



## Instructions To Applicant

Thank you for being interested in employment with Shelby County Division of Corrections. All applicants seeking employment with Shelby County Division of Corrections must complete a Pre-Employment Background Investigation Packet. Depending upon the position you seek and any certification requirements associated with that position, the results of your background may or may not impact your ability to move forward. A response is required for each question. If you are unsure or cannot recall specific information, please indicate it accordingly in your response. Leaving questions unanswered can prevent you from proceeding further in the approval process.

### Instructions For Completion of The Background Packet

- 1 If forms are handwritten, use blue or black ink and ensure the writing is legible.
- 2 If you are unable to provide any of the information requested, an explanation must be provided as to the reason.
- 3 You must answer all questions correctly. Failure to furnish the pertinent information requested in the Pre-Employment Background Investigation Packet or your Shelby County Government Employment Application may result in Shelby County Division of Corrections being unable to complete a background investigation and may disqualify you as a candidate for employment. Intentional omissions or false answers will be a basis for terminating the application process.
- 4 Shelby County Division of Corrections requires this document in its original form. You are encouraged to make a copy for your records.
- 5 Questions concerning your pre-employment background packet should be directed to the Shelby County Division of Corrections Human Resources Office at the email address referenced below:  
[SCDC.PREEmploymentBgrnd@shelbycountyttn.gov](mailto:SCDC.PREEmploymentBgrnd@shelbycountyttn.gov)
- 6 Any information received throughout the employment process, including the background packet, release forms, employment information, etc., are the sole property of Shelby County Division of Corrections, and no information shall be released back to the applicant.



## Shelby County Division of Corrections

### Prison Rape Elimination Act (PREA)

#### PREA Acknowledgement Form

\_\_\_\_\_  
Print or Type Full Name

Shelby County Division of Corrections is a PREA certified facility and is committed to following the guidelines set forth in PREA Regulation [§115.17 Hiring and Promotion Decisions](#). Any person(s) seeking employment (agency hired and/or contractually), volunteer service, or agency promotions shall be required to acknowledge (by signature), they fully understand and agree to adhere to the standards outlined herein.

The purpose of this regulation is to prevent staff sexual misconduct by ensuring that individuals who have a prior history of being sexually abusive are not hired or contracted into positions where they may have contact with inmates and to ensure that the agency is aware of any substantiated acts of sexual abuse or sexual harassment perpetrated by existing staff to prevent the promotion of that staff and to ensure that any other appropriate action be taken to protect inmates.

#### PREA Regulation [§ 115.17 Hiring and Promotion Decisions](#)

- 1 The agency shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who:
  - a. Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);
  - b. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
  - c. Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.
- 2 The agency shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.
- 3 Before hiring new employees who may have contact with inmates, the agency shall:
  - a. Perform a criminal background records check; and
  - b. Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

- 4 The agency shall also perform a criminal background records check before enlisting the services of any contractor who may have contact with inmates.
- 5 The agency shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.
- 6 The agency shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self- evaluations conducted as part of reviews of current employees. The agency shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.
- 7 Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.
- 8 Unless prohibited by law, the agency shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

**Answer Each of The Questions Below**

- 
- 1 Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)
 

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

Yes \_\_\_\_\_ No \_\_\_\_\_
  - 3 Have you been civilly or administratively adjudicated to have engaged in the activity described in questions one (1) and (2) above?
 

Yes \_\_\_\_\_ No \_\_\_\_\_
  - 4 Have you been designated as a sexual predator, career offender, or sexual offender?
 

Yes \_\_\_\_\_ No \_\_\_\_\_

I have read the above carefully and certify that the information is true and correct. I understand that it is my responsibility to obtain clarification on anything contained in this section that I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements, or misrepresentations may disqualify me from consideration as an employee, contract employee, or volunteer, and may be grounds for termination at a later date, if I am hired or serving as a volunteer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Shelby County Division of Corrections

### Authorization For Release of Personal Information

1045 Mullins Station Road - Memphis-Tennessee-38134

I do hereby authorize a review and full disclosure of all records (i.e., attendance, performance reviews, disciplinary history, and administrative and/or criminal investigations) concerning myself to any duly authorized agent of Shelby County Division of Corrections, whether such records are public, private, or confidential.

The intent of this authorization is to give my ongoing consent for complete disclosure of all records of my driver's history, criminal history, educational background, military personnel records, records of military service, and present and past employment reviews. I understand that any information obtained from this inquiry will be used to determine my suitability and continuing suitability for employment. I authorize the disclosure of the aforementioned personal information to any person(s) deemed by Shelby County Division of Corrections to be a participant in the determination process of employment suitability.

I also certify that any person(s) who may furnish such information concerning me shall not be held liable for providing this information. I do hereby release said person(s) from all liability that may be incurred as a result of furnishing such information.

A photocopy of this release form shall be as valid as the original form, even though a photocopy does not contain my original signature.

I have read and fully understand the contents of this Authorization for Release of Personal Information Document.

Full Printed/Typed Name		Signature / Date	
Address		City	
State	Zip Code	Last Four SSN	Date of Birth

[Please Ensure This Document Is Notarized Before Submission](#)

Applicant's Signature / Date

Notary Public's Signature / Date

# Shelby County Division of Corrections

## Probation Period Policy Statement

I understand that employment with Shelby County Division of Corrections begins with a probationary period during which I must demonstrate my fitness for duty for continued employment. In addition, I understand that failure to complete this probationary period successfully will result in the termination of my employment. I should expect monthly performance evaluations from my supervisor, informing me of my progress during my probationary period. If required, more frequent performance evaluations may be prepared.

I am aware that willingly withholding information or making false statements in any part of the Pre-Employment Background Packet can be the basis for dismissal from Shelby County Division of Corrections. I further understand that any employment tendered will be contingent upon the results of a complete character and fitness investigation. I agree to these conditions and certify that all statements I made therein are accurate and complete to the best of my knowledge.

Shelby County Government/Division of Corrections Probationary Requirements

Classifications	Length of Probation
Corrections Officer (Custody Classified Positions)	One (1) Year
Facility Support Personnel (Non-Custody Positions)	Six (6) Months
Promotional & Lateral Transfers (All Classifications)	Three (3) Months

\_\_\_\_\_

Full Printed/Typed Name

\_\_\_\_\_

Signature

Date

Personal History Statement						
What Position Did You Apply For?				What Is Your Shelby County Government Application #		
1	Last Name		First Name		Middle	
2	Date of Birth	Race	Sex			
3	Birthplace (City/State)					
4	Address (Where You Currently Reside)				City	
5	State	Zip Code	Primary Telephone	Secondary Telephone		
Have you ever utilized any other name besides the name you provided above. If yes, list below:						
6	Last Name		First Name		Middle	
7	Last Name		First Name		Middle	
8	Last Name		First Name		Middle	
9	Last Name		First Name		Middle	
List Your Previous Residences For The Past Ten (10) Years below:						
10	Address				City/State	
11	Address				City/State	
12	Address				City/State	
13	Address				City/State	
14	Address				City/State	
Driver's License / State Identification Information						
15	Do you have a valid Drivers License or State Issued Identification?			Yes	No	Never Obtained
16	If you answered "Yes" to Question #15, what is your ID Number?					
17	If you answered "No", to Question #15, what is your current Driver's License Status?					
	Revoked	Yes	No	Unsure		
	Suspended	Yes	No	Unsure		
18	If you answered "No", to Question #15 and/or "Yes" Question #18, do you have plans to obtain a Driver's License?					
	Yes		No	When		

Citizenship Status				Yes	No				
19	I am a Natural Born Citizen of the United States					<---Place an "X" In The Appropriate Box.			
20	I am a Naturalized Citizen of the United States								
21	I am not a Citizen of the United States								
22	Primary email address:								
23	Secondary email address								
Personal History Questions (Place an "X" In The Appropriate Box)						Yes	No		
24	Do you currently have a weapons permit?								
25	Have you ever been refused a concealed weapons permit?								
26	Are you now or have you ever been a member or associate of a criminal enterprise, street gang, or any other group which advocated violence against individuals because of their race, religion, political affiliation, ethnic group, nationality, gender, sexual preference, sexual orientation, or disability?								
27	Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, street gang, or any other group which advocated violence against individuals because of their race, religion, political affiliation, ethnic group, nationality, gender, sexual preference, sexual orientation, or disability?								
28	Since the age of 16, have you ever been involved in an anger-provoked physical fight, confrontation or violent act?								
Motor Vehicle Information									
List all vehicles you either own and/or drive:									
29	Year	Make	Model		Auto Tag # / State				
30	Year	Make	Model		Auto Tag # / State				
31	Year	Make	Model		Auto Tag # / State				
32	Year	Make	Model		Auto Tag # / State				
Military Service						Yes	No	N/A	
33	Are you required to register for the Selective Service? (all males born on or after January 1, 1960?)								
34	If yes, have you registered (typically done in High School, at a Post Office, or when getting a Drivers License)?								
35	Have you ever served in any Branch of the Military?, If "Yes", Indicate Below								
36	Army		Navy		Air Force		Marines	Place an "X" In The Appropriate Box.	
37	Coast Guard			Space Force					
38	Service Dates				<b>You will need to provide a copy of your DD214</b>				

Military Discharge Information					
39	Entry Level		Honorable		
40	General		OTH (Other Than Honorable)		
41	Bad Conduct		Dishonorable		
42	Are you a member of the National Guard?	Yes		No	
		Date Obligation Ends			
43	Are you a member of the Military Reserve?	Yes		No	
		Date Obligation Ends			

**Relatives/Friends - Active Incarceration Disclosure**

List all relatives and/or friends who are currently incarcerated locally and/or out of state in a Federal, State, or Local Jail or Correctional Facility that you have visited (video or in-person), talked with over the telephone, messaged on a prison issued tablet, placed money on their account (Trust, Phone, or Tablet), or sent and/or received written communication within the past thirty-six (36) months.

44	Specify Relationship	Last Name	First Name	Middle	
	Name of Facility Individual Is Incarcerated		City / State	Prisoner ID #	
	<b>(What was your interaction with this individual) - Place an "X" In The Appropriate Box</b>				
	Visited via Video		Visited In Person		Spoken with On The Telephone
Placed Money on Phone, Tablet, or Commissary Account		Communicated with via mail			

45	Specify Relationship	Last Name	First Name	Middle	
	Name of Facility Individual Is Incarcerated		City / State	Prisoner ID #	
	<b>(What was your interaction with this individual) - Place an "X" In The Appropriate Box</b>				
	Visited via Video		Visited In Person		Spoken with On The Telephone
Placed Money on Phone, Tablet, or Commissary Account		Communicated with via mail			

46	Specify Relationship	Last Name	First Name	Middle	
	Name of Facility Individual Is Incarcerated		City / State	Prisoner ID #	
	<b>(What was your interaction with this individual) - Place an "X" In The Appropriate Box</b>				
	Visited via Video		Visited In Person		Spoken with On The Telephone
Placed Money on Phone, Tablet, or Commissary Account		Communicated with via mail			

47	Specify Relationship	Last Name	First Name	Middle	
	Name of Facility Individual Is Incarcerated		City / State	Prisoner ID #	
	<b>(What was your interaction with this individual) - Place an "X" In The Appropriate Box</b>				
	Visited via Video		Visited In Person		Spoken with On The Telephone
Placed Money on Phone, Tablet, or Commissary Account		Communicated with via mail			



Provide all applicable information in the spaces below. If you need more space for any response, please submit this information on the sheet provided in the "Additional Information" section of this packet.

<b>Current/Former Employment Questions</b>		<b>Yes</b>	<b>No</b>
1	Have you ever been disciplined at work? (This includes verbal/written warnings, informal/formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments, or demotions.)		
2	Have you ever been terminated, released from probation, or asked to resign from any place of employment?		
3	Have you ever been involved in a physical or verbal altercation with a supervisor, subordinate, co-worker, customer, or any other individual while on the job?		
4	Have you ever quit without giving proper notice?		
5	Have you ever resigned in lieu of termination?		
6	Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.)?		
7	Have you ever been subject to a written complaint at work?		
8	Have you ever been counseled at work due to tardiness or absences?		
9	Have you ever received an unsatisfactory performance review?		
10	Have you ever sold, released, or given away legally confidential information?		
<b>Current/Former Law Enforcement Employment Questions</b>		<b>Yes</b>	<b>No</b>
11	Are you currently employed, or have you ever worked for another Law Enforcement Agency (i.e., Police/Sheriff Departments, Detention or Prison Facilities - Private and/or Government Agencies)		
12	Have you ever been denied employment by another Law Enforcement Agency (i.e., Police/Sheriff Departments, Detention or Prison Facilities - Private and/or Government Agencies)		
13	Have you ever (current or past) visited (in-person or video), talked with over the telephone, or corresponded electronically or in writing with an inmate incarcerated in any facility?		
<b>Answer the following questions if you answered "Yes" to Question #</b>		<b>Yes</b>	<b>No</b>
14	Have you ever accepted a payoff?		
15	Have you ever been accused or found guilty of accepting a gift from an inmate or someone you arrested?		
16	Have you ever been accused or found guilty of stealing anything from an evidence room?		
17	Have you ever been accused or found guilty of stealing the property of someone you arrested or an inmate?		
18	Have you ever been accused or found guilty of tampering with evidence?		
19	Have you ever been accused or found guilty of submitting a false report?		
20	Have you ever been accused or found guilty of violating your Oath of Office?		
21	Have you ever been accused or found guilty of Excessive Use of Force?		
22	Have you ever been accused or found guilty of possessing and/or introducing contraband?		

### Arrest History

As an applicant of Shelby County Division of Corrections, you are required to disclose any of the following which occurred on or after your 15th birthday, even if the records were sealed, expunged, dismissed, or pardoned.

You are required to list all detentions or arrests, or misdemeanor citations, whether they resulted in a conviction or not

All Convictions

All diversion programs that were not successfully completed

Criminal History Disclosure (Place an "X" In The Appropriate Box)		Yes	No
1	Are you currently on parole or probation?		
2	Have you ever been the subject of an emergency protective order, restraining order, or stay-away order?		
3	Either as an adult or juvenile, have you ever been detained for investigation, held on suspicion, questioned, fingerprinted, arrested, indicted, criminally charged, or convicted of any misdemeanor or felony offense in this state or in any other legal jurisdiction (including offenses punishable under the Uniform Code of Military Justice?)		

If "yes", Explain Each Incident. Use The Additional Sheet in Section " If Required.

4	Date of Arrest	Arresting/Detaining Agency
	Charge	
	City/State	Disposition
5	Date of Arrest	Arresting/Detaining Agency
	Charge	
	City/State	Disposition
6	Date of Arrest	Arresting/Detaining Agency
	Charge	
	City/State	Disposition
7	Date of Arrest	Arresting/Detaining Agency
	Charge	
	City/State	Disposition
8	Date of Arrest	Arresting/Detaining Agency
	Charge	
	City/State	Disposition

Have you ever committed or been accused of the following misdemeanor offenses either as a Juvenile or Adult? You may not withhold any information regarding your involvement in any of the following acts, even if Federal or State Law relieved you from reporting the detention, arrest, or conviction that occurred as a result.

(Place an "X" In The Appropriate Box)		Yes	No
10	Animal Abuse and/or Neglect		
11	Annoying, Obscene, or Harassing Contacts By Telephone or Other Electronic Communication Device (email, text messages, messaging services, etc.)		
12	Battery (use of force or violence upon another)		
13	Brandishing A Weapon (any type of weapon)		
14	Carrying A Concealed Weapon Without A Permit		
15	Contributing To The Delinquency of A Minor		
16	Defrauding An Innkeeper (not paying for food or room at a hotel/motel campground, etc.)		
17	Driving Under The Influence of Alcohol and/or Drugs		
18	Drunk In Public (being so intoxicated in public place you are not able to care for yourself)		
19	Filed A False Police Report, Made False Statements To A Police Officer or 911 Operator		
20	Hit & Run Collision (no injuries)		
21	Gambled Illegally		
22	Hunting or Fishing Illegally (example: out of season or without a license)		
23	Impersonated (pretended to be) A Police Officer or Government Official		
24	Indecent Exposure (including flashing or mooning) and/or Lewd or Obscene Conduct		
25	Intentionally Wrote A Bad Check		
26	Joyriding (using a car or other vehicle without owner's permission)		
27	Petty Larceny (value up to & 650, including shoplifting/switching price tags)		
28	Possessed or Consumed Alcohol As A Minor		
29	Possession of Falsified or Altered Identification, Including Use of Another Person's ID		
30	Possession of Stolen Property (including, but not limited to, vehicles, credit/debit cards)		
31	Prostitution or Solicitation of A Prostitute (including, patronizing illegal massage parlors)		
32	Reckless Driving		
33	Resisted Arrest and/or Delayed or Obstructed An Officer (including, but not limited to running from the police)		
34	Trespassing		
35	Vandalized another's property (including, but not limited to, tagging, malicious mischief, and/or property damage.		
36	Voyeurism or Peeping (including, looking through a window or opening with the intent to invade someone's privacy)		

<b>Criminal History Disclosure (Place an "X" In The Appropriate Box)</b>		<b>Yes</b>	<b>No</b>
Have you ever committed or been accused of the following offenses? You may not withhold any information regarding your involvement in any of the following acts, even if Federal or State Law relieved you from reporting the detention, arrest, or conviction that occurred as a result.			
37	Arson (intentionally destroying property by setting fire)		
38	Assault With A Deadly Weapon (struck or threatened to strike someone with an instrument likely to cause great bodily injury or death)		
39	Blackmail or Extortion		
40	Burglary (entering a structure or vehicle to commit theft or other crime)		
41	Child Molestation (performing unlawful acts with a child, inappropriate touching of a child)		
42	Downloading, Viewing, and/or Possessing Child Pornography		
43	Elder Abuse and/or Neglect (physical and/or financial)		
44	Embezzlement (theft of money or other valuables entrusted to you)		
45	Felony Drunk Driving (involving injuries or three or more convictions in a lifetime)		
46	Forcible Rape of Other (act of unlawful intercourse)		
47	Forgery (falsifying any type of document, check certificate, license, currency, etc.)		
48	Fraudulent Use of A Credit, ATM, Debit, and/or Check Card		
49	Grand Theft (value of \$651 or more, or any firearm)		
50	Hit and Run (with injuries)		
51	Hate Crime		
52	Illegal Sex Acts		
53	Insurance Fraud		
54	Murder or Homicide, Including Attempted		
55	Perjury (lying under oath)		
56	Possession Of An Explosive, Destructive, and/or Distraction Device		
57	Robbery (theft from another person using a weapon, force or fear)		
58	Stalking		
<b>Required PREA Questions (Place an "X" In The Appropriate Box)</b>		<b>Yes</b>	<b>No</b>
59	Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?		
60	Have you ever been civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?		
61	Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, during an arrest, or any other detainment process?		

