: (706) 821-1095 Date Of Request: 5/15/2019
Department Director Signature: John Francisco Concurrency Date: 5/15/19

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: [] PAYROLL [] BENEFITS Verified: [] Employee Information [] Position Information [] Separation Information

Received on (date): Effective on the PP begin/end date of: Processed By/Date:

Table with rows: EMP MGR/Date, HR MGR/Date, HR Comp/Date, EMP RELATIONS/Date, HR DIR/Date, City ADM/Date

Employment Record

Name Hucko(Alford), Lora G. Empl # 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,542.48	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.33	0	2018 Cluster Increase
06/06/2018	DEPUTY	SDR81NQ163	5041	\$1,660.33	15	NEW PCN AND PAY GRADE

Employment Record

Name Hucko(Alford), Lora G. Empl # 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary inerece
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,542.48	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.33	0	2018 Cluster Increase

Employment Record

Name Hucko(Alford), Lora G. Empl # 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,542.48	0	Salary with 84 hours and 1.5% cola.

Employment Record

Name Alford, Lora G. Empl # 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

Employee Name: Lora G. Alford EMP I.D.: 15176 DEPT #: 5041 Proposed Effective Date: 8/26/2017

PART 1: TYPE OF REQUEST ---▶#1: must fill out Part 2-A ONLY ---▶#2-12: must fill out Part 2-B & Part 3 ---▶#13: must fill out Part 2-C & Part 3 ---▶#14: fill out Part 2 & 3

1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Address: _____

Employee Signature (required for personal information changes): _____ Date: _____

Home Phone #: () -
Cell Phone #: () -
Office Phone #: () -

B. POSITION INFORMATION			C. SEPARATION INFORMATION	
	CHANGE FROM	CHANGE TO	SEPARATION FROM SERVICE REASON:	
Dept #	5041	5041	<input type="checkbox"/>	VQ 01 Resignation
Job Title	Deputy	Deputy	<input type="checkbox"/>	VQ 02 Failure to Report to Work/AWOL
FLSA Status (E or NE)	NE	NE	<input type="checkbox"/>	VQ 03 Lay-Off/RIF
Pay Class	100	100	<input type="checkbox"/>	VQ 04 Death
Salary Grade	43	43	<input type="checkbox"/>	VQ 05 Loss of Job Requirements
PCN	SDR0313182	SDR0313182	<input type="checkbox"/>	VQ 06 Termination
Daily Hours	12 Hrs.; S	12 Hrs.; S	<input type="checkbox"/>	VQ 07 Retirement
Hourly Rate	\$18.09	\$18.09	Date Hired:	
Bi-Weekly Salary	\$1,447.32	\$1,447.32	Last Day Worked:	
Annual Salary	\$37,630.32	\$37,630.32	Separation Date:	
Supplemental Pay	NA	38.46	Terminated 3 days ADM Given: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Safety Sensitive (Y or N)	Y	Y	Proper Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO	
GL Account number:	273031310	273031310	Eligible for Re-Hire? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Employee Replaced (Name & I.D.):			VAC BAL: COMP BAL:	

PART 3: EXPLANATION FOR REQUEST See Attached Documentation? YES NO (if no, must give explanation for request)

Letter to Administrator attached. Job description attached. The Sheriff's Office has the funding.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Bonnie Hayes Contact Phone #: (706) 821 - 1095 Date Of Request: 8/4/2017
 Department Director Signature: John Francisco Concurrence Date: 8/4/17
 Department Director Signature (2): _____ Concurrence Date: _____

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

EMP MGR/Date:	HR MGR/Date:	HR Comp/Date:
EMP RELATIONS/Date:	HR DIR/Date:	City ADM/Date:

Employment Record

Name Alford, Lora G. Empl 15176 Commuter # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase
03/12/2016				\$1,447.31	0	Cost of Living

Employment Record

Name Alford, Lora G. Empl # 15176 Computer # C021 Date of Hire 11/13/10 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
12/24/2011	Deputy C	SDR0313182	5041	\$1,206.96	43	Graduated Basic Mandate
01/21/2012				\$1,226.19	0	salary increase
12/22/2012	Deputy B			\$1,282.68	0	Anniversary promotion
12/21/2013	Deputy A			\$1,342.01	0	Anniversary promotion
01/03/2015	Deputy "A"		5041	\$1,418.93	43	Tier Level Increase



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

Employee Name: Lora Alford EMP I.D.: 15176 DEPT #: 5041 Proposed Effective Date: 12/21/2013

PART 1: TYPE OF REQUEST --> #1: must fill out Part 2-A ONLY --> #2-12: must fill out Part 2-B & Part 3 --> #13: must fill out Part 2-C & Part 3 --> #14: fill out Part 2 & 3

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION
Name Change:
Address:
Employee Signature (required for personal information changes):
Date:

Table with 3 main sections: B. POSITION INFORMATION (Dept #, Job Title, FLSA Status, etc.), C. SEPARATION INFORMATION (Reasons for separation, Date Hired, etc.), and Employee Replaced (Name & I.D.).

PART 3: EXPLANATION FOR REQUEST See Attached Documentation? YES NO (if no, must give explanation for request)

ANNIVERSARY PROMOTION

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Sally Patton Contact Phone #: (706) 821 - 1433 Date Of Request: 11/4/2013
Department Director Signature: [Signature] Concurrence Date:
Department Director Signature (2): Concurrence Date:

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): Effective on the PP begin/end date of: Processed By/Date:

Table with 3 columns: EMP MGR/Date, HR MGR/Date, HR Comp/Date; EMP RELATIONS/Date, HR DIR/Date, City ADM/Date

Augusta, Georgia

Job Description

Approved Title: Deputy
Working Job Title: Road Patrol Deputy
Department: Sheriff (5041)
Reports To: Sergeant
Job Code: 0313
Pay Grade: 43
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: September 25, 2011

Does the Position Have Direct Reports? Yes No
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes No

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100

(This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: 0 - 2 years of experience in a similar position, or sufficient experience to perform the principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Lora Alford
Employee (Print Name)

11-4-13
Date

Line or Staff Management
Robert Paulau
Department Director

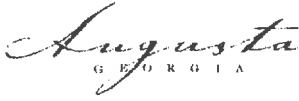
Date
11-4-13
Date

Compensation Administration Staff

Date

HR Director

Date



The City of Augusta
Human Resources Department

HR-1 FORM

Request for Personnel Action (RPA)

Employee Name: Lora Alford EMP I.D.: 15176 DEPT #: 5041 Proposed Effective Date: 12/22/2012

PART 1: TYPE OF REQUEST --> #1: must fill out Part 2-A ONLY --> #2-12: must fill out Part 2-B & Part 3 ---> #13: must fill out Part 2-C & Part 3 ---> #14: fill out Part 2 & 3

1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____ Home Phone #: () -
Cell Phone #: () -
Address: _____ Office Phone #: () -

Employee Signature (required for personal information changes): _____ Date: _____

B. POSITION INFORMATION			C. SEPARATION INFORMATION	
	CHANGE FROM	CHANGE TO	SEPARATION FROM SERVICE REASON:	
Dept #	5041	5041	<input type="checkbox"/>	VQ 01 Resignation
Job Title	DEPUTY C	DEPUTY B	<input type="checkbox"/>	VQ 02 Failure to Report to Work/AWOL
FLSA Status (E or NE)	NE	NE	<input type="checkbox"/>	VQ 03 Lay-Off/RIF
Pay Class	100	100	<input type="checkbox"/>	VQ 04 Death
Salary Grade	43	43	<input type="checkbox"/>	VQ 05 Loss of Job Requirements
PCN	SDR0313182	SDR0313182	<input type="checkbox"/>	VQ 06 Termination
Daily Hours	12 hr; 30 min A/D	12 hr; 30 min A/D	<input type="checkbox"/>	VQ 07 Retirement
Hourly Rate	\$15.32	\$16.03		Date Hired:
Bi-Weekly Salary	\$1,226.19	\$1,282.68		Last Day Worked:
Annual Salary	\$31,880.94	\$33,349.68		Separation Date:
Supplemental Pay	NA	NA		Terminated 3 days ADM Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
Safety Sensitive (Y or N)	Y	Y		Proper Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
GL Account number:	273031310	273031310		Eligible for Re-Hire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Replaced (Name & I.D.):				VAC BAL: COMP BAL:

PART 3: EXPLANATION FOR REQUEST **ANNIVERSARY PROMOTION**

See Attached Documentation? YES NO (if no, must give explanation for request)

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Sally Patton Contact Phone #: (706) 821 - 1433 Date Of Request: 11/2/2012

Department Director Signature: _____ Concurrence Date: 11/2/12

Department Director Signature (2): _____ Concurrence Date: _____

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

EMP MGR/Date:	HR MGR/Date:	HR Comp/Date:
EMP RELATIONS/Date:	HR DIR/Date:	City ADM/Date:



The City of Augusta
Human Resources Department

Request for Personnel Action (RPA)

Employee Name: Lora G. Alford EMP I.D.: 15176 DEPT #: 5034 Proposed Effective Date: 12/24/2011

PART 1: TYPE OF REQUEST ---▶#1: must fill out Part 2-A ONLY ---▶#2-12: must fill out Part 2-B & Part 3 ---▶#13: must fill out Part 2-C & Part 3 ---▶#14: fill out Part 2 &

1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Address: _____

Home Phone #: () -

Cell Phone #: () -

Office Phone #: () -

COPY

Employee Signature (required for personal information changes): _____ Date: _____

B. POSITION INFORMATION

C. SEPARATION INFORMATION

	CHANGE FROM	CHANGE TO	SEPARATION FROM SERVICE REASON:	
Dept #	5034	5041	<input type="checkbox"/>	VQ 01 Resignation
Job Title	Jailer 12.5 hr	Deputy 8 hr	<input type="checkbox"/>	VQ 02 Failure to Report to Work/AWOL
FLSA Status (E or NE)	NE	NE	<input type="checkbox"/>	VQ 03 Lay-Off/RIF
Pay Class	100	100	<input type="checkbox"/>	VQ 04 Death
Salary Grade	42	43	<input type="checkbox"/>	VQ 05 Loss of Job Requirements
PCN	SPR0526041	SDR0313182	<input type="checkbox"/>	VQ 06 Termination
Daily Hours	12.5	8	<input type="checkbox"/>	VQ 07 Retirement
Hourly Rate				Date Hired:
Bi-Weekly Salary	\$1,153.12	\$1,206.96		Last Day Worked:
Annual Salary	\$29,981.12	\$31,380.96		Separation Date:
Supplemental Pay				Terminated 3 days ADM Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
Safety Sensitive (Y or N)	Y	Y		Proper Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO
GL Account number:	273032511	273031310		Eligible for Re-Hire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Employee Replaced (Name & I.D.):	Michael Cullinan Emp. #4140			VAC BAL: _____ COMP BAL: _____

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO (if no, must give explanation for request)

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: <u>Susan A. Epps</u>	Contact Phone #: (<u>706</u>) <u>821</u> - 1095	Date Of Request: <u>12/27/2011</u>
Department Director Signature:		Concurrence Date: <u>12/28/11</u>
Department Director Signature (2): _____		Concurrence Date: _____

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

EMP MGR/Date:	HR MGR/Date:	HR Comp/Date:
EMP RELATIONS/Date:	HR DIR/Date:	City ADM/Date:

Employment Record

Name _____ **Empl** _____ **Computer.#** _____ **Date of Hire** _____ **Transferred/Rehired** _____
 Alford, Lora G. C021 11/13/10

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SPR0526041	5034	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification



The City of Augusta
Human Resources Department

HR-1 FORM

Request for Personnel Action (RPA)

Employee Name: Lora G. Alford EMP ID.: 15176 DEPT #: 5034 Proposed Effective Date: 5/28/2011

PART 1: TYPE OF REQUEST ---▶#1: must fill out Part 2-A ONLY ---▶#2-12: must fill out Part 2-B & Part 3 ---▶#13: must fill out Part 2-C & Part 3 ---▶#14: fill out Part 2 & 3

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
- 8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Address: _____

Home Phone #: () -

Cell Phone #: () -

Office Phone #: () -

Employee Signature (required for personal information changes): _____

Date: _____

B. POSITION INFORMATION

	CHANGE FROM	CHANGE TO
Dept #	5034	5034
Job Title	Jailer 12.5 hr	Jailer 12.5 hr
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	41	42
PCN	SPR0526041	SPR0526041
Daily Hours	12.5	12.5
Hourly Rate	\$13.55	\$14.18
Bi-Weekly Salary	\$1,101.88	\$1,153.12
Annual Salary	\$28,648.88	\$29,981.12
Supplemental Pay	NA	NA
Safety Sensitive (Y or N)	Y	Y
GL Account number:	273032511	273032511
Employee Replaced (Name & I.D.):		

C. SEPARATION INFORMATION

SEPARATION FROM SERVICE REASON:	
<input type="checkbox"/>	VQ 01 Resignation
<input type="checkbox"/>	VQ 02 Failure to Report to Work/AWOL
<input type="checkbox"/>	VQ 03 Lay-Off/RIF
<input type="checkbox"/>	VQ 04 Death
<input type="checkbox"/>	VQ 05 Loss of Job Requirements
<input type="checkbox"/>	VQ 06 Termination
<input type="checkbox"/>	VQ 07 Retirement
Date Hired: _____	
Last Day Worked: _____	
Separation Date: _____	
Terminated 3 days ADM Given: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proper Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Eligible for Re-Hire? <input type="checkbox"/> YES <input type="checkbox"/> NO	
VAC BAL:	COMP BAL:

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO (if no, must give explanation for request)

Jailer Certification

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: <u>Sally Patton</u>	Contact Phone #: (706) 821 - 1433	Date Of Request: <u>5/23/2011</u>
Department Director Signature:	Concurrence Date: <u>5/23/11</u>	
Department Director Signature (2): _____	Concurrence Date: _____	

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

EMP MGR/Date: _____	HR MGR/Date: _____	HR Comp/Date: _____
EMP RELATIONS/Date: _____	HR DIR/Date: _____	City ADM/Date: _____

Augusta, Georgia

Job Description

Approved Title: Deputy
 Working Job Title: Road Patrol Deputy
 Department: Sheriff (5041)
 Reports To: Sergeant

Job Code: 81NQ
 Pay Grade: 15
 Original Date Prepared: August 25, 1997

FLSA Classification: Non-exempt
 Date Revised: June 14, 2018

Does the Position Have Direct Reports? Yes No
 If Yes, What is the Title of the Position that Reports to this Position:
 Is the Position Safety Sensitive? Yes No

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100

(This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: No experience required. Selected candidate will be trained to successfully perform the duties and responsibilities of this position. POST Certification required.

Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Lora G. Janelco
Employee (Print Name)

4/15/2021
Date

[Signature]
Line or Staff Management

4/15/2021
Date

[Signature]
Department Director

4/15/2021
Date

Compensation Administration Staff

Date

HR Director

Date

Bonnie Hayes

From: Hal Hitchcock
Sent: Friday, June 11, 2021 12:08 PM
To: Bonnie Hayes
Subject: Lora Hucko K-9 pay
Attachments: Lora Hucko Jack K9.jpeg; Lora Hucko K9 Handler Course.jpeg

Bonnie,

I have attached the K-9 certifications for Dep. Lora Hucko to get the extra pay. Can you submit them to HR?

Thank you,

Hal Hitchcock, Lieutenant
Special Operations Division
Richmond County Sheriff's Office
400 Walton Way Augusta, GA 30901
Office: 706-261-0438
Email: hhitchcock@augustaga.gov



This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless such information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

4/21/104.1

Chatham County Regional K-9 Resource Team
Georgia K-9 Training Facility
1050 Carl Griffin Drive
Savannah, Georgia 31405

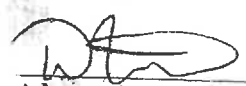
Working Dog Certification

Working Dog: JACK
Identification Number: N/A
Detection Odor: Marijuana, Cocaine, Crack Cocaine, Heroin, Meth, Black Tar Heroin
Certification Rate: PASS
Assigned Handler's Name: Lora Hucko Richmond County Sheriff's Office

I certify this document true and correct as of April 30, 2021.

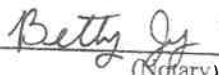

Advanced Deputy Michael Giaquinto
Instructor


Lieutenant Jason Livie
Instructor


Advanced Deputy Derrick Frink
Instructor

Note: This certification is valid for a period of one year from the above date.
Responsibility for training documentation is with the assigned handler.
Failure to maintain documentation of continued training will impact on the
Certification rate. This document is valid only for the listed working dog
and assigned handler.

Sworn to and Subscribed before me:
On this 30th Day of April, 2021.


Betty Joy Harper
(Notary)



Chatham County Regional Resource Team

State of Georgia K-9 Training Facility



This is to certify that:

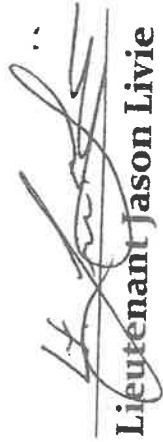
Lora Hufko

Richmond County Sheriff's Office

Has successfully completed the 160 hour

Basic Narcotic Handler Course

April 30, 2021


Lieutenant Jason Livie




Adv. Dep. M. Giaquinto

**ACKNOWLEDGEMENT OF RECEIPT OF THE RICHMOND COUNTY SHERIFF'S
OFFICE UNIFORMED SERVICES AND REEMPLOYMENT RIGHTS ACT OF 1994
("USERRA") POLICY**

1. The Undersigned Acknowledges that she/he is an Employee of the Richmond County Sheriff's Office
2. The Undersigned Employee Acknowledges that she/he has received a copy of the Richmond County Sheriff's Office Uniformed Services and Reemployment Rights Act of 1994 ("USERRA") Policy.
3. The Undersigned Employee Acknowledges that she/he has read the Richmond County Sheriff's Office USERRA Policy.
4. The Undersigned Employee Acknowledges that she/he has read the Richmond County Sheriff's Office USERRA Policy and understands the information in the Policy or that they have the right to speak with a Representative of the Richmond County Sheriff's Office should they have questions about the policy.
5. The Undersigned Employee Acknowledges that by signing this document they Acknowledge that they have received the Richmond County Sheriff's Office "USERRA" Policy and that a copy of this Acknowledgment will be placed in their personnel file with the Richmond County Sheriff's Office.

I have this 10 of March, 2021, received a copy of the Richmond County Sheriff's Office "USERRA" Policy.

Lou Huko
Signature

Richmond County Sheriff's Office Employee

Lou Huko
Printed Name

Augusta, Georgia

Job Description

Approved Title: Deputy
 Working Job Title: Road Patrol Deputy
 Department: Sheriff (5041)
 Reports To: Sergeant

Job Code: 81NQ
 Pay Grade: 15
 Original Date Prepared: August 25, 1997
 FLSA Classification: Non-exempt
 Date Revised: June 14, 2018

Does the Position Have Direct Reports? Yes No
 If Yes, What is the Title of the Position that Reports to this Position:
 Is the Position Safety Sensitive? Yes No

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.
Experience: No experience required. Selected candidate will be trained to successfully perform the duties and responsibilities of this position. POST Certification required.
Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

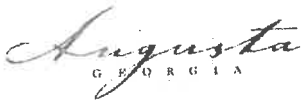
How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Lora G. Hucko	5/15/19
Employee (Print Name)	Date
<i>Joh & Francis</i>	5/15/19
Line or Staff Management	Date
<i>Joh & Francis</i>	5/15/19
Department Director	Date
Compensation Administration Staff	Date
HR Director	Date



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

COPY

Orig to HR on
12/12/17

Employee Name: **Lora Alford**

Dept. # **5041**

Employee I.D.: **15176**

Proposed Effective Date: **11/11/2017**

PART 1: TYPE OF REQUEST ---▶#1: must fill out Part 2-A ONLY ---▶#2-12: must fill out Part 2-B & Part 3 ---▶#13: must fill out Part 2-C & Part 3 ---▶#14: fill out Part 2 & 3

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
- 8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: **Lora Gay Hucko**

Home Phone #: () -
 Cell Phone #: () -
 Office Phone #: () -

Address: _____

Employee Signature (required for personal information changes):

Lora G. Hucko

Date: **12-7-17**

B. POSITION INFORMATION

C. SEPARATION INFORMATION

	CHANGE FROM	CHANGE TO	
Dept #			SEPARATION FROM SERVICE REASON: <input type="checkbox"/> VQ 01 Resignation <input type="checkbox"/> VQ 02 Failure to Report to Work/AWOL <input type="checkbox"/> VQ 03 Lay-Off/RIF <input type="checkbox"/> VQ 04 Death <input type="checkbox"/> VQ 05 Loss of Job Requirements <input type="checkbox"/> VQ 06 Termination <input type="checkbox"/> VQ 07 Retirement Date Hired: _____ Last Day Worked: _____ Separation Date: _____ Terminated 3 days ADM Given: <input type="checkbox"/> YES <input type="checkbox"/> NO Proper Notice Given: <input type="checkbox"/> YES <input type="checkbox"/> NO Eligible for Re-Hire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Job Title			
FLSA Status (E or NE)			
Salary Grade			
PCN			
Daily Hours			
Hourly Rate			
Bi-Weekly Salary			
Annual Salary			
Supplemental Pay			
Safety Sensitive (Y or N)			
GL Account number:			
Employee Replaced (name and I.D. #):			

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO (if no, must give explanation for request)

PART 4: DEPARTMENT APPROVAL

This Request was Processed By:	Contact Phone #: () -	Date Of Request: 120717
Department Director Signature:		Concurrence Date: 120717
Department Director Signature (2): <i>[Signature]</i>		Concurrence Date: 120717

If a transfer between departments, both director signatures required***

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

Received on (date): _____ Processed on the date of: _____ Effective on the PP begin/end date of: _____

EMP MGR/Date: _____ HR MGR/Date: _____ HR Comp/Date: _____

HR Director/Date: _____ City Administrator/Date: _____

Lt. Robert W. Silas

August 2, 2017

Dear Lt. Silas,

I am writing to apply for the position of K-9 Deputy. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for the position.

I have learned and accomplished a great deal in my six years with the Sheriff Department. I attribute this to my superior officers as well as my desire to perform my job compassionately and professionally.

While I have not received any formal training pertaining to this particular position, I would be willing and excited to attend all available training to obtain the necessary certification.

Being the owner of several dogs (some rescued), the working dog would be a welcomed addition to my family.

If desired, I would be glad to submit an updated resume to you.

Regards,

Deputy Lora Alford


Lalford@augustaga.gov

Augusta, Georgia

Job Description

Approved Title: Deputy
 Working Job Title: Road Patrol Deputy
 Department: Sheriff (5041)
 Reports To: Sergeant

Job Code: 0313
 Pay Grade: 43
 Original Date Prepared: August 25, 1997

FLSA Classification: Non-exempt
 Date Revised: September 25, 2011

Does the Position Have Direct Reports? Yes No
 If Yes, What is the Title of the Position that Reports to this Position:
 Is the Position Safety Sensitive? Yes No

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100

(This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: No experience required. Selected candidate will be trained to successfully perform the duties and responsibilities of this position. POST Certification required.

Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Lora G. Alford
Employee (Print Name)

8/4/17
Date

Job A Francis
Line or Staff Management

8/4/17
Date

Job A Francis
Department Director

8/4/17
Date

Compensation Administration Staff

Date

HR Director

Date



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

May 26, 2017

Janice Allen Jackson, Administrator
City of Augusta
535 Telfair St. Suite 900
Augusta, Ga. 30901

RECEIVED
ADMINISTRATOR'S OFFICE

JUL 27 2017

**AUGUSTA-RICHMOND
COUNTY**

Dear Mrs. Jackson,

The Richmond County Sheriffs Office Honor Guard is a unit established to represent the Sheriffs Office at fallen officer funerals, as well as, at ceremonial events, officer memorials, parades, and other occasions. The Honor Guard train on a regular basis and are well versed in Close Order Drill, Rifle Drill, Color Guard Drill, and Funeral Service Operations. The Honor Guard are highly motivated and dedicated individuals who currently volunteer their time for training in the various movements required of them. The Honor Guard also represents Augusta/Richmond County and the Richmond County Sheriffs Office at fallen officer ceremonies at other agencies in Georgia and out of state.

The Sheriff would like to provide a supplemental to each member of the Honor Guard for the special duties each member provides. The Sheriff proposes that each member of the Honor Guard be provided a supplement of \$1000.00 annually to their salary, which when broken down would be \$38.46 per check for 26 pay periods. The Sheriff's Office currently has 12 officers active on the Honor Guard.

The Sheriff's Office currently has the funding available in saved salaries due to position deletions and reassignments that have taken place so far in 2017. There will be no increase in the current budget due to the above changes.

RPA's will be forwarded to Human Resources noting the individual officers and supplemental amount each officer is to receive.

As always thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Roundtree".

Richard Roundtree
Sheriff

Apprid
Jag
7/29/17

Cc: Michael Loeser, Human Resources Director

Deanna Carreras

From: Ttreon Bush
Sent: Friday, August 26, 2016 2:14 PM
To: Jack Francisco; [REDACTED] Steve Smead; Sean Morgan; Sanita Cheatham; Sterling Jones; Laycee Silas; Bonnie Hayes; Deanna Carreras
Subject: XTS2500 RADIO

CAPT.,

ON 082616 LORA ALFORD (C021) RECEIVED RADIO# 205CKT6200-ID# 717542 , TO REPLACE RADIO# 205CHR4623-ID# 724773, RADIO NEED TO BE REPAIRED.

THANK

T. BUSH
QUARTERMASTER
RICHMOND COUNTY SHERIFF'S OFFICE
PHONE: 706-821-1703
FAX: 706-821-1701

Please consider the environment before printing this email.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.
AED.104.1



RICHMOND COUNTY SHERIFF'S OFFICE

Sheriff Richard Roundtree

Law Enforcement Center

400 Walton Way

Augusta, GA 30901

Phone: 706.821.1000 Fax: 706.821.1064

www.RCSOGA.org

November 21, 2014

Deputy Lora Alford
Richmond County Sheriff's Office
Augusta, Georgia 30901

Deputy Alford:

I, as Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this letter & certificate of appreciation to Deputy Lora Alford based on her part in the apprehension of two robbery suspects.

Dated this day, the Twenty-first day of November, Two Thousand and Fourteen.

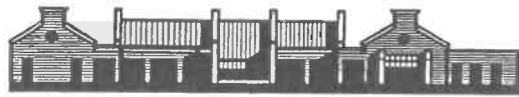
On October 1, 2014 at 1031 hours, Deputy Lora Alford and Deputy Steven Kophazy were dispatched to 13th Street at Dugas Street in reference to a fight in progress. Officers were unable to locate a fight, but an investigative stop was conducted on a vehicle leaving the location that one of the suspects from the fight was believed to be in. During this investigative stop Deputy Alford and Kophazy noticed that this subject was wearing clothing identical to that worn by one of the suspects in an earlier robbery attempt of the Circle K at 902 Walton Way. Deputy Alford noticed that another subject standing nearby matched the description seen on the store video camera of the second subject involved. Both subjects were detained and transported to CID where it was determined that they were the two in the video seen by both deputies earlier that morning. The gun used earlier in the robbery was located in the purse of one of the suspect's girlfriend. By paying attention to details and using good investigative skills, Deputy Alford and Deputy Kophazy were able to solve this case.

Due to their quick response and attention to detail, Deputies Alford and Kophazy are to be commended for their actions which resulted in two robbery suspects being taken off the streets.

Recognition issued by,

A handwritten signature in black ink, appearing to read "Richard Roundtree".

Richard Roundtree
Sheriff



File

CITY OF EUFAULA
P. O. BOX 219 EUFAULA, ALABAMA 36072-0219
TEL.: (334) 688-2000 FAX: (334) 688-2015
www.eufaulaalabama.com

JAY JAXON, JR.
MAYOR

JOY WHITE
CITY CLERK/TREASURER

JIMMY S. CALTON
CITY ATTORNEY

COUNCIL MEMBERS
JAMES L. MARTIN, President
JOHNNY A. KNIGHT, President Pro-Tempore
LUCIOUS COBBS
ROBERT D. POWERS
SAMUEL LIPSCOMB

April 11, 2012

Sheriff Ronald Strength
Richmond County Sheriff's Office
401 Walton Way
Augusta, Georgia 30911

Dear Sheriff Strength:

Last week I had the opportunity to be a spectator at the Masters Golf Tournament. While I was there I talked with several of your officers and must relay how considerate and helpful they were. In particular, Deputy Laura Alford was of great assistance and has a great sense of humor.

As a mayor, I always enjoy hearing positive comments about our people, and I thought you might feel the same. Take care.

With Best Regards,

Jay Jaxon, Jr.
Mayor

JJJ/tbb
Copy: file

Augusta, Georgia

Job Description

Approved Title: Deputy
 Working Job Title: Road Patrol Deputy
 Department: Sheriff (5041)
 Reports To: Sergeant

Job Code: 0313
 Pay Grade: 43
 Original Date Prepared: August 25, 1997

FLSA Classification: Non-exempt
 Date Revised: September 25, 2011

Does the Position Have Direct Reports? Yes No
 If Yes, What is the Title of the Position that Reports to this Position:
 Is the Position Safety Sensitive? Yes No

COPY

GENERAL SUMMARY: Enforces federal, state, and local laws to protect lives and property within the guidelines of state and federal laws, traffic laws, local ordinances, and departmental policies and procedures. Reports to the Sergeant or other designated person, and works with co-workers, court systems, attorneys, judges, medical personnel, the public, and law enforcement officers to provide field operation support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
35 %	Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
35 %	Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
10 %	Apprehends, arrests, and processes offenders.
10 %	Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5 %	Testifies in judicial proceedings.
5 %	Inspects and maintains patrol car/motorcycle.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Patrolling assigned zone to detect and deter criminal activity.
- Establish departmental rapport, respect and trust with the residents and the employees of the areas patrolled.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or G.E.D.

Experience: 0 - 2 years of experience in a similar position, or sufficient experience to perform the principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of the court system and procedures, and traffic investigation techniques and procedures.
- Familiarity with relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws, County ordinances, departmental policies and procedures, and geographical layout of the County.
- Proficiency in restraining persons without causing physical harm, and performing first aid and CPR.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.
- Mastery of operating a police car, firearms, and emergency equipment.

Certification: Georgia Post Mandate Peace Officer Certification

Some positions may require:

- Serve as Field Training Officer (Certification Required), and charged with training new patrol personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: standing, walking, running, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None

One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Lora G. Alford
Employee (Print Name)

12-27-11
Date

Richard Weaver
Line or Staff Management

12-27-11
Date

[Signature]
Department Director

12/27/11
Date

Compensation Administration Staff

Date

HR Director

Date

Law Enforcement Center
401 Walton Way, Room B275
Augusta, Georgia 30901-5835
(706) 821-1065 FAX (706) 821-1064
www.augustaga.gov



Richmond County Sheriff's Office

**RONALD STRENGTH
SHERIFF**

POLICY RECEIPT ACKNOWLEDGEMENT

In August 2011, Chapter 19, "Persons with Mobility Devices," was developed, adopted, and implemented in the Richmond County Sheriff's Office Policy and Procedures Manual.

I am aware of this addition to the policy manual. I have been issued the policy, I have read the policy, and I understand the policy. I further understand that if a supervisor or member of the training staff have not already discussed the policy with me, it will be done within the near future.

I have received, read and understand the above referenced policy, which was adopted into the R.C.S.O. Policy & Procedures Manual as Chapter 19 in August of 2011:

Lore Gray Alford
Employee Signature

Sept 16, 2011
Date

Lore Gray Alford
Printed Name

David C. Huff. A628
Witness

Libby Hackney

From: Georgia POST Council Data System [support@gpostc.org]
Sent: Thursday, September 29, 2011 10:54 PM
To: Libby Hackney
Subject: [WARNING - NOT VIRUS SCANNED] Georgia POST Application Status Change

Greetings Libby S. Hackney, The status of the application for certification for Peace Officer for officer LORA DIANE ALFORD has been changed to POST Approved. [Click here to log in](#) Thank you.

[Start](#) | [Admin](#) | [Report](#) | [Training](#) | [Officers](#) | [Applications](#) | [Logout](#)

Application for Basic Certification - Peace Officer

Application Section Progress

O161249

For LORA DIANE ALFORD

Status : Agency Attested

Personal Information

Birth & Citizenship Verification

Education

Prior Law Enforcement History

Law Enforcement Certification

Law Enforcement Employment

Military

Criminal History

Driver's History

Agency Affiliation

Agency Information

Entrance Exam

Supporting Documentation

Confirmation

Attestation

Approval Information

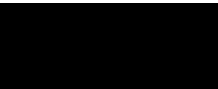
Confirmation



Personal Information [View](#)

Birth and Citizenship [View](#)

LORA DIANE ALFORD



Maiden Name Gay
White (Not Hispanic or Latino), U.S. Citizen

Born in United States? Yes
Place of Birth: Augusta, GA

SSN:
DOB: 1972

Primary Verification Upload. Birth Certificate

Ht 5' 6" Wt 178
Hair Brown
Eyes Brown
Female

Other Names [View](#)

Education [View](#)

Other Names: Lora D. Gay
Reason: Maiden Name
Other Names: Lora D. Alford
Reason: Marriage

Public High School
Westside High School, 1991

Prior GA POST Certification [View](#)

Other States LE Certification [View](#)

Denied Certification? No

Certified in Another State? No
Denied Certification in Another State? No
Disciplined or Sanctioned in Another State? No

Prior LE Employment [View](#)

Military History [View](#)

No

Prior Military Service? Yes
Branch: Army
Enlistment: 02/2000 to 12/2007
Discharge: Honorable

Criminal History [View](#)

Drivers History [View](#)

Georgia Driver's License ONLY Last 10 Years? Yes
Military Driver's License ONLY Last 10 Years? No
Military Driver's License? No
States other than Georgia? No
Traffic Citation(s) During Last 5 Years? No
More than 3 Citations During Last 5 Years? No

Felony Conviction? No
Arrests? No
Domestic or Family Violence Charge? No

Entrance Exam

[View](#)

Entrance Exam Completed?
Passed October 7, 2010

**Supporting
Documentation**

[View](#)

Photograph Uploaded
GCIC/NCIC FP Results Uploaded
Physician's Affidavit Uploaded
Personal History Release Uploaded

[Continue](#)

[Logout](#) | [Profile](#)

The current time is 2:17 pm. Your session will expire after 20 minutes of inactivity.

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Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

Pg 1
Of 12
Initial
[Signature]

CERTIFICATION OF CANDIDATE - PAGE 1			
Projected Academy: GPSTC-Augusta		Projected Academy Start Date	
Candidate's Last Name ALFORD		Candidate's Position (Select One) Patrol/Police Ofc	
Candidate's First Name LORA			
Candidate's Middle Name DIANE			
Give suffix (such as Jr. , Sr., II, III, IV, V, etc.) :			
Maiden Name GAY		Date of Employment 9/26/2011 (mm/dd/yyyy)	
RACE White (not Hispanic or Latino)		SEX/GENDER Male	
Education (select highest level that documentation is provided for in this application) High School Diploma			
Social Sec# [REDACTED]		Date of Birth (mm/dd/yyyy) [REDACTED] 1972	
HEIGHT 5 ft 6 in	WEIGHT 178 lbs	HAIR COLOR BROWN	EYE COLOR BROWN
Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
AGENCY MAKING APPLICATION RICHMOND COUNTY SHERIFF'S OFFICE		AGENCY PHONE# (AREA CODE) - NUMBER (706)-821-1000	
NAME OF AGENCY CONTACT (Agency Person Processing Application) LIBBY S. HACKNEY		CONTACT PHONE# (AREA CODE) - NUMBER (706)-469-3350 EXT [REDACTED]	
EMAIL ADDRESS OF AGENCY CONTACT lhackney@augustaga.gov			
The above listed candidate is/will be employed with your agency as which of the following: Full-time peace officer (Note: Full-time employment is a minimum of 30 hours/week or 120 hours/28 day period.)			
Checklist (Please check each block below to verify that a complete application is provided.)			
<input checked="" type="checkbox"/> Page 2 Agreement/Photo	<input checked="" type="checkbox"/> Page 6 Education	<input checked="" type="checkbox"/> Page 10 Criminal History	
<input checked="" type="checkbox"/> Page 3 PH Release	<input checked="" type="checkbox"/> Page 7 Military	<input checked="" type="checkbox"/> Page 11 Printout/FPs	
<input checked="" type="checkbox"/> Page 4 Verification	<input checked="" type="checkbox"/> Page 8 Entrance Exam/LE Hist	<input checked="" type="checkbox"/> Page 12 Attestation	
<input checked="" type="checkbox"/> Page 5 Birth/Citizen	<input checked="" type="checkbox"/> Page 9 Driver Hist	<input checked="" type="checkbox"/> Physician's Affidavit	
<input checked="" type="checkbox"/> Birth Certificate or other docs provided	<input checked="" type="checkbox"/> DD214 form		
<input type="checkbox"/> Naturalization Papers. (both must be attached.)	<input type="checkbox"/> Discharge explanation		
<input type="checkbox"/> Notarized/Written Statement required (see Appendix 9)	<input checked="" type="checkbox"/> Entrance Exam Results		
<input checked="" type="checkbox"/> High School Diploma/GED/Homeschool Affidavit	<input checked="" type="checkbox"/> GCIC/NCIC Printout		
<input checked="" type="checkbox"/> Electronic Fingerprint Submission Results attached	<input type="checkbox"/> Driver's History		
<input type="checkbox"/> Fingerprint Cards mailed to GCIC			

07/22/2011



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

Pg 2
Of 3
In 10/11
[Signature]

CANDIDATE AGREEMENT & PHOTOGRAPH – PAGE 2

Please read and sign in the presence of the agency head or authorized representative acknowledging your acceptance and understanding of this agreement.

I, **LORA DIANE ALFORD**
(FULL NAME OF CANDIDATE – First Middle Last),

when approved for Basic Law Enforcement Academy Training, agree to obey all rules and regulations, and understand that I am subject to dismissal from the Training Academy for any infractions or failure to achieve the scholastic standard set by the Georgia POST Council. I further certify that I am in good health, physically fit, and of good moral character and release the Georgia Peace Officer Standards and Training Council, the Department of Public Safety, the Georgia Public Safety Training Center, the State of Georgia, and any other official associated or connected with the training academy for liability in case of illness or accident.

I understand that I must satisfactorily complete a basic training course prior to performing the duties of a peace officer, according to O.C.G.A. §35-8-9.

This application will be valid for 18 months only. If not certified by that time, a new application must be submitted according to POST Council Rule 464-3-.01.



Lora Alford *7-21-11*
Candidate Signature Date

[Signature]
Agency Head or Authorized Representative Signature



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

Pg 3
 Of 12
 Initial

PERSONAL HISTORY RELEASE – PAGE 3

I do hereby authorize the review of and full disclosure of all records concerning myself to the duly authorized agent of the Georgia Peace Officer Standards and Training Council.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; the records of the U.S. Department of Defense including any military records; financial statements and records wherever filed; medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the U.S. Veterans' Administration; employment and pre-employment records, including background reports, polygraph examinations or reports, 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 part, upon this release authorization will be considered in compiling any report for the Georgia Peace Officer Standards and Training Council. I 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 photo copy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I understand that this information may be obtained through the use of this waiver at any time during which my registration or certification is maintained through the Georgia Peace Officer Standards and Training Council.

Last Name ALFORD		First Name LORA	Middle Name DIANE
DATE OF BIRTH <small>(m/d/yyyy)</small> [REDACTED] 1972	MAIDEN NAME GAY		PHONE NUMBER <small>(AREA CODE) - NUMBER</small> [REDACTED]
Social Security Number: [REDACTED]			
Email Address [REDACTED]			
ADDRESS: Street [REDACTED]		Apartment/Unit# [REDACTED]	
City: [REDACTED]	State: [REDACTED]	Zip Code [REDACTED]	

Lora Diane Alford Gay
 Candidate Signature (including maiden name)

7-21-11
 Date

Libby S. Hackney
 Notary Public Signature
 Notary Public, Richmond County, Georgia
 My Commission Expires March 1, 2013

07/21/2011
 Date



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

Pg 4
Of 12
Initials
[Signature]

VERIFICATION/RECOMMENDATION/ACKNOWLEDGEMENT - PAGE 4

I have verified the information provided by the candidate contained in this application, and I am aware that it is my responsibility to provide POST with a complete and accurate application on behalf of my agency. My initials have been placed in the upper right hand corner on each page to signify my review of the information provided, and I accept responsibility for the veracity of this application. Based on my verification, this candidate has met the requirements of O.C.G.A. § 35-8-8.

[Signature]
 Signature - Agency Employee Responsible for Verification

07/21/2011
 Date

BACKGROUND INVESTIGATION

LORA DIANE ALFORD
 (FULL NAME OF CANDIDATE - FIRST, MIDDLE INITIAL, LAST)

Date Candidate was interviewed:
 (mm/dd/yyyy)
9/4/2010

Name of Interviewer (First Last)
GAY POWELL, SR.

The Background Investigator verified the following information with the appropriate authorities:

- Education (High School & College) Yes No
- Prior LE Employment & Certification Yes No Not applicable
- Military Yes No Not applicable
- Criminal History Yes No
- Traffic History Yes No

Name of Background Investigator (First Last)
PATRICK YOUNG WILHELM

Date Background Investigation Completed
 (mm/dd/yyyy) 10/15/2010

[Signature]
 Signature of Person Conducting Background Investigation

AGENCY HEAD RECOMMENDATION

The candidate named in this application was found to satisfy the requirements of O.C.G.A. § 35-8-8, and is recommended by me for attendance to a Basic Law Enforcement Training Course and for certification upon successfully completing this training. I am aware of POST reimbursement guidelines and understand that the candidate must be a paid, full-time employee during training to receive reimbursement.

(NOTE: Once this application is approved a POSTFORM #2 authorizing the academy/school attendance will be issued. No person shall perform the duties of a peace officer until successful completion of the Basic Law Enforcement Training Course.)

"(a) No person required to comply with the certification provisions of this chapter shall be employed or appointed by any law enforcement unit without certification from the Council that the applicant has met the pre-employment requirements established in this chapter."

[Signature]
 Agency Head Signature

07/21/2011
 Date



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

Pg 5
Of 12
Initial
AK

BIRTH & CITIZENSHIP VERIFICATION - PAGE 5

Does candidate's name match the name on their birth certificate? Yes No
 If No, please list all of the names that candidate has had since birth and explain discrepancy (adoption, marriage, name change, etc).
 (Documentation for a name change for anything other than marriage **MUST** be attached.)

Check here if name change documentation is attached

Names: (List chronologically with most recent first):

Name: LORA G. ALFORD Used from (YR) 1995 to (YR) Present

Name: LORA D. GAY Used from (YR) 1972 to (YR) 1995

Name: Used from (YR) to (YR)

Name: Used from (YR) to (YR)

Explanation(s) for name changes: MARRIAGE

Was Candidate born in the United States? Yes No

Country of birth if other than U.S.:

City:

State:

Was the candidate a U.S. military dependent at the time of birth? Yes No

Is the candidate a naturalized citizen? Yes No

NOTE: If naturalized, a certified copy of the naturalization papers OR a copy of their U.S. passport must be submitted.

ATTACHMENTS

Attached to this page is a copy of the candidate's certified birth certificate: YES NO

If **NO**, attached is a copy of the candidate's valid Georgia Driver's License **and:**
 (must have **at least one** of the following documents - **check** the ones that are attached)

- Baptismal Record (w/full name & date of birth)
- Draft Card (w/full name & date of birth)
- Court Records (w/full name & date of birth)
- Passport (w/full name & date of birth)
- Citizenship Papers (w/full name & date of birth)
- Armed Forces Discharge Paper (DD214) (w/full name & date of birth)
- Certified Copy of School Records (w/full name & date of birth)

IMPORTANT NOTE: If any of the above documents are used for this verification, the documents must show **the full name** and **date of birth** of the candidate. In order to establish the **place of birth**, the candidate must submit a **signed & notarized statement** (Appendix 9) indicating that the candidate is a United States citizen if documents other than a birth certificate are furnished. Included in this statement must be the place, date and country of birth.

If the candidate is a **naturalized citizen**, a **certified copy of the naturalization papers or a copy of their U.S. passport** and a completed Appendix 9 must be submitted.

Appendix 9 attached (Appendix 9 is the required signed & notarized statement listed above)

Certified copy of naturalization papers or U.S. passport is attached



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

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 [Handwritten initials]

EDUCATION – PAGE 6

Please attach High School Diploma or GED or Home School Affidavit to this page.

Candidate graduated high school from: *(select one)* Public High School

(Important Note: School must have a state, regional, or national accreditation that POST accepts – see <http://www.chea.org/> for acceptable accrediting agencies.)

High School Name:
 WESTSIDE HIGH SCHOOL

Location of High School (City/State):
 AUGUSTA, GA

Year Graduated (yyyy)
 1991

H.S. Phone #
 (706) 868 4030

COLLEGE

Candidate received their highest college degree from:

Year Graduated w/highest degree (yyyy)

The degree was a/an:

Note: If candidate wishes to have their college degree recorded in their profile, a copy of their diploma or a certified copy of their college/university transcript can be attached in addition to their high school diploma.

Check here if candidate has ALSO attached a college diploma/transcript for their profile.

List colleges/universities attended or obtained a degree from *(list colleges/universities):*
(Use and attach appendix 4 for additional degrees obtained and/or colleges attended)

College/Univ: AUGUSTA STATE UNIVERSITY
 Attended from (mo/yr to mo/yr): 1991 to 1994

Did not obtain degree

Obtained: Associate's Bachelor's Master's Doctorate degree.

College/Univ: [Redacted]
 Attended from (mo/yr to mo/yr): [Redacted] to [Redacted]

Did not obtain degree

Obtained: Associate's Bachelor's Master's Doctorate degree.

College/Univ: [Redacted]
 Attended from (mo/yr to mo/yr): [Redacted] to [Redacted]

Did not obtain degree

Obtained: Associate's Bachelor's Master's Doctorate degree.

*** IMPORTANT NOTE:** If the candidate obtained their diploma from a correspondence school or received a diploma via the internet, the hiring agency will need to check & attach accreditation of the school. Schools issuing diplomas must be accredited by one of the POST accepted accrediting agencies (see <http://www.chea.org/> for acceptable accrediting agencies).

HIGH SCHOOL CUMULATIVE RECORD

Richmond County Schools, Augusta, Georgia

EXPLANATION OF GRADES

- A ± 95-100 C 75-79
- A 90-94 D 70-74
- B 85-89 F 65-69
- C ± 80-84

Semester System—Record Information: horizontally and sequentially

NAME: **Gay** (LAST) **Lora** (FIRST) **Diane** (MIDDLE)

DATE OF BIRTH: **1/72**

PLACE OF BIRTH: **[REDACTED]**

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

ADDRESS (STREET AND NO.): **[REDACTED]**

PARENT OR GUARDIAN: **M/M Eddie Coak**

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 1					
H10193-02	HEALTH & SAFETY	70					
LA2101-04	LANG ARTS I A	78					
MA2120-03	PRE-ALGEBRA I A	63					
MU0054-01	INTER. CHORUS I	82					
SC2153-03	PHYSICAL SCIENCE	70					
SS2192-03	CITIZENSHIP A	50					

GR: 19 HR: 7302 YR: 87-88 T-CR: 2.00

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 1					
BU0150-01	TYPING I A	76					
FL2011-02	FRENCH I A	61					
LA2203-03	LANG ARTS II A	54					
MA2121-02	ALGEBRA I A	70					
SC1160-02	BASIC BIOLOGY A	75					
SS1231-02	WORLD HISTORY A	70					

GR: 20 HR: 7322 YR: 88-89 T-CR: 2.00

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 1					
BU0016-01	CBE DJT 6TH PERI	93					
BU2332-01	CO-OP BUS ED I A	86					
LA2305-03	LANG ARTS III A	77					
MA2122-02	ALGEBRA I B	74					
SC2273-03	GENERAL CHEMISTR	58					
SS2192-06	CITZNSHP/ECONMCS	94					

GR: 21 HR: 7342 YR: 89-90 T-CR: 2.50

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 1					
BU0016-01	CBE DJT 6TH PERI	96					
BU2332-01	CO-OP BUS ED I A	91					
LA2203-02	LANG ARTS II A	80					
MA2407-02	LANG ARTS IV A	81					
MA0211-01	MATHEMATICS II A	79					
SC2368-03	ANATOMY/PHYSIOLO	77					

GR: 12 HR: 7362 YR: 90-91 T-CR: 3.00

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 2					
LA2102-02	LANG ARTS I B	70					
MU2120-02	PRE-ALGEBRA I B	76					
MU0055-01	INTER. CHORUS I	71					
SC2154-03	PHYSICAL SCIENCE	91					
SS2103-05	CITIZENSHIP B	70					

GR: 19 HR: 7302 YR: 87-88 T-CR: 3.00

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 2					
BU0151-01	TYPING I B	78					
HE0141-01	FOODS I B	91					
LA2204-03	LANG ARTS II B	51					
MA2122-02	ALGEBRA I B	57					
SC1161-02	BASIC BIOLOGY B	80					
SS1232-02	WORLD HISTORY B	76					

GR: 20 HR: 7322 YR: 88-89 T-CR: 2.00

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 2					
BU0026-01	CBE DJT 6TH PERI	90					
BU2333-03	CO-OP BUS ED I B	89					
LA2204-02	LANG ARTS II B	70					
LA2306-03	LANG ARTS III B	85					
MA2223-02	GEOMETRY A	57					
SS2312-01	U.S. HISTORY B	74					

GR: 21 HR: 7342 YR: 89-90 T-CR: 2.50

Course #	Title	Sem	Gr	Yr	Days Pres	Abs	Total Cr
2574-WESTSIDE COMPREHENS I		SEM: 2					
BU0026-01	CBE DJT 6TH PERI	98					
BU2333-01	CO-OP BUS ED I B	87					
LA2408-02	LANG ARTS IV B	81					
MA0212-01	MATHEMATICS II B	90					
SC2369-03	ANATOMY/PHYSIOLO	81					
TI0177-01	PHOTOGRAPHY B	91					

GR: 12 HR: 7362 YR: 90-91 T-CR: 3.00

5.0

10.0

15.0

21

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

Gr. **12** Yr. **90** Days Pres. **81** Abs. **11** Total Cr. **11**

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

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Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

Gr. **11** Yr. **88** Days Pres. **79** Abs. **11** Total Cr. **11**

SCHOOL		SCHOOL		SCHOOL		SCHOOL		SCHOOL	
Sub	Course #	SA	CR	Sub	Course #	SA	CR	Sub	Course #
	TITLE				TITLE				TITLE
Gr. ___ Yr. ___	Days Pres. ___	Abs. ___	Total Cr. ___	Gr. ___ Yr. ___	Days Pres. ___	Abs. ___	Total Cr. ___	Gr. ___ Yr. ___	Days Pres. ___

SCHOOL		SCHOOL		SCHOOL		SCHOOL		SCHOOL	
Sub	Course #	SA	CR	Sub	Course #	SA	CR	Sub	Course #
	TITLE				TITLE				TITLE
Gr. ___ Yr. ___	Days Pres. ___	Abs. ___	Total Cr. ___	Gr. ___ Yr. ___	Days Pres. ___	Abs. ___	Total Cr. ___	Gr. ___ Yr. ___	Days Pres. ___

WITHDRAWAL AND ENTRANCE RECORD			
School Left	Date	School Entered	Date
Tuff	1/57	Wrsfside	87

Driver's Education

() Theory _____ DATE _____
 () Behind the Wheel _____
Alcohol and Drug Awareness
 () Theory _____ DATE _____

GRADUATION FACTS

- TYPE OF CREDENTIAL**
- Diploma
 - College Bound Program
 - College Bound Program with Vocational Emphasis
 - General Program
 - General Program with Vocational Emphasis
 - Pre-Tech Program
 - Certificate of Performance

JR. RANK 194/231

Scholastic Average _____
 Rank in Class _____
 No. in Class _____
 Honor Graduate?
 21 Carnegie Units Required for Graduation 21.0
 Cumulative Units Attained _____

Year _____ Month _____ Day _____
1991 June 30

YEAR 1991
173
2.00
NY

STANDARDIZED TEST DATA

Tests of Achievement & Proficiency

STUDENT NAME	STUDENT I.D. NUMBER	GRADE LEVEL	FROM	DATE TESTED	WORDS	OTHER INFORMATION
LORA D GAY	1684295	9	G	3/88	03/23	
READING	101	107	88	107	88	107
WRITING	174	182	182	182	182	182
MATH	53	62	62	62	62	62
SCIENCE	49	49	49	49	49	49
COMPOSITE	49	49	49	49	49	49
READING PROFICIENCY	YES	YES	YES	YES	YES	YES
MATH PROFICIENCY	YES	YES	YES	YES	YES	YES
SCIENCE PROFICIENCY	YES	YES	YES	YES	YES	YES
COMPOSITE PROFICIENCY	YES	YES	YES	YES	YES	YES
GRADE	9	9	9	9	9	9
DATE TESTED	3/88	3/88	3/88	3/88	3/88	3/88

Tests of Achievement & Proficiency

STUDENT NAME	STUDENT I.D. NUMBER	GRADE LEVEL	FROM	DATE TESTED	WORDS	OTHER INFORMATION
LORA D GAY	1684295	9	G	3/88	03/23	
READING	101	107	88	107	88	107
WRITING	174	182	182	182	182	182
MATH	53	62	62	62	62	62
SCIENCE	49	49	49	49	49	49
COMPOSITE	49	49	49	49	49	49
READING PROFICIENCY	YES	YES	YES	YES	YES	YES
MATH PROFICIENCY	YES	YES	YES	YES	YES	YES
SCIENCE PROFICIENCY	YES	YES	YES	YES	YES	YES
COMPOSITE PROFICIENCY	YES	YES	YES	YES	YES	YES
GRADE	9	9	9	9	9	9
DATE TESTED	3/88	3/88	3/88	3/88	3/88	3/88



NAME: LORA D GAY
ID NO. 1684295

GRADE 10
TEST DATE: OCT 88

PASS TOTAL	FAIL TOTAL	READING	WRITING	MATH	SCIENCE	COMPOSITE	READING PROFICIENCY	WRITING PROFICIENCY	MATH PROFICIENCY	SCIENCE PROFICIENCY	COMPOSITE PROFICIENCY
P 314	F 23	318	322	305	325	314	YES	YES	YES	YES	YES

READING

MATHEMATICS



NAME: LORA D GAY
ID NO. 1684295

GRADE 10
TEST DATE: OCT 88

PASS TOTAL	FAIL TOTAL	READING	WRITING	MATH	SCIENCE	COMPOSITE	READING PROFICIENCY	WRITING PROFICIENCY	MATH PROFICIENCY	SCIENCE PROFICIENCY	COMPOSITE PROFICIENCY
P 341	F 46	314	325	305	325	314	YES	YES	YES	YES	YES

WRITING

LAST

GAY

TEST DATE

OCT 90 12

GRADE

90 12

FIRST

LORA

TEST DATE

OCT 90 12

GRADE

90 12

MI

LORA

TEST DATE

OCT 90 12

GRADE

90 12

ACH 1

300 37 25 310 26

ACH 2

ACH 3

ADMISSIONS TESTING PROGRAM
The College Board



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

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[Signature]

MILITARY - PAGE 7

PLEASE ATTACH YOUR MILITARY DISCHARGE OR DD214 HERE.
(DD214 (Member 4 form version) must indicate type of discharge.)

Did this candidate serve in the military? **Yes** **No**
(If **"NO"**, go to the next page. If **Yes**, complete this page.)

Candidate served in the (*check as apply*): Air Force Army Coast Guard Marines
 Navy National Guard Reserves - Give Branch [REDACTED]
 Other Department of Defense service - list [REDACTED]

IMPORTANT NOTE: If the candidate recently served or is currently serving in the reserves, it is acceptable to attach a letter from their current military reserve commander regarding their service record.

Candidate's dates of enlistment:

FROM (MONTH/YEAR) 02/2000 TO (MONTH/YEAR) 12/2007

FROM (MONTH/YEAR) [REDACTED] TO (MONTH/YEAR) [REDACTED]

FROM (MONTH/YEAR) [REDACTED] TO (MONTH/YEAR) [REDACTED]

Was candidate's CHARACTER OF SERVICE/DISCHARGE honorable? **Yes** **No**
(If **Yes**, go to the next page. If **No**, candidate's character of service was listed as (choose applicable one from pull down menu below):

[REDACTED]

A brief **explanation** regarding candidate's character of service/discharge must also be attached to this page (providing details for the reason for this character).



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

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ENTRANCE EXAM & LE EMPLOYMENT HISTORY – PAGE 8

ENTRANCE EXAM (POST FORM EE) is attached to this page.

LAW ENFORCEMENT CERTIFICATION HISTORY

1. Has the candidate ever been certified or previously submitted an application to GA Post Council?
 Yes **No**

2. Has the candidate ever been certified as an officer in another state? **Yes** **No**
 (If **YES**, list state & certification #'s. Use appendix 6 for additional listings if necessary.)

STATE (Ex. GA): CERTIFICATION#

STATE (Ex. GA): CERTIFICATION#

If the candidate answers **YES** to #2 above, POST requires written proof from the other state's POST Council or equivalent that the officer's certification in that state is in "good standing." See Reference Manual for more details on "Good Standing". (Check box below to verify that proof of good standing is attached.)

3. Has the candidate ever been denied an application for certification for a law enforcement professional position (i.e. police, jail, communications, probation, parole, etc) in GA or another state?
 Yes **No** **N/A** If **YES**, a written signed explanation must be provided. Check box below if attached.)

4. Has the candidate's certification ever been disciplined or sanctioned in another state?
 YES **NO** **N/A** (If **YES**, provide a written signed explanation & check box below if attached.)

Attachments to this page:

- Proof of Officer's **"good standing"/certification status** (needed for states other than Georgia ONLY)
- A written & signed explanation of the **officer's denial**.
- A written & signed explanation of the **officer's discipline or sanction**.

LAW ENFORCEMENT EMPLOYMENT HISTORY

Please list law enforcement agencies that you have worked for in chronological order (with most recent first). See appendix 6 for additional pages for employment history if necessary.

Agency Name:

State: Employed from (mo/yr) to:

Position held: Reason for leaving:

Agency Name:

State: Employed from (mo/yr) to:

Position held: Reason for leaving:

Agency Name:

State: Employed from (mo/yr) to:

Position held: Reason for leaving:

EQUIVALENCY RATING FOR PRIOR LAW ENFORCEMENT EXPERIENCE

- POST response** regarding this rating **is being requested** with this application.
 (IMPORTANT NOTE: If an equivalency rating is desired, see Appendix 12 for form/details. Additional processing time may be required if an equivalency rating is requested with the submittal of this application. Prior submittal is suggested.)
- POST response** regarding this rating **is attached** with this application.



Georgia Peace Officer Standards and Training Council Entrance Examination Access Form

APPLICANT

O.C.G.A. 35-8-8 requires each candidate for peace officer certification to successfully complete a job related academy entrance examination approved by the POST Council in conformity with state and federal law. Such examination shall be administered prior to entrance to the basic course provided for in Code Sections 35-8-9 and 35-8-11. Candidates who do not perform satisfactorily on the examination shall be ineligible to retake such examination for a period of six (6) months after an unsuccessful attempt. The provisions of this paragraph establish only the minimum requirements of academy entrance examinations for peace officer candidates in this state.

NAME: Alford, Lora D.
(Last) (First) (Middle)

HOME ADDRESS: [REDACTED]
(Street Address) (Apt. Number)

[REDACTED] [REDACTED]
(City) (State) (Zip Code)

RACE: White SEX: Female SS# [REDACTED]

CHECK PURPOSE FOR TESTING: Law Enforcement X Corrections/Probation _____

I understand the Entrance Exam score may be used for employment purposes and authorize P.O.S.T. to supply the results (PASS/FAIL ONLY) to other law enforcement agencies that may consider me for employment. Additionally, I understand that The Technical College System of Georgia will provide copies of all test scores to P.O.S.T. for analytical and data purposes.

Lora Dina Alford 7-21-11
(Applicant's Signature) (Date)

*****NOTICE*****

Each applicant should:

1. Be on time (once testing begins, no one will be allowed entrance into testing area).
2. Bring a valid driver's license or other picture I.D. to test site.
3. No telephones or other electronic devices are permitted in the testing area.
4. Plan (2) hours for test taking and administrative time.
5. Return this form and test results with your application for certification to Georgia POST Council.

*You may bring a calculator into the testing center for completion of the math skills test. Only calculators approved by ACT may be used. For more information go to: <http://www.act.org/aap/taking/calculator.html>.

*****NOTICE TO TCSG TESTING FACILITY*****

Please do the following in regard to using the ASSETT or COMPASS for testing potential peace officer academy students (law enforcement and corrections/probation):

1. Ask to see a copy of the student's Georgia Peace Officer Standards and Training Council Entrance Examination Access Form (do not keep this form – the student needs this form for P.O.S.T.-related business).
2. Charge the student the normal application fee.
3. Enter the application into BANNER with the following codes: (POSTL) for law enforcement or (POSTC) for corrections/probation.
4. Test the student (normally, you will be using COMPASS).
5. Provide the student with test results as quickly as possible (if you are using COMPASS, in most instances, you should be able to give the student a copy of the results as soon as the testing is completed). Official test results should be printed and placed in a sealed TCSG envelope. You may also provide the student with a second copy, for their records.

Augusta Technical College

Lora d. Gay **READING, WRITING, MATH PLACEMENT(including Algebra)**
 Taken Oct 07, 2010 at Augusta Campus
 Session #7716214, Total Time 02:52:35

Student Background and Educational Plans

(Time: 00:01:09)

COMPASS Reading Placement Test

(Directions Time: 00:01:24)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Reading	98	00:50:21	Placement Domain

General Recommendations:

The admissions office will contact you about your admissions/placement status.

COMPASS Writing Skills Placement Test

(Directions Time: 00:03:35)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Writing Skills	87	00:42:22	Placement Domain

General Recommendations:

The admissions office will contact you about your admissions status/placement.

COMPASS Math Placement Test

(Directions Time: 00:00:25)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
Pre Algebra	72	00:51:47	Initial Domain
Algebra	41	00:21:29	Placement Domain

General Recommendations:

The admissions office will contact you about your admissions/placement status.



Georgia Peace Officer Standards & Training Council
Peace Officer Application for Certification

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Initial

Certified Driver History - PAGE 9

Attached is a certified copy of candidate's GA driver's history or printed from GCIC

Attached is a certified copy of candidate's driver's history from another state

IMPORTANT NOTE:

Certified copy of an individual's driver's history must be the approved/accepted version by the state's department that governs driver's licenses and driver histories.

Candidate has possessed driver's licenses in what states in the past 10 years: (Check what applies)

Georgia Driver's License ONLY during past 10 years

Military Driver's License ONLY during past 10 years

Military Driver's License (From (yr) [] To (yr) [])

States other than Georgia (list years and states below)

YEARS: From (yr) [] To (yr) [] State: [] From (yr) [] To (yr) [] State: []

From (yr) [] To (yr) [] State: [] From (yr) [] To (yr) [] State: []

From (yr) [] To (yr) [] State: [] From (yr) [] To (yr) [] State: []

Has candidate ever been given a traffic citation?

Yes (if Yes, complete this section.) No (if No, go to next page.)

Has candidate received more than three citations during the past five years? Yes No

Has candidate ever had their license suspended? Yes (if yes, check which reason, and give year.) No

Year: 1999 DUI/DWI Points Insurance related Other If other, give brief reason below:

Reason: AND 2001 - BOTH FAILURE TO APPEAR

List any traffic citation received during the past five years. Use Appendix 2 if necessary.

DATE OF CITATION	TRAFFIC VIOLATION	ISSUING AGENCY	DISPOSITION
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
DATE OF CITATION	TRAFFIC VIOLATION	ISSUING AGENCY	DISPOSITION
DATE OF CITATION	TRAFFIC VIOLATION	ISSUING AGENCY	DISPOSITION
DATE OF CITATION	TRAFFIC VIOLATION	ISSUING AGENCY	DISPOSITION
DATE OF CITATION	TRAFFIC VIOLATION	ISSUING AGENCY	DISPOSITION
DATE OF CITATION	TRAFFIC VIOLATION	ISSUING AGENCY	DISPOSITION

Candidate's Last Name

ALFORD

Information verified by Candidate:

Lora Alford.

Candidate's Signature

The State of Georgia
Peace Officer Standards and Training Council

Hereby recognizes the accomplishments of

LORA DIANE ALFORD
BASIC LAW ENFORCEMENT

For completing the requirements established in the Peace Officer Standards and Training Act. Therefore, in recognition of this achievement, the following basic certification number is hereby awarded as proof of this attainment: ***PBLE20110161249***

Acknowledged this 16th day of December, 2011



Ken Vance, Executive Director



COPY

The State of Georgia

PEACE OFFICER STANDARDS

AND

TRAINING COUNCIL

Hereby recognizes the accomplishments of

Lora D. Alford

as a

Basic Jail Officer

For completing the requirements established in the Peace Officer Standards and Training Act. Therefore, in recognition of this achievement, the following Basic Certification Number is hereby awarded as proof of this attainment:

PBJA110454S

Issue Date:
05/27/2011

RCSO

PERFORMANCE

APPRAISAL



Hucko, Lora

2020

In 2017, the Richmond County Sheriff's Office declared in our Strategic Plan that our core values were Respect, Integrity, Teamwork and Excellence. Our overall mission is the reduction of gun violence in our community, to build trust and relationships in the community, invest in our human capital, to integrate, expand, and harness the use of technology for maximum effectiveness and efficiency, and to use SMART policing with Educational and Cyber Communities to maximize effectiveness and efficiency.

Although every division of the Sheriff's Office may have individual plans for accomplishing the strategic goals, every member of this agency is charged to embody our values to reach our goals.

Page 1: Specific Values. This page is to be completed for every employee.

Respect; is defined as a relation or reference to a particular thing or situation; an act of giving particular attention; high or special regard; the quality or state of being esteemed. Other words for respect are admiration, appreciation, esteem, estimation, favor, or regard. Respect is a noun or a verb so an individual can show respect or be respected.

Integrity; is a firm adherence to a code of especially moral or artistic values. Incorruptibility; soundness; completeness. It is also known as honesty, honor, and probity. Honor is a refusal to lie, steal or deceive in any way. Honor entails an active or anxious regard for the standards of one's profession, calling, or position. Integrity implies trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge. Probity implies tried and proven honesty.

Teamwork; is work done by several associates with each doing a part, but all subordinating personal prominence to the efficiency of the whole. It is also known as collaboration, cooperation, and coordination.

Excellence; is the quality of being excellent, having an excellent or valuable quality, or showing virtue. Other terms for excellence are distinction, grace, merit, value, and virtue. The purpose of this employee evaluation is to insure that each member of the agency, regardless of the mission of their perspective units, embodies the values of this agency. The four main points of the evaluation require a simple yes or no answer on the behalf of the rater. Either answer will require an evaluation of what part the employee embodies, or lacks for a given value. Any rating that includes a "no" response requires the rater to identify steps to aid the employee in obtaining the values of the agency and to re-evaluate the employee on a quarterly basis until the employee succeeds at these goals. Any employee receiving a "no" rating in any one of these four categories is held from eligibility for advancement until the performance improves.

RICHMOND COUNTY SHERIFF'S OFFICE PERFORMANCE APPRAISAL REPORT FORM

4. Employee Name: Hucko, Lora/ C021	5. Employee Classification/Title: Deputy Sheriff
6. Division: Field Operations-Zone 3	

1. Type of Review

X Annual _____ Other

2. Review Period

From: 1/1/20 To: 12/31/20

3. Next Review Date

12/31/21

Specific Values

Respect

Y N

Deputy Hucko is respectful of her supervisors as well as her co-workers and the public with whom she interacts. She takes a particular interest in the elderly and children (those who may not be able to care for themselves).

Integrity

Y N

Deputy Hucko goes to great lengths to not only handle her dispatched calls, but to genuinely help those in need, e. g., following up repeatedly to check on the infirm or young children.

Teamwork

Y N

Deputy Hucko works well with her fellow deputies. She is quick to assist when needed or requested, and appreciates it when other officers reciprocate.

Excellence

Y N

Deputy Hucko has shown an affinity for handling calls from which other officers tend to shy away. Elder and child abuse, as well as animal abuse, are areas in which she tends to shine. Deputy Hucko is our current CIT officer and shows great aptitude at such social services.

General Factors

This section is for all line level personnel who are not in a supervisory capacity. These categories are wide ranging and generic to fit all positions.

1. Ability to make sound decisions / effective under stress

Y N

Deputy Hucko has consistently displayed an ability to make intelligent decisions and handle stressful situations. She rarely requires supervisory assistance on day to day calls.

2. Has initiative/accepts responsibility/volume of acceptable work

Y N

Deputy Hucko takes it upon herself to follow up on calls (going so far as to respond after a change of shift in order to ensure someone receives the help they need). She does not shy away from her duties.

3. Work knowledge and job skill level / problem solving

Y N

Deputy Hucko performs her duties at an above satisfactory level and seldom requires assistance from supervisors.

4. Accepts directions / constructive criticism

Y N

Deputy Hucko easily accepts constructive criticism and takes direction well, particularly from myself and Sergeant Steptoe. Zones 3 & 4 (B rotation) work very well together and our paths often cross.

5. Accuracy, neatness, and thoroughness of work

Y N

Deputy Hucko's work is thorough, neat and accurate. She often goes beyond the required level of acceptance for her calls, to ensure her victim/ complainant receives the help and service they need.

6. Observance of rules and safety practices

Y N

Deputy Hucko always adheres to RCSO policy and utilizes safety practices in the field. She was recently involved in her first "at fault" accident and the situation was dealt with according to policy.

7. Attendance / uniform and grooming / equipment maintenance

Y N

Deputy Hucko has accrued an abundance of sick time and doesn't overuse her vacation allotment. When requesting vacation days, she always makes such requests well ahead of time.

Supervisory Factors

This page is for supervisors with at least one direct report. The subjects are designed to identify supervisory skills and develop our supervisors. There is no need to complete the general factors page for supervisors.

1. Leadership

Y N

2. Decision Making

Y N

3. Credibility With Subordinates

Y N

4. Ability to Plan and Schedule

Y N

5. Resource Allocation

Y N

6. Develops / Trains subordinates

Y N

7. Evaluating Subordinates

Y N

8. Delegation

Y N

9. Job Knowledge/Skill

Y N

OVERALL PERFORMANCE SUMMARY

Date: 12/13/20 Immediate Supervisor's Signature: *Cpl. Patrick Blanchard*
Date: 12/13/20 Evaluation Meeting Conducted By: Cpl. Patrick Blanchard/ C30
By: _____
By: _____

Notes on evaluation meeting:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Since my arrival in Zone 3 I have been impressed with Deputy Hucko. She shows compassion towards others. She is an asset to this agency, and my only hope is that she will one day consider becoming a supervisor.

Date: 12/10/20 Signature: Lt. Danny Whitehead Digitally signed by Lt. Danny Whitehead
Date: 2020.12.09 09:49:20 -05'00'
Title: Lieutenant

I understand the contents of this appraisal and it has been discussed with me.

Date: 12-13-20 Signature: *Rosa Hucko*

Employee Comments:

**RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM**

1. Type of Review
 X Annual
 Other

2. Review Period
 From: 01/01/18 To: 12/31/18

3. Next Review Date
 12/31/19

4. Employee Name: Hucko, Lora	5. Employee Classification/Title: Deputy
6. Division Road Patrol- 3B	

DEFINITION OF RATINGS

- Superior:** Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.
- Exceeds Expectations:** Performance is consistently above adequate skills. Achieves performance objectives, often beyond expectations.
- Meets Expectations:** Performance consistently meets job requirements. Achieves performance objectives as stated.
- Needs Improvement:** Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.
- Unsatisfactory:** Performance in several skills is substantially weak. Performance objectives are not met even with close supervision. Substantial improvement by the employee is required.

General Factors

U = Unsatisfactory NI = Needs Improvement ME = Meets Expectations EE = Exceeds Expectations S = Superior

- 1. Professionalism U NI ME EE S
- 2. Attendance U NI ME EE S
- 3. Observance of Rules and Safety Practices U NI ME EE S
- 4. Economy of Time and Materials U NI ME EE S
- 5. Initiative U NI ME EE S
- 6. Ability to Make Sound Decisions U NI ME EE S
- 7. Accepts Responsibility U NI ME EE S
- 8. Accepts Directions/Constructive Criticism U NI ME EE S
- 9. Interpersonal Skills/Attitude U NI ME EE S
- 10. Volume of Acceptable Work U NI ME EE S
- 11. Effectiveness Under Stress U NI ME EE S
- 12. Uniform and Grooming U NI ME EE S
- 13. Cooperation with Fellow Employees U NI ME EE S
- 14. Proactive Contacts U NI ME EE S
- 15. Performance in New Situations U NI ME EE S
- 16. Work Knowledge and Job Skill Level U NI ME EE S
- 17. Problem-solving U NI ME EE S
- 18. Accuracy, Neatness, and Thoroughness of Work U NI ME EE S
- 19. Written/Oral Expression U NI ME EE S
- 20. Equipment Maintenance U NI ME EE S

Does Not Apply

TOTAL: 20

		20		
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Supervisor Factors

U = Unsatisfactory NI = Needs Improvement ME = Meets Expectations EE = Exceeds Expectations S = Superior

1. Leadership

U NI ME EE S

2. Decision Making

U NI ME EE S

3. Credibility With Subordinates

U NI ME EE S

4. Ability to Plan and Schedule

U NI ME EE S

5. Resource Allocation

U NI ME EE S

6. Professional Development

U NI ME EE S

7. Evaluating Subordinates

U NI ME EE S

8. Delegation

U NI ME EE S

9. Job Knowledge/Skill

U NI ME EE S

TOTAL: _____

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1. Record job strengths and superior performance incidents.

Deputy Hucko's strength lies in her duty to the public. She is particularly diligent in reporting and investigating calls involving children and the elderly. She follows up to ensure matters are being attended to regarding such.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

Deputy Hucko can, at times, seem despondent regarding the workplace. We are all susceptible to the rigors of the workplace and can oftentimes find ourselves in a "slump". Deputy Hucko normally airs her views and works through the matter in as professional a manner as possible.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Deputy Hucko's forthright attitude would, in my opinion, make her an effective supervisor. She should seek to attain higher rank.

How to Accomplish

Deputy Hucko should attend supervision classes as well as attending FTO school.

OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the Employee's overall performance is rated as:

_____ Superior ___ Exceeds Expectations X Meets Expectations ___ Needs Improvement ___ Unsatisfactory

Comments:

Deputy Hucko is a valued member of Zone 3 and works hard to assist the public and the zone.

Actions for Improvement/Development:

Deputy Hucko will be encouraged to attend classes that will further her career and gain rank.

Date: 123118

Immediate Supervisor's Signature: _____

Date: _____

Evaluation Meeting Conducted By: _____

By: _____

By: _____

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 123118

Signature: _____



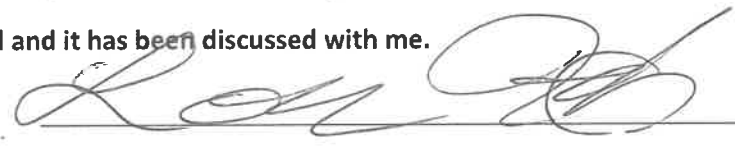
Title: _____

LIEUTENANT

I understand the contents of this appraisal and it has been discussed with me.

Date: 12-14-18

Signature: _____



RCSO PERFORMANCE APPRAISAL



RCSO
PERFORMANCE APPRAISAL REPORT FORM

1. Type of Review

 X Annual
 Other

2. Review Period

From: 1/1/2017 To: 12/31/2017

3. Next Review Date

 December 31, 2018

4. Employee Name: Hucko, Lora	5. Employee Classification/Title: Deputy Sheriff
6. Division Road Patrol	

DEFINITION OF RATINGS

Superior:

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.

Exceeds Expectations:

Performance is consistently above adequate skills. Achieves performance objectives, often beyond expectations.

Meets Expectations:

Performance consistently meets job requirements. Achieves performance objectives as stated.

Needs Improvement:

Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory:

Performance in several skills is substantially weak. Performance objectives are not met even with close supervision. Substantial improvement by the employee is required.

**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

General Factors

U= Unsatisfactory NI=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- | | | | | | | | | | | |
|--|----------------|----------------------------|--|-----------------------------|--|--|--|--|--|----------------------------|
| 1. Professionalism | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 2. Attendance | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 3. Observance of Rules and Safety Practices | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 4. Economy of Time and Materials | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 5. Initiative | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 6. Ability to Make Sound Decisions | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 7. Accepts Responsibility | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 8. Accepts Directions/Constructive Criticism | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 9. Interpersonal Skills/Attitude | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |
| 10. Volume of Acceptable Work | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 11. Effectiveness Under Stress | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 12. Uniform and Grooming | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 13. Cooperation with Fellow Employees | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input type="checkbox"/> ME | | <input checked="" type="checkbox"/> EE | | <input type="checkbox"/> S |
| 14. Proactive Contacts | Does Not Apply | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 15. Performance in New Situations | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 16. Work Knowledge and Job Skill Level | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 17. Problem-solving | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 18. Accuracy, Neatness, and Thoroughness of Work | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 19. Written/Oral Expression | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |
| 20. Equipment Maintenance | | <input type="checkbox"/> U | | <input type="checkbox"/> NI | | <input checked="" type="checkbox"/> ME | | <input type="checkbox"/> EE | | <input type="checkbox"/> S |

Total: 20

0		18	2
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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

1. Record job strengths and superior performance incidents.

Over the course of the year I've observed the level of professionalism Deputy Hucko displays both on calls and among her co-workers. She provides exceptional levels of service to the public, while displaying genuine concern for those she assists. The officers she works with have only positive things to say about Deputy Hucko, and I agree with them whole heartedly.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

Deputy Hucko has displayed no area in which she is deficient to a point worthy of note. She can handle her calls with minimal assistance (normally no assistance is required at all). Minor issues that require correction are those which occur for most officers, i.e., spelling errors in reports, tabs left blank, etc. These are issues that commonly occur during the course of a report writing career.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Deputy Hucko would like to progress in rank and hopes that the opportunity presents itself in the near future. As a personal observation, I've noticed that Deputy Hucko shows a particular interest in handling child & elder abuse cases. She shows great concern for those who cannot defend themselves, leaving one to believe that she would make an exceptional investigator.

How to Accomplish

Deputy Hucko will continue to be encouraged to obtain specialized training in order to gain the knowledge and experience needed to fulfill her goals.

OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the employee's overall performance is rated as:

 Superior Exceeds Expectations X Meets Expectations Needs Improvement Unsatisfactory

Comments:

Deputy Hucko performs her duties with either an acceptable or exceptional level of performance.
She continues to prove herself to be an asset to the department and her zone.

Actions for Improvement/Development:

Deputy Hucko will be afforded the opportunity to attend specialized training in order to further her career.

Date: 12/31/2017 Immediate Supervisor's Signature: Cpl. Patrick Blonkel C-30
Date: _____ Evaluation Meeting Conducted By: Cpl. Patrick Blonkel C-30
By: _____
By: _____

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 12-31-17 Signature: [Signature]
Title: LT

I understand the contents of this appraisal and it has been discussed with me.

Date: 12-31-17 Signature: [Signature]

RCSO
PERFORMANCE APPRAISAL REPORT FORM

1. Type of Review

Annual
 Other

2. Review Period

From: 1/1/2016 To: 12/31/2016

3. Next Review Date

4. Employee Name: Alford, Lora	5. Employee Classification/Title: Deputy
6. Division Road Patrol Zone 3, B-Rotation	

DEFINITION OF RATINGS

Superior:

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.

Exceeds Expectations:

Performance is consistently above adequate skills. Achieves performance objectives, often beyond expectations.

Meets Expectations:

Performance consistently meets job requirements. Achieves performance objectives as stated.

Below Expectations:

Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory:

Performance in several skills is substantially weak. Performance objectives are not met even with close supervision. Substantial improvement by the employee is required.

**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

General Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- 1. Professionalism U NI ME EE S
- 2. Attendance U NI ME EE S
- 3. Observance of Rules and Safety Practices U NI ME EE S
- 4. Economy of Time and Materials U NI ME EE S
- 5. Initiative U NI ME EE S
- 6. Ability to Make Sound Decisions U NI ME EE S
- 7. Accepts Responsibility U NI ME EE S
- 8. Accepts Directions/Constructive Criticism U NI ME EE S
- 9. Interpersonal Skills/Attitude U NI ME EE S
- 10. Volume of Acceptable Work U NI ME EE S
- 11. Effectiveness Under Stress U NI ME EE S
- 12. Uniform and Grooming U NI ME EE S
- 13. Cooperation with Fellow Employees U NI ME EE S
- 14. Proactive Contacts U NI ME EE S Does Not Apply
- 15. Performance in New Situations U NI ME EE S
- 16. Work Knowledge and Job Skill Level U NI ME EE S
- 17. Accuracy, Neatness, and Thoroughness of Work U NI ME EE S
- 18. Written/Oral Expression U NI ME EE S
- 19. Equipment Maintenance U NI ME EE S

TOTAL: _____

		17	2
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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

Supervisory Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- | | | | | | |
|----------------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|
| 1. Leadership | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 2. Decision Making | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 3. Credibility With Subordinates | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 4. Ability to Plan and Schedule | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 5. Job Knowledge/Skill | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 6. Resource Allocation | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 7. Professional Development | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 8. Evaluating Subordinates | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |
| 9. Delegation | <input type="checkbox"/> U | <input type="checkbox"/> NI | <input type="checkbox"/> ME | <input type="checkbox"/> EE | <input type="checkbox"/> S |

TOTAL: _____

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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

1. Record job strengths and superior performance incidents.

Over the course of the year I've observed the professionalism that Deputy Alford displays both on calls and among her co-workers. She provides exceptional levels of service to the public, while displaying genuine concern for those she assists. The officers she works with have only positive things to say about Deputy Alford, and I agree with them whole heartedly.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

While some might consider Deputy Alford's quiet demeanor as a negative as far as policing standards are concerned, she has been able to handle difficult calls and subjects in a wide variety of situations, proving that a police officer's duties can be accomplished in a calm, professional manner.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Deputy Alford would like to progress in rank and hopes that the opportunity presents itself in the near future. As a personal observation, I've noticed that Deputy Alford shows a propensity for domestic violence and child/ elder abuse. I believe that she would make an excellent investigator.

How to Accomplish

Deputy Alford will continue to be encouraged to attend classes and broaden her field of knowledge in order to attain her goals.

OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the employee's overall performance is rated as:

 Superior Exceeds Expectations X Meets Expectations Needs Improvement Unsatisfactory

Comments:

Deputy Alford performs all of her duties at either an acceptable or exceptional level. She is an asset to the department and, especially, her zone.

Actions for Improvement/Development:

Deputy Alford will be afforded the opportunity to attend classes that will further her career.

Date: 12-27-16 Immediate Supervisor's Signature: Cpl. Patrick Blandel C30
Date: 12-27-16 Evaluation Meeting Conducted By: Cpl. Patrick Blandel C30
By: _____
By: _____

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 12-28-16 Signature: [Signature]
Title: Lieutenant

I understand the contents of this appraisal and it has been discussed with me.

Date: 12-27-16 Signature: Lois A. Alford

RCSO
PERFORMANCE APPRAISAL REPORT FORM

1. Type of Review

Annual
 Other

2. Review Period

From: 1/1/2015 To: 12/14/2015

3. Next Review Date

4. Employee Name: Alford, Lora	5. Employee Classification/Title: Deputy
6. Division Road Patrol Zone 3, B-Rotation	

DEFINITION OF RATINGS

Superior:

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.

Exceeds Expectations:

Performance is consistently above adequate skills. Achieves performance objectives, often beyond expectations.

Meets Expectations:

Performance consistently meets job requirements. Achieves performance objectives as stated.

Below Expectations:

Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory:

Performance in several skills is substantially weak. Performance objectives are not met even with close supervision. Substantial improvement by the employee is required.

**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

General Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- 1. Professionalism U NI ME EE S
- 2. Attendance U NI ME EE S
- 3. Observance of Rules and Safety Practices U NI ME EE S
- 4. Economy of Time and Materials U NI ME EE S
- 5. Initiative U NI ME EE S
- 6. Ability to Make Sound Decisions U NI ME EE S
- 7. Accepts Responsibility U NI ME EE S
- 8. Accepts Directions/Constructive Criticism U NI ME EE S
- 9. Interpersonal Skills/Attitude U NI ME EE S
- 10. Volume of Acceptable Work U NI ME EE S
- 11. Effectiveness Under Stress U NI ME EE S
- 12. Uniform and Grooming U NI ME EE S
- 13. Cooperation with Fellow Employees U NI ME EE S
- 14. Proactive Contacts Does Not Apply U NI ME EE S
- 15. Performance in New Situations U NI ME EE S
- 16. Work Knowledge and Job Skill Level U NI ME EE S
- 17. Accuracy, Neatness, and Thoroughness of Work U NI ME EE S
- 18. Written/Oral Expression U NI ME EE S
- 19. Equipment Maintenance U NI ME EE S

TOTAL: _____ 19

		1	9		
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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

Supervisory Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- 1. Leadership U NI ME EE S
- 2. Decision Making U NI ME EE S
- 3. Credibility With Subordinates U NI ME EE S
- 4. Ability to Plan and Schedule U NI ME EE S
- 5. Job Knowledge/Skill U NI ME EE S
- 6. Resource Allocation U NI ME EE S
- 7. Professional Development U NI ME EE S
- 8. Evaluating Subordinates U NI ME EE S
- 9. Delegation U NI ME EE S

TOTAL: _____

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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

1. Record job strengths and superior performance incidents.

While Deputy Alford has only been with Zone 3 for a short time, I've observed that she is very professional and personable while handling calls and dealing with the public in general. She works well with supervisors and fellow officers alike. Her work thus far has met every standard and I believe that she will continue to impress in the performance of her duties.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

I can report no particular deficiencies regarding Deputy Alford. Looking through her file I found only one negative action. In September she neglected to attend a mandatory in-service class, which was dealt with by means of a counseling letter.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Deputy Alford would like to progress in her career, like the majority of officers. To climb in rank is the common goal of most officers. She has expressed no particular area of interest regarding the Sheriff's Office.

How to Accomplish

Deputy Alford will be encouraged to attend any classes that might push her career forward.

OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the employee's overall performance is rated as:

 Superior Exceeds Expectations X Meets Expectations Needs Improvement Unsatisfactory

Comments:

During the short time I have worked with Deputy Alford she has performed very well. I believe that she will excel in this profession.

Actions for Improvement/Development:

Deputy Alford will be actively encouraged to attend classes that will assist in her career's development.

Date: 12/19/15 Immediate Supervisor's Signature: Cpl. Patrick Blandford
Date: 12/19/15 Evaluation Meeting Conducted By: Cpl. Patrick Blandford
By: _____
By: _____

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 12/18/15 Signature: [Signature]
Title: LIEUTENANT

I understand the contents of this appraisal and it has been discussed with me.

Date: 12/19/15 Signature: Loan Alfi

EMPLOYEE PERFORMANCE EVALUATION REPORT

Name Alford, Lora	EMP# 15176	Date: 10/28/2012
Classification: Deputy (Road Patrol)	Dept. Sheriff - 5041	Div: Patrol

Annual <input checked="" type="checkbox"/> Anniversary	Special <input type="checkbox"/>	Probation <input type="checkbox"/>	Explain: <input type="text"/>
Evaluation Period		Date of Last Evaluation: None Present	

I. General Skills & Traits	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
	(2)				Actual	Poss.
1. Dependability	2		2		4	6
2. Teamwork / Interpersonal Relations	2		2		4	6
3. Quantity of Work	2		2		4	6
4. Quality of Work	2		2		4	6
5. Customer Service	2		2		4	6
TOTALS					20	30

SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3 **2.0**

Dependability: Reliability and responsibility on the job. Ability to perform with a minimum of supervision. Use of judgement. Initiative and flexibility to meet job requirements.

Team Work and Interpersonal Relations: Cooperation, tact, and overall effectiveness in handling interpersonal relations. Includes relationships with management, subordinates, peers, and outside business contacts. Includes one-to-one and group interactions. Ability to function as a team member.

Quantity of Work: Ability to complete required work within normal time limits. Volume of work produced under normal conditions. Effective use of resources.

Quality of Work: Degree to which work is accurate, neat, and thorough.

II. SPECIFIC JOB RESPONSIBILITIES	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
	(1-3)	1	2	3	Actual	Poss.
1. Patrols assigned zone to detect and deter crime	3		2		6	9
2. Conducts preliminary inquiries, field interviews	3		2		6	9
3. Apprehends, arrests, and processes offenders	1		2		2	3
4. Provides assistance and backup support to officers	1		2		2	3
5. Testifies in judicial proceedings.	1		2		2	3
6. Inspects and maintains patrol car/motorcycle	1		2		2	3
TOTALS					20	30

SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3 **2.0**

GUIDE TO INDIVIDUAL RATINGS

Does not meet expectations (1) Mandatory management plan. Recommended Performance Improvement Probation.	Meets Expectations (2) Meets job and County standards of a good employee	Exceeds Expectations (3) Consistently excels; far exceeds standards; role model.
--	--	--

III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3 **2.0**

EMPLOYEE PERFORMANCE EVALUATION REPORT

IV. Does Employee perform at Acceptable Level	YES	NO	Comments Req'd if "NO" - Use Attachments if Needed
1. Appearance	x		
2. Safety	x		
3. Follows Rules/Policies	x		
4. Attendance Lateness	x		Times Late:
			Hours Unexcused:
			Total S/L and lost Time:
5. Employee has neither an attendance nor a tardy problem	x		

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

Deputy Alford has finished the FTO program and has been assigned as a relief driver.

2. STRATEGY FOR PERFORMANCE IMPROVEMENT:

Deputy Alford needs to take some classes that will help her improve when it comes to working on accidents.

Deputy Alford needs to learn not to spend so much time on calls that is not needed there.

3. ANNUAL PERFORMANCE GOALS:

Be assigned a beat car.

EMPLOYEE PERFORMANCE EVALUATION REPORT

4. CAREER DEVELOPMENT GOALS/STRATEGY:

5. GENERAL COMMENTS:

Deputy Alford works hard to do a good job. Deputy Alford needs to gain more confidence while handling calls which will come with time. Deputy Alford has progressed well in the past year. Deputy Alford has the ability and knowledge to do a good job she just needs to motivate herself so that she can put herself in a position to get her own car and beat assignment.

MANAGEMENT SIGNATURES DATES:

EMPLOYEE PERFORMANCE EVALUATION REPORT

Manager Initiating Report:

Sgt, Darrell Grooms

10/28/2012

Signature

Date

Reviewing:

[Handwritten Signature]

11/01/12

Signature

Date

Reviewing:

[Handwritten Signature]

5 Nov 12

Signature

Date

EMPLOYEE SIGNATURE AND DATE:

1. My supervisor and I have discussed my job description as it relates to my current duties
2. My supervisor has conducted an interim progress review with me this year.
3. I have provided feedback to my supervisor via the employees pre-evaluation worksheet
4. Signature acknowledges receipt of this report: [Handwritten Signature]
5. Employee comments:

Signature

YES	NO
✓	
✓	
✓	

11/11/12

Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

SPECIFIC JOB RESPONSIBILITIES ENUMERATED:

1. Patrols assigned zone to detect and deter criminal activity and traffic violations, and responds to calls.
2. Conducts preliminary inquiries, field interviews, follow-up investigations, residential and commercial/industrial security checks, and secures crime scenes.
3. Apprehends, arrests, and processes offenders.
4. Provides assistance and backup support to other officers, first aid and CPR to victims, traffic direction and escorts, and assists motorists.
5. Testifies in judicial proceedings.
6. Inspects and maintains patrol car/motorcycle.

NEW HIRE PROCESS



AUGUSTA-RICHMOND COUNTY
HUMAN RESOURCES QUESTIONNAIRE

NAME: Lora G. Alford HOME PHONE: [REDACTED]
ADDRESS: [REDACTED]

(STREET) (CITY) (STATE) (ZIP)

DATE OF BIRTH: [REDACTED] 72 SEX: MALE FEMALE

SOCIAL SECURITY NUMBER: [REDACTED] U.S. CITIZEN YES NO

MARITAL STATUS: SINGLE MARRIED DIVORCED
RACE: WHITE BLACK ASIAN AMERICAN HISPANIC OTHER

CIRCLE HIGHEST SCHOOLING COMPLETED: GRADE SCHOOL: 4 5 6 7 8
HIGH SCHOOL: 9 10 11 12 GED
COLLEGE: 1 2 3 4
GRADUATE: 1 2 3

RELATIVES EMPLOYED WITH AUGUSTA-RICHMOND COUNTY: YES NO
IF YES, NAME: [REDACTED] RELATIONSHIP: [REDACTED]

DEPARTMENT: [REDACTED]
IN EMERGENCY NOTIFY: [REDACTED]
(NAME) (PHONE)

PREVIOUSLY EMPLOYED BY ANY DEPARTMENT IN AUGUSTA-RICHMOND COUNTY?
(NO YES) DATE LEFT: [REDACTED]
Lora G. Alford 11-08-10
(SIGNATURE) (DATE)

.....
FOR OFFICE USE ONLY: (TO BE COMPLETED BY PERSONNEL STAFF)
DATE OF EMPLOYMENT: _____ DEPARTMENT NUMBER: _____
POSITION TITLE: _____ CLASS CODE: _____ PAY CLASS: _____
SALARY: _____ GRADE: _____ ALLOWANCE: _____
STATUS: _____ HOURS PER DAY: _____ CALENDAR: _____
REPLACED: _____ EMPLOYEE NUMBER: _____
PCN: _____
TAX CODE: FEDERAL (S,M) _____ DEP: _____ STATE: (S, M, J, H) _____ DEP: _____
ADDITIONAL: _____ ADDITIONAL: _____
ORIENTATION DATE: _____
SENT ORIENTATION SCHEDULE: _____

SUBSTANCE ABUSE COVERAGE FORM

I, Lora G. Alford, have read and understand the below Richmond County Substance Abuse Policy.

I further understand that the use, possession, sale or distribution of alcohol, drugs, or controlled substances in the workplace is strictly prohibited.

For purposes of this policy "drugs or controlled substances" includes legal and illegal (street) drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician's instructions. I also understand that the presence of such substances in my system during work hours places unacceptable risk and burden on the safe and efficient operation of my job, and consequently, is strictly forbidden.

I also understand that if arrested and/or convicted for off-the-job drug and alcohol activities, including driving under the influence, some persons in some job assignments may have action taken against them, taking into consideration among other things, the nature of the charge, job assignment, and record with the County.

I also understand, in connection with the Richmond County Substance Abuse Program, that "for reasonable cause", (paragraph F page 2 - Annex B of the Safety/Risk Management Manual adopted April 29, 1987) I am subject to testing for the presence of drugs and alcohol in my system.

I fully understand that my cooperation with, and adherence to, Richmond County's Policies and Procedures regarding substance abuse are conditions of my continued employment and that, if I violate, or am insubordinate by refusing to cooperate with any of these policies and procedures, I am subject to discipline, up to and including discharge.

SIGNATURE: 

DATE: 11-08-10

AUGUSTA-RICHMOND COUNTY
USE OF POLYGRAPH EXAMINATIONS

SECTION I: POLICY

A. This policy is to be followed in the utilization of polygraph examinations whenever they are used as part of an investigation of alleged impropriety or misconduct by officers, employees, or agents of Richmond County, Georgia.

B. All Richmond County employees or agents are required to cooperate with supervisors and investigators in the process of conducting investigations of, incidents of, and reports alleging impropriety or misconduct on the part of any officer, employee, or agent including, but not limited to, the providing of written or oral testimony under oath and submission to an examination by polygraph.

C. Supervisory personnel investigating impropriety or misconduct by employees, investigators employed by Richmond County or investigative agents of other organizations and agencies specifically approved and commissioned to undertake an internal investigation of any Richmond County operated or funded activity, are authorized to employ polygraph examinations.

D. Polygraph examinations may be administered only by persons employed as polygraph examiners by a law enforcement agency or by persons licensed by the Georgia Board of Polygraph Examiners or licensed in some other state to conduct such examinations. The questions asked in any polygraph examination must relate narrowly and directly to the subject's participation in the alleged impropriety or misconduct under investigation or to his knowledge of information pertaining to such impropriety or misconduct.

E. Refusal of an order to submit to a polygraph examination under the circumstances covered in this policy shall be considered to be refusal to follow a direct order and shall constitute cause for initiation of adverse action based upon insubordination.

TO: WHOM IT MAY CONCERN
SUBJECT: USE OF POLYGRAPH EXAMINATION

I, Lora G. Alford an employee of Richmond County Georgia, have read Annex B to the Richmond County Policy and Procedures Manual, USE OF POLYGRAPH EXAMINATION. I understand the contents of this annex and how it applies to me in my employment by Augusta-Richmond County.

Lora G. Alford

(signature)

11-08-10

(date)

Susan Epp

(witness)

11-8-10

(date)

**GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT**

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1 (amended), and dissemination of such information are governed by state and federal laws and by GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.G.C.A. 35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90 ET SEQ) was enacted to provide statutory protection for public sector and private sector computer systems, including communications links to such computer systems. The Act establishes major felony penalties for four criminal offenses: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The act defines each of the felonies in broad terms. The criminal penalties for each offense include maximum sentences to confinement for 15 years, fines up to \$50,000.00, and civil penalties. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of confinement for not more than one year and a fine up to \$500.00, or both.

These above-cited statutes have broad application in Georgia, to private citizens, to public officials, and to employees of governmental agencies. The Georgia Criminal Justice Information System Network, operated by the Georgia Crime Information Center in compliance with O.C.G.A. 35-3-31, and all of the data bases accessible via Network terminals, are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read this Awareness Statement.

SIGNED: _____

Rex N. Elliott

DATE: _____

11-08-10

WITNESS: _____

Susan Epp

DATE: _____

11-8-10

EMPLOYEE INFORMATION SHEET:

Name: Lora G. Alford

Address: [REDACTED]

Phone: [REDACTED]

SSN: [REDACTED]

Hire Date: Saturday, 11/13/10

Orientation: Monday, 11/29/10 @ 8:00 AM and Tuesday, 11/30/10 @ 9:00 AM

Date to Report: Saturday, 11/13/10 @ 5:45 PM

Assigned Shift: C-Shift / CBWDC

Supervisor: Lt. Brenda West

Salary (bi-weekly): \$1,101.88 **Salary (annual):** \$28,648.88

First Check: 12/03/10

Computer #: C021

FINGERPRINTS

P.O.S.T. PAPERWORK

PHOTO Jail Administration (1st floor of Law Enforcement Center)

ROAD DEPUTIES Training Range (Weapon)

UNIFORMS Ttreon Bush (Quartermaster)
Warehouse building behind Red Lobster
Enter through gates via Walton Way

SWEARING IN Friday, 11/12/10 @ 9:00 AM
Judge Isaac S. Jolles
4th floor Municipal Building
530 Greene Street
(Do not wear uniform)

NEW HIRE NOTIFICATION/CONFIRMATION

PLEASE COMPLETE ALL BLANKS

TO: Employment Manager
Human Resources

DATE: 11/08/10

FROM: Sheriff

5034

(Department Name)

(Department #)

Payroll Class. Title	Jaile 12.5 hr
Salary Grade	41
Annual Salary	\$28,648.88
Bi-weekly Salary	\$1,101.88
	(% over entry)
	* 11% or more over entry requires submission of Commission Approval Letter
Hourly rate	
Allowance (specify, example: clothing, car, etc.)	
Hours bi-weekly	81.25

Lora G. Alford has been selected for consideration in the above mentioned vacancy. If hiring requirements are met, the Human Resources Department will advise as soon as possible.

All new full-time employees will attend orientation on the Monday of the new pay period. Please circle the effective date (No employee will be entered on payroll or start work prior to orientation).

2010					
JANUARY	09	23	JULY	10	24
FEBRUARY	06	20	AUGUST	07	21
MARCH	06	20	SEPTEMBER	04	18
APRIL	03	17	OCTOBER	02	16 30
MAY	01	15 29	NOVEMBER	13	27
JUNE	12	26	DECEMBER	11	25

Brandon Rutherford PCN: SPR0526041
(replaced employee)

11368
(employee #)

5034
(dept #)

Department Director's Signature

Newhire Notification (form) 2010

Revised 12/1/04
Previous Form Obsolete/Do Not Use

Application Process II

Last Name	First Name	Middle Name	Suf
Alford	Lora	G.	
SS#	DL#	DOB:	
[REDACTED]	GA049388944	[REDACTED] 972	
Interview (Date):	9-14-10	Interviewed By:	Col. Gary Powell
Remarks:	OKay for jail. Continue process.		
POST (Date):			
Remarks:			
Entrance Exam (Date):		Score:	
Polygraph (Date):	10/11/10	Examiner:	[Signature]
Remarks:	NOI - of		
Range:			
Background by:	[Signature]		
Remarks:			
Drug Screen:	10-26-10	Physical	10-26-10
No Further Process			
Approved Hire:	[Signature]		



Application for Employment City of Augusta

HUMAN RESOURCES DEPARTMENT

ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GEORGIA 30911

www.co.richmond.ga.us JOB LINE# (706) 821-2305 PHONE: (706) 821-2303 FAX: (706) 821-2867

In order to be considered for a position, applications must be complete. You must **PRINT, SIGN** and **DATE** your application in **INK**.

Position Applying For <u>Deputy Jailor</u>		Date <u>14 Sept 2010</u>	
Name Last <u>Alford</u>	First <u>LORA</u>	MI <u>G</u>	
Current Address [REDACTED]	City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]
Telephone Number(s) [REDACTED]	()	()	

Have you ever been employed with the City of Augusta or Richmond County before? Yes No

If yes, Date _____ Position _____

On what date would you be available for work? Would like to be able to give two week notice to job.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

If you are required to register with the Selective Service, can you show proof of registration? (Required of males ages 18 - 26.) Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible to work in the U.S.? Yes No

Do you have any relatives employed with us? Yes No

If yes, Name [REDACTED] Relation [REDACTED] Dept [REDACTED]

If yes, Name [REDACTED] Relation [REDACTED] Dept [REDACTED]

Have you ever been convicted of, plead guilty or no contest to a misdemeanor? * Yes No

If yes, please give date and explanation. _____

Have you ever been convicted of, plead guilty or no contest to a felony? * Yes No

If yes, please give date and explanation. _____

*A misdemeanor or felony conviction will not necessarily disqualify a job candidate from being considered for a position, unless applicable by law.

Education

High School				
School Name and Address <u>Westside High School</u>				Did you graduate?
<u>1002 Patriots Way Augusta, GA 30907</u>				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If not a high school graduate, do you have a GED?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical or Business Schools				
School Name and Address	Number of years attended	Course of study	Did you graduate?	Degree obtained
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colleges/Universities				
School Name and Address	Number of years attended	Course of study	Did you graduate?	Degree obtained
<u>AUGUSTA State</u>	<u>2</u>	<u>General Studies</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<u>University of Phoenix Online</u>		<u>Information Tech.</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Augusta is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, gender, age, national origin or disability. Applications are kept on file for 90 days.



Application for Employment City of Augusta

References: List three (3) personal references who are not related to you and are not previous employers.

Name		Years Known
Stan Norton		6
Deborah Stewart		25
Dean Maruca		10

Employment History: List most recent or current job first: (please cover last eight (8) years, attach additional page if needed.)

Name of Organization <i>National Guard Youth Challenge</i>	Telephone <i>(706) 823-8000</i>	Dates Employed From mo/yr <i>01/2008</i> To mo/yr
Number and Street <i>4154 Street</i>	City State Zip Code <i>Fort Gordon GA 30905</i>	May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Official Job Title <i>Cadre</i>	Name of Supervisor <i>Major Jeffrey Helms</i>	Pay (hourly rate/salary) <i>yearly</i> Starting <i>20,800.00</i> Final
Describe Specific Job Duties <i>Maintain accountability of cadets. Resolve any conflicts. Prepare training rosters. Enter cadet information into the network site. Schedule community service. Maintain files. Prepare work schedules for staff. Complete payroll time sheets.</i>		
Reason for Leaving		
Name of Organization <i>US Army</i>	Telephone <i>(706) 791-3480</i>	Dates Employed From mo/yr <i>02/2000</i> To mo/yr <i>12/2007</i>
Number and Street <i>A Co 63rd ESB</i>	City State Zip Code <i>Fort Gordon, GA 30905</i>	May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Official Job Title <i>Network Switching System</i>	Name of Supervisor <i>SFC Wayne Westley</i>	Pay (hourly rate/salary) <i>yearly</i> Starting <i>24,000.00</i> Final <i>29,000.00</i>
Describe Specific Job Duties <i>Performed installation operations, employment and direct support on systems maintenance of large and small electronic switches. Interpret error codes to correct faults on the systems.</i>		
Reason for Leaving <i>Left Army.</i>		
Name of Organization	Telephone ()	Dates Employed From mo/yr To mo/yr
Number and Street	City State Zip Code	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Official Job Title	Name of Supervisor	Pay (hourly rate/salary) Starting Final
Describe Specific Job Duties		
Reason for Leaving		

List any additional training, skills or equipment you are skilled in operating related to the position in which you are applying. (This may include computer applications, typing speed, a CDL license, or any other skills.)
M16 Rifle marksmanship, M9 Pistol, Combat Lifesaver course, Defense Driving Course, CPR, Crisis Prevention and Intervention course, Microsoft Word, Excel, Powerpoint, Outlook, Unix

Authorization and Release

My signature on this application form attests to the fact that all information included is true to the best of my knowledge. I am aware that falsification/misrepresentation on any part of this application form and attached resume or credentials may disqualify me for employment or result in immediate dismissal, regardless of when discovered. I understand that any employment pursuant to this application shall be subject to the condition that I pass the pre-employment drug screening urinalysis test and that information regarding use of drugs may be disclosed to the appropriate county representative as a part of the employment process. I further understand that a post-offer of employment physical examination is also required for certain positions, and in those cases, employment is conditional upon successfully passing the examination. All medical information will be classified as confidential.

HIGH SCHOOL CUMULATIVE RECORD

Richmond County Schools, Augusta, Georgia

NAME: Gay (LAST) Lora (FIRST) Diane (MIDDLE) PLACE OF BIRTH _____ DATE OF BIRTH 1/72

ID# _____ ADDRESS (STREET AND NO.) _____

PARENT OR GUARDIAN: M/M Eddie Gay

EXPLANATION OF GRADES
 A ± 95-100 C 75-79
 A 90-94 D 70-74
 B 85-89 F 65-69
 C ± 80-84
 Semester System—Record In-
 formation horizontally and
 sequentially

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 1
 HL0193-02 HEALTH & SAFETY 70
 LA2101-04 LANG ARTS I A 78
 MA2120-03 PRE-ALGEBRA I A 63
 MU0005-01 INTER. CHORUS I 82
 SC2153-03 PHYSICAL SCIENCE I 70
 SS2192-03 CITIZENSHIP A 50

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 2
 LA2102-02 LANG ARTS I B 70
 MT2120-02 PRE-ALGEBRA I B 76
 MU0005-01 INTER. CHORUS I 71
 SC2154-03 PHYSICAL SCIENCE I 91
 SS2103-05 CITIZENSHIP B 89

Course #	TITLE	SA	CR

GR: 19 HR: 7302 YR: 87-88 T-CR: 2.00

GR: 19 HR: 7302 YR: 87-88 T-CR: 3.00

Gr: _____ Yr: _____ Days Pres: _____ Abs: _____ Total Cr: _____

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 1
 BU0150-01 TYPING I A 76
 FL2011-02 FRENCH I A 61
 LA2203-03 LANG ARTS II A 54
 MA2121-02 ALGEBRA I A 70
 SC1160-02 BASIC BIOLOGY A 75
 SS1231-02 WORLD HISTORY A 70

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 2
 BU0151-01 TYPING I B 78
 HE0141-01 FONDS I B 91
 LA2204-03 LANG ARTS II B 51
 MA2122-02 ALGEBRA I B 57
 SC1161-02 BASIC BIOLOGY B 80
 SS1232-02 WORLD HISTORY B 76

Course #	TITLE	SA	CR
33311	SOC 201 U.S. Hist	70	50
A10103	Health 201	81	50

GR: 20 HR: 7322 YR: 88-89 T-CR: 2.00

GR: 20 HR: 7322 YR: 88-89 T-CR: 2.00

Gr: _____ Yr: _____ Days Pres: _____ Abs: _____ Total Cr: _____

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 1
 BU0016-01 CBE DJT 6TH PERI 93
 F 332-01 CD-OP BUS ED I A 86
 L 305-03 LANG ARTS III A 77
 MT2122-02 ALGEBRA I B 74
 SC2273-03 GENERAL CHEMISTR 58
 SS2192-06 CITZNSHP/ECONMCS 94

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 2
 BU0026-01 CBE DJT 6TH PERI 90
 BU2333-03 CO-OP BUS ED I B 89
 LA2204-02 LANG ARTS III B 70
 LA2306-03 LANG ARTS III B 85
 MT2223-02 GEOMETRY A 57
 SS2312-01 U.S. HISTORY B 74

Course #	TITLE	SA	CR

GR: 21 HR: 7342 YR: 89-90 T-CR: 2.50

GR: 21 HR: 7342 YR: 89-90 T-CR: 2.50

Gr: _____ Yr: _____ Days Pres: _____ Abs: _____ Total Cr: _____

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 1
 BU0016-01 CBE DJT 6TH PERI 96
 BU2333-01 CO-OP BUS ED I A 91
 LA2203-02 LANG ARTS II A 80
 LA2407-02 LANG ARTS IV A 81
 MA0211-01 MATHEMATICS II A 79
 SC2368-03 ANATOMY/PHYSIOLO 77

2574-WESTSIDE GAY, LORA D
 COMPREHENS I SEM: 2
 BU0026-01 CBE DJT 6TH PERI 98
 BU2333-01 CO-OP BUS ED I B 87
 LA2408-02 LANG ARTS II B 81
 MA0212-01 MATHEMATICS II B 90
 SC2369-03 ANATOMY/PHYSIOLO 81
 T10177-01 PHOTOGRAPHY B 91

Course #	TITLE	SA	CR

GR: 12 HR: 7362 YR: 90-91 T-CR: 3.00

GR: 12 HR: 7362 YR: 90-91 T-CR: 3.00

Gr: _____ Yr: _____ Days Pres: _____ Abs: _____ Total Cr: _____

Gr: 12 Yr: 90 Days Pres: 11 Abs: 11 Total Cr: _____

SCHOOL SCHOOL SCHOOL

Sub #	COURSE #	TITLE	SA	CR	Sub	Course #	TITLE	SA	CR	Sub	Course #	TITLE	SA	CR

Gr	Yr	Days Pres.	Abs.	Total Cr.	Gr	Yr	Days Pres.	Abs.	Total Cr.	Gr	Yr	Days Pres.	Abs.	Total Cr.

School Left	Date	School Entered	Date
Tatt	4/57	W-S-T-S-I-D-A	87

WITHDRAWAL AND ENTRANCE RECORD

Driver's Education

- () Theory
- () Behind the Wheel

Alcohol and Drug Awareness

() Theory

GRADUATION FACTS

Year Month Day

JR. RANK 194/239

YEAR 1948

Scholastic Average 75.478
 Rank in Class 113
 No. in Class 200
 Honor Graduate? AW
 21 Carnegie Units Required for Graduation
 21.0 Cumulative Units Attained

TYPE OF CREDENTIAL

- () Diploma
- () College Bound Program
- () College Bound Program with Vocational Emphasis
- () General Program
- () General Program with Vocational Emphasis
- () Pre-Tech Program
- () Certificate of Performance

STANDARDIZED TEST DATA

Tests of Achievement & Proficiency										
STUDENT NAME	GRADE	LEVEL	FORM	DATE TESTED	RAW SCORE	PROFICIENCY RANK	OTHER DEFORMATION	STUDENT I.D. NUMBER	DATE TESTED	PROFICIENCY RANK
LORA	9	15	G	5/88	42	MED			5/88	
LORA	10	15	G	5/88	42	MED			5/88	



READING

NAME: LORA D GAY		GRADE 10	
ID NO. 1684295		TEST DATE: OCT88	
PASS TOTAL SCORE	PASS TOTAL RANK	FAIL SCORE	FAIL RANK
314	23	318	318
LITERARY COMPREHENSION		INFERENTIAL PROBLEM SOLVING	
322	305		
CONCEPT IDENTIFICATION		COMPONENT OPERATIONS	
325	314	325	
PROBLEM SOLVING		338	



MATHEMATICS

NAME: LORA D GAY		GRADE 10	
ID NO. 1684295		TEST DATE: OCT88	
PASS TOTAL SCORE	PASS TOTAL RANK	FAIL SCORE	FAIL RANK
341	46	341	46
C/O		S	
SF		U	
G		G	
G		G	
G		G	

LAST FIRST M.I.
GAY LORA
 TEST DATE: **OCT 90 12** GRADE: **10**
 SAT V. MATH SAT M. TSWE
300 37 25 310 26
 ACH 1 ACH 2 ACH 3
 ADMISSIONS TESTING PROGRAM
 The College Board

Augusta Technical College

Lora d. Gay **READING, WRITING, MATH PLACEMENT(including Algebra)**
 Taken Oct 07, 2010 at Augusta Campus
 Session #7716214, Total Time 02:52:35

Student Background and Educational Plans

(Time: 00:01:09)

COMPASS Reading Placement Test

(Directions Time: 00:01:24)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Reading	98	00:50:21	Placement Domain

General Recommendations:

The admissions office will contact you about your admissions/placement status.

COMPASS Writing Skills Placement Test

(Directions Time: 00:03:35)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Writing Skills	87	00:42:22	Placement Domain

General Recommendations:

The admissions office will contact you about your admissions status/placement.

COMPASS Math Placement Test

(Directions Time: 00:00:25)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
Pre Algebra	72	00:51:47	Initial Domain
Algebra	41	00:21:29	Placement Domain

General Recommendations:

The admissions office will contact you about your admissions/placement status.

End of Report

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Lora G. Alford



QUALIFICATIONS:

- Ability to prioritize and remain focused on the essence of an issue
- Skilled in conflict resolution
- Skilled at learning new concepts quickly while working well under pressure

EXPERIENCE:

Cadre Leader, Youth Challenge Academy, Fort Gordon, Georgia

- Provides accurate and objective written reports on cadets. Communicate with parents and mentors of each cadet.
- Inputs information on each cadet into the network system.
- Schedules community service and training rosters for the cadets.
- Maintain 100% accountability.
- Create work schedules for the platoon staff.
- Completes time sheets for the staff and inputs payroll.

Programmer/Analyst Section, United States Army, Fort Gordon, Georgia

- Responsible for development, testing and delivery of software products.
- Developed and maintained several systems and end-user applications.
- Trained end-users to operate programs.
- Monitored software performance test.
- Corrected errors and located areas that needed improvement and debugging.

Information Management Section, United States Army, Fort Gordon, Georgia

- Provided software and hardware support for over 200 computers in the Brigade.
- Developed an Automation Plan that successfully positioned the battalion to receive and utilize additional computers.
- Performed hardware and software upgrades and also provided solutions to computer problems.
- Managed all aspects of information management and office automation for the Brigade.

Personnel Administration Section, United States Army, Fort Stewart, Georgia

- Provided personnel and finance support for unit personnel.
- Prepared and processed a various personnel queries, awards, and job performance evaluations.
- Implemented tracking systems using Microsoft Excel and Access that resulted in maintaining 100% accountability of all personnel transactions processed.
- Conducted briefings for senior enlisted and officers using Microsoft Word and PowerPoint presentation show.

EDUCATION:

Pursuing B.S. Degree, University of Phoenix Online, Information Technology Management



Room B-275, Law Enforcement Center
401 Walton Way
Augusta, Georgia 30911
(706) 821-1065 FAX (706) 821-1064

Richmond County Sheriff's Office

**RONALD STRENGTH
SHERIFF**

RELEASE OF INFORMATION WAIVER

I do hereby authorize a review and full disclosure of all records concerning myself to the Richmond County Sheriff's Office, whether 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 all records of my driver's history, criminal history, educational background, military personnel records, records of military service, all records of 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 U. S. Veterans Administration; employment and pre-employment records, including background reports, polygraph reports and charts, efficiency ratings, complaints or grievance filed by or against me.

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. I authorize the disclosure of the aforementioned personal information to any person(s) deemed by the Richmond County Sheriff's Office to be a participant in the determination process of my employment suitability. 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 the said photocopy does not contain an original Signature.

I have read and fully understand the contents of this authorization for release of information.

Lora G. Alford
(SIGNATURE OF APPLICANT)

10-12-10
(DATE)

LORA GAY ALFORD
(PRINT NAME OF APPLICANT)

Lora G. Alford, personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgements. Also known to me to be the person described in and who executed the foregoing application for employment as his/her time, act and deed.

WITNESS BY HAND THIS 12th DAY OF October 2010.

Susan A. Eppa
(NOTARY PUBLIC)

Notary Public, Richmond County, Georgia
My Commission Expires March 25, 2013

Law Enforcement Center
401 Walton Way
Augusta, Georgia 30911
Office (706) 821-1065 FAX (706) 821-1064

Richmond County Sheriff's Office

**RONALD STRENGTH
SHERIFF**

15 October 2010

RE: Alford, Lora Gay

EMPLOYERS:

**National Guard Youth College
41 st Street
Fort Gordon, GA 30905
706.823.8000**

01-2008 to present

Spoke with major Jeffery Helms at 706.823.8039. Faxed questionnaire to 706.791.5979 per his instructions.

Questionnaire was completed and returned without a signature.

Applicant was rated excellent in all categories.

Job title is Cadre, dealing with at-risk youth.

Applicant is eligible for rehire, n/a on reason for leaving employment, no disciplinary, n/a on advisability to employ.

U S Army

02/2000 to 12/2007

PERSONAL REFERENCE:

Dean Maruca

12 Oct 2010

Mr. Maruca knows the applicant thru working with her mother. Last saw her a couple of months ago.

RE: Lora Gay Alford

**Mr. Maruca describes the applicant as level headed and he has no knowledge of any unfavorable habits, or undesirable affiliations of the applicant.
Mr. Maruca states she is a good girl from a good family.**

Stan Norton

**[REDACTED]
12 Oct 2010**

**Mr. Norton has known the applicant for several years thru working with her mother. He last saw the applicant about two months ago.
Mr. Norton describes the applicant as real level headed, and is not aware of any unfavorable habits or undesirable affiliations of the applicant.**

Deborah Stewart

**[REDACTED]
[REDACTED]
Dialed number, recording, left message,12 Oct 2010 @ 2:00 PM**

Submitted by Major Wilhelm.



Richmond County Sheriff's Office

Fax

To: Major Jeffery Helms FAX: 706.791.5979
From: Major E. J. Wilhelm
Date: September 30, 2010
In Re: Background Check

Ms. Lora G. Alford has made application for employment with our agency.

Ms. Alford lists National Guard Youth College as her current employer.

This fax includes a signed release of information waiver and a background questionnaire.

We appreciate any information you can provide regarding Ms. Alford's employment history.

Thank you



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Richmond County Sheriff's Office

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The intent of this authorization is to give my consent for full and complete disclosure of all records of my driver's history, criminal history, educational background, military personnel records, records of military service, all records of 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 U. S. Veterans Administration; employment and pre-employment records, including background reports, polygraph reports and charts, efficiency ratings, complaints or grievance filed by or against me.

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. I authorize the disclosure of the aforementioned personal information to any person(s) deemed by the Richmond County Sheriff's Office to be a participant in the determination process of my employment suitability. 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 the said photocopy does not contain an original Signature.

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Lora G. Alford
(SIGNATURE OF APPLICANT)

10-12-10
(DATE)

LORA GAY ALFORD
(PRINT NAME OF APPLICANT)

Lora G. Alford, personally appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgements. Also known to me to be the person described in and who executed the foregoing application for employment as his/her true, act and deed.

WITNESS BY HAND THIS 12th DAY OF October 2010.

Susan A. Eppa
(NOTARY PUBLIC)

Notary Public, Richmond County, Georgia
My Commission Expires March 25, 2013



Richmond County Sheriff's Office

401 Walton Way
Augusta, GA 30911

Date:12 OCT 2010

Dear Sir/Madam:

I am sending you this request on Lora G. Alford who has applied with this Sheriff's Office for employment as a Deputy Sheriff/Jailer. He/She has listed you as a present/past employer. Utilizing the chart below and the attached questionnaire, please provide the information requested to the best of your knowledge and belief. The information received will be utilized to determine the employability of the candidate. The information is for this sole purpose only and will not be released to any other person or agency. Attached is a signed release from the applicant. Your prompt attention to this inquiry is most appreciated.

Evaluation Categories	Excellent	Above Avg.	Average	Below Avg.
Technical Ability	✓			
Integrity	✓			
Motivation Towards Work	✓			
Reliability/Attendance	✓			
Acceptance of Supervision	✓			
Adaptability/Flexibility	✓			
Cooperation with Peers	✓			
Writing Skills	✓			
Oral Communication Skills	✓			

Any additional comments about the above topics:

RE: Lora G. Alford

1. Verification of employment dates: From 02/21/08 To Present

2. Job Title: Cadre

3. Specific Duties: Drill & Ceremony, maintain discipline with at-risk youth. Maintain safe living environment during 22 week program for at-risk youth

4. Eligible for rehire? [] Yes [] No

If no, please explain: _____

5. Reason for employee leaving your employment (please state whether voluntary or mandatory)?

6. Type, number and disposition of any disciplinary actions: N/A ∅

7. Are there any circumstances to your knowledge that would make it inadvisable to employ this applicant? If so, please explain? N/A

8. _____

(Signature of Rater)

(Job Title)

(Date)

Please

Print Name: _____

Thank you for your assistance.

Please return this form by fax to 706-821-1064.

If there are any questions, please contact Major E. J. Wilhelm, Administration, 706-821-1432.

Application Process I

Last Name	First Name	Middle Name	Suf
Alford	Lora	G.	
SS#	DL#	DOB:	
[REDACTED]	GA049388944	[REDACTED] 972	
New World:	[REDACTED]		
Historical	[REDACTED]		
MNI:	No Record		
NCIC/GCIC/III	No Record		
Driver History	[REDACTED]		



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www.augusta.gov

Richmond County Sheriff's Office

**RONALD STRENGTH
SHERIFF**

CRIMINAL AND DRIVER HISTORY WAIVER

In the event my application is selected as a potential candidate for employment with the Richmond County Sheriff's Office, I hereby give my consent for full and complete disclosure of my driver's history and criminal history.

I understand that any information obtained from the criminal and driver histories, upon this release authorization, will be considered in determining my suitability for employment.

I authorize the disclosure of the aforementioned information to any person(s) deemed by the Richmond County Sheriff's Office to be a participant in the determination process of my employment suitability.

- Have you ever been arrested for ANY criminal or traffic charge?

If so, explain: No

- In what states have you possessed a Driver's License in the past 10 years?

State: GA From _____ To _____

State: _____ From _____ To _____

State: _____ From _____ To _____

- Have you ever served in the Military/Reserves? Yes No

Branch: Army From 2000 To 2007

If yes, did you have a Military Driver's License? Yes No

Years: From _____ To _____

Roe Alford
SIGNATURE OF APPLICANT

LoRA Alford
PRINT NAME OF APPLICANT

14 Sept 2010
DATE

[REDACTED]
DATE OF BIRTH

[REDACTED]
SOCIAL SECURITY NUMBER

[Signature]
NOTARY PUBLIC
Notary Public, Richmond County, Georgia
My Commission Expires Jan. 3, 2012

DATE