



Cobb County Department of Public Safety

Internal Affairs Unit
1150 Powder Springs Street; Suite 300
Marietta, GA 30064

MEMORANDUM

To: Applicants

Date: March 13, 2015

Re: Instructions

1) **Candidate Information Packet (C.I.P.)**

- Type (***preferred***) or hand write
- Read thoroughly & fill out completely
- Incomplete candidate information packets will not be reviewed / processed and will result in removal from the hiring process
- Back page (*p.19*) – Signed & Notarized
- Failure to sign and notarize will result in removal from the hiring process

2) **Supportive Documents** (*Listed in the Candidate Information Packet (CIP) on page 1*)

- Turn in copies (*no originals*) of all supportive documents that you have with the candidate information packet (*CIP*) by the designated deadline
- Any outstanding supportive documents must be received prior to being hired
- As you receive the remaining supportive documents, either mail or drop them off at the Internal Affairs office (*address is on page 1 of the CIP*)

3) **Release Forms** (*Authorizations – Obtain Credit Report & Release of Information*)

- Type (***preferred***) or hand written
- Read thoroughly & fill out completely
- Incomplete forms will not be reviewed / processed & will result in removal from the hiring process
- Both Forms – **Signed & Notarized**
- Failure to sign and notarize will result in removal from the hiring process

4) **Tattoo / Branding Policy** (***Police & Animal Control Applicants ONLY***)

- Read thoroughly to ensure compliance
- If not within policy, you will not be allowed to take the physical ability test (*PAT*)
 - Any removal of tattoos to gain policy compliance has to be 100% completed prior to taking the PAT