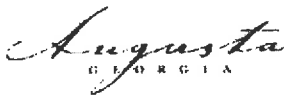


# Employment Record

Name Phillips, Aaron C      Empl # 13860      Computer # B823      Date of Hire 11/03/07      Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SD10526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal
12/30/2017				\$1,619.61	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.10	0	2018 Cluster Increase
06/06/2018	CORPORAL	SDR81K1035	5041	\$1,660.10	16	NEW PCN AND PAY GRADE
07/28/2018				\$1,693.53	0	SALARY ADJUSTMENT
01/22/2019				\$1,744.33	0	CLUSTER INCREASE PART II
06/27/2020				\$46,033.12	0	COLA INCREASE
10/16/2021	CORPORAL	SDR81K1007	5041	\$46,033.12	16	TRANSFER PCN



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

Employee Name: Aaron C. Phillips EMP I.D.: 13860 DEPT #: 5041 Proposed Effective Date: 10/16/2021

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

Address: \_\_\_\_\_

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	CORPORAL	CORPORAL	<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/RFI
Pay Class	100	100	<input type="checkbox"/>	VQ 04 Death
Salary Grade	16	16	<input type="checkbox"/>	VQ 05 Loss of Job Requirements
PCN	SDR81KI035	SDR81KI007	<input type="checkbox"/>	VQ 06 Termination
Daily Hours	12 HRS.; S	12 HRS.; S	<input type="checkbox"/>	VQ 07 Retirement
Hourly Rate	22.13	22.13	Date Hired: _____	
Bi-Weekly Salary	1770.50	1770.50	Last Day Worked: _____	
Annual Salary	46,033.12	46,033.12	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.): J GREEN/14332			If Not Eligible for Re-Hire – Complete Part 3 and Review Eligibility Guidelines	
			VAC BAL:	COMP BAL:

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

EMPLOYEE IS TRANSFERRING PCN'S. JOB DESCRIPTIONS ATTACHED. THE SHERIFF'S OFFICE HAS THE FUNDING.

**PART 4: DEPARTMENT APPROVAL**

This Request was Processed By: <u>Bonnie Hayes</u>	Contact Phone #: <u>706-821-1095</u>	Date Of Request: <u>9/20/2021</u>
Department Director Signature: <u>[Signature]</u>	Concurrence Date: <u>9-25-21</u>	
Department Director Signature (2):	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:

# Employment Record

Name Phillips, Aaron C      Empl 13860      Computer # B823      Date of Hire 11/03/07      Transferred/Retired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal
12/30/2017				\$1,619.61	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.10	0	2018 Cluster Increase
06/06/2018	CORPORAL	SDR81K1035	5041	\$1,660.10	16	NEW PCN AND PAY GRADE
07/28/2018				\$1,693.53	0	SALARY ADJUSTMENT
01/22/2019				\$1,744.33	0	CLUSTER INCREASE PART II
06/27/2020				\$46,033.12	0	COLA INCREASE

# Employment Record

Name Phillips, Aaron C      Empl # 13860      Computer # B823      Date of Hire 11/03/07      Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer: 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal
12/30/2017				\$1,619.61	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.10	0	2018 Cluster Increase
06/06/2018	CORPORAL	SDR81KI035	5041	\$1,660.10	16	NEW PCN AND PAY GRADE
07/28/2018				\$1,693.53	0	SALARY ADJUSTMENT

# Employment Record

Name Phillips, Aaron C      Empl 13860      Commuter # B823      Date of Hire 11/03/07      Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal
12/30/2017				\$1,619.61	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.10	0	2018 Cluster Increase
06/06/2018	CORPORAL	SDR81KI035	5041	\$1,660.10	16	NEW PCN AND PAY GRADE



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

Employee Name: Aaron C. Phillips EMP I.D.: 13860 DEPT #: 5041 Proposed Effective Date: 7/28/2018

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

C. SEPARATION INFORMATION

Table with columns for Position Information (Change From, Change To) and Separation Information (Reasons for Separation, Date Hired, etc.).

PART 3: EXPLANATION FOR REQUEST

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

Salary adjustment to keep division within the pay structure between corporal, senior and master deputies. 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: 6/28/2018
Department Director Signature: John Franana Concurrency Date: 7/6/18

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 Phillips, Aaron C      Empl # 13860      Computer # B823      Date of Hire 11/03/07      Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal
12/30/2017				\$1,619.61	0	Salary with 84 hours and 1.5% cola.
02/24/2018				\$1,660.10	0	2018 Cluster Increase

# Employment Record

Name		Empl	Computer #	Date of Hire	Transferred/Rehired	
Phillips, Aaron C		13860	B823	11/03/07		
Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal
12/30/2017				\$1,619.61	0	Salary with 84 hours and 1.5% cola.



# Employment Record

Name Phillips, Aaron C      Empl # 13860      Computer # B823      Date of Hire 11/03/07      Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDI0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living
06/06/2017	Corporal	SDR0326035	5041	\$1,519.69	44	Promoted to Corporal



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

Employee Name: Aaron C. Phillips EMP I.D.: 13860 DEPT #: 5041 Proposed Effective Date: 6/17/2017

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:

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

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

B. POSITION INFORMATION

Table with columns: CHANGE FROM, CHANGE TO. Rows include Dept #, Job Title, FLSA Status, Pay Class, Salary Grade, PCN, Daily Hours, Hourly Rate, Bi-Weekly Salary, Annual Salary, Supplemental Pay, Safety Sensitive, GL Account number, and Employee Replaced.

C. SEPARATION INFORMATION

Table with columns: SEPARATION FROM SERVICE REASON: (VQ 01-07), Date Hired, Last Day Worked, Separation Date, Terminated 3 days ADM Given, Proper Notice Given, Eligible for Re-Hire, VAC BAL, COMP BAL.

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

Employee is promoted. 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: 6/2/2017
Department Director Signature: John Francisco Concurrency Date: 6/2/17
Department Director Signature (2): Concurrency Date:

f 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 columns: EMP MGR/Date, HR MGR/Date, HR Comp/Date, EMP RELATIONS/Date, HR DIR/Date, City ADM/Date.

# Employment Record

Name Phillips, Aaron C Empl # 13860 Computer # B823 Date of Hire 11/03/07 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase
03/12/2016				\$1,447.31	0	Cost of Living

# Employment Record

Name Phillips, Aaron C Empl # 13860 Computer # B823 Date of Hire 11/03/07 Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase
01/03/2015	Deputy A			\$1,418.93	0	Tier Level Salary Increase

# Employment Record

Name Phillips, Aaron C      Empl # 13860      Computer # B823      Date of Hire 11/03/07      Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public Safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot
06/27/2009	Deputy C	SDR0313195	5041	\$1,206.96	43	Graduated Basic Mandate
06/26/2010	Deputy B			\$1,263.45	0	Anniversary promotion
06/25/2011	Deputy A			\$1,322.78	0	Anniversary promotion
01/21/2012				\$1,342.01	0	salary increase



The City of Augusta
Human Resources Department

Request for Personnel Action (RPA)

Employee Name: AARON PHILLIPS EMP I.D.: 13860 DEPT #: 5041 Proposed Effective Date: 4/27/2013

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:

Home Phone #: Cell Phone #: Office Phone #:

Address:

Employee Signature (required for personal information changes):

Date:

B. POSITION INFORMATION

C. SEPARATION INFORMATION

Table with columns for Position Information (Change From, Change To) and Separation Information (Reasons for Separation, Date Hired, etc.).

PART 3: EXPLANATION FOR REQUEST

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

WORKING HOURS CHANGED FROM 12 TO 10 WITH 30 MINUTE AUTO DEDUCT LUNCH

PART 4: DEPARTMENT APPROVAL

Approval form with fields for Department Director Signature, Contact Phone #, Date of Request, and 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 fields for 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: Aaron C. Phillips

Employee I.D.: 13860

Proposed Effective Date: 6/25/2011

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

Table with columns: CHANGE FROM, CHANGE TO. Rows include Dept #, Job Title, FLSA Status, Salary Grade, PCN, Daily Hours, Hourly Rate, Bi-Weekly Salary, Annual Salary, Supplemental Pay, Safety Sensitive, GL Account number, Employee Replaced.

C. SEPARATION INFORMATION

Table with columns: SEPARATION FROM SERVICE REASON. Rows include 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. Includes Date Hired, Last Day Worked, Separation Date, Terminated 3 days ADM Given, Proper Notice Given, Eligible for Re-Hire?

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: 6/15/2011
Department Director Signature: [Signature] Concurrence Date: 6/15/11
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): 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:



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

Employee Name: Aaron C. Phillips Employee I.D.: 13860 Proposed Effective Date: 06/26/10

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

Table with columns: CHANGE FROM, CHANGE TO. Rows include Dept #, Job Title, FLSA Status, Salary Grade, PCN, Daily Hours, Hourly Rate, Bi-Weekly Salary, Annual Salary, Supplemental Pay, Safety Sensitive, GL Account number, Employee Replaced.

C. SEPARATION INFORMATION

Table with columns: SEPARATION FROM SERVICE REASON. Rows include 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, Proper Notice Given, Eligible for Re-Hire?

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: Contact Phone #: Date Of Request: Department Director 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): 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:



**CITY OF AUGUSTA  
PERSONNEL ACTION REQUEST FORM**

All spaces must be completed. If a category is not applicable, please write N/A in the space. Failure to complete the form in its entirety will result in this form not being processed and returned to you for completion.

Completed forms should be submitted to the attention of the Human Resources Payroll Coordinator for processing.

EMPLOYEE NAME Aaron C. Phillips DEPT # 5041  
 SOCIAL SECURITY # [REDACTED] EMP # 13860  
 Effective Date: 06/27/09  
 Reason for Change: Promotion

\*\*\*\*\*

<u>CLASSIFICATION</u>	<u>CHANGE FROM:</u>	<u>CHANGE TO:</u>
Dept Number	<u>5041</u>	<u>Same</u>
Job Title	<u>Deputy Non-Certified 8 hr</u>	<u>Deputy 8 hr</u>
Class Code / SG	<u>100/41</u>	<u>100/43</u>
PCN	<u>SDR0319003</u>	<u>SDR0313002</u>
Daily Hours	<u>8</u>	<u>Same</u>
Annual Rate of Pay	<u>\$29,981.12</u>	<u>\$31,380.96</u>
Biweekly Rate of Pay	<u>\$1,153.12</u>	<u>\$1,206.96</u>
Clothing Allowance	<u></u>	<u></u>
Supplemental Pay	<u></u>	<u></u>

Employee Replaced: Anthony Plyler

Employee ID# 11246

FROM: *[Signature]*  
 Department Director

6/25/09  
 Date

Inter-departmental Transfers requires the signature of both Department Directors.

TO: \_\_\_\_\_  
 Department Director

\_\_\_\_\_  
 Date

**BELOW IS FOR HR USE ONLY:**

\*\*\*\*\*

PAYROLL \_\_\_\_\_ IFAS \_\_\_\_\_

# Employment Record

**Name** Phillips, Aaron C.     
 **Empl** 13860     
 **Computer #** B823     
 **Date of Hire** 11/03/07     
 **Transferred/Rehired**

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDI0526039	5032	\$995.11	41	Date of Hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public safety increase
05/17/2008				\$1,153.12	0	Jailers certification
06/13/2009	Deputy 8 hr Non-Certified	SDR0319003	5041	\$1,153.12	41	Transferred to Temp Slot

**CITY OF AUGUSTA  
PERSONNEL ACTION REQUEST FORM**

All spaces must be completed. If a category is not applicable, please write N/A in the space. Failure to complete the form in its entirety will result in this form not being processed and returned to you for completion.

Completed forms should be submitted to the attention of the Human Resources Payroll Coordinator for processing.

EMPLOYEE NAME Aaron C. Phillips DEPT # 5032  
 SOCIAL SECURITY # [REDACTED] EMP # 13860  
 Effective Date: 06/13/09  
 Reason for Change: Transfer

\*\*\*\*\*

<u>CLASSIFICATION</u>	<u>CHANGE FROM:</u>	<u>CHANGE TO:</u>
Dept Number	<u>5032</u>	<u>5041</u>
Job Title	<u>Jailer 12.5 hr</u>	<u>Deputy Non-Certified 8 hr</u>
Class Code / SG	<u>100/41</u>	<u>Same</u>
PCN	<u>SDJ0526039</u>	<u>SDR0319003</u>
Daily Hours	<u>12.5</u>	<u>8</u>
Annual Rate of Pay	<u>\$28,648.88</u>	<u>Same</u>
Biweekly Rate of Pay	<u>\$1,153.12</u>	<u>Same</u>
Clothing Allowance	<u></u>	<u></u>
Supplemental Pay	<u></u>	<u></u>

Employee Replaced: Vonshay Felton  
 Employee ID# 12618

FROM:  Date 6/2/09  
 Department Director

Inter-departmental Transfers requires the signature of both Department Directors.

TO: \_\_\_\_\_ Date \_\_\_\_\_  
 Department Director

**BELOW IS FOR HR USE ONLY:**

\*\*\*\*\*

PAYROLL \_\_\_\_\_ IFAS \_\_\_\_\_

# Employment Record

Name Phillips, Aaron C.    Empl # B823    Computer # B823    Date of Hire 11/03/07    Transferred/Rehired

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/03/2007	Jailer 12.5 hr	SDJ0526039	5032	\$995.11	41	Date of Hire
01/12/2008				\$1,024.96	0	COLA 3%
04/19/2008				\$1,101.89	0	Public safety increase
05/17/2008				\$1,153.12	0	Jailers certification

**CITY OF AUGUSTA  
PERSONNEL ACTION REQUEST FORM**

All spaces must be completed. If a category is not applicable, please write N/A in the space. Failure to complete the form in its entirety will result in this form not being processed and returned to you for completion.

Completed forms should be submitted to the attention of the Human Resources Payroll Coordinator for processing.

EMPLOYEE NAME Aaron Phillips DEPT # 5032

SOCIAL SECURITY # [REDACTED] EMP # 13860


Effective Date: May 17, 2008

Reason for Change: Jailer's certification

\*\*\*\*\*

<u>CLASSIFICATION</u>	<u>CHANGE FROM:</u>	<u>CHANGE TO:</u>
Dept Number	<u>5032</u>	<u>5032</u>
Job Title	<u>Jailer 12.5 hr</u>	<u>Jailer 12.5 hr</u>
Class Code/SG	_____	_____
PCN	<u>SDJ0526039</u>	<u>SDJ0526039</u>
Daily Hours	<u>12.5</u>	<u>12.5</u>
Annual Rate of Pay	<u>\$28,648.88</u>	<u>\$29,981.12</u>
Biweekly Rate of Pay	<u>\$1101.89</u>	<u>\$1153.12</u>
Clothing Allowance	_____	_____
Supplemental Pay	_____	_____
Employee Replaced:	_____	_____

Employee ID # \_\_\_\_\_

FROM:   
Department Director

5/17/08  
Date

Inter-departmental Transfers requires the signature of both Department Directors.

TO: \_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**BELOW IS FOR HR USE ONLY:**

\*\*\*\*\*  
PAYROLL \_\_\_\_\_ IFAS \_\_\_\_\_

# Augusta, Georgia

## Job Description

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

Job Code: 81KI  
 Pay Grade: 16  
 Original Date Prepared: August 10, 2004

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: Deputy  
 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, acts as supervisor in the Sergeant's absence, 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.
30 %	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.
5 %	Assists the Sergeant in basic supervisory functions.
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.
- Obtain information to complete and submit crime reports.

**REQUIRED MINIMUM QUALIFICATIONS:**

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

**Experience:** 2+ years of experience as a Road Patrol Deputy, 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.
- Some knowledge of investigator techniques and procedures, criminal justice system and court procedures, and law enforcement management and supervisory techniques.
- 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**

Aaron C. Phillips  
Employee (Print Name)

9/20/2021  
Date

[Signature]  
Line or Staff Management

9/20/2021  
Date

[Signature]  
Department Director

9/20/2021  
Date

\_\_\_\_\_  
Compensation Administration Staff

\_\_\_\_\_  
Date


\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

**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 4<sup>th</sup> of March 2021, received a copy of the Richmond County Sheriff's Office "USERRA" Policy.

  
Signature  
Richmond County Sheriff's Office Employee

Aaron C. Phillips  
Printed Name





# 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

January 28<sup>th</sup>, 2019

Cpl. Aaron C. Phillips, Sr. B823/C61  
Field Operations Bureau, Zone 6, D-Shift  
Serious Traffic Accident Response (S.T.A.R) Unit  
RE: Letter of Interest

To Whom It May Concern:

I'm writing to express my interest in the newly available position of Sergeant within the Field Operations Division. I have been with the Richmond County Sheriff's Office since 2007. For the last 1 year and 7 months, I have been assigned to the Field Operations Bureau, Zone 6, D-Shift under the command of Lt. Hitchcock. The intent of this letter is to show that I am interested in more of a supervisory position / promotion.

I feel that I will not only be of great use to the position of Sergeant, but also be a very successful leader to my coworkers. I am confident that I would be a reliable and knowledgeable mentor for experienced employees and new hires alike. I have a substantial amount of training and knowledge of general law enforcement. For the last 11 years I have successfully completed specialized classes within the Field Operations Division and Traffic Safety Division to include the following:

- Sexual Assault Investigator
- Domestic Violence
- Verbal Judo
- Basic Radar Operation/Lidar Operation
- SFST/ Advanced Roadside Impairment Detection Enforcement
- On Scene Traffic Accident Level 1/ Level 2
- Child Seat Safety Technician
- Field Training Officer
- Accident Reconstruction Levels 1, 2, 3 and 4
- Completed 2 Year Technical Degree (Associates Degree)
- AR-15 Tactical Rifle Course
- Supervision Classes 1, 2 and 3

I'm very dedicated to the Richmond County Sheriff's Office. I've very much enjoyed developing my law enforcement career with the Richmond County Sheriff's Office and wish to continue to grow with this agency in years to come.

Thank you for this opportunity to be considered for this position.

Sincerely,  
Cpl. Aaron C. Phillips, Sr. B823/C61

# Augusta, Georgia

## Job Description

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

Job Code: 81KI  
 Pay Grade: 16  
 Original Date Prepared: August 10, 2004

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: Deputy  
 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, acts as supervisor in the Sergeant's absence, 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.
30 %	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.
5 %	Assists the Sergeant in basic supervisory functions.
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.
- Obtain information to complete and submit crime reports.

### REQUIRED MINIMUM QUALIFICATIONS:

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

**Experience:** 2+ years of experience as a Road Patrol Deputy, 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.
- Some knowledge of investigator techniques and procedures, criminal justice system and court procedures, and law enforcement management and supervisory techniques.
- 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**

<i>Aaron C. Phillips</i>	<i>6/28/18</i>
Employee (Print Name)	Date
<i>Job &amp; Francis</i>	<i>6/28/18</i>
Line or Staff Management	Date
<i>Job &amp; Francis</i>	<i>6/28/18</i>
Department Director	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

## **PERSONNEL ORDER 17-020**

**TO: All RCSO Personnel**

**FROM: Richard Roundtree, Sheriff**

**DATE: June 6, 2017**

**RE: Promotion**

---

Effective June 6, 2017, Aaron C. Phillips is promoted to the rank of Corporal. Corporal Phillips is assigned to the Patrol Division under the direct supervision of Major Steve Strickland. All officers shall govern themselves accordingly.



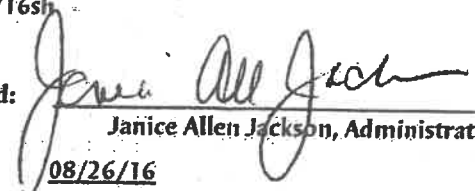
# RICHMOND COUNTY SHERIFF'S OFFICE

**Sheriff Richard Roundtree**  
Law Enforcement Center  
400 Walton Way  
Augusta, GA 30901  
Phone: 706.821.1000 Fax: 706.821.1064

To: Mike Loeser 08/30/16sh

August 24, 2016

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

Approved:   
Janice Allen Jackson, Administrator  
Date: 08/26/16

Mrs. Jackson

I have several positions currently open in the Housing Division (5093) that I do not intend to fill at this time. I believe it is in the best interest of the Sheriff's Office to transfer all positions currently in the Housing Division (5093) to the Patrol Division (5041) allowing the Sheriff's Office to concentrate manpower. With the additional manpower provided will allow me the opportunity to increase the Sheriff's Office presence in the urban areas of Augusta/Richmond County as well as address shortages in other areas of Richmond County. I intend to immediately place at least one supervisor as head of our S.M.A.R.T. Unit, which is primarily responsible for patrols in the business district.

The positions currently assigned to the Housing Division (5093) will be absorbed by the Patrol Division (5041). There will be no increase to my allotment nor will this move increase my current budget.

RPA's will be forwarded to Human Resources with accompanying job descriptions once these changes have been approved.

Please make the following changes to our Position Authorization:

DEPT#	POSITION	FROM	TO
5093	Sergeant (0829)	2	0
5093	Corporal (0326)	2	0
5093	Deputy (0313)	6	0
5041	Sergeant (0829)	20	22
5041	Corporal (0326)	33	35
5041	Deputy (0313)	218	224

Thank you for your continued support.

Sincerely,



Richard Roundtree  
Sheriff

RECEIVED  
ADMINISTRATOR'S  
OFFICE

AUG 26 2016

AUGUSTA, GA

Cc: Michael Loeser, Human Resources Director

# 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.

**Experience:**

**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**

Aaron C. Phillips \_\_\_\_\_ Date 6/2/17  
Employee (Print Name)

Job & Francis \_\_\_\_\_ Date 6/2/17  
Line or Staff Management

Job & Francis \_\_\_\_\_ Date 6/2/17  
Department Director

\_\_\_\_\_ Date \_\_\_\_\_  
Compensation Administration Staff

\_\_\_\_\_ Date \_\_\_\_\_  
HR Director

# Augusta, Georgia

## Job Description

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

Job Code: 0326  
 Pay Grade: 44  
 Original Date Prepared: August 10, 2004

FLSA Classification: Non-exempt  
 Date Revised: September 19, 2011

Does the Position Have Direct Reports? Yes  No   
 If Yes, What is the Title of the Position that Reports to this Position: Deputy  
 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, acts as supervisor in the Sergeant's absence, 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.
30 %	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.
5 %	Assists the Sergeant in basic supervisory functions.
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.
- Obtain information to complete and submit crime reports.

### REQUIRED MINIMUM QUALIFICATIONS:

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

**Experience:** 2+ years of experience as a Road Patrol Deputy, 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.
- Some knowledge of investigator techniques and procedures, criminal justice system and court procedures, and law enforcement management and supervisory techniques.
- 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**

Aaron C. Phillips  
 Employee (Print Name) 6/2/17  
Date

Job & Francis  
 Line or Staff Management 6/2/17  
Date

Job & Francis  
 Department Director 6/2/17  
Date

\_\_\_\_\_  
 Compensation Administration Staff \_\_\_\_\_  
Date

\_\_\_\_\_  
 HR Director \_\_\_\_\_  
Date

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

### Edit Officer Employment Status Change Request

[Return to this Officer's Demographics page](#)

**Identifying Information** Update information for this employment status change request record.

**Please Note : A status of Medical Disability is obtained with a new employment status change request record.**

Officer O145677 AARON C PHILLIPS

Agency RICHMOND COUNTY SHERIFFS OFFICE

Start Date June 6, 2017

End Date  /  /  (mm/dd/yyyy)

Rank\*

Date of Rank  /  /  (mm/dd/yyyy)

Status\*

Upload Description \*

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

The current time is 4:51 pm. Your session will expire after 20 minutes of inactivity.

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# 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

July 27, 2015

Aaron Phillips

Richmond County Sheriff's Office  
400 Walton Way  
Augusta, Georgia 30901

Aaron Phillips:

I would like to take this opportunity to personally thank you for your assistance and participation in our second Kids and Cops Camp held last week at the Boys and Girls Club. Along with others from within the Sheriff's Office, you performed a very valuable service that was greatly appreciated by the children and parents within our community.

This event went a long way in bringing the many agencies within the CSRA together along with fostering a positive image of the Richmond County Sheriff's Office within the community. This could not have been achieved without all of the efforts put forth by everyone from within the Sheriff's Office as well as our partner agencies and businesses. The assistance you provided in ensuring a very successful event was greatly appreciated.

From beginning to end, all of your efforts did not go unnoticed. Due to your participation, many positive comments were given to the Sheriff and the Community Services Division. This is certainly one of the best events we have held for the youth within our community and it was great seeing the Sheriff's Office employees interact positively with all of the children in attendance.

Your participation helped to fulfill one of our primary goals moving forward, the community and the Sheriff's Office coming together as a team partnering with other agencies and businesses for the continued improvements of Augusta - Richmond County.

Again, thank you for all that you do to make Richmond County a great place to live, work and visit.

Regards,

A handwritten signature in cursive script that reads "Richard Roundtree".

Richard Roundtree  
Sheriff



# 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

October 10, 2014

Aaron C. Phillips, Sr B823/T10  
Traffic Safety Division

RE: Letter of Interest

To Whom It May Concern:

I'm writing to express my interest in the newly available position of Corporal within the Field Operations Division/Traffic Safety Division. I have been with the Richmond County Sheriff's office since 2007. For the last 2 years I have been assigned to the Traffic Safety Division under the command of Lt. Lamkin. The intent of this letter is to show that I am interested in more of a supervisory position.

I feel that I will not only be of great use to the position of Corporal, but also be a very successful leader to my coworkers. I am confident that I would be a reliable and knowledgeable mentor for experienced employees and new hires alike. I have a substantial amount of training and knowledge of general law enforcement. For the last 7 years I have successfully completed several specialized classes within the Field Operations Division and Traffic Safety Division to include the following:

- Sexual Assault Investigator
- Domestic Violence
- Verbal Judo
- Basic Radar Operation/Lidar Operation
- SFST/ Advanced Roadside Impairment Detection Enforcement
- On Scene Traffic Accident Level 1/ Level 2
- Child Seat Safety Technician
- Field Training Officer

I love my job, and I'm very dedicated to the Richmond County Sheriff's Office. I've very much enjoyed developing my law enforcement career with the Richmond County Sheriff's Office and wish to continue to grow with this agency in years to come.

Thank you for this opportunity to be considered for this position.

Sincerely,

Deputy Aaron C. Phillips, Sr. B823/T10



Sandra M. Wright, CWCP  
Risk Management Manager

Donna Williams, CGFM  
Director, Finance Department

June 18, 2014

Aaron Phillips  
13860  
Sheriff's Office  
Augusta, GA. 30901

Dear Deputy Phillips,

The Safety Review Committee has reviewed your accident of 04/15/2014. It has been determined that you were at-fault in this accident. Damages totaled \$237.00. A damage assessment of \$47.40 (20%) has been assessed with 4 Points for Class in accordance with the Penalties Matrix/ Safety Review Committee, Personnel Policy and Procedure Handbook, page 238. **Total point accumulation at this time is 6**

For payment of this assessment, please choose one of the following payment options. If you elect payment by payroll deduction, please sign and return the attached Payroll Deduction Form to the Risk Management Division within (7) seven working days from receipt of letter.

**OPTION 1: Automatic Deduction.** Damage assessment will be automatically deducted in (1) payment of \$50.00, 30 days from the date of this letter, **unless** Option 2 or 3 are selected.

**OPTION 2: Lump Sum payment.** If you choose this option please make your check payable to Augusta-Richmond County and your payment should be delivered or mailed to: Risk Management Division, Municipal Building 530 Greene Street, Room 601, Augusta, Georgia 30901 within 10 working days.

**OPTION 3: Payment(s) by payroll deduction.** Payments can be made on a bi-weekly basis in the amount of \$50.00 per pay period until the full assessment has been satisfied. If you choose this option, a payroll deduction form is enclosed indicating the total amount due, the number deductions to be made, the bi-weekly payment amount and the payroll deduction starting and ending dates. *Please sign and return the Payroll Deduction Form to the Risk Management Division with (7) seven working days from receipt of this letter.*

Any employee dissatisfied with the decision of the Safety Review Committee may within (10) ten days following the receipt of the findings of the Safety Review Committee, enter a written request for appeal to the Risk Management Manager, Risk Management Division. Your appeal request may be faxed to 706-821-2502.

Sincerely,

  
Sandra M. Wright, Chairperson  
Safety Review Committee

cc: Richard Roundtree / Sheriff  
Accident file  
Personnel file

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**

**ORIGINAL**

## 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:

*Aaron C. Phillips*  
Employee Signature

092011  
Date

Phillips, Aaron

Printed Name

*Mike D'Amico*

Witness **Lt. Mike D'Amico**



Sandra M. Wright, CWCP  
Risk Management Manager

Donna Williams, CGFM  
Director, Finance Department

January 27, 2011

Aaron Phillips (13860)  
Sheriff's Office  
Augusta, GA

Dear Mr. Phillips,

*The Safety Review Committee has reviewed your accident of 11/29/2010. It has been determined that you were at-fault in this accident. No monetary assessment will be due but you were assessed with 4 Points for Class 4 in accordance with the Penalties Matrix/ Safety Review Committee, Employee Handbook, page 55. (Total point accumulation at this time is 6)*

Sincerely,

  
Sandra M. Wright, Chairperson  
Safety Review Committee

cc: Sheriff Strength  
Accident file  
Personnel file



Sandra M. Wright, CWCP  
Risk Management Manager

Donna Williams, CGFM  
Director, Finance Department

October 21, 2010

Deputy Aaron Phillips (13860)  
Sheriff's Office  
Augusta, GA

Dear Deputy Phillips,

The Safety Review Committee has reviewed your accident of 09/07/2010. It has been determined that you were at-fault in this accident. Damages totaled \$2,809.44. A damage assessment of \$75.00 has been assessed with 2 Points for Class 2 in accordance with the Penalties Matrix/ Safety Review Committee, Employee Handbook, page 55. **(Total point accumulation at this time is 2 )**

For payment of this assessment, please choose one of the following payment options. If you elect payment by payroll deduction, please sign and return the attached Payroll Deduction Form to the Risk Management Division within (7) seven working days from receipt of letter.

**OPTION 1: Automatic Deduction.** Damage assessment will be automatically deducted in (1) payment of \$75.00, 30 days from the date of this letter, **unless** Option 2 or 3 are selected.

**OPTION 2: Lump Sum payment.** If you choose this option please make your check payable to Augusta-Richmond County and your payment should be delivered or mailed to: Risk Management Division, Municipal Building 530 Greene Street, Room 217, Augusta, Georgia 30901 within 10 working days.

**OPTION 3: Payment(s) by payroll deduction.** Payments can be made on a bi-weekly basis in the amount of \$50.00 per pay period until the full assessment has been satisfied. If you choose this option, a payroll deduction form is enclosed indicating the total amount due, the number deductions to be made, the bi-weekly payment amount and the payroll deduction starting and ending dates. *Please sign and return the Payroll Deduction Form to the Risk Management Division with (7) seven working days from receipt of this letter.*

Any employee dissatisfied with the decision of the Safety Review Committee may within (10) ten days following the receipt of the findings of the Safety Review Committee, enter a written request for appeal to the Risk Management Manager, Risk Management Division. Your appeal request may be faxed to 706-821-2502.

Sincerely,

  
Sandra M. Wright, Chairperson  
Safety Review Committee

cc: Sheriff Strength  
Accident file  
Personnel file





Donna B. Williams, CGFM  
Director of Finance

Sandra M. Wright, CWCP  
Risk Management Manager

**PERSONNEL ACTION REQUEST**

Damage Assessment  
Safety Review Committee  
Augusta, GA  
October 21, 2010

**Employee Name: AARON PHILLIPS**                      **Dept #: 5041**

**Emp SSN:** [REDACTED]                      **Emp #: 13860**

**PAYROLL DEPT. PLEASE DEDUCT \$75.00 IN (1) PAYMENT OF \$50.00 and (1) final payment of \$25.00**

**THIS IS A SAFETY REVIEW COMMITTEE DAMAGE ASSESSMENT**

**CREDIT ACCOUNT#:** [REDACTED]

**Accident date: 09/07/2010**

**Date Signed:**                      **Employee Signature:**

**IMPORTANT NOTICE:**  
**PLEASE RETURN this form to RISK MANAGEMENT to ensure the automatic deduction mentioned in your Safety Review Committee letter is not activated. Thank you for your assistance.**



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

Pg 1  
Of 12  
*[Signature]*

<b>CERTIFICATION OF CANDIDATE - PAGE 1</b>			
Projected Academy: <b>GPSTC-Augusta</b>		Projected Academy Start Date	
Candidate's Last Name <b>PHILLIPS</b>		Candidate's Position (Select One)  Patrol/Police Ofc	
Candidate's First Name <b>AARON</b>			
Candidate's Middle Name <b>CHRISTOPHER</b>			
Give suffix (such as Jr. , Sr., II, III, IV, V, etc.) : <b>[Redacted]</b>			
Maiden Name <b>[Redacted]</b>		Date of Employment <b>4/9/2009</b> (mm/dd/yyyy)	
RACE <b>White (not Hispanic or Latino)</b>		SEX/GENDER <b>Male</b>	
Education (select highest level that documentation is provided for in this application) <b>GED</b>			
Social Sec# <b>[Redacted]</b>		Date of Birth (mm/dd/yyyy) <b>[Redacted] 1986</b>	
HEIGHT <b>5 ft 9 in</b>	WEIGHT <b>271 lbs</b>	HAIR COLOR <b>BLOND</b>	EYE COLOR <b>BLUE</b>
Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
AGENCY MAKING APPLICATION <b>RICHMOND COUNTY SHERIFF'S OFFICE</b>		AGENCY PHONE# (AREA CODE) - NUMBER <b>(706)-821-1000</b>	
NAME OF AGENCY CONTACT (Agency Person Processing Application) <b>LIBBY S. HACKNEY</b>		CONTACT PHONE# (AREA CODE) - NUMBER <b>(706)-469-3350 EXT [Redacted]</b>	
EMAIL ADDRESS OF AGENCY CONTACT <b>lhackney@augustaga.gov</b>			
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.)			
<b>Checklist</b> (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 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 checked="" type="checkbox"/> Driver's History		
<input type="checkbox"/> Fingerprint Cards mailed to GCIC			

*02/23/09*



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

Pg 2  
Of 3  
Initials  
*CP*

**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, AARON CHRISTOPHER PHILLIPS  
(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.*



*Aaron C Phillips*  
Candidate Signature

*01/22/08*  
Date

*James Powell*  
Agency Head or Authorized Representative Signature



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

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 Of 23  
 Initials AK

**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 PHILLIPS		First Name AARON	Middle Name CHRISTOPHER
DATE OF BIRTH (mm/dd/yyyy) [REDACTED] 1986	MAIDEN NAME [REDACTED]		PHONE NUMBER (AREA CODE) - NUMBER [REDACTED]
Social Security Number: [REDACTED]			
Email Address @			
ADDRESS: Street [REDACTED]		Apartment/Unit# [REDACTED]	
City: [REDACTED]	State: [REDACTED]	Zip Code: [REDACTED]	

*Aaron C. Phillips*  
 Candidate Signature (including maiden name)

01/22/2009  
 Date

*Lilley S. Shackney*  
 Notary Public Signature

NOTARY PUBLIC, RICHMOND COUNTY, GEORGIA  
 MY COMMISSION EXPIRES MARCH 6, 2009.

01/22/2009  
 Date



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

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Of 12  
Initial  
[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.

Sibley S. Hackney  
 Signature - Agency Employee Responsible for Verification

01/22/2009  
 Date

**BACKGROUND INVESTIGATION**

**AARON CHRISTOPHER PHILLIPS**  
 (FULL NAME OF CANDIDATE - FIRST, MIDDLE INITIAL, LAST)

Date Candidate was interviewed:  
 (mm/dd/yyyy)  
8/3/2007

Name of Interviewer (First Last)  
JACK FRANCISCO & JAMES GRIFFIN

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

Date Background Investigation Completed  
 (mm/dd/yyyy) 10/9/2007

Sgt. Patrick Young  
 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

01/22/2009  
 Date



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

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Of 5  
Initial

**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: \_\_\_\_\_ Used from (YR) \_\_\_\_\_ to (YR) \_\_\_\_\_

Name: \_\_\_\_\_ Used from (YR) \_\_\_\_\_ to (YR) \_\_\_\_\_

Name: \_\_\_\_\_ Used from (YR) \_\_\_\_\_ to (YR) \_\_\_\_\_

Name: \_\_\_\_\_ Used from (YR) \_\_\_\_\_ to (YR) \_\_\_\_\_

Explanation(s) for name changes: \_\_\_\_\_

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**

Pg. 6  
 Of 10  
 Initial [Signature]

**EDUCATION – PAGE 6**

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

Candidate graduated high school from: *(select one)*      Obtained GED

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

High School Name:

Location of High School (City/State):

Year Graduated (yyyy)

H.S. Phone #

(   )-   -

**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:

Attended from (mo/yr to mo/yr):      to

Did not obtain degree

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

College/Univ:

Attended from (mo/yr to mo/yr):      to

Did not obtain degree

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

College/Univ:

Attended from (mo/yr to mo/yr):      to

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 [www.chea.org](http://www.chea.org) for acceptable accrediting agencies).*

# State of Georgia




## Department of Technical and Adult Education General Educational Development Diploma


This is to certify that

**Aaron Christopher Phillips**

having made a satisfactory record on the  
Standardized Tests for high school equivalency selected for  
this purpose by the Georgia Board of Technical and Adult Education,  
is entitled to this diploma.

In witness whereof we have hereunto affixed our signatures  
this **28th** day of **July**, **2005**.

  
ANTHONY PARKER  
Interim Assistant Commissioner  
Office of Adult Literacy

  
MICHAEL F. VOLLMER  
Commissioner  
Georgia Department of  
Technical and Adult Education





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

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Of 13  
Date 1/11/12  
Signature [Handwritten]

**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 [dropdown]  
 Other Department of Defense service – list [dropdown]

**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) [dropdown] TO (MONTH/YEAR) [dropdown]  
FROM (MONTH/YEAR) [dropdown] TO (MONTH/YEAR) [dropdown]  
FROM (MONTH/YEAR) [dropdown] TO (MONTH/YEAR) [dropdown]

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):

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 & Training Council**  
**Entrance Examination Access Form**

<b>Agency Name</b> RICHMOND COUNTY SHERIFF'S OFFICE		<b>Agency Code</b> 1614
<b>Name of Candidate</b>		
<b>Last Name</b> PHILLIPS		
<b>First Name</b> AARON		
<b>Middle Name</b> CHRISTOPHER		
<b>Suffix</b> (Jr, Sr, II, III, etc.)		
<b>Maiden Name</b>		
<b>SS#</b> [REDACTED]		
<b>Race</b> (check one):		
<input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian/Alaska native <input checked="" type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Two or more races (not Hispanic or Latino)		
<b>Home Address</b>		
<b>Street</b> [REDACTED]	<b>Apt #</b>	
<b>City</b> [REDACTED]	<b>State</b> [REDACTED]	
<b>Zip Code</b> [REDACTED]	<b>PHONE# (AREA CODE) - NUMBER</b> [REDACTED]	
EMAIL ADDRESS OF CANDIDATE:		
<b>Candidate Acknowledgement</b>		
I understand the Entrance Exam score may be used for employment purposes and authorize P.O.S.T. to supply the results (PASS/FAIL) to other law enforcement agencies that may consider me for employment.		
<i>Aaron C. Phillips</i> Signature of Candidate		Feb. 06 2009 Date
<b>Notice to Candidates</b>		
<b>Candidates should:</b>		
1. <b>Be on time</b> (once testing begins, no one will be allowed entrance into the testing area); 2. Bring a <b>valid driver's license</b> with photo or other photo I.D. to test site; 3. Bring <b>two (2) sharpened #2 pencils</b> ; and 4. Allot <b>two (2) hours</b> for test taking and administration time.		
<b>Agency Verification/Attestation</b>		
I, as the above named agency's chief executive, personnel director, or designee, have verified the information provided by the candidate, and verify that the above named individual is an applicant for a peace officer position with our agency. I understand this individual must successfully complete the P.O.S.T. Academy Entrance Exam as one qualification for employment as a peace officer.		
<i>Gary A. Powell</i> Signature of Agency Head/Designee Gary A. Powell, Colonel		02/06/2009 Date
Print Name & Title of Agency Head/Designee		

## Augusta Technical College

aaron c. phillips

READING, WRITING, MATH PLACEMENT(including Algebra)

Taken Feb 18, 2009 at Augusta Campus

Session #3934430, Total Time 02:31:49

### Student Background and Educational Plans

(Time: 00:02:41)

### COMPASS Reading Placement Test

(Directions Time: 00:02:21)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Reading	86	00:48:32	Placement Domain

General Recommendations:

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

### COMPASS Writing Skills Placement Test

(Directions Time: 00:06:39)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Writing Skills	45	00:36:52	Placement Domain

General Recommendations:

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

### COMPASS Math Placement Test

(Directions Time: 00:01:10)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
Pre Algebra	43	00:28:42	Placement Domain
Algebra	20	00:23:10	



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

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**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)*

<b>YEARS:</b>	From (yr) <u>      </u>	To (yr) <u>      </u>	State: <u>      </u>	From (yr) <u>      </u>	To (yr) <u>      </u>	State: <u>      </u>
	From (yr) <u>      </u>	To (yr) <u>      </u>	State: <u>      </u>	From (yr) <u>      </u>	To (yr) <u>      </u>	State: <u>      </u>
	From (yr) <u>      </u>	To (yr) <u>      </u>	State: <u>      </u>	From (yr) <u>      </u>	To (yr) <u>      </u>	State: <u>      </u>

Has candidate ever been given a traffic citation?

- Yes** *(If Yes, complete this section.)*  **No** *(If No, go to next page.)*

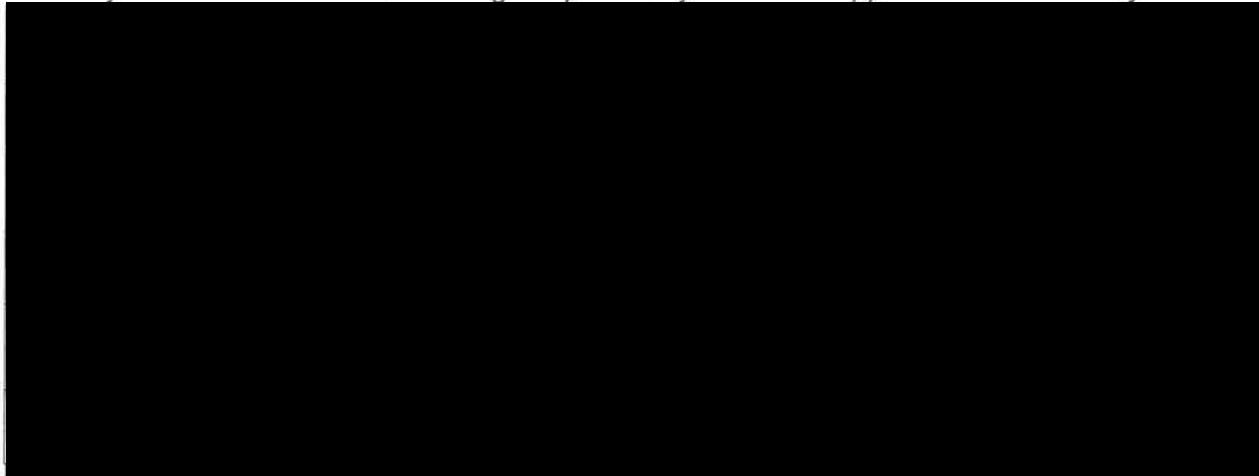
Has candidate received more than three citations during the past five years?  **Yes**  **No**

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

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

Reason:       

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



Candidate's Last Name

PHILLIPS

Information verified by Candidate:

*Alan C. Phillips*  
 Candidate's Signature

**TO: LIBBY HACKNEY; CAPT. CHESTER HUFFMAN  
FROM: TRAINING RANGE  
REF: BASIC FIREARMS COURSE  
DATE: FEBRUARY 04, 2009**

**BELOW IS A LIST OF PEOPLE WHO SHOWED FOR THE BASIC FIREARMS COURSE  
HELD FEBRUARY 02, 2009 – FEBRUARY 03, 2009.**

<b>JOSHUA ANDERSON</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>TRAVIS COOPER</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>DAVID DUTTON</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>GEORGE EWEST</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>KRISTOPHER MCKENZIE</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>JEROME MELTON</b>	<b>PASSED P.T.</b>	<b>FAILED FIREARMS</b>
<b>AARON PHILLIPS</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>JOSHUA PRIESTER</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>JEFFREY TAYLOR</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>JENNIFER WIGGINS</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>
<b>CHRISTOPHER YOUNG</b>	<b>PASSED P.T.</b>	<b>PASSED FIREARMS</b>

**BELOW IS A LIST OF THEIR SCORES. PASSING SCORE FOR DAY QUALIFICATION IS  
80.00. PASSING SCORE FOR LOW-LIGHT QUALIFICATION IS 23.**

<b>JOSHUA ANDERSON</b>	<b>DAY – 92.0</b>	<b>NIGHT – 29</b>
<b>TRAVIS COOPER</b>	<b>DAY – 88.0</b>	<b>NIGHT – 24</b>
<b>DAVID DUTTON</b>	<b>DAY – 89.3</b>	<b>NIGHT – 30</b>
<b>GEORGE EWEST</b>	<b>DAY – 82.6</b>	<b>NIGHT – 26</b>
<b>KRISTOPHER MCKENZIE</b>	<b>DAY – 91.3</b>	<b>NIGHT – 29</b>
<b>JEROME MELTON</b>	<b>DAY – 75.3</b>	<b>NIGHT – 26</b>
<b>AARON PHILLIPS</b>	<b>DAY – 95.3</b>	<b>NIGHT – 28</b>
<b>JOSHUA PRIESTER</b>	<b>DAY – 82.6</b>	<b>NIGHT – 30</b>
<b>JEFFREY TAYLOR</b>	<b>DAY – 95.3</b>	<b>NIGHT – 30</b>
<b>JENNIFER WIGGINS</b>	<b>DAY – 80.6</b>	<b>NIGHT – 23</b>
<b>CHRISTOPHER YOUNG</b>	<b>DAY – 94.6</b>	<b>NIGHT – 29</b>



# POST Policy Statement

## O.C.G.A. § 35-8-22

O.C.G.A. § 35-8-22 titled "Reimbursement of training expenses by subsequent employer of peace officer; collection procedure" states that the Council shall set standards for reimbursement by hiring agencies or peace officers based upon actual expenses incurred in mandated or formalized training by individual departments.

The code section stipulates that if a peace officer is hired by another agency **within 15 months** after completing **mandated or formalized** training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the agency who initially paid for such training.

If the peace officer is hired during a period of **15 to 24 months** after mandated or formalized training requirements are completed, then one-half (Y2) of the total expense of training shall be reimbursed by the hiring agency to the agency who initially paid for such training.

### Definitions:

**Mandated Training** - training which is required by state law. The basic training course identified in O.C.G.A. § 35-8-9 is the only course "mandated" by state law.

**Formalized Training**- training identified in an agency's standard operating procedure (S.O.P.) manual which dictates training that **all** new basic recruits must complete as part of their employment with the hiring agency.

Since the State of Georgia bears the tuition cost for the majority of Georgia's peace officers, it does not become an issue when attempting to seek reimbursement. Reimbursement of the officer's salary paid during training is typically the only issue.

The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment by the hiring agency and may **enforce collection of such obligation through civil remedies** and procedures. (O.C.G.A. § 35-8-22(b))

**NOTE:** Effective July 1, 2003, in order for the State of Georgia or any county or municipality thereof to demand reimbursement, the demanding governmental unit must be able to document that the peace officer in question signed an acknowledgment of the terms of this Code section or an employment contract specifying the provisions of this Code section prior to such peace officer's employment with the demanding governmental unit. (O.C.G.A. § 35-8-22(c))

I have read and understand the above P.O.S.T. Policy Statement relating to O.C.G.A. §35-8-22:

*Aaron C. Stilly*  
Employee Signature

*01 / 22 / 2009*  
Date

*Shelby S. Hackney*  
Witness

Phillips, Aaron  
Gailer

GEORGIA  
PEACE OFFICER STANDARDS  
AND  
TRAINING COUNCIL



**APPLICATION FOR CERTIFICATION**

*This application complies with the requirements of O.C.G.A. § 35-8-7.1, 35-8-8, and 35-8-10. Failure to complete all portions of the application will result in a delay in processing and could result in denial of certification.*

*O.C.G.A. § 35-8-15 requires each law enforcement unit to prepare duplicate records on any candidate, forward one copy to the Council and maintain the second copy on file at the headquarters of the law enforcement unit.*

*Applications for certification must be received by the Council 10 days prior to the commencement of a Basic Training Course. Failure to do so may result in delays which would prohibit the applicant from attending the Basic Training Course on that date.*

Return to:  
GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL  
P.O. Box 349  
Clarkdale, Georgia 30111

11/05/07



THE FOLLOWING MUST BE COMPLETED BY APPLICANT  
Applicable Code Sections O.C.G.A. § 35-8-7.1 and 35-8-8

PERSONAL INFORMATION

1. [Redacted] 2. Phillips Aaron Christopher  
Social Security # Last Name, First Middle
3. Address: [Redacted]  
Street # Street City State Zip Code
4. U.S. Citizen:  Yes /  No 5. 5.9 270 Blonde 6. Blue 7. D.O.B. [Redacted] / 86  
Height Weight Hair Color Eye Color
8. Sex: M 9. Race: W \*\*\* Note: Race is used for statistical purposes only and is not required for certification as a peace officer. Providing this information is voluntary.

EDUCATION

10. High School Graduate:  Yes  No 11. GED:  Yes  No
11. Butler High Augusta GA 06/05  
Name of High School City State Graduation Date
12. Motorcycle Mechanics Institute Orlando FL 12/06  
College Attended City State Graduation Date
13. \_\_\_\_\_  
Additional Colleges City State Type of Degree

PREVIOUS LAW ENFORCEMENT EMPLOYMENT

14. Have you ever been employed in Law Enforcement?  Yes  No If no, go to next section.
15. Have you ever been certified as a Peace Officer?  Yes  No If yes, \_\_\_\_\_  
Certification # State
16. Department Name Location From To Reason for Leaving

(Use additional paper if necessary)

MILITARY

17. If none, check here  and go to the next section.
18. Branch: \_\_\_\_\_ Dates of enlistment: \_\_\_\_/\_\_\_\_/\_\_\_\_ 19. Type of Discharge: \_\_\_\_\_  
If Discharge is anything other than Honorable, attach an explanation.

AFFIDAVIT

20. O.C.G.A. § 16-10-20- A person who knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact; makes a false, fictitious or fraudulent statement or representation, or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or of the government of any county, city or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years or both.

I attest and affirm that I have reviewed this application and the information supplied is true to the best of my knowledge.

[Signature]  
Signature- Agency Head/Authorized Signature

[Signature]  
Applicant Signature

[Signature]  
Notary Public/ Seal

NOTARY PUBLIC, RICHMOND COUNTY, GEORGIA  
MY COMMISSION EXPIRES MARCH 6, 2009.

I, (Full Name of Applicant) Aaron Christopher Phillips, 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, this application will be returned to my employing agency and a new application submitted according to POST Council rule 464-3-.01.

Aaron C Phillips Oct 29, 2007  
Applicant Signature Date

Guy Howell  
Agency Head or Authorized Representative



PERSONAL HISTORY RELEASE

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; 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 preemployment 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.

Ann Christyle Chubbie Oct 29, 2007  
Signature (Including maiden name) Date

[Redacted]  
Address Phone Number

[Redacted]  
City State Zip Social Security Number

[Redacted] 1986  
Date of Birth

Libby S. Hackney 10/29/2007  
Notary Public Date

NOTARY PUBLIC, RICHMOND COUNTY, GEORGIA

COMMISSION EXPIRES MARCH 6, 2009

I understand that this waiver 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.

CANDIDATE TRAINING AND CERTIFICATION

Agency Making Application: Richmond County Sheriff's Office

Address: 401 Walton Way, Augusta, GA 30901

Agency Phone Number: (706) 821-1000

Candidate Name: Aaron C. Phillips

Candidate is employed full-time as a peace officer with this agency working a minimum of 30 hours per week or 120 hours per 28 day period.

Yes  No  Reserve

Date Interviewed: 08/30/07 (POST rule 464-14-.02(h))

Date of Employment: 11/03/07 (in position that you are applying for)

Position: (check one) Patrol  Jailor  Ranger  Other (explain)

A background investigation was completed by Sgt. Jay Bloome  
(Investigator)

on 10/09/07. Candidate was found to satisfy requirements of O.C.G.A. § 35-8-8.

The Candidate named on this application is recommended by me for attendance to a Basic Law Enforcement Training Course and for certification upon successfully completing this training. I understand that POST reimbursement guidelines prevent subsistence reimbursement for trainees who live within 45 miles of the training academy or who fail to satisfactorily complete the training. Also, no training costs (tuition or subsistence) will be paid for a trainee receiving a reduced salary during training.

NOTE: If Candidate is approved for training a POSTFORM #2 authorizing the academy school attendance will be sent to the agency head. 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 preemployment requirements established in this chapter."

Date: 10/29/07 Signature: Guy Powell  
Agency Head

PHYSICIAN'S AFFIDAVIT  
(Must use this form)

Note to Physician:

*This applicant, if certified, will have the prerequisites necessary to gain employment at any Law Enforcement agency in the State of Georgia, including but not limited to the current place of employment.*

*Peace Officers are charged with the responsibility of enforcing criminal laws and are subject to deal with violent individuals and situations. Officers are often required to defend themselves and others from physical attacks, subdue resisting individuals, and make decisions under stress concerning the use of deadly force.*

*I understand \_\_\_\_\_ is being considered for employment as a peace officer and as a result of employment could be subjected to severe mental stress. I have examined \_\_\_\_\_ and to the best of my knowledge this person is free from any physical, emotional or mental conditions which might adversely affect this person's ability to perform the duties of a peace officer or take part in training programs relative to law enforcement.*

\_\_\_\_\_  
Physicians Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Physician's Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

## *Attach Birth Certificate Here*

*In lieu of a birth certificate, attach a valid Georgia Drivers' License PLUS one or more of the following documents:*

- a. Baptismal record*
- b. Draft card*
- c. Court records*
- d. Passport*
- e. Citizenship papers*
- f. Armed Forces discharge paper (DD214)*
- g. Certified copy of school records*

*ADDITIONALLY, this identification must show the full name and date of birth of the applicant. In order to establish the place of birth, an applicant must also submit a signed, notarized statement indicating that he is a United States citizen if documents other than a birth certificate are furnished. Included in this statement must be the place, date and county of birth. If the applicant is a naturalized citizen, a certified copy of the naturalization papers are to be sent with the statement.*

State of Georgia




Department of Technical and Adult Education  
General Educational Development Diploma


This is to certify that

**Aaron Christopher Phillips**

having made a satisfactory record on the  
Standardized Tests for high school equivalency selected for  
this purpose by the Georgia Board of Technical and Adult Education,  
is entitled to this diploma.

In witness whereof we have hereunto affixed our signatures  
this **28th** day of **July**, **2005**.

  
ANTHONY PARKER  
Interim Assistant Commissioner  
Office of Adult Literacy

  
MICHAEL F. VOLLMER  
Commissioner  
Georgia Department of  
Technical and Adult Education

*Attach High School Diploma  
or State Issued GED Here*

*O.C.G.A. § 35-8, (a), (3) requires any person appointed or certified as a peace officer to have a high school diploma or its recognized equivalent. This requirement may be satisfied by providing a high school diploma, or transcript showing graduation or an approved college degree or college transcript showing high school graduation. Transcripts must be certified by school. A recognized equivalent means a diploma awarded by any state on the basis of a General Education Development (GED) test.*

*GED must be awarded by a state. United States Armed Forces Institute (USAFI) must be converted to a state awarded certificate. In order to convert the USAFI to a state awarded certificate the candidate must correspond with:*

*Georgia Department of Technical & Adult Education  
Office of Adult Literacy/GED Testing Services  
1800 Century Place, Suite 555  
Atlanta, Georgia 30345*



*Attach Military Discharge or DD214 Showing  
Type of Discharge Here*

*A copy of discharge, or DD form 214 must be furnished. If type of discharge or character of service is other than "honorable", attach an explanation. More information or documentation may be required.*

*P.O.S.T. Form E.E.  
(Entrance Exam Acceptable Letter)  
Attach Here*

*The State of Georgia*

**PEACE OFFICER STANDARDS**

**AND**

**TRAINING COUNCIL**

*Hereby recognizes the accomplishments of*

*Aaron C. Phillips*

*Basic Peace 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:

**PBLE091163S**

**Issue Date:**  
**07/14/2009**

*The State of Georgia*

***PEACE OFFICER STANDARDS***

**AND**

***TRAINING COUNCIL***

*Hereby recognizes the accomplishments of*

***Aaron C. Phillips***

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:

***PBJA081012S***

**Issue Date:**  
***05/27/2008***

# RCSO

## PERFORMANCE

## APPRAISAL



Cpl. Aaron Phillips

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: Aaron Phillips	5. Employee Classification/Title: Corporal CST Team 1
6. Division: Special Operations Division	

1. Type of Review  
XXX \_\_\_\_\_ 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

Since coming to the Special Operations Division in September of this year, Cpl. Phillips has gained the respect of his Team Members due to his Road Supervisory knowledge. He is becoming more familiar with the workings of Crime Suppression and will continue to grow in his current position. He is currently out of work due to an injury to his foot he received while in a foot pursuit.

**Integrity**

Y  N

Cpl. Phillips shows his integrity during his shift on a daily basis.

**Teamwork**

Y  N

Cpl. Phillips works well with Special Operations Personnel to complete the duties needed for the success of the Crime Suppression Team.

**Excellence**

Y  N

Cpl. Phillips displays excellence while working his assigned duties with the Sheriff's Office.

**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

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

Y  N

3. Work knowledge and job skill level / problem solving

Y  N

4. Accepts directions / constructive criticism

Y  N

5. Accuracy, neatness, and thoroughness of work

Y  N

6. Observance of rules and safety practices

Y  N

7. Attendance / uniform and grooming / equipment maintenance

Y  N



### 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

Cpl. Phillips leads his Team during his shift by working with them in the field on a daily/nightly basis.

#### 2. Decision Making

Y  N

Cpl. Phillips makes good decisions while working his shift and if in doubt, calls his Sergeant to confirm his course of action before making an error in judgment.

#### 3. Credibility With Subordinates

Y  N

Since transferring to Special Operations in September of this year, Cpl. Phillips has established credibility with his subordinates.

#### 4. Ability to Plan and Schedule

Y  N

Cpl. Phillips shows the ability to plan schedules, though I would like to see him a little faster with notifications up the chain of command.

#### 5. Resource Allocation

Y  N

Cpl. Phillips leads his Team during his shift by working with them in the field on a daily/nightly basis.

#### 6. Develops / Trains subordinates

Y  N

Cpl. Phillips does work with guiding his Team through the shift and answers questions during their Daily/Nightly performance.

#### 7. Evaluating Subordinates

Y  N

Cpl. Phillips evaluates his subordinates and puts the info in their Deputy Diaries.

#### 8. Delegation

Y  N

Cpl. Phillips delegates certain tasks to his Team, but needs to focus on following up at times.

#### 9. Job Knowledge/Skill

Y  N

Cpl. Phillips has the knowledge and skills to perform his duties.

**OVERALL PERFORMANCE SUMMARY**

Date: 12/3/20

Immediate Supervisor's Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: 12/21/2020

Evaluation Meeting Conducted By: \_\_\_\_\_

*[Handwritten Signature]*

By: \_\_\_\_\_

By: \_\_\_\_\_

**Notes on evaluation meeting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEW COMMENTS AND SIGNATURES**

**SECOND LEVEL REVIEW**

**Comments:**

Cpl. Phillips transfer over in September from the Road Patrol and has become an asset to the division.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: 12/15/20

Signature: \_\_\_\_\_

*[Handwritten Signature]*

Title: \_\_\_\_\_

Lieutenant

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

Date: 12/22/20

Signature: \_\_\_\_\_

*[Handwritten Signature]*

**Employee Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# RCSO

## PERFORMANCE

## APPRAISAL



Cpl. Aaron Phillips

2019

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.

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

4. Employee Name: Aaron Phillips	5. Employee Classification/Title: Corporal
6. Division: Field Operations	

1. Type of Review  
 X  Annual                            Other

2. Review Period  
From:  1/1/19                       To:  12/31/19

3. Next Review Date  
 12/31/20

**Specific Values**

**Respect**

Y  N

Cpl. Phillips has developed a good working relationship with the deputies assigned to his shift by treating them with respect, and in turn he has earned their respect. Cpl. Phillips also treats the public with respect and conducts himself in a professional manner.

**Integrity**

Y  N

Cpl. Phillips consistently exhibits qualities of honesty, and he maintains a high standard of personal and professional integrity.

**Teamwork**

Y  N

Cpl. Phillips exhibits teamwork, and he promotes this value with his deputies. Cpl. Phillips has volunteered to provide new deputies with additional traffic training not only on his shift but deputies on his rotation. This is one example of how Cpl. Phillips exhibits cooperation and teamwork with other members of this department.

**Excellence**

Y  N

Cpl. Phillips exhibits excellence by his quality of work and through his philosophy of teamwork.

## 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

Cpl. Phillips gives clear directions to his deputies, and he strives to inspire and motivate his deputies to excel. Cpl. Phillips demonstrates that he understands the goals and mission of the department.

### 2. Decision Making

Y  N

Cpl. Phillips makes sound decisions, and he has shown his ability to make quick decisions under pressure.

### 3. Credibility With Subordinates

Y  N

Credibility is the quality of being trusted and believed in. Cpl. Phillips has developed credibility with his deputies by treating them with respect and consistently exhibiting honesty and integrity.

### 4. Ability to Plan and Schedule

Y  N

Cpl. Phillips shows an ability to plan and schedule. Cpl. Phillips schedules his shifts training schedule and maintains the daily schedule for his shift.

### 5. Resource Allocation

Y  N

Cpl. Phillips exhibits his ability to allocate his resources by maintaining a daily shift schedule. This requires him to schedule training and off day requests to ensure the needs of the zone are met.

### 6. Develops / Trains subordinates

Y  N

Cpl. Phillips develops his deputies by mentoring them and developing their skills through roll call training sessions. Cpl. Phillips encourages his deputies to attend advance training, so they will have the opportunity to improve themselves.

### 7. Evaluating Subordinates

Y  N

Cpl. Phillips evaluates his deputies in a fair and unbiased manner.

### 8. Delegation

Y  N

Cpl. Phillips delegates some responsibilities to deputies to give them opportunities to develop leadership skills.

### 9. Job Knowledge/Skill

Y  N

Cpl. Phillips demonstrates a proficient job knowledge and a thorough understanding of the procedures and processes required to perform job tasks.

**OVERALL PERFORMANCE SUMMARY**

Date: 12/21/19

Immediate Supervisor's Signature: 

Date: \_\_\_\_\_

Evaluation Meeting Conducted By: Lt. Harold Hitchcock

By: \_\_\_\_\_

By: \_\_\_\_\_

Notes on evaluation meeting:

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**REVIEW COMMENTS AND SIGNATURES**

**SECOND LEVEL REVIEW**

Comments:

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Date: 11/12/19

Signature: 

Title: CAPTAIN

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

Date: 12/12/19

Signature: 

Employee Comments:

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**RCSO**  
**PERFORMANCE APPRAISAL REPORT FORM**

1. Type of Review

X \_\_\_\_\_ Annual  
\_\_\_\_\_ Other

2. Review Period

From: 11/20/2017 To: 11/20/2018

3. Next Review Date

18-Nov 2019

4. Employee Name: Aaron Phillips	5. Employee Classification/Title: Team Leader/Corporal
6. Division Zone 6 D shift Field Operations	

**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 NE=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 type="checkbox"/> ME            |  | <input checked="" type="checkbox"/> EE |  | <input type="checkbox"/> S |
| 6. Ability to Make Sound Decisions               |   | <input type="checkbox"/> U |  | <input type="checkbox"/> NI |  | <input type="checkbox"/> ME            |  | <input checked="" 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 checked="" type="checkbox"/> ME |  | <input type="checkbox"/> EE            |  | <input type="checkbox"/> S |
| 10. Volume of Acceptable Work                    |   | <input type="checkbox"/> U |  | <input type="checkbox"/> NI |  | <input type="checkbox"/> ME            |  | <input checked="" 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                           | <input type="checkbox"/> Does Not Apply | <input type="checkbox"/> U |  | <input type="checkbox"/> NI |  | <input type="checkbox"/> ME            |  | <input checked="" 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. 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 |
| 18. Written/Oral Expression                      |   | <input type="checkbox"/> U |  | <input type="checkbox"/> NI |  | <input checked="" type="checkbox"/> ME |  | <input type="checkbox"/> EE            |  | <input type="checkbox"/> S |
| 19. Equipment Maintenance                        |   | <input type="checkbox"/> U |  | <input type="checkbox"/> NI |  | <input checked="" type="checkbox"/> ME |  | <input type="checkbox"/> EE            |  | <input type="checkbox"/> S |

TOTAL: 19 \_\_\_\_\_

		14	5
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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: 9 \_\_\_\_\_

		6	2	1
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**RICHMOND COUNTY SHERIFF'S OFFICE  
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

**1. Record job strengths and superior performance incidents.**

Cpl. Phillips has continued too exhibit strengths in handling his supervisory duties. He has gained the trust and respect of his people. Cpl. Phillips has met his first year goal by attending Supervisor Level 1-3 and has recently completed Accident Reconstruction Level 3

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

Cpl. Phillips is deficient in the in the Sheriff's Office Policy and Procedures.

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

**Goals and Objectives**

Cpl. Phillips goals for the first year as a supervisor was to complete all levels of Supervision 1-3. He has met those goals and is currently working toward his goals of completing Management Level 1-3. Cpl. Phillips goal is to be promoted to the rank of Sergeant within the next 5 years.

**How to Accomplish**

Cpl. Phillips can accomplish his goals by applying and completing Management Level 1-3 and gaining a better understanding of the Sheriff's office Policy and Procedure.

**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        xx   Meets Expectations                 Needs Improvement                 Unsatisfactory

**Comments:**

Cpl. Phillips has met his first year goal by attending Supervision Level 1-3 and Reconstruction Level 4. He is currently working toward completing Management Level 1-3.

**Actions for Improvement/Development:**

Cpl. Phillips is working toward completing Management Level 1-3 and gaining a better understanding of the Sheriff's Office Policy and Procedures.

Date: 11/20/18      Immediate Supervisor's Signature: [Signature]  
Date: 11/28/18      Evaluation Meeting Conducted By: [Signature]  
By: \_\_\_\_\_  
By: \_\_\_\_\_

**REVIEW COMMENTS AND SIGNATURES**

**SECOND LEVEL REVIEW**

**Comments:**

I AGREE WITH LT. PARKER'S EVALUATION OF CPL. PHILLIPS

Date: 11/21/18      Signature: [Signature]  
Title: CAPTAIN

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

Date: 11/28/18      Signature: [Signature]

**RCSO**  
**PERFORMANCE APPRAISAL REPORT FORM**

1. Type of Review

XX \_\_\_\_\_ Annual  
\_\_\_\_\_ Other

2. Review Period

From: January-15 To: December-15

3. Next Review Date

\_\_\_\_\_

4. Employee Name:

Aaron Phillips

5. Employee Classification/Title:

Deputy

6. Division

Traffic Safety Division

**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. 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

TOTAL: \_\_\_\_\_

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

**1. Record job strengths and superior performance incidents.**

Dep. Phillips has designated himself as "the F.T.O" of B shift. In saying that, he welcomes the challenge of taking all trainees that come through the Traffic Safety Division.

Dep. Phillips is a team player and is eager to assist anyone in the division that needs help on assignments. Dep. Phillips has a strong understanding of his job and the responsibilities that come with his job. Dep. Phillips has attended numerous training classes this calander year that will only make him a better Traffic Officer.

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

Dep. Phillips has not passed his yearly P.T. Assessment in the two years that it has been given. Dep. Phillips needs to focus on his health, which will ensure a passing score on the P.T. Assessment.

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

**Goals and Objectives**

Dep. Phillips needs to commit to a healthier lifestyle, which will give him a better quality of life and help him pass his yearly P.T. Assessment.

Dep. Phillips has a desire to be a Corporal, he needs to attend Supervision Classes in the upcoming year.

Dep. Phillips needs to finish his Accident Reconstruction classes.

**How to Accomplish**

Dep. Phillips needs to attend Health and Awareness training and also make an appointment with the Health and Wellness Center. The Physician that works in the Health and Wellness Center can help Dep. Phillips with a nutrition plan that will start his lifestyle change. Since Dep. Phillips desires a promotion to the rank of Corporal, he needs to attend Supervision classes that are taught here and at GPSTC.

**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        XXX   Meets Expectations           Needs Improvement           Unsatisfactory

**Comments:**

Overall, Dep. Phillips is a very good employee. Dep. Phillips is self motivated and enjoys assisting others within our division. Dep. Phillips is dependable and welcomes criticism that will enhance his job performance.

**Actions for Improvement/Development:**

Dep. Phillips needs to actively apply for specific classes to enhance his Supervision abilities.  
Dep. Phillips needs to maintain a physical activity program that will ensure he meets his PT requirements.

Date: 123115  
Date: 123115

Immediate Supervisor's Signature: Col Larry Brackens / Cpl Jay B/L  
Evaluation Meeting Conducted By: Col Larry Brackens / Cpl Jay B/L  
By: \_\_\_\_\_  
By: \_\_\_\_\_

**REVIEW COMMENTS AND SIGNATURES**

**SECOND LEVEL REVIEW**

**Comments:**

Date: 1/16/16 Signature: LT James Smith A-18  
Title: Division Commander

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

Date: 12/31/15 Signature: [Signature]



# EMPLOYEE PERFORMANCE EVALUATION REPORT

Name <b>Phillips, Aaron</b>	EMP# <b>13860</b>	Date: <b>10/21/12</b>
Classification: <b>Deputy (Road Patrol)</b>	Dept. <b>Sheriff - 5041</b>	Div: <b>Patrol</b>

Annual	XX	Special	Probation	Explain:	
Anniversary		Evaluation Period	Date of Last Evaluation:		11/2011

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
<b>TOTALS</b>					<b>20</b>	<b>30</b>

**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 judgment. 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			3	3	3
5. Testifies in judicial proceedings.	1		2		2	3
6. Inspects and maintains patrol car/motorcycle	1		2		2	3
<b>TOTALS</b>					<b>21</b>	<b>30</b>

**SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3** **2.1**

### GUIDE TO INDIVIDUAL RATINGS

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

**III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3** **2.1**

COPY

# 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: 0
			Hours Unexcused: 0
			Total S/L and lost Time:0
5. Employee has neither an attendance nor a tardy problem	x		

**V. NARRATIVE:**

**1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:**

Deputy Phillips has showed a lot of interest in working in the traffic div. this year. He works all of his accidents without any help from any of our traffic units, he assists other units on their accidents when needed, and he does a very good job at patrolling his beat and keeping a check on his businesses.

**2. STRATEGY FOR PERFORMANCE IMPROVEMENT:**

Deputy Phillips would like to attend as many classes as possible, work on traffic assignments when possible, and also become an FTO.

**3. ANNUAL PERFORMANCE GOALS:**

Deputy Phillips would like to attend as many classes as possible in the coming year mainly traffic. Phillips stated he would like to attend on scene level 1 and 2 this coming year if possible.

# EMPLOYEE PERFORMANCE EVALUATION REPORT

## 4. CAREER DEVELOPMENT GOALS/STRATEGY:

Deputy Phillips would like to go to the traffic div. and has also put in his paperwork to go work with the housing units .

## 5. GENERAL COMMENTS:

Deputy Phillips has come a long way in the past year in the way he carries himself on duty and on how he handles calls. Deputy Phillips has been used as a traffic car several times this year and has done a very good job when doing so. I feel with the proper training and the classes needed Phillips can be a fine traffic enforcement officer.

MANAGEMENT SIGNATURES DATES:

# EMPLOYEE PERFORMANCE EVALUATION REPORT

Manager Initiating Report:

*[Signature]*  
Signature

\_\_\_\_\_  
Date

Reviewing:

*[Signature]*  
Signature

10/21/12  
Date

Reviewing:

*[Signature]*  
Signature

5 Nov 12  
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:
5. Employee comments:

YES	NO
✓	
✓	
✓	

*[Signature]*  
Signature

10/21/12  
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.

# EMPLOYEE PERFORMANCE EVALUATION REPORT

Name <b>Phillips Aaron</b>	EMP# <b>13860</b>	Date: <b>1/28/11</b>
Classification: <b>Deputy (Road Patrol)</b>	Dept. <b>Sheriff - 5041</b>	Div: <b>Patrol</b>

Annual <input checked="" type="checkbox"/> Anniversaries	Special Evaluation Period	Probation	Explain: _____
Date of Last Evaluation: _____			

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
<b>TOTALS</b>					<b>20</b>	<b>30</b>

**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			3	9	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			3	3	3
5. Testifies in judicial proceedings.	1		2		2	3
6. Inspects and maintains patrol car/motorcycle	1		2		2	3
<b>TOTALS</b>					<b>24</b>	<b>30</b>

**SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3** **2.4**

### GUIDE TO INDIVIDUAL RATINGS

<b>Does not meet expectations (1)</b> Mandatory management plan. Recommended Performance Improvement Probation.	<b>Meets Expectations (2)</b> Meets job and County standards of a good employee	<b>Exceeds Expectations (3)</b> Consistently excels; far exceeds standards; role model.
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**III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3** **2.2**

COPY

# EMPLOYEE PERFORMANCE EVALUATION REPORT

## 4. CAREER DEVELOPMENT GOALS/STRATEGY:

Deputy Phillips would like to go to the traffic div. and has also put in his paperwork to go work in housing until he can do so.

## 5. GENERAL COMMENTS:

Deputy Phillips has come a long way in the past year in the way he carries himself on duty and on how he handles calls. Deputy Phillips does have a tendency to get a little voicetress when being questioned about certain incidents.

MANAGEMENT SIGNATURES DATES:

# 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.



# COPY

# ORIGINAL

## EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: Phillips Arron	EMP# 13860	Date: 90610
Classification: Deputy / Road Patrol	Dept: 5041	Div: Road Patrol

Annual xxx	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	90109

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss
1. Dependability	2			8			16	20
2. Teamwork / Interpersonal Relations	2			8			16	20
3. Quantity of Work	2			8			16	20
4. Quality of Work	2			8			16	20
5. Customer Service	2			8			16	20
<b>TOTALS</b>							<b>80</b>	<b>100</b>
							8	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss
1. Patrol assigned beat to detect and deter criminal activity.	2			8			16	20
2. Conducts preliminary investigation/ secures crime scene.	2			8			16	20
3. Provides assistance to victims.	2			8			16	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			6			6	10
5. Provides backup to other officers.	1				9		9	10
6. Responds to calls from dispatch in a timely manner.	1			8			8	10
7. Cleans / maintains patrol vehicle.	1			7			7	10
8.							0	0
							<b>78</b>	<b>100</b>
<b>SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10</b>							<b>7.8</b>	

### GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

<b>III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10</b>	<b>79</b>
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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: 0
			Hours Unexcused: 0
			Total S/L and Lost Ti 12
5. Employee has neither an attendance nor a tardy problem.	x		

**V. NARRATIVE:**

**1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:**

Deputy Phillips works well with his fellow officers. Deputy Phillips takes the initiative to answer calls off his assigned beat. Deputy Phillips is also a quick learner with a positive attitude towards completion of his duties.

Deputy Phillips has attended several schools this year and plans to attend more.

**2. STRATEGY FOR PERFORMANCE IMPROVEMENT:**

Learn more about traffic and attend more classes.

**3. ANNUAL PERFORMANCE GOALS:**

Deputy Phillips would like to attend as many traffic classes as possible this year in order to prepare himself for a traffic car when one comes available.



**4. CAREER DEVELOPMENT GOALS/STRATEGY:**

Deputy Phillips wants to stay with the department and move up in the traffic division.

**5. GENERAL COMMENTS:**

Deputy Phillips is a good Deputy. He comes to work everyday 30 to 45 minutes before briefing to find out what beat he'll be riding and to help around the sub station. Deputy Phillips has a few short comings as a new officer such as, ironing his uniform and maintaining the care of his fellow deputies vehicles.

**MANAGEMENT SIGNATURES DATES:**

Manager Initiating Report:	Sgt. Kenneth McCormick A888/B29 _____ Signature	<u>102710</u> _____ Date
Reviewing:	 _____ Signature	<u>102710</u> _____ Date
Reviewing:	 _____ Signature	<u>102810</u> _____ 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:

Anna C. Phillips  
Signature

YES	NO
✓	
✓	
✓	
✓	

10/28/10  
Date

5. Employee comments:

# COPY

## EMPLOYEE PERFORMANCE EVALUATION REPORT

Name: PHILLIPS, Aaron	EMP# 13860	Date: 9/1/2009
Classification: Deputy / Road Patrol	Dept: 5041	Div: Road Patrol

Annual XXX	Special	Probation	Explain:
Anniversary	Evaluation Period	Date of Last Evaluation:	9/1/2008

I. General Traits & Skills	Weight (2)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss
1. Dependability	2			6			12	20
2. Teamwork / Interpersonal Relations	2			6			12	20
3. Quantity of Work	2			6			12	20
4. Quality of Work	2			6			12	20
5. Customer Service	2			6			12	20
<b>TOTALS</b>							60	100
							6	

II. SPECIFIC JOB RESPONSIBILITIES	Weight (1-3)	UNSAT 4	NI 5	SAT 6-8	EX 9	OS 10	TOTAL	
							Actual	Poss
1. Patrol assigned beat to detect and deter criminal activity.	2			6			12	20
2. Conducts preliminary investigation/ secures crime scene.	2			6			12	20
3. Provides assistance to victims.	2			6			12	20
4. Mastery of operating a police car, firearms, and emergency equipment.	1			6			6	10
5. Provides backup to other officers.	1			6			6	10
6. Responds to calls from dispatch in a timely manner.	1			6			6	10
7. Cleans / maintains patrol vehicle.	1			6			6	10
8.				6			0	0
							60	100
<b>SCORE B (Weighted Average) = Total Actual divided by Total Possible X 10</b>							6	

### GUIDE TO INDIVIDUAL RATINGS

Unsatisfactory (4)	Needs Improvement (5)	Satisfactory (6-8)	Excellent (9)	Outstanding (10)
Mandatory management plan. Recommended Performance Improvement Probation.	Mandatory management plan. Optional probation for specific Unsatisfactory areas.	Meets job and County standards of a good employee.	Performs noticeably above required standards.	Consistently excels; far exceeds standards; role model.

<b>III. EMPLOYEE'S TOTAL AVERAGE PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X10</b>	6
---	---

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: <span style="float: right;">0</span>
			Hours Unexcused: <span style="float: right;">0</span>
			Total S/L and Lost Time: <span style="float: right;">0</span>
5. Employee has neither an attendance nor a tardy problem.	X		

**1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:**

Deputy Phillips is currently in the F.T.O. program and so far has progressed at an acceptable rate.

**2. STRATEGY FOR PERFORMANCE IMPROVEMENT:**

Deputy Phillips, during his training, has only been shown to have a slight problem with spelling. He simply needs to remain receptive to the training given him and possibly invest in a good dictionary.

**3. ANNUAL PERFORMANCE GOALS:**

Complete the training program.

**4. CAREER DEVELOPMENT GOALS/STRATEGY:**

Same as above and then move up from there.

**5. GENERAL COMMENTS:**

Deputy Phillips is doing an acceptable job while in the training program. He has been praised for his ability to know what type of call he is handling even in situations he has not faced before. If he continues to work at the level he is currently at, he will have few problems advancing to the next level.

**MANAGEMENT SIGNATURES DATES:**

Manager Initiating Report:	Sgt. Rick Shiflett, B,10 _____ Signature	_____ Date
Reviewing:	 _____ Signature	11/6/2009 _____ Date
Reviewing:	 _____ Signature	11/10/09 _____ 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:

Donna C. Phillips  
Signature

YES	NO
✓	
✓	
✓	

11/12/09  
Date

5. Employee comments:





AUGUSTA-RICHMOND COUNTY
HUMAN RESOURCES QUESTIONNAIRE

NAME: Aaron C. Phillips HOME PHONE: [REDACTED]

ADDRESS: [REDACTED]
(STREET) (CITY) (STATE) (ZIP)

DATE OF BIRTH: [REDACTED]86 SEX: [X] MALE [ ] FEMALE

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

MARITAL STATUS: [X] SINGLE [ ] MARRIED [ ] DIVORCED
RACE: [X] 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 (X) NO
IF YES, NAME: RELATIONSHIP:

DEPARTMENT:

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

PREVIOUSLY EMPLOYED BY ANY DEPARTMENT IN AUGUSTA-RICHMOND COUNTY?
(X) NO ( ) YES DATE LEFT:

Aaron C Phillips Oct. 29, 2007
(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, Aaron C. Phillips, 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: Aaron C Phillips

DATE: Oct. 29, 2007

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, Aaron C. Phillips 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.

Aaron C Phillips  
(signature)

Oct. 29, 2007  
(date)

Susan Epps  
(witness)

10-29-07  
(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: Worm C. Phillips

DATE: Oct. 29, 2007

WITNESS: Susan Epps

DATE: 10-29-07

# EMF JOYEE INFORMATION SHEET:

**Name:** Aaron C. Phillips

**Address:** [REDACTED]

**Phone:** [REDACTED]

**SSN:** [REDACTED]

**Hire Date:** Saturday, 11/03/07

**Orientation:** Monday, 11/05/07 @ 8:15 AM

**Date to Report:** Tuesday, 11/06/07 @ 5:45 PM

**Assigned Shift:** D-Shift / RCJ

**Supervisor:** Lt. Joe Howard

**Salary (bi-weekly):** \$995.11                      **Salary (annual):** \$25,872.86

**First Check:** 11/23/07

**Computer #:** B823

## FINGERPRINTS

## P.O.S.T. PAPERWORK

**PHOTO** Jail Administration (1<sup>st</sup> 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** Wednesday, 10/31/07 @ 9:00 AM

Judge Isaac S. Jolles  
4<sup>th</sup> floor Municipal Building  
530 Greene Street  
(Do not wear uniform)

**NEW HIRE NOTIFICATION/CONFIRMATION**

\*\*\* PLEASE COMPLETE ALL BLANKS \*\*\*

**TO: Employment Manager  
Human Resources**

**DATE: 10/29/07**

**FROM: Sheriff**

**5032**

**(Department Name)**

**(Department #)**

Payroll Class. Title	Jailer 12.5 hr
Salary Grade	41
Annual Salary	\$25,872.86
Bi-weekly Salary	\$995.11
	(% 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

Aaron C. Phillips 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).

<u>2007</u>					
JANUARY	13	27	JULY	14	28
FEBRUARY	10	24	AUGUST	11	25
MARCH	10	24	SEPTEMBER	8	22
APRIL	7	21	OCTOBER	6	20
MAY	5	19	NOVEMBER	3	17
JUNE	2	16	30	DECEMBER	1 15 29

Ronald Thomas PCN: SDJ0526039  
**(replaced employee)**

13482  
**(employee #)**

5032  
**(dept #)**

Department Director's Signature

Newhire Notification (form) 2007

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

# Application Process II

Last Name	First Name	Middle Name	Suf
Phillips	Aaron	C.	
SS#	DL#	DOB:	
[REDACTED]	GA050464648	[REDACTED] 986	
<i>GA 050465648 P-6</i>			
Interview (Date):	<u>8-30-07</u>	Interviewed By:	<u>Board #2</u>
Remarks:	<u>Continue process.</u>		
POST (Date):	<u>8-27-07</u>		
Remarks:	<u>No record</u>		
Entrance Exam (Date):	<u>9-7-07</u>	Score:	<u>66</u>
Polygraph (Date):	<u>9/24/07</u>	Examiner:	<u>[Signature]</u>
Remarks:	<u>NDI-H</u>		
Range:			
Background by:	<u>Sgt. J Broome</u>		
Remarks:	<u>Good Applicant</u>		
Drug Screen:		Physical	
No Further Process	<input type="checkbox"/>		
Approved Hire:	<u>[Signature]</u>		

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

# Richmond County Sheriff's Office

RONALD STRENGTH  
SHERIFF

## APPLICANT SCREENING BOARD REVIEW SHEET

DATE: 8-30-07

APPLICANT: Caron Phillips

**BOARD MEMBERS:**

	IN ATTENDANCE		CONTINUE PROCESS		
	YES	NO	YES	NO	INITIAL
CAPT. FRANCISCO	✓		✓		<i>[Signature]</i>
CAPT. JIM GRIFFIN	✓		✓		<i>[Signature]</i>
LT. BILL REEVES	✓		✓		<i>[Signature]</i>

**REMARKS:**

*Appears mature & has strong interest in L.E. Career*

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# Application for Employment Augusta, Georgia

**HUMAN RESOURCES DEPARTMENT**

**ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GEORGIA 30911**

**www.augustaga.gov    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 <i>Deputy</i>	Date <i>Aug. 23, 2007</i>
Name Last <i>Phillips</i> First <i>Aaron</i> MI <i>C</i>	
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 *N/A* Position *N/A*

On what date would you be available for work? *Today*  
 If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No  N/A

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

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 *N/A* Relation *N/A* Dept *N/A*

If yes, Name *N/A* Relation *N/A* Dept *N/A*

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

If yes, please give date and explanation. [REDACTED]

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

If yes, please give date and explanation. *N/A*

\*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 <i>Butler High School</i>	Did you graduate?
<i>2011 Lumpkin Rd Augusta, GA 30906</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If not a high school graduate, do you have a GED? <input checked="" 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
<i>(MCI)</i>				
<i>Motorcycle Mechanics Institute</i>	<i>1yr 7mths</i>	<i>Harley Davidson</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Yes</i>
<i>9751 Delegeter Dr. Orlando, FL 32822</i>			<input type="checkbox"/> Yes <input 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 Augusta, Georgia

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

Name	Address	Phone Number	Years Known
Deputy Dale Crocker			9 1/2
Dan A. Crocker			9 1/2
Linda Buck			18

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

Name of Organization <i>Augusta Harley Davidson</i>		Telephone <i>(706) 651-0444</i>	Dates Employed From mo/yr <i>03/07</i> To mo/yr <i>06/07</i>	
Number and Street <i>4200 Belair Frontage Rd</i>		City <i>Augusta</i>	State <i>GA</i>	Zip Code <i>30909</i>
Official Job Title <i>Parts</i>		Name of Supervisor <i>Mike Turner</i>		Pay (hourly rate/salary) Starting <i>\$10.50</i> Final <i>\$10.50</i>
Describe Specific Job Duties <i>Hand out parts to the technicians.</i>				
Reason for Leaving <i>Did not keep their promises they made with me</i>				
Name of Organization <i>Airport Parking LLC</i>		Telephone <i>(407) 855-5899</i>	Dates Employed From mo/yr <i>06/06</i> To mo/yr <i>12/06</i>	
Number and Street <i>6050 S. Semoran Blvd</i>		City <i>Orlando, FL</i>	State <i>FL</i>	Zip Code <i>32812</i>
Official Job Title <i>Driver</i>		Name of Supervisor <i>Steve Earl</i>		Pay (hourly rate/salary) Starting <i>\$7.00</i> Final <i>\$7.00</i>
Describe Specific Job Duties <i>Drive a shuttle bus for the company park back and fly</i>				
Reason for Leaving <i>Graduated school and moved back home</i>				
Name of Organization <i>Fed-EX Ground</i>		Telephone <i>(800) 463-3339</i>	Dates Employed From mo/yr <i>10/05</i> To mo/yr <i>02/06</i>	
Number and Street <i>1000 Fed-EX Drive</i>		City <i>Orlando, FL</i>	State <i>FL</i>	Zip Code <i>32822</i>
Official Job Title <i>Truck Leader</i>		Name of Supervisor <i>Mel</i>		Pay (hourly rate/salary) Starting <i>\$9.00</i> Final <i>\$9.00</i>
Describe Specific Job Duties <i>Lead trucks with mail.</i>				
Reason for Leaving <i>Had to come home for surgery was out for a while.</i>				

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.) *Motorcycle license*

### 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. I hereby authorize Augusta to investigate the information contained in my application, and to verify the information that I have submitted. I further authorize any past or present employer, law enforcement agency, or educational institution to release any information contained in my personnel file, police, or school record. I hereby release any individual providing requested information from all liability and agree not to sue for defamation or other claims based upon statements made to any representative of Augusta.

*Donna C Phillips*  
Signature of Applicant

*August 23, 2007*  
Date



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 an/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.

Aaron C. Phillips (SIGNATURE OF APPLICANT)      Sep. 24, 2007 (DATE)      Aaron C. Phillips (PRINT NAME OF APPLICANT)

Aaron C. Phillips, 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 24<sup>th</sup> DAY OF September 2007.

Susan A. Epp  
(NOTARY PUBLIC)

Notary Public, Richmond County, Georgia  
My Commission Expires March 27, 2008



# Richmond County Sheriff's Office

401 Walton Way  
Augusta, GA 30911

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Office of Internal Affairs  
(706) 821-1003  
Sgt. Jay Broome

Tuesday, October 09, 2007

Ref: PHILLIPS, Aron C.

## EMPLOYERS

### Augusta Harley Davidson

March 2007 – June 2007

Contacted Mike TURNER of Augusta Harley Davidson and verified employment. Applicant was a good and dependable employee. Applicant was a part time employee. The applicant would be eligible for rehire.

### Airport Parking LLC

June 2006 – December 2006

Contacted Domingo PITRI of Airport Parking and confirmed the applicant's past employment. He was an overnight driver, did a good job, and no complaints. The applicant would be eligible for rehire.

### Fed – Ex Ground

October 2005 – February 2006

Contacted "Mel" at 1-800-463-3339. It is Fed-Ex Policy not to give out employment background information. I was referred to a Reference for Fee Service at 1-800-367-2884. This was not followed up on.

## REFERENCES

**Dale CROCKER:**

Contacted Deputy Dale CROCKER of RCSO. He has known the applicant for about 10years. Deputy CROCKER described the applicant as an honest and dependable person but added that the applicant was somewhat overweight. Otherwise, he thought he would make a good officer.

**Dan A. CROCKER:**

Contacted Dan CROCKER. He is Deputy Dale Crocker's son. He and the applicant went to school together. He has no doubts about the applicant's character or honesty. He believes that the applicant would make a good officer.

**Linda BUCK:**

Contacted Mrs. BUCK. She works with the applicant's mother. She described him as a wonderful young man. She stated that he was the family type, loyal, motivated, honest, and a hard worker. She believes that the applicant would make a good officer.

# Application Process I

Last Name	First Name	Middle Name	Suf
Phillips	Aaron	C.	
SS#	DL#	DOB:	
[REDACTED]	GA050464648 <i>GA/050465648 py</i>	[REDACTED] 1986	
New World:	[REDACTED]		
Historical	No Record		
MNI:	[REDACTED]		
NCIC/GCIC/III	No Record		
Driver History	GA DL STATUS VALID - No history on driver		