Employment Record

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
Santiago, Diana M.	19846	C837	05/16/20	

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
05/16/2020	Jailer	SPR82IJ113	5034	$1,349.46	12	Hire date
06/27/2020				$35,612.20	0	COLA INCREASE
06/29/2020	JAILER CERTIFICATION	SPR82IJ113	5034	$1,406.58	12	CERTIFIED JAILER
09/05/2020	DEPUTY IN TRAINING	SDR81MM011	5041	$1,406.58	12	TRANSFERRED WIHILE ATTENDING MANDATE
12/25/2021				$43,597.75	0	2022 SALARY INCREASE
12/10/2022				$45,891.09	0	SENIOR DEPUTY

Employment Record

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
Santiago, Diana M.	19846	C837	05/16/20	

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
05/16/2020	Jailer	SPR82IJ113	5034	$1,349.46	12	Hire date
06/27/2020				$35,612.20	0	COLA INCREASE
06/29/2020	JAILER CERTIFICATION	SPR82IJ113	5034	$1,406.58	12	CERTIFIED JAILER
09/05/2020	DEPUTY IN TRAINING	SDR81MM011	5041	$1,406.58	12	TRANSFERRED WIHILE ATTENDING MANDATE
12/25/2021				$43,597.75	0	2022 SALARY INCREASE

Employment Record

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
Santiago, Diana M.	19846	C837	05/16/20	

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
05/16/2020	Jailer	SPR82IJ113	5034	$1,349.46	12	Hire date
06/27/2020				$35,612.20	0	COLA INCREASE
06/29/2020	JAILER CERTIFICATION	SPR82IJ113	5034	$1,406.58	12	CERTIFIED JAILER
09/05/2020	DEPUTY IN TRAINING	SDR81MM011	5041	$1,406.58	12	TRANSFERRED WIHILE ATTENDING MANDATE

Employment Record

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
Santiago, Diana M.	19846	C837	05/16/20	

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
05/16/2020	Jailer	SPR82IJ113	5034	$1,349.46	12	Hire date
06/29/2020	JAILER CERTIFICATION	SPR82IJ113	5034	$1,406.58	12	CERTIFIED JAILER
09/05/2020	DEPUTY IN TRAINING	SDR81MM011	5041	$1,406.58	12	TRANSFERRED WIHILE ATTENDING MANDATE

Employment Record

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
Santiago, Diana M.	19846	C837	05/16/20	

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
05/16/2020	Jailer	SPR82IJ113	5034	$1,349.46	12	Hire date
06/29/2020	JAILER CERTIFICATION	SPR82IJ113	5034	$1,406.58	12	CERTIFIED JAILER

Employment Record

Name	Empl	Computer #	Date of Hire	Transferred/Rehired
Santiago, Diana M.	19846	C837	05/16/20	

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
05/16/2020	Jailer	SPR82IJ113	5034	$1,349.46	12	Hire date

I NAM **SALARY HISTORY INFORMATION**

REASON	PCN	PAY BEGIN	PAY	ANNUAL SALARY	GRADE	JOB TITLE
19846 SANTIAGO, DIANA MARIA						
NEW HIRE	SPR82IJ113	05/16/2020	06/12/2020	*35,085.91*	12	JAILER
COST OF LIVING ADJ 1.5%	SPR82IJ113	06/13/2020	07/10/2020	*35,612.20*	12	JAILER
RATE CHANGE	SPR82IJ113	07/11/2020	09/04/2020	*36,571.14*	12	JAILER
DEPT TRANSFER	SDR81MM011	09/05/2020	11/13/2020	*35,612.20*	15	DEPUTY IN TRAINING
PROMOTION	SDR81NQ112	11/14/2020	12/24/2021	*39,634.32*	15	DEPUTY
RATE CHANGE	SDR81NQ112	12/25/2021	12/09/2022	*43,597.75*	15	DEPUTY
RATE CHANGE	SDR81NQ112	12/10/2022	03/01/2024	*45,891.09*	15	DEPUTY
RATE CHANGE	SDR81NQ112	03/02/2024	12/31/2050	*51,000.00*	15	DEPUTY

HR-1 FORM

Augusta GEORGIA

The City of Augusta
Human Resources Department

Request for Personnel Action (RPA)

Employee Name: Diana M. Santiago **EMP I.D.:** 19846 **DEPT #:** 5041 **Proposed Effective Date:** 12/10/2022

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

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

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Address: _____

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

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

B. POSITION INFORMATION

	CHANGE FROM	CHANGE TO
Dept. #	5041	5041
Job Title	DEPUTY	DEPUTY
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	15	15
PCN	SDR81NQ112	SDR81NQ112
Daily Hours	12 HRS.; S	12 HRS.; S
Hourly Rate	19.96	21.01
Bi-Weekly Salary	1676.84	1765.04
Annual Salary	43,597.75	45,891.09
Supplemental Pay	NA	NA
Safety Sensitive (Y or N)	Y	Y
GL Account number:	273031310	273031310
Employee Replaced (**Name & I.D.**):		

C. SEPARATION INFORMATION

	SEPARATION FROM SERVICE REASON:
☐	VQ 01 Resignation
☐	VQ 02 Failure to Report to Work/AWOL
☐	VQ 03 Lay-Off/RIF
☐	VQ 04 Death
☐	VQ 05 Loss of Job Requirements
☐	VQ 06 Termination
☐	VQ 07 Retirement
	Date Hired:
	Last Day Worked:
	Separation Date:
	Terminated 3 days ADM Given: ☐ YES ☐ NO
	Proper Notice Given: ☐ YES ☐ NO
	Eligible for Re-Hire? ☐ YES ☐ NO
	If Not Eligible for Re-Hire -- Complete Part 3 and Review Eligibility Guidelines
	VAC BAL: COMP BAL:

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

EMPLOYEE IS A DEPUTY 1ST CLASS. 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: 11/15/2022
Department Director Signature: [signature]		Concurrence Date: 11-17-22
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:

Revised 11/01/2019

HR-1 FORM

Augusta GEORGIA

The City of Augusta
Human Resources Department

Request for Personnel Action (RPA)

Employee Name: Diana M. Santiago **EMP I.D.:** 19846 **DEPT #:** 5034 **Proposed Effective Date:** 9/5/2020

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

	CHANGE FROM	CHANGE TO
Dept. #	5034	5041
Job Title	JAILER	DEPUTY IN TRAINING
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	12	12
PCN	SPR82IJ113	SDR81MM011
Daily Hours	12 HRS.; 30 MIN. A/D	12 HRS.; S
Hourly Rate	16.31	16.75 ~~16.31~~
Bi-Weekly Salary	1369.70	1406.50 ~~1369.70~~
Annual Salary	35,612.20	36571.14 ~~35,612.20~~
Supplemental Pay	NA	NA
Safety Sensitive (Y or N)	Y	Y
GL Account number:	273032511	273031310
Employee Replaced (**Name & I.D.**): P Odums/13731		

C. SEPARATION INFORMATION

	SEPARATION FROM SERVICE REASON.
☐	VQ 01 Resignation
☐	VQ 02 Failure to Report to Work/AWOL
☐	VQ 03 Lay-Off/RIF
☐	VQ 04 Death
☐	VQ 05 Loss of Job Requirements
☐	VQ 06 Termination
☐	VQ 07 Retirement
	Date Hired:
	Last Day Worked:
	Separation Date:
	Terminated 3 days ADM Given: ☐ YES ☐ NO
	Proper Notice Given: ☐ YES ☐ NO
	Eligible for Re-Hire? ☐ YES ☐ NO
	If Not Eligible for Re-Hire – Complete Part 3 and Review Eligibility Guidelines
	VAC BAL: COMP BAL:

PART 3: EXPLANATION FOR REQUEST

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

Employee is transferring while in school. Job description attached. The Sheriff's Office has the funding.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Bonnie Hayes	Contact Phone #: 706-821-1095	Date Of Request: 8/13/2020
Department Director Signature: [signature]		Concurrence Date: 8-13-20
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:

Revised 11/01/2019

HR-1 FORM

The City of Augusta
Human Resources Department

Request for Personnel Action (RPA)

FILE COPY

orig sent to HR on 6/29

Employee Name: Diana M Santiago **EMP I.D.:** 19846 **DEPT #:** 5034 **Proposed Effective Date:** 07/11/2020

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

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

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____

Address: _____

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

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

B. POSITION INFORMATION

	CHANGE FROM	CHANGE TO
Dept #	5034	5034
Job Title	JAILER	JAILER
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	12	12
PCN	SPR82IJ113	SPR82IJ113
Daily Hours	12.5 HR	12.5 HR
Hourly Rate	16.06	16.75
Bi-Weekly Salary	1,349.46	1,406.58
Annual Salary	35,085.91	36,571.14
Supplemental Pay	NA	NA
Safety Sensitive (Y or N)	Y	Y
GL Account number:	273032511	273032511
Employee Replaced (Name & I.D.):		

C. SEPARATION INFORMATION

	SEPARATION FROM SERVICE REASON:
☐	VQ 01 Resignation
☐	VQ 02 Failure to Report to Work/AWOL
☐	VQ 03 Lay-Off/RIF
☐	VQ 04 Death
☐	VQ 05 Loss of Job Requirements
☐	VQ 06 Termination
☐	VQ 07 Retirement
	Date Hired:
	Last Day Worked:
	Separation Date:
	Terminated 3 days ADM Given: ☐ YES ☐ NO
	Proper Notice Given: ☐ YES ☐ NO
	Eligible for Re-Hire? ☐ YES ☐ NO
	If Not Eligible for Re-Hire – Complete Part 3 and Review Eligibility Guidelines
	VAC BAL: COMP BAL:

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

JAILER CERTIFIED JOB DESCRIPTION IS ATTACHED

The Sheriff's Office Does Have Funding To Support This Pay Increase

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: STEPHANIE JACKSON	Contact Phone #: (706) 821-1072	Date Of Request: **06/29/2020**
Department Director Signature:		Concurrence Date: 6-26-20
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:

Revised 11/01/2019

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

December 18, 2024

Deputy Santiago, Diana
Richmond County Sheriff's Office
Augusta, Georgia 30901

Diana Santiago:

I, Richard Roundtree, Sheriff of the Richmond County Sheriff's Office, do hereby very proudly issue this letter of acknowledgement to Deputy Diana Santiago for her willingness to go above and beyond her call of duty.

Dated this day, the Eighteenth Day of December, Two Thousand and Twenty-Four.

On Sunday, March 31st, 2024, at approximately 0241 hours, Deputies were patrolling Broad Street due to the large crowds gathering in the area near the 1100 and 1200 blocks. While on patrol, Deputy Calvin Purcell observed a male with his hands up at a vehicle in front of 1243 Broad Street and another male armed with an AR-15 Style Rifle that was getting into a vehicle. Deputy Cameron Carreras and Deputy Diana Santiago were then advised by a passerby that someone was being robbed at gunpoint in front of 1243 Broad Street. Deputies responded and took swift action to initiate contact with the suspects. As Deputies attempted to detain one of the suspects, he began fighting and attempted to run while in possession of the firearm. At this time Investigator Alex Haskins and Deputy Tyler Holland arrived on scene to assist with detaining the suspects. Dep. Carreras drew his taser to cover less-lethal force while Inv. Haskins had the subject at gunpoint. After a brief struggle, both suspects were detained, and the firearm was recovered and made safe. The victims of the robbery advised that a necklace, currency and a tote bag were stolen in the robbery by the suspects. The investigation was turned over to CID and both subjects were subsequently booked into the Detention Center for Armed Robbery.

Deputy Diana Santiago's willingness to go above and beyond any given assignment or situation presented to her makes her an asset to the Richmond County Sheriff's Office.

Recognition issued by,

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

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:

Diana Santiago — Employee Signature

05-28-20 — Date

Diana Santiago — Printed Name

Augusta, Georgia
Job Description

Approved Title: Deputy
Working Job Title: Road Patrol Deputy
Department: Sheriff (5041)
Reports To: Sergeant
Job Code: 81NQ
Pay Grade: 15
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: December 27, 2021
Does the Position Have Direct Reports? Yes ☐ No ☒
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes ☒ No ☐

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

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

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

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

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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

REQUIRED MINIMUM QUALIFICATIONS:

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

Knowledge/Skills/Abilities:

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

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.
- Possess the willingness and ability to work holidays, nighttime shifts and weekends.

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

Diana M. Santiago — Employee (Print Name) — 11/17/2022 — Date

[signature] — Line or Staff Management — 11/17/2022 — Date

[signature] — Department Director — 11/17/2022 — Date

Compensation Administration Staff — Date

HR Director — Date

STATE OF GEORGIA
COUNTY OF RICHMOND

2021 Law Enforcement and First Responder Grant Supplement
Employee Affidavit

Personally appeared before the undersigned officer, duly authorized to administer oaths, Diana Santiago, and who, after first being duly sworn, stated that the following information is true and correct and that all terms specified herein are expressly acknowledged:

I am an employee of the Augusta Richmond County Board of Commissioners in the Richmond county Sheriff office (Department/Office).

I hereby affirm and acknowledge that I am an eligible recipient for the Georgia law enforcement and first responder grant supplement, and I will receive and accept only one (1) grant payment. I further agree and affirm that if I work and/or volunteer for more than one entity, that Augusta Richmond County is my primary agency, and I will receive this supplement from Augusta Richmond County ONLY.
If I should receive more than one payment under the Law Enforcement and First Responder Grant Supplement, I must return any overpayment and, where applicable, the County may withhold funding from my wages until all funds have been returned. I further acknowledge that my failure to return any overpayment may result in prosecution and/or termination for fraud.

Diana Santiago
Signature

12-10-21
Date

Diana Santiago
Printed Name

Richmond county Sheriff office
Department

[redacted]
Social Security Number

D519846
Employee ID Number

Sworn to and subscribed before me,
This 10 day of Dec, 20 21

Notary Public

My commission expires: Oct. 24, 2024

DEANNA CARRERAS NOTARY PUBLIC RICHMOND COUNTY, GA

ACKNOWLEDGEMENT OF RECEIPT OF THE RICHMOND COUNTY SHERIFF'S OFFICE UNIFORMED SERVICES AND REMPLOYMENT 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 5th of March 2021, received a copy of the Richmond County Sheriff's Office "USERRA" Policy.

Diana Santiago
Signature
Richmond County Sheriff's Office Employee

Diana Santiago
Printed Name

Augusta, Georgia
Job Description

Approved Title: Deputy
Working Job Title: Road Patrol Deputy
Department: Sheriff (5041)
Reports To: Sergeant
Job Code: 81NQ
Pay Grade: 15
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: June 14, 2018
Does the Position Have Direct Reports? Yes ☐ No ☒
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes ☒ No ☐

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

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

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

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

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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

REQUIRED MINIMUM QUALIFICATIONS:

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

Knowledge/Skills/Abilities:

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

Skills:

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

Certification: Georgia Post Mandate Peace Officer Certification
Some positions may require:

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

OTHER:
Does this position require staff call up in an emergency situation? Yes ☒ No ☐
Is travel from office to other locations required of this position? Yes ☒ No ☐
If yes, what is the percentage of travel involved? Less than 50%? Yes ☐ No ☐ More than 50%? Yes ☒ No ☐

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

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

FINANCIAL RESPONSIBILITY:
Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒
If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: $ 0

TRAINING & SUPERVISORY RESPONSIBILITY:
How many people are being supervised or trained? None ☒
One staff Yes ☐ No ☐ Two to five staff Yes ☐ No ☐ Six to ten staff Yes ☐ No ☐ More than ten staff Yes ☐ No ☐

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

REVIEW/APPROVALS

Hank A. Santiago — Employee (Print Name) — Date 10/1/2020

Line or Staff Management — Date 10/1/2020

Department Director — Date 10/1/2020

Compensation Administration Staff — Date

HR Director — Date

CollegeBoard ACCUPLACER

Student Name: Diana Santiago
Student ID: [redacted]
Supplemental Student ID: N/A

Individual Score Report

Date of Birth [redacted]	**Major/Program Name** ---Omitted---	**Site Name** Augusta Technical College
Date of Testing 06/30/2020	**Administered by** G. Kumar	**Voucher Number** [redacted]

Individual Test Time on ISR

Test Name	Test Session Started	Test Session Ended	Total Time
Next-Generation Writing	06-30-2020 08:56 AM EDT	06-30-2020 09:40 AM EDT	00h:44min:18s

Test Results

Test Name	CSEM	Score
Next-Generation Writing	6.0699	257

Local Background Questions

Question Name	Answers
Sharing Scores	I agree.

Exnum: 36445548 | Branching Profile Name: 09. TCSG Writing only_NG

CollegeBoard
ACCUPLACER

Student Name: Diana Santiago
Student ID: [redacted]
Supplemental Student ID: N/A

Individual Score Report

Date of Birth [redacted]	**Major/Program Name** ---Omitted---	**Site Name** Augusta Technical College
Date of Testing 05/22/2020	**Administered by** Bandi, Gopi Krishna	**Voucher Number** [redacted]

Individual Test Time on ISR

Test Name	Test Session Started	Test Session Ended	Total Time
Next-Generation Arithmetic	05-22-2020 09:31 AM EDT	05-22-2020 10:02 AM EDT	00h:30min:11s

Test Results

Test Name	CSEM	Score
Next-Generation Arithmetic	9.0057	215

Course Placements - Determined on 05-22-2020

Please see an Advisor for your math course options.

Local Background Questions

Question Name	Answers
Sharing Scores	I agree.

Exnum: 36325720 | Branching Profile Name: 10. TCSG Arithmetic only_NG

CollegeBoard
ACCUPLACER

Student Name: Diana santiago
Student ID: [redacted]

Individual Score Report

Date of Birth	Major/Program Name	Site Name
[redacted]	---Omitted---	Assessment Center - CPTC
Date of Testing	**Administered by**	**Voucher Number**
2019-03-27	Oh, Lilly	N/A

Time Record

Test Session Started	Test Session Ended	Total Time
03-27-2019 02:12 PM PDT	03-27-2019 03:43 PM PDT	01h:23min:21s

Test Results

Test Name	Score
Next-Generation Reading	238
Next-Generation Writing	234

Course Placements - Determined on 03-27-2019

1300
You may enroll in English 91, Basic Reading and Writing

Exnum: 32973858 | Branching Profile Name: 03CPTCEnglish

Augusta, Georgia
Job Description

Approved Title: Jailer
Working Job Title: Jailer (12 Hour)
Department: Sheriff (5034)
Reports To: Sergeant
Job Code: 82IJ
Pay Grade: 12
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: June 14, 2018
Does the Position Have Direct Reports? Yes ☐ **No** ☒
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes ☒ **No** ☐

GENERAL SUMMARY: Maintains order and security in the jail and ensures the safety and well-being of inmates, employees, and visitors within the guidelines of applicable state and federal laws, departmental directives, and rules and regulations. Reports to the Sergeant or other designated person and works with co-workers, inmates, attorneys, visitors, ministers, social workers, and probation, parole, court, police, and other agency personnel to provide operational support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
30 %	Monitors inmate activity, and records/maintains in log book.
20 %	Works control panel for cells, entrance to cell block, emergency exits, and visitation/attorney area.
20 %	Conducts security inspections.
10 %	Oversees inmate recreation activities.
10 %	Assists in the distribution and collection of commissary items, inmate clothing, and linen.
5 %	Performs emergency first aid to inmates as necessary.
5 %	Answers telephone and operates intercom system.
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.
Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Knowledge/Skills/Abilities:

- Considerable knowledge of law enforcement and the corrections process.
- Familiarity with applicable state and federal laws, county policies and procedures, and departmental directives.
- Proficiency in using GCIC/NCIC and JMS computer operations, physical restraint methods and equipment, first aid, CPR, and interpersonal communications.
- 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.
- 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 Jailer Certification
Some positions may require:

- CPR and First Aid annual training.

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, using tools and equipment that require a high degree of manual dexterity, ability to distinguish between shades of colors, and physically subdue individuals when required. Work is performed in a jail with exposure to diseases, dirt, dust, and physical confrontations.

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

Diani M. Santiago	8/13/2020
Employee (Print Name)	Date
[signature]	8/13/2020
Line or Staff Management	Date
[signature]	8/13/2020
Department Director	Date
Compensation Administration Staff	Date
HR Director	Date

Augusta, Georgia
Job Description

Approved Title: Deputy
Working Job Title: Road Patrol Deputy
Department: Sheriff (5041)
Reports To: Sergeant
Job Code: 81NQ
Pay Grade: 15
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: June 14, 2018
Does the Position Have Direct Reports? Yes ☐ No ☒
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes ☒ No ☐

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

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

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

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

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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

REQUIRED MINIMUM QUALIFICATIONS:

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

Knowledge/Skills/Abilities:

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

Skills:

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

Certification: Georgia Post Mandate Peace Officer Certification
Some positions may require:

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

OTHER:
Does this position require staff call up in an emergency situation? Yes ☒ No ☐
Is travel from office to other locations required of this position? Yes ☒ No ☐
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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.

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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

Diana M. Santiago Employee (Print Name)	8/13/2020 Date
[signature] Line or Staff Management	8/13/2020 Date
[signature] Department Director	8/13/2020 Date
Compensation Administration Staff	Date
HR Director	Date

Bonnie Hayes

To: Taffica Dobbs
Cc: Kenneth Perry; Brittany Reddick
Subject: RPA

Good Morning,

I sent an RPA over with an effective date of 9/5/2020 for Diana Santiago/19846. I didn't know that she had received a pay increase for a certified jailer so her pay was incorrectly listed. The pay should be: 36,571.14 / 1,406.58 / 16.75. Please make this change to the RPA.

If I need to do anything else let me know. Thanks for the help.

Bonnie

Diana Santiago

07/10/20

Letter of Interest

To whom it may concern,

This is a letter of intent in response to the E-Mail sent out about mandate for jail deputies. I, Diana Santiago, was hired on with RCSO on May 16th of 2020. I attended college online and am intending on finishing that degree in 1 year.

In addition to my college experience, my on the job training has enhanced my ability to communicate, respond and interact with people in stressful situations. I pervious worked as a Correctional Officer and as a Security Officer in Tacoma Washington. I feel that this job opening is one that suits my education level, my physical and mental aptitude, qualifications and experience very well. I have given Ms. Bonnie Hayes my ACCUPLACER scores from Augusta Tech. I look forward to hearing back from you about this opportunity.

Thank you again for your consideration.

Sincerely,

Diana Santiago

AUGUSTA TECHNICAL COLLEGE
ESTABLISHED 1961

A Unit of the Technical College System of Georgia

3200 Augusta Tech Drive
Augusta, GA 30906
Phone: (706) 771-4000
Fax: (706) 771-4034
www.augustatech.edu

July 6, 2020

Per Student Request

To Whom It May Concern:

Please be advised that Diana Santiago (Student ID: [redacted] took the placement exam with Augusta Technical College. Listed below are all scores that the individual has on file with our college.

TEST	SCORE	DATE TAKEN
Accuplacer NG Writing	257	06/30/2020
Accuplacer NG Reading	219	05/27/2020
Accuplacer NG Writing	233	05/27/2020
Accuplacer NG Arithmetic	215	05/22/2020

You may contact the Office of Student Records at (706) 771-5708 if there are additional questions.

Sincerely,

WBrown

Warnisha Brown
Registrar Assistant
Office of Student Records

CollegeBoard
ACCUPLACER

Student Name: Diana Santiago
Student ID: [redacted]
Supplemental Student ID: N/A

Individual Score Report

Date of Birth [redacted]	**Major/Program Name** ---Omitted---	**Site Name** Augusta Technical College
Date of Testing 05/27/2020	**Administered by** Joshi, Manju	**Voucher Number** [redacted]

Individual Test Time on ISR

Test Name	Test Session Started	Test Session Ended	Total Time
Next-Generation Reading	05-27-2020 09:28 AM EDT	05-27-2020 10:14 AM EDT	00h:46min:25s
Next-Generation Writing	05-27-2020 10:19 AM EDT	05-27-2020 11:02 AM EDT	00h:42min:53s

Test Results

Test Name	CSEM	Score
Next-Generation Reading	10.0073	219
Next-Generation Writing	8.8468	233

Course Placements - Determined on 05-27-2020

ENGL 0090 Learning Support English
ENGL 0097 English II
ENGL 0988 Intermediate Reading and Writing
Please see Advisor for English course selection.
READ 0090 Learning Support Reading
READ 0097 Reading II

Local Background Questions

Question Name	Answers
Sharing Scores	I agree.

Exnum: 36335545 | Branching Profile Name: 07. TCSG Reading and Writing_NG

CollegeBoard
ACCUPLACER

Student Name: Diana Santiago
Student ID: [redacted]
Supplemental Student ID: N/A

Individual Score Report

Date of Birth [redacted]	**Major/Program Name** ---Omitted---	**Site Name** Augusta Technical College
Date of Testing 05/22/2020	**Administered by** Bandi, Gopi Krishna	**Voucher Number** [redacted]

Individual Test Time on ISR

Test Name	Test Session Started	Test Session Ended	Total Time
Next-Generation Arithmetic	05-22-2020 09:31 AM EDT	05-22-2020 10:02 AM EDT	00h:30min:11s

Test Results

Test Name	CSEM	Score
Next-Generation Arithmetic	9.0057	215

Course Placements - Determined on 05-22-2020

Please see an Advisor for your math course options.

Local Background Questions

Question Name	Answers
Sharing Scores	I agree.

Exnum: 36325720 | Branching Profile Name: 10. TCSG Arithmetic only_NG

CollegeBoard
ACCUPLACER

Student Name: Diana Santiago
Student ID: [redacted]
Supplemental Student ID: N/A

Individual Score Report

Date of Birth [redacted]	**Major/Program Name** ---Omitted---	**Site Name** Augusta Technical College
Date of Testing 05/22/2020	**Administered by** Bandi, Gopi Krishna	**Voucher Number** [redacted]

Individual Test Time on ISR

Test Name	Test Session Started	Test Session Ended	Total Time
Next-Generation Arithmetic	05-22-2020 09:31 AM EDT	05-22-2020 10:02 AM EDT	00h:30min:11s

Test Results

Test Name	CSEM	Score
Next-Generation Arithmetic	9.0057	215

Course Placements - Determined on 05-22-2020

Please see an Advisor for your math course options.

Local Background Questions

Question Name	Answers
Sharing Scores	I agree.

Exnum: 36325720 | Branching Profile Name: 10. TCSG Arithmetic only_NG

CollegeBoard
ACCUPLACER

Student Name: Diana Santiago
Student ID: [redacted]
Supplemental Student ID: N/A

Individual Score Report

Date of Birth [redacted]	**Major/Program Name** ---Omitted---	**Site Name** Augusta Technical College
Date of Testing 05/27/2020	**Administered by** Joshi, Manju	**Voucher Number** [redacted]

Individual Test Time on ISR

Test Name	Test Session Started	Test Session Ended	Total Time
Next-Generation Reading	05-27-2020 09:28 AM EDT	05-27-2020 10:14 AM EDT	00h:46min:25s
Next-Generation Writing	05-27-2020 10:19 AM EDT	05-27-2020 11:02 AM EDT	00h:42min:53s

Test Results

Test Name	CSEM	Score
Next-Generation Reading	10.0073	219
Next-Generation Writing	8.8468	233

Course Placements - Determined on 05-27-2020

ENGL 0090 Learning Support English
ENGL 0097 English II
ENGL 0988 Intermediate Reading and Writing
Please see Advisor for English course selection.
READ 0090 Learning Support Reading
READ 0097 Reading II

Local Background Questions

Question Name	Answers
Sharing Scores	I agree.

Exnum: 36335545 | Branching Profile Name: 07. TCSG Reading and Writing_NG

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

June 26, 2020

Stephanie Jackson
Payroll Department
400 Walton Way
Augusta, GA

RE: Basic Jail Officer Course
(June 15, 2020 – June 26, 2020)

Dear Stephanie,

The following deputies satisfactorily completed the two (2) week Basic Jail Officer Course held at the Richmond County Sheriff's Office Training Center in Blythe, GA and will receive a salary adjustment to the pay level of Certified Jailer.

[redacted]

✓**Diana Santiago**

[redacted]

If you have any questions, please feel free to contact me.

Respectfully,

Allan Rollins
Captain

Augusta, Georgia
Job Description

Approved Title: Jailer - Certified
Working Job Title: Jailer (12 Hour)
Department: Sheriff (5034)
Reports To: Sergeant
Job Code: 82IJ
Pay Grade: 12
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: June 14, 2018
Does the Position Have Direct Reports? Yes ☐ No ☒
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: Maintains order and security in the jail and ensures the safety and well-being of inmates, employees, and visitors within the guidelines of applicable state and federal laws, departmental directives, and rules and regulations. Reports to the Sergeant or other designated person and works with co-workers, inmates, attorneys, visitors, ministers, social workers, and probation, parole, court, police, and other agency personnel to provide operational support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
30 %	Monitors inmate activity, and records/maintains in log book.
20 %	Works control panel for cells, entrance to cell block, emergency exits, and visitation/attorney area.
20 %	Conducts security inspections.
10 %	Oversees inmate recreation activities.
10 %	Assists in the distribution and collection of commissary items, inmate clothing, and linen.
5 %	Performs emergency first aid to inmates as necessary.
5 %	Answers telephone and operates intercom system.
As Required	Performs other duties of a similar nature or level.

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

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

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

REQUIRED MINIMUM QUALIFICATIONS:

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

Knowledge/Skills/Abilities:

- Considerable knowledge of law enforcement and the corrections process.
- Familiarity with applicable state and federal laws, county policies and procedures, and departmental directives.
- Proficiency in using GCIC/NCIC and JMS computer operations, physical restraint methods and equipment, first aid, CPR, and interpersonal communications.
- 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.
- 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 Jailer Certification
Some positions may require:

- CPR and First Aid annual training.

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, using tools and equipment that require a high degree of manual dexterity, ability to distinguish between shades of colors, and physically subdue individuals when required. Work is performed in a jail with exposure to diseases, dirt, dust, and physical confrontations.

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

DIANA M. Santiago Employee (Print Name)	6/26/2020 Date
 Line or Staff Management	6/26/2020 Date
 Department Director	6/26/2020 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 MEMORANDUM

To: **All Personnel**
From: Captain William Reeves
Date: May 5, 2020
Subject: **New Employee(s)**

Effective Saturday, May 16, 2020, [redacted] ***Diana M. Santiago*** will be assign to C-Shift (CBWDC) under the direct supervision of Lt. Phillip Lafferman. They will attend County Orientation on Monday, May 18th then report to Cpl. Ryan Gregory for training, Tuesday May 19th at 0800 hours.

All personnel govern themselves accordingly.

Georgia Sheriffs' Association

This is to Certify that

Diana Maria Santiago

Has successfully completed the following course of study entitled

Basic Jail Officer Course

BMH01G – 80 Hours

Richmond County, Georgia

This 26th day of June, 2020

Richard Roundtree, Sheriff
Richmond County Sheriff's Office

Bill Hallsworth, Court/Jail Services Coordinator
Georgia Sheriffs' Association

J. Terry Norris, Executive Director
Georgia Sheriffs' Association

MANDATED AND FORMALIZED TRAINING AGREEMENT

(Revised 11/2016)

A. Definitions

I. The individual whose name is printed below as the Employee in the "Attestation" section shall be hereinafter referred to as the "Employee."

II. The Richmond County Sheriff's Office shall be hereinafter referred to as the "Sheriff's Office."

III. "Formalized training" is defined to include any and all courses other than in-service training.

IV. The total costs of training to include salary paid during training, tuition, and any and all other reasonable expenses shall be hereinafter referred to as "total costs."

B. Agreement

I. Pursuant to O.C.G.A. § 35-8-22, any agency that hires a peace officer employed by the Sheriff's Office shall be responsible to reimburse the Sheriff's Office for all costs according to the following schedule:

a. If the agency hires the peace officer within 15 months after completing Basic Mandate Peace Officer, Jail Officer and Communications Officer training inclusive, or any other formalized training courses, the hiring agency shall be responsible for reimbursing 100% of all costs as outlined in section A.IV. above.

b. If the agency hires the peace officer during a period of 15 to 24 months after completing Basic Mandate Peace Officer, Jail Officer and Communications Officer training inclusive, or any other formalized training courses, the hiring agency shall be responsible for reimbursing 50% of all costs as outlined in section A.IV. above.

c. The Sheriff's Office, Augusta-Richmond County, and/or the State of Georgia shall submit an itemized, sworn statement to the hiring agency and, demand payment thereof, and enforce collection of such obligation through all available civil remedies and procedures.

II. If the Sheriff's Office cannot recover from the hiring agency or the employee leaves employment without being hired by another agency, the employee shall be responsible to reimburse the Sheriff's Office for all costs according to the following schedule:

a. If the employee leaves employment, not including termination within 15 months after completing Basic Mandate Peace Officer, Jail Officer and Communications Officer training inclusive, or any other

formalized training courses, the employee shall be responsible for reimbursing 100% of all costs as outlined in section A.IV.

b. If the employee leaves employment, not including termination, from 15 to 24 months after completing Basic Mandate Peace Officer, Jail Officer and Communications Officer training inclusive, or any other formalized training courses, the employee shall be responsible for reimbursing 50% of all costs as outlined in section A.IV.

c. The Sheriff's Office, Augusta-Richmond County, and/or the State of Georgia shall submit an itemized, sworn statement to the employee, demand payment thereof, and enforce collection of such obligation through all available civil remedies and procedures.

III. The provisions of this agreement may be waived by the Sheriff in writing due to mitigating circumstances which would make enforcement of this agreement unreasonable.

C. Attestation

This agreement is entered into freely and voluntarily, and I am fully aware of all obligations contained within this agreement.

Diana Santiago — 05-04-20

Employee Name (Please Print) | Signature of Employee | Date

Deana Carcaño — 5-4-20

Agency Representative (Please Print) | Signature of Representative | Date

RCSO PERFORMANCE APPRAISAL



Santiago, Diana M
2024

RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM

Employee Name:	Employee Classification/Title:
Santiago, Diana M	Deputy/Private
Division	
Field Operations B/North	

Type of Review

■ Annual ☐ Other

Review Period

From: 01/01/24 To: 12/31/24

Next Review Date
12/31/25

Specific Values

Respect:

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago is respectful towards her co-workers.

Integrity

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago shows integrity when it comes to her Job.

Teamwork

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago works well with her fellow deputies.

Excellence:

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago has goals of one day becoming a supervisor.

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

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago has good knowldge of the job, but at times can second guess herself on decisions. Santiago also has to work on her anger when a situtation becomes stressful.

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

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago will take any assignment given to her with little to no complaints.

3. Work knowledge and job skill level / problem solving

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Dep. Santiago needs to learn to go with her first decision and not second guess herself so much. She has the ability to solve things on her own with little to no help. Dep. Santiago has to improve on her accident reports.

4. Accepts directions / constructive criticism

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago accepts task and criticism well when given assignments.

5. Accuracy, neatness, and thoroughness of work

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago's work is neat and and accurate and needs little corrections.

6. Observance of rules and safety practices

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago knows the rules of the department and practices safety well.

7. Attendance / uniform and grooming / equipment maintenance

Superior ☐ Exceeds Expectations ☐ Meets Expectations ■ Below Expectations ☐ Unsatisfactory ☐

Deputy Santiago has improved on her attendance, and reports to work both with her duty equipment and uniformed ready for duty.

OVERALL PERFORMANCE SUMMARY

Date: 102724 Immediate Supervisor's Signature: Sgt. Ron Harden Digitally signed by Sgt. Ron Harden Date: 2024.10.27 10:17:03 -04'00'

Date: 102724 Evaluation Meeting Conducted By: Sgt. Ron Harden

By: Lt. Robbie Silas

By:

Notes on evaluation meeting:

Deputy Santiago has the ability to perform her job above expectations but needs to have more confidence in herself when dealing with motor vehicle accidents. She rarely calls for assistance on her calls and appears always eager to help others.

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Deputy Santiago has the ability to become one of the best officers we have. She needs to apply and attend as many schools as possible to enhance her job skills. She has performed well this period and rarely needs assistance from her supervisors. The only issue she has had during this rating period was when she failed to show up for her mandatory OT at the detention center.

Date: 102724 Signature: [signature]

Title: Lieutenant

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

Date: 10/27/24 Signature: [signature]

Employee Comments:

Deputy Santiago would like to further her career by seeking a place in CID in Sexual assault .

RCSO

PERFORMANCE APPRAISAL



Dep. Diana Santiago

Business District

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:	5. Employee Classification/Title:
Diana Santiago	Deputy Sheriff /Driver
6. Division: Field Operations/Business	

1. Type of Review

x Annual _____ Other

2. Review Period

From: 1/1/23 To: 12/31/23

3. Next Review Date

12/31/22

Specific Values

Respect Y ☑ N ☐

Dep. Santiago has the respect of both her team members and supervisors.

Integrity Y ☑ N ☐

Dep. Santiago has great integrity. She is honest and has high moral values.

Teamwork Y ☑ N ☐

Dep. Santiago works well with her team members. She would often take calls for them and assist where needed.

Excellence Y ☑ N ☐

Dep. Santiago strives for excellence. She ask questions and seek to learn more about her job. She has signed up to take a Domestic Violence class.

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 ☐

Dep. Santiago has demonstrated she has the ability to make sound and accurate decisions. She is also very effective under stressful situations.

2. Has initiative/accepts responsibility/volume of acceptable work — Y ☑ N ☐

Dep. Santiago has never complained about her work load. She has often stepped up to act as Corporal when needed.

3. Work knowledge and job skill level / problem solving — Y ☑ N ☐

Dep. Santiago knows the job well. She also seeks to further her knowledge by asking questions.

4. Accepts directions / constructive criticism — Y ☑ N ☐

Dep. Santiago has no problem with accepting directions and constructive criticisms.

5. Accuracy, neatness, and thoroughness of work — Y ☑ N ☐

No issues with Dep. Santiago's thoroughness of her work. She make sure to complete her work before the end of her shift or notify me if a report had to be held.

6. Observance of rules and safety practices — Y ☐ N ☐

Dep. Santiago was involved in her first at-fault accident. There was no damage to her or the other vehice.

7. Attendance / uniform and grooming / equipment maintenance — Y ☑ N ☐

Dep. Santiago has a good attendance record. She has never been late since she started on my shift. Dep. Santiago seldom call out from her shift. Her uniform is neat and in order.

Supervisory Factors

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

1. Leadership Y ☐ N ☐

2. Decision Making Y ☐ N ☐

3. Credibility With Subordinates Y ☐ N ☐

4. Ability to Plan and Schedule Y ☐ N ☐

5. Resource Allocation Y ☐ N ☐

6. Develops / Trains subordinates Y ☐ N ☐

7. Evaluating Subordinates Y ☐ N ☐

8. Delegation Y ☐ N ☐

9. Job Knowledge/Skill Y ☐ N ☐

OVERALL PERFORMANCE SUMMARY

Date: 12/7/23 Immediate Supervisor's Signature: [signature]

Date: _____ Evaluation Meeting Conducted By: _____

By: _____

By: _____

Notes on evaluation meeting:

Dep. santiago is an asset to my team. She is trustworthy, honest and is committed to the community she serves. She is loyal to this Agency. I encouraged Dep. Santiago to take the next corporal exam. She has leadership qualities that would make her a good supervisor. She is a strong advocate for family violence and has taken a Domestic Violence training.

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 11/26/23 Signature: Larry Hughes

Title: A/ Lieutenant C- North

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

Date: 11-25-23 Signature: Diana Santiago

Employee Comments:

Thank you Sgt. Trimmingham for being here for me and helping me, You are a great Sgt, very supportive and helping guide us.

RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM

4. Employee Name:	5. Employee Classification/Title:
Diana Santiago	Deputy Sheriff /Driver
6. Division: Field Operations Zone 2	

1. Type of Review

x Annual _____ Other

2. Review Period

From: 1/1/22 To: 12/31/22

3. Next Review Date

12/31/22

Specific Values

Respect Y ☑ N ☐

Dep. Santiago has the respect of both her team members and supervisors.

Integrity Y ☑ N ☐

Dep. Santiago has great integrity. She is honest and has high moral values.

Teamwork Y ☑ N ☐

Dep. Santiago works well with her team members. She would often take calls for them and assist where needed.

Excellence Y ☑ N ☐

Dep. Santiago strives for excellence. She ask questions and seek to learn more about her job. She has signed up to take advance courses at the training center.

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 ☐

Dep. Santiago, at first, had question her ability to make sound decisions. Now she has demonstrated she has the ability to make sound and accurate decisions. She is also very effective under stressful situations.

2. Has initiative/accepts responsibility/volume of acceptable work — Y ☑ N ☐

Dep. Santiago has never complained about her work load. A few times we were short staff and she got dispatched to calls right after the other but she handled them without complaining. she would also initiate contacts with members of the community.

3. Work knowledge and job skill level / problem solving — Y ☑ N ☐

Dep. Santiago knows the job well. She also seeks to further her knowledge by asking questions.

4. Accepts directions / constructive criticism — Y ☑ N ☐

Dep. Santiago has no problem with accepting directions and constructive criticisms.

5. Accuracy, neatness, and thoroughness of work — Y ☑ N ☐

No issues with Dep. Santiago's thoroughness of her work. She make sure to complete her work before the end of her shift or notify me if a report had to be held.

6. Observance of rules and safety practices — Y ☐ N ☐

Dep. Santiago showed a lapse in judgment when dealing with an incident in her personal life. Dep. Santiago was counseled for this policy violation. She has never had an issue before or after.

7. Attendance / uniform and grooming / equipment maintenance — Y ☑ N ☐

Dep. Santiago has a good attendance record. She has never been late since she started on my shift. Her uniform is neat and in order.

Supervisory Factors

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

1. Leadership Y ☐ N ☐

2. Decision Making Y ☐ N ☐

3. Credibility With Subordinates Y ☐ N ☐

4. Ability to Plan and Schedule Y ☐ N ☐

5. Resource Allocation Y ☐ N ☐

6. Develops / Trains subordinates Y ☐ N ☐

7. Evaluating Subordinates Y ☐ N ☐

8. Delegation Y ☐ N ☐

9. Job Knowledge/Skill Y ☐ N ☐

OVERALL PERFORMANCE SUMMARY

Date: 12/7/22 Immediate Supervisor's Signature: _____

Date: _____ Evaluation Meeting Conducted By: _____

By: _____

By: _____

Notes on evaluation meeting:

Dep. santiago is an asset to my team. She is trustworthy, honest and is committed to the community she serves. She is loyal to this Agency. I encouraged Dep. Santiago to take the next corporal exam. She has leadership qualities that would make her a good supervisor. She is a strong advocate for family violence and has taken a Domestic Violence training.

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Dep Santiago just Finished A 3 day Family violence class I would also like to see her start to take some supervision classes.

Date: 12-12-22 Signature: Lt WB Adams

Title: Lt.

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

Date: _____ Signature: _____

Employee Comments:

RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM

4. Employee Name:	5. Employee Classification/Title:
Raul Santiago	Deputy
6. Division: Field Operations Division, South Precinct, Zone 6, B Shift	

1. Type of Review
X Annual _____ Other

2. Review Period
From: 1/1/22 To: 12/31/22

3. Next Review Date
12/31/23

Specific Values

Respect Y ☑ N ☐

Deputy Santiago is always professional and respectful of everyone he comes in contact with, to include supervisors, peers, and the citizens in the zone.

Integrity Y ☑ N ☐

Deputy Santiago is honest to anyone he comes in contact with. He will be the first to admit any faults of his own, before being told of those faults. His integrity is above reproach.

Teamwork Y ☑ N ☐

Deputy Santiago works well with his team and others in different zones. He takes calls from other team members to help them when they may be backed up with reports. Deputy Santiago will and has always translated (Spanish) for any peer who is trying to overcome a language barrier with the community.

Excellence Y ☑ N ☐

Deputy Santiago always strives to learn from peers when they have the knowledge and experience to offer. He shows excellence and humbleness in knowing his own limitations and turns to peers to learn, while maintaining and continuing to handle his own workload.

General Factors

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

1. Ability to make sound decisions / effective under stress — Y ☑ N ☐

Deputy Santiago continues to improve his knowledge of the job which allows him to continue to improve his decision making process. Deputy Santiago is encouraged to have faith is his decisions and not to second guess himself.

2. Has initiative/accepts responsibility/volume of acceptable work — Y ☑ N ☐

No matter how in depth the work may be, Deputy Santiago accepts all challenges placed before and completes the task in a timely and efficient manner.

3. Work knowledge and job skill level / problem solving — Y ☑ N ☐

Deputy Santiago is doing everything he can to expand his knowledge of the job and his ability to solve problems on his own. Deputy Santiago should consider going o FTO training.

4. Accepts directions / constructive criticism — Y ☑ N ☐

Deputy Santiago accepts directions and constructive criticism and uses it to improve his knowledge

5. Accuracy, neatness, and thoroughness of work — Y ☑ N ☐

Deputy Santiago ensures that his reports are neat, accurate and thorough with little to no corrections needed.

6. Observance of rules and safety practices — Y ☑ N ☐

Deputy Santiago consistently follows policy and procedure to ensure a safe environement for all.

7. Attendance / uniform and grooming / equipment maintenance — Y ☑ N ☐

Deputy Santiago presents a neat and well-groomed appearance. His equipment is always well maintained and operational.

OVERALL PERFORMANCE SUMMARY

Date: 12/14/22 Immediate Supervisor's Signature: [signature]

Date: _____ Evaluation Meeting Conducted By: Sgt. Jeffrey Burdick

By: _____

By: _____

Notes on evaluation meeting:

Attend available training online or through GPSTC to continue his education and also attend FTO in 2023.

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

I concur with this performance appraisal.

Date: 12/14/22 Signature: [signature]

Title: Lieutenant

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

Date: 12/14/22 Signature: [signature]

Employee Comments:

EMPLOYEE INFORMATION SHEET:

Name:	**Diana M. Santiago**
Address:	[redacted]
Phone:	[redacted]
SSN:	[redacted]
Hire Date:	05/16/20
Orientation:	
Date to Report:	Monday, May 18, 2020 @ 8:00am (at the Range 2098 Greenland Rd. Blythe, Ga. 30805 See Dep. Gregory) *WEAR UNIFORM Class B* You will be at the Range most of the week
GCIC Training	Thursday, May 21, 2020 8:30am – 5:00pm at 400 Walton Way * Come to the back door
Assigned Shift:	"C" Shift 5:45pm to 6:15am
Supervisor:	Lt. Lafferman
Salary (bi-weekly):	$ 1,349.46 ***Salary (annual):*** $ 35, 085.92
First Check:	06/05/20
Computer #:	C837

P.O.S.T. PAPERWORK – Susan Epps (706-821-1120)

FINGERPRINTS & PHOTO	Jail Administration Charles B. Webster Detention Center, 1941 Phinizy Road 706-821-1101 Go to the Glass door to the RIGHT of the Flag Pole/ Let the Deputy know that you are a New Hire
ROAD DEPUTIES	Training Range (Weapon)
UNIFORMS	Ttreon Bush (Quartermaster) Warehouse building behind Red Lobster- Enter through gates via Walton Way
SWEARING-IN	Wednesday, May 13, 2020 @ 9:30am **Be there by 9:00am** Judge Harry B. James, III Probate Court Augusta Judicial Center 735 James Brown Blvd. Suite 1000 (Do not wear uniform)

2020 NEW HIRE NOTIFICATION/CONFIRMATION

TO: Employment Manager, Human Resources **DATE:** 05/04/20

FROM: Sheriff (Department Name) 5034 (Department #)

Diana M. Santiago has been selected for consideration in the vacancy below. If hiring requirements are met, the Human Resources Department will advise as soon as possible. All new employees will attend orientation on the Monday of the new pay period. Please circle the orientation date below. (No employee will be entered on payroll or start work prior to orientation).

Job Title	**Jailer 12**
PCN	**SPR82IJ113**
Pay Class (100, 200, 300, 600)	**100**
Pay Grade	**12**
Annual Salary (15% or more above minimum of pay grade requires Commission approval letter)	**$ 35, 085.91**
Bi-weekly Salary	**$ 1, 349.46**
Hourly Rate	**$16.06**
Allowance (example: clothing, car, etc.)	
Hours Per Day	**84 hour Calendar**
Pay Rule (auto deduct lunch, comp or overtime, etc.)	**12hr; 30mins A/D**
Name/ID of Employee Being Replaced	**M. Loomis/ 19551**

2020

JANUARY	13	27		JULY	13	27	
FEBRUARY	10	24		AUGUST	10	24	
MARCH	9	23		SEPTEMBER	8	21	
APRIL	6	20		OCTOBER	5	19	
MAY	4	18		NOVEMBER	2	16	30
JUNE	1	15	29	DECEMBER	14		

Signature of Department Director/Elected Official

05/04/20
Date

Augusta, Georgia
Job Description

Approved Title: Jailer
Working Job Title: Jailer (12 Hour)
Department: Sheriff (5034)
Reports To: Sergeant
Job Code: 82IJ
Pay Grade: 12
Original Date Prepared: August 25, 1997
FLSA Classification: Non-exempt
Date Revised: June 14, 2018
Does the Position Have Direct Reports? Yes ☐ No ☒
If Yes, What is the Title of the Position that Reports to this Position:
Is the Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: Maintains order and security in the jail and ensures the safety and well-being of inmates, employees, and visitors within the guidelines of applicable state and federal laws, departmental directives, and rules and regulations. Reports to the Sergeant or other designated person and works with co-workers, inmates, attorneys, visitors, ministers, social workers, and probation, parole, court, police, and other agency personnel to provide operational support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
30 %	Monitors inmate activity, and records/maintains in log book.
20 %	Works control panel for cells, entrance to cell block, emergency exits, and visitation/attorney area.
20 %	Conducts security inspections.
10 %	Oversees inmate recreation activities.
10 %	Assists in the distribution and collection of commissary items, inmate clothing, and linen.
5 %	Performs emergency first aid to inmates as necessary.
5 %	Answers telephone and operates intercom system.
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.
Preferred Experience: Previous experience in law enforcement, public safety or another related occupation.

Knowledge/Skills/Abilities:

- Considerable knowledge of law enforcement and the corrections process.
- Familiarity with applicable state and federal laws, county policies and procedures, and departmental directives.
- Proficiency in using GCIC/NCIC and JMS computer operations, physical restraint methods and equipment, first aid, CPR, and interpersonal communications.
- 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.
- 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 Jailer Certification
Some positions may require:

- CPR and First Aid annual training.

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, using tools and equipment that require a high degree of manual dexterity, ability to distinguish between shades of colors, and physically subdue individuals when required. Work is performed in a jail with exposure to diseases, dirt, dust, and physical confrontations.

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

Employee (Print Name)	Date
[signature]	5.4.20
Line or Staff Management	Date
[signature]	5.4.20
Department Director	Date
Compensation Administration Staff	Date
HR Director	Date

Revised 12/03/18

Augusta GEORGIA

HUMAN RESOURCES NEW HIRE QUESTIONNAIRE FORM

S.S. #: [redacted] **NAME:** Santiago (LAST NAME) Diana (FIRST NAME) M. (MIDDLE) **SUFX:** ____

ADDRESS: [redacted] (STREET / CITY / STATE)

DATE OF BIRTH: [redacted] **HOME PHONE #:** ( ) **CELL PHONE #:** [redacted]

SEX: ☐ MALE ☑ FEMALE **U.S CITIZEN:** ☑ YES ☐ NO **MARITAL STATUS** ☑ SINGLE ☐ MARRIED ☐ DIVORCED

RACE: ☐ WHITE ☐ BLACK OR AFRICAN AMERICAN ☑ HISPANIC OR LATINO ☐ ASIAN
☐ NATIVE HAWAIIAN OR PACIFIC ISLANDER ☐ AMERICAN INDIAN OR ALASKAN NATIVE ☐ TWO OR MORE RACES

HIGHEST LEVEL OF EDUCATION COMPLETED (PLEASE CHECK ONE):

- HIGH SCHOOL: ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED • COLLEGE: ☐ 1 ☐ 2 ☐ 3 ☑ 4 • GRAD SCHOOL: ☐ 1 ☐ 2 ☐ 3 ☐ 4

WERE YOU PREVIOUSLY EMPLOYED BY ANY DEPARTMENT IN AUGUSTA-RICHMOND COUNTY? ☐ YES ☑ NO

- IF YES, DATE? ____

DO YOU HAVE ANY RELATIVES EMPLOYED WITH AUGUSTA-RICHMOND COUNTY? ☐ YES ☑ NO

- IF YES, NAME: ____ DEPT: ____ RELATION: ____
- NAME: ____ DEPT: ____ RELATION: ____

IN CASE OF EMERGENCY PLEASE NOTIFY:

- NAME: [redacted] Relation: [redacted] PHONE NUMBER: [redacted]

***SIGNATURE: Diana Santiago DATE: 05-04-20

BELOW IS FOR HUMAN RESOURCES ONLY

RE-HIRE? ☐ YES ☐ NO (IF YES, EMP ID #:) NEW EMP ID: ____ STATUS: ____

HIRE DATE: ____ BARG UNIT: ____ CALENDAR: ____ GENDER: ____

RACE: ____ LOC (DEPT 3-DIGIT ABB): ____ MARITAL STATUS: ____

PAY CLASS: ____ PCN: ____ TITLE: ____ BEGIN PAY DATES: ____

HOURS PER DAY: ____ DAYS PER WEEK: ____ JOB CODE: ____ SALARY GRADE: ____

ANN SALARY: $ ____ BI-WKLY RATE OF PAY: $ ____ SUPPL PAY: $ ____

FED TAX (S, M, X, E): ____ #OF DEP: ____ ADD AMT: $ ____

ST TAX (S, M, H, E): ____ (IF MARRIED, ☐ MJ ☐ MS ☐ M) #OF DEP: ____ ADD AMT: $ ____

SUBSTANCE ABUSE COVERAGE FORM

I, Diana M. Santiago ,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 substance" 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: Diana Santiago

DATE: 05-04-20

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, Diana M. Santiago 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.

Diana Santiago 05-04-20
(Signature) (Date)

5-4-20
(Witness) (Date)

GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and 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) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen 15 years in prison and/or fines up to $50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a $5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All databases accessible via CJIS 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 and understand this Awareness Statement.

Print Name: Diana M. Santiago

Signed: Diana Santiago Date: 05-04-20

Witnessed: Date: 5-4-20

Direct Deposit Notification Form

To be signed by all new hires and rehires on or after November 15, 2011

In accordance with the Mandatory Direct Deposit policy approved by the Augusta Richmond Commission on November 15, 2011, any person hired or rehired as an employee of Augusta, Georgia on or after November 15, 2011 is required to accept all payroll related payments by direct deposit. The policy can be found on the Augusta Finance department's website.

I understand that as a condition of employment, I must comply with the policy and enroll in direct deposit on the first day of orientation. If I am unable to establish a bank account, I will provide a letter from a banking institution stating that fact. In that case, I agree to receive my payroll payments thru the debit card program administered by the institution where the Augusta payroll account resides, currently Bank of America (which may be subject to change).

- Employee Name (please print) Diana Santiago
- Employee Signature Diana Santiago Date 05-04-20

To be completed by Human Resources:

Employee ID number _____ Position title: _____

Department _____ Date of Hire: _____

This form to be filed in the employee's permanent file.

Form G-4 (Rev. 02/15/19)

1811004012

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1a. YOUR FULL NAME	1b. YOUR SOCIAL SECURITY NUMBER
Diana Santiago	[redacted]
2a. HOME ADDRESS (Number, Street, or Rural Route) [redacted]	2b. CITY, STATE AND ZIP CODE [redacted]

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 – 8

3. MARITAL STATUS
(If you do not wish to claim an allowance, enter "0" in the brackets beside your marital status.)

A. Single: Enter 0 or 1 ..... [ ]
B. Married Filing Joint, both spouses working:
Enter 0 or 1 ..... [ ]
C. Married Filing Joint, one spouse working:
Enter 0 or 1 or 2 ..... [ ]
D. Married Filing Separate:
Enter 0 or 1 ..... [ ]
E. Head of Household:
Enter 0 or 1 ..... [0]

4. DEPENDENT ALLOWANCES [2]

5. ADDITIONAL ALLOWANCES [ ]
(worksheet below must be completed)

6. ADDITIONAL WITHHOLDING $_____

WORKSHEET FOR CALCULATING ADDITIONAL ALLOWANCES
(Must be completed in order to enter an amount on step 5)

1. COMPLETE THIS LINE ONLY IF USING STANDARD DEDUCTION:
Yourself: ☐ Age 65 or over ☐ Blind
Spouse: ☐ Age 65 or over ☐ Blind Number of boxes checked _____ x 1300 ..... $_____
2. ADDITIONAL ALLOWANCES FOR DEDUCTIONS:
A. Federal Estimated Itemized Deductions (If Itemizing Deductions) ..... $_____
B. Georgia Standard Deduction (enter one): Single/Head of Household $4,600
Each Spouse $3,000 $_____
C. Subtract Line B from Line A (If zero or less, enter zero) ..... $_____
D. Allowable Deductions to Federal Adjusted Gross Income ..... $_____
E. Add the Amounts on Lines 1, 2C, and 2D ..... $_____
F. Estimate of Taxable Income not Subject to Withholding ..... $_____
G. Subtract Line F from Line E (if zero or less, stop here) ..... $_____
H. Divide the Amount on Line G by $3,000. Enter total here and on Line 5 above ..... _____
(This is the maximum number of additional allowances you can claim. If the remainder is over $1,500 round up)

7. LETTER USED (Marital Status A, B, C, D, or E) E **TOTAL ALLOWANCES** (Total of Lines 3 - 5) 2
(Employer: The letter indicates the tax tables in Employer's Tax Guide)

8. EXEMPT: (Do not complete Lines 3 - 7 if claiming exempt) **Read the Line 8 instructions on page 2 before completing this section.**
a) I claim exemption from withholding because I incurred no Georgia income tax liability last year **and** I do not expect to have a Georgia income tax liability this year. **Check here** ☐
b) I certify that I am not subject to Georgia withholding because I meet the conditions set forth under the Servicemembers Civil Relief Act as provided on page 2. My state of residence is _____. My spouse's (servicemember) state of residence is _____. The states of residence must be the same to be exempt. **Check here** ☐

I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Employee's Signature Diana Santiago Date 05-04-20

Employer: Complete Line 9 and mail entire form only if the employee claims over 14 allowances or exempt from withholding.
If necessary, mail form to: Georgia Department of Revenue, Withholding Tax Unit, 1800 Century Blvd NE, Suite 8200, Atlanta, GA 30345

9. EMPLOYER'S NAME AND ADDRESS: **EMPLOYER'S FEIN:**_____

EMPLOYER'S WH#:_____

Do not accept forms claiming additional allowances unless the worksheet has been completed. Do not accept forms claiming exempt if numbers are written on Lines 3 - 7.

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

OMB No. 1545-0074

2020

Step 1: Enter Personal Information

(a) First name and middle initial: Diana M
Last name: Santiago
(b) Social security number: [redacted]

Address: [redacted]
City or town, state, and ZIP code: [redacted]

▶ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.

(c)
- ☐ **Single or Married filing separately**
- ☐ **Married filing jointly** (or Qualifying widow(er))
- ☑ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ 4,000.00

Multiply the number of other dependents by $500 . . . . ▶ $

Add the amounts above and enter the total here . . . . . 3 $ 4,000.00

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . 4(c) $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ Diana Santiago
Employee's signature (This form is not valid unless you sign it.)

▶ 05-04-20
Date

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

►START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
Santiago	Diana	M	

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code
[redacted]		[redacted]	[redacted]	[redacted]

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
[redacted]	[redacted]	[redacted]	[redacted]

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [x] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States *(See instructions)*
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- [ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
  Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

OR

3. Foreign Passport Number: _____

Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*
Diana Santiago	05-04-2020

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	M.I.	Citizenship/Immigration Status

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority Georgia		Issuing Authority
Document Number		Document Number [redacted]		Document Number [redacted]
Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)* [redacted]		Expiration Date *(if any) (mm/dd/yyyy)*
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				

Additional Information

QR Code - Section 2
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: 05/18/2020 ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative
	05/04/2020	Administration Assistant

Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Carreras	Deanna	Richmond Co. Sheriff's Office

Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State	ZIP Code
400 Walton Way	Augusta	GA	30901

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*			B. Date of Rehire *(if applicable)*
Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Date *(mm/dd/yyyy)*

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative

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

APPLICANT BOARD
REVIEW SHEET
(INTERVIEW 1)

DATE: 03/18/20

APPLICANT: Diana Santiago

BOARD MEMBERS:

	IN ATTENDANCE		CONTINUE PROCESS		
	YES	NO	YES	NO	INITIAL
Sheriff Richard Roundtree	✓		✓		
Chief Patrick Clayton	✓				
Major John Francisco					
Major Calvin Chavis	✓		✓		CJC

REMARKS:

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

Polygraph Waiver

By affixing my signature below, I understand that I am submitting voluntarily to a Richmond County Sheriff's Office sponsored polygraph examination for the purpose of employment. There is a one hundred dollar ($100.00 Cash) administration fee due to the polygraph operator prior to him administering the polygraph examination. Should applicant successfully complete the polygraph examination, the administration fee will be returned and the Richmond County Sheriff's Office will be responsible for the cost of the polygraph examination. If the applicant should fail the polygraph examination during any stage of the examination, the administration fee is forfeited to the polygraph operator.

Diana Santiago

Print Name

Diana Santiago 1/27/20

Signature **Date**

Witness

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

APPLICANT BOARD
REVIEW SHEET
(INTERVIEW 1)

DATE: 01/27/20

APPLICANT: Diana Santiago

BOARD MEMBERS:

	IN ATTENDANCE		CONTINUE PROCESS		
	YES	NO	YES	NO	INITIAL
Sgt. Chris Mestas	✓		✓		
Lt Nibot S.I.	✓		✓		RM
STEVE SMITH	✓		✓		SS

REMARKS:

1) Very Good Attitude, wants to go to Road, wants to be S.W.A.T. member.
2) has experience working calls & some law enforcement related duties, answers calls, just about arrest.

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

APPLICATION SCREENING FORM

Applicant's Name: Diana Santiago

Position Applied For: Jailer

RATING TRAITS/CHARACTERISTICS

POSITIVES		NEGATIVES	
Meets Job Requirements	☑	Typos on Application	☐
Educational Level	☑	Large Breaks in Work History	☐
Physical Fitness	☑	Minimum/Low Compass Score	☐
Prior Experience	☐	Bad Driving Record	☑
Military Service (Honorable)	☐	Criminal History	☐
Special Skills	☐		
Related Certifications	☐		

Additional Comments:

Recommendation (Check One Box Only):

	Member 1	Member 2	Member 3
Proceed To Interview	☐	☐	☐
Maybe	☐	☐	☐
No Further Process	☑	☐	☐
Ranking	**1**	**1**	**1**

(1 -5 Scale - 5 Being the Highest)

1) Capt. Thomas B. White		J.B. White	1-27-20
PRINT NAME		**SIGNATURE**	**DATE**
2)			
PRINT NAME		**SIGNATURE**	**DATE**
3)			
PRINT NAME		**SIGNATURE**	**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

210

New Hire Physical Testing and Qualification Assessment

Date: 4/27/20 **Time: 8:00am**

Candidate: Diana Santiago * **Completed By Sgt. Masters**

Phone Number: [redacted]

Weight: 129 **Height:** 5'2 **Race:** H **Sex:** F

Jail Applicant

10:38 One Mile Run: 08:20

31 Sit-Ups: 31

26 Push-Ups: 26

50 Round Qualification: **Not Required**

Application Process II

Last Name	First Name	Middle Name	Suf
Santiago	Diana	M	

SS#	DL#	DOB:
[redacted]	[redacted]	[redacted]

Interview (Date): 1/27/20 Interviewed By: Jail Comm.

Remarks: proceed | Jail tour 2/12/20

POST (Date): 1/27/20

Remarks: In good standings C0591030

Entrance Exam (Date): / Score: /

Polygraph (Date): 2-12-20 Examiner: [signature]

Remarks: Passed

Range: PASSED PT 1/27/20

Background by: SGT. IN MURRIETA

Remarks:

Drug Screen: 3/18/20 passed Physical 3/18/20 passed

No Further Process

Approved Hire: Sheriff's Comm

Reset All Form Fields

Augusta GEORGIA

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 Deputy Jailer	Date 01/13/2020
Name Last Santiago First Diana	MI M
Current Address [redacted]	
Telephone Number(s) [redacted] ( )	

Have you ever been employed with the City of Augusta or Richmond County before? ☐ Yes ☐ No
If yes, Date Position
On what date would you be available for work? 02/20/2020
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 Relation Dept
If yes, Name Relation Dept
Have you ever been convicted of, plead guilty or no contest to a misdemeanor?* ☑ Yes ☐ No
If yes, please give date and explanation. when i was a juvenile i got arrested for a false report in 1999
Have you ever been convicted of, plead guilty or no contest to a felony?* ☐ Yes ☐ No
If yes, please give date and explanation.

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

Education

High School

School Name and Address	Did you graduate?
Poinciana High School	☐ Yes ☐ No
If not a high school graduate, do you have a GED?	☑ Yes ☐ No

Technical or Business Schools

School Name and Address	Number of years attended	Course of study	Did you graduate?	Degree obtained
Clover park technical college	1	ged	☑ Yes ☐ No	ged
			☐ Yes ☐ No	

Colleges/Universities

School Name and Address	Number of years attended	Course of study	Did you graduate?	Degree obtained
Post University (still attending graduate October 2020)	2	criminal justice	☐ Yes ☐ No	associates
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ 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.

Augusta GEORGIA

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
William Walker	[redacted]	[redacted]	3
Peter Garrison			5
Julia Anglero			3

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

Name of Organization Pierce County Security	Telephone [redacted]	Dates Employed From mo/yr 05/2016 To mo/yr 01/2020
Number and Street City State Zip Code 1140 Commerce st Tacoma WA 98445		May we contact this employer? ☑ Yes ☐ No
Official Job Title Security Officer	Name of Supervisor john Leithser	Pay (hourly rate/salary) Starting 12.75 Final 16.00

Describe Specific Job Duties Conduct routine patrol of designated areas.
Collaborate with county, state, and local law enforcement agencies to enforce city ordinances and other regulations within the city of Tacoma downtown business district.
Provide for public safety by maintaining order, responding to emergencies, protecting people and property, and promoting good community relations.
Interact with community leaders and members to reduce crime, gain intelligence, and improve relations between citizens and police. • Display a high standard of ethical conduct and ensure that my decisions and actio

Reason for Leaving still with the company

Name of Organization MIssion Creek Women Prison	Telephone [redacted]	Dates Employed From mo/yr 10/2018 To mo/yr 03/2019
Number and Street City State Zip Code 3420 NE SandHill rd BelFair WA 98528		May we contact this employer? ☑ Yes ☐ No
Official Job Title Correctional officer 1	Name of Supervisor Tina Miller	Pay (hourly rate/salary) Starting 18.75 Final 18.75

Describe Specific Job Duties Enforce Rules and Keep Order, Supervise the Activities of Inmates Search for Contraband Items
Report on Inmate Conduct Inspect Facilities to Ensure That They Meet Standards
Aid in Rehabilitation and Counseling of Offenders

Reason for Leaving failed the written test by 5 points , but i am rehire able

Name of Organization Wholesale Sports	Telephone [redacted]	Dates Employed From mo/yr 03/2013 To mo/yr 03/2014
Number and Street City State Zip Code 1220 Marvin rd NE		May we contact this employer? ☑ Yes ☐ No
Official Job Title Customer Service	Name of Supervisor Thomas See	Pay (hourly rate/salary) Starting 8.25 Final 10.25

Describe Specific Job Duties
Used office equipment and software to receive and respond to customer requests and complaints.
Investigated complaints, account discrepancies, and system issues.
Trained and monitored new employees, measuring them against the company standard and provided feedback and yearly evaluations.

Reason for Leaving Laid off the store was closed down

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.)

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.

Dana Santiago
Signature of Applicant

1/13/2020
Date

Augusta
GEORGIA

APPLICANT DATA SHEET

COMPLETION OF THIS FORM IS VOLUNTARY

INSTRUCTIONS:

The Augusta government is an equal opportunity employer committed to the policies and principles of affirmative action and equal opportunity. To help us comply with federal equal opportunity record-keeping requirements, please answer the questions on this survey. This information will assist the Human Resources Department in ensuring that our recruitment efforts are reaching all areas in the community and that all protected classes are represented in our applicant pool. This data will be used in periodic government reporting and will be kept in a confidential file separate from the Application for Employment. Failure to submit this data will not in any way affect your opportunity to interview or candidacy for present or future employment.

1. Ethnic Background (Please check all that apply if you are of multi-cultural background):

   a. ____ Caucasian (Not of Hispanic Origin)
   b. ____ African American (Not of Hispanic Origin)
   c. ____ American Indian/Alaskan Native
   d. ✓ Hispanic
   e. ____ Asian/Pacific Islander
   f. ____ Other

2. Gender: a. ____ Male b. ____ Female

3. Birth Date: Month [redacted] Day [redacted] Year [redacted] Age [redacted]

4. How did you hear about this job? (Please check all that apply)

   a. ____ Local Newspaper
   b. ____ State Employment Agency
   c. ____ Minority Organization
   d. ____ Professional Publication
   e. ____ Current Employee
   f. ____ Job Announcement
   g. ____ Job Line
   h. ✓ Internet
   i. ____ Other

5. Please identify if you are in one or more of the following groups related to Veterans & Disability Status (Please mark all that apply):

   [ ] A Disabled Veteran - A "disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or (iii) a person who was discharged or released from active duty because of a service-oriented disability.

   [ ] A Veteran of the Vietnam Era - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released there from with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

   [ ] Other Protected Veteran - "Other protected veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. A complete list of qualifying military engagements is available online at http://www.opm.gov/veterans/html/vgmedal2.htm.

[ ] **An Individual with a Disability** - An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

(i) Any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind. Please feel free to attach extra pages as needed.

N/A

(ii) Any accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. Please feel free to attach extra pages as needed.

N/A

If you have a disability and require accommodations for interviewing, then please inform the Human Resources Department when you are contacted regarding your opportunity to interview. You may also contact Human Resources at 706-821-2303 with any questions that you might have. Additionally, you may contact the Equal Employment Opportunity Office at 706-826-4789 with questions regarding accommodations for interviewing.

Thank You for your cooperation! Augusta Human Resources looks forward to serving you!

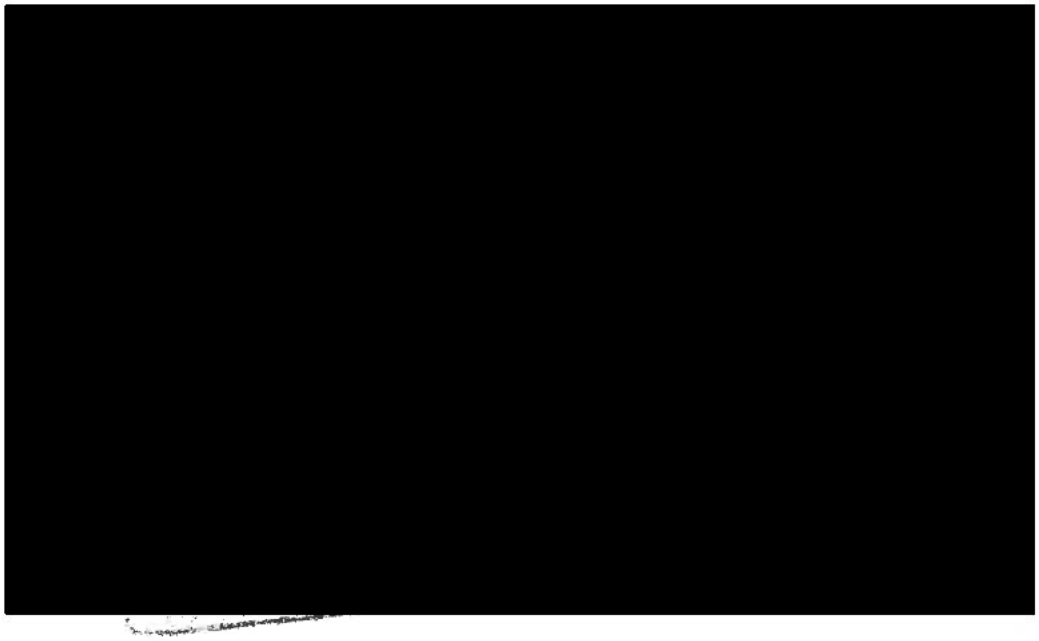
Dana Santiago — NAME

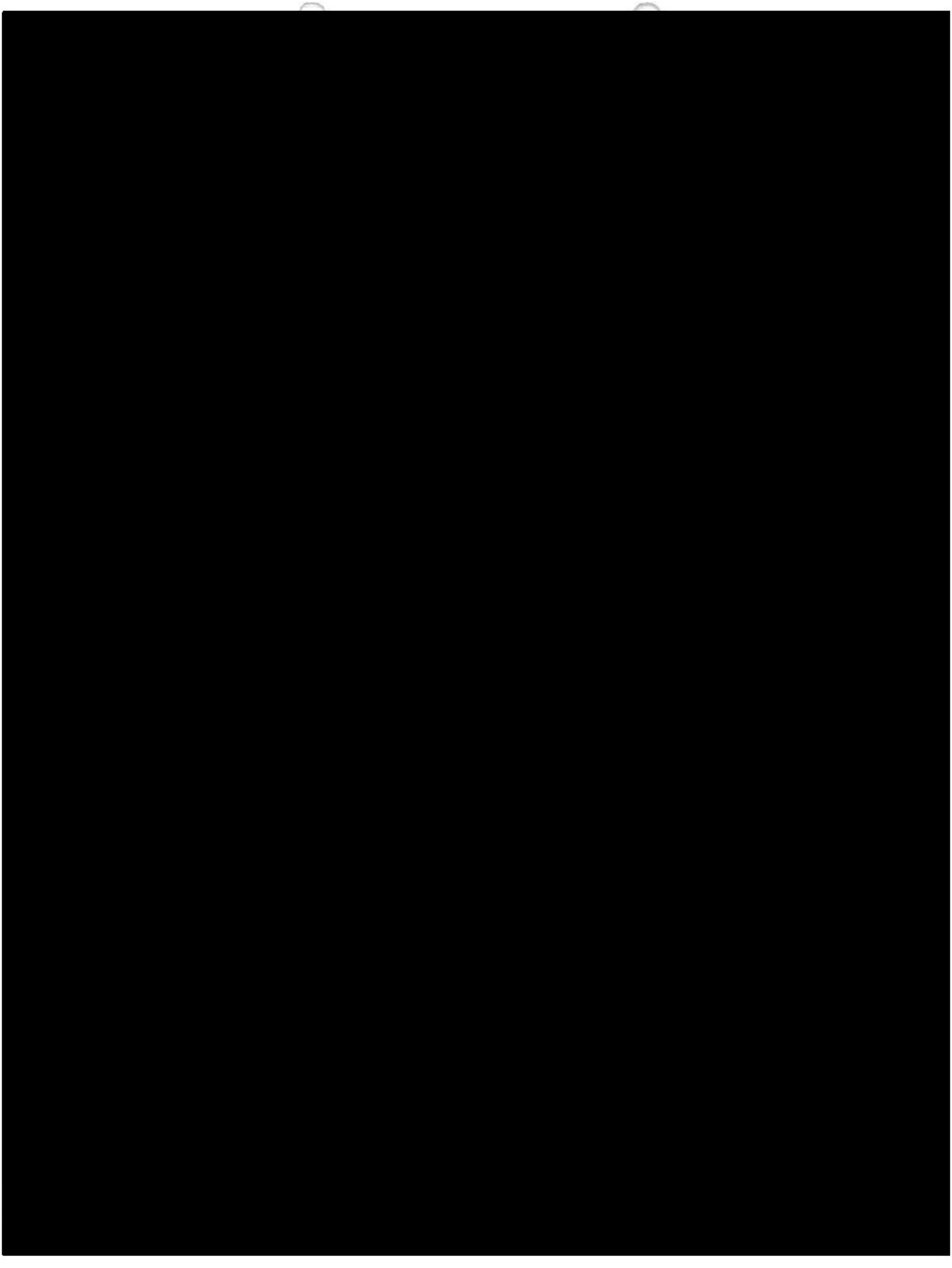
1/13/2020 — DATE OF APPLICATION

Deputy Sheriff — TITLE OR POSITION FOR WHICH YOU ARE APPLYING

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age or disability.







State Board for Community and Technical Colleges
and
Office of Superintendent of Public Instruction
State of Washington

HIGH SCHOOL EQUIVALENCY CERTIFICATE

In accordance with the responsibilities of the State Board for Community and Technical Colleges and the Office of Superintendent of Public Instruction, this General Educational Development (GED) Certificate has been issued upon the successful completion of the required GED Testing Program to:

DIANA M. SANTIAGO

State Board for Community & Technical Colleges
Authorized Testing Agency

12/30/2016
Date of Issue

Superintendent of Public Instruction

Executive Director
Washington State Board for Community and Technical Colleges

Certificate No. [illegible]

This official GED certificate is printed on security paper with the Washington state seal. When photocopied, the words "COPY COPY COPY" and "STATE OF WASHINGTON GED TESTING" appear. A photocopy is not an official document.

OFFICIAL TRANSCRIPT

Post University

800 Country Club Road, P.O. Box 2540
Waterbury, CT 06723

Date: 3/26/2019

Student: Diana M Santiago Student ID: [redacted] DOB [redacted] Original Start Date: 3/6/2017 Student GPA: 2.83

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Associate of Science - Criminal Justice					
Enrollment #: 65566	**Status: Active**				
Start Date: 3/6/2017					
Term: 2017_SPRING_SUM	**Spring 2017/Summer 2017**		**3/6/2017**		**6/25/2017**
CSS101	Learning Across the Lifespan	3.00	3.00	A-	11.10
CIS112	Introduction to Computing	3.00	3.00	A	12.00
		6.00	6.00		23.10
Term GPA: 3.85	Cum GPA: 3.85				
Term: 2017_SUMMER_FALL	**Summer 2017/Fall 2017**		**6/26/2017**		**10/22/2017**
LCS105	Elements of Organizations	3.00	3.00	A-	11.10
ENG110	College Writing	3.00	3.00	B-	8.10
		6.00	6.00		19.20
Term GPA: 3.20	Cum GPA: 3.53				
Term: 2017_18_FALL_SPR	**Fall 2017/Spring 2018**		**10/23/2017**		**3/4/2018**
CRJ101	Introduction to Criminal Justice	3.00	3.00	B	9.00
CRJ209	Criminal Law	3.00	3.00	C+	6.90
		6.00	6.00		15.90
Term GPA: 2.65	Cum GPA: 3.23				
Term: 2018_SPRING_SUM	**Spring 2018/Summer 2018**		**3/5/2018**		**6/24/2018**
COM107	Introduction to Communication	3.00	3.00	C+	6.90
ENG130	Literature & Composition	3.00	3.00	B	9.00
		6.00	6.00		15.90
Term GPA: 2.65	Cum GPA: 3.09				
Term: 2018_SUMMER_FALL	**Summer 2018/Fall 2018**		**6/25/2018**		**10/21/2018**
CRJ103	Introduction to Corrections	3.00	3.00	C+	6.90
CRJ104	Introduction to Security	3.00	3.00	B	9.00
		6.00	6.00		15.90
Term GPA: 2.65	Cum GPA: 3.00				
Term: 2018_19_FALL_SPR	**Fall 2018/Spring 2019**		**10/22/2018**		**3/3/2019**
CRJ180	Forensic Science	3.00	3.00	B+	9.90
MAT105	Quantitative Methods	3.00	3.00	D-	2.10
		6.00	6.00		12.00
Term GPA: 2.00	Cum GPA: 2.83				
Associate of Science - Criminal Justice	GPA: 2.83		36.00	36.00	

*** End of Transcript ***

Authorized Signature [signature] Date 3/26/19

** Indicates Retaken Course
R* Indicates Retaken Override

Not official unless signed by registrar.

Indicates Pass/Fail Course
♦ Indicates Associated Course

A BLACK AND WHITE COPY IS NOT OFFICIAL
INK ERADICATOR STAINS THE PAPER BROWN
POST UNIVERSITY APPEARS IN WHITE PRINT ACROSS THE FACE OF THE TRANSCRIPT





CollegeBoard
ACCUPLACER

Student Name: Diana santiago
Student ID: [redacted]

Individual Score Report

Date of Birth	Major/Program Name	Site Name
[redacted]	---Omitted---	Assessment Center - CPTC
Date of Testing	**Administered by**	**Voucher Number**
2019-03-27	Oh, Lilly	N/A

Time Record

Test Session Started	Test Session Ended	Total Time
03-27-2019 02:12 PM PDT	03-27-2019 03:43 PM PDT	01h:23min:21s

Test Results

Test Name	Score
Next-Generation Reading	238
Next-Generation Writing	234

Course Placements - Determined on 03-27-2019

1300
You may enroll in English 91, Basic Reading and Writing

Exnum: 32973858 | Branching Profile Name: 03CPTCEnglsh

State of Georgia

Peace Officer Standards and Training Council

Network Data Gateway



Data Report System

Individual Officer Profile

Created: 01-27-2020 11:39

Requested by: Deanna Carreras

C059030

Officer Key	[redacted]
Officer Name	**DIANA MARIA SANTIAGO**
Race	**Hispanic or Latino**
Education	**GED**
Status	**In Good Standing**

Officer Certifications

None Found

Instructor Certifications

None Found

Employment History

None Found

Sanctions

None Found

Training History

None Found

Requestor IP Address: 184.95.149.120

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

CRIMINAL AND DRIVER HISTORY WAIVER

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

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

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

- **Have you ever been arrested for ANY criminal or traffic charge? If so, explain:**
  I was detained/arrested as a juvenile at age 15 for a false report to a law enforcement officer. I called the department admitted my wrong and was arrested.
- **In what states have you possessed a Driver's License in the past 10 years?**
  State: Washington **From:** 2015 **To:** 2024 [redacted]
  State: Alabama **From:** 2008 **To:** 2015 ~~Expired~~ 8521023
  State: _____ **From:** _____ **To:** _____

- **Have you ever served in the Military/Reserves?** _____ **Yes** ✓ **No**
  Branch: _____ **From:** _____ **To:** _____
  If yes, did you have a Military Driver's License? _____ **Yes** _____ **No**
  Years: From: _____ **To:** _____

This candidate application authorization is valid for 180 **days from date of signature.**

I, Diana Santiago **, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.**

Diana Santiago
SIGNATURE OF APPLICANT

NOTARY PUBLIC — STATE OF TEXAS — NOTARY PUBLIC — My Comm. Exp. Oct. 24, 2024 — RICHMOND COUNTY, GA

Diana Santiago
PRINTED NAME OF APPLICANT

COMMISSION EXPIRES

1/27/20
DATE

[redacted]
SOCIAL SECURITY NUMBER

[redacted]83
DATE OF BIRTH

H	F	5'2	129
RACE	**SEX**	**HEIGHT**	**WEIGHT**

LIST ALL NAMES (MAIDEN/MARRIED/ALIASES) USED BY APPLICANT

DATE

Richmond County Sheriff's Office
Applicant
Drug Use Statement

Principal Purpose: This form requests information about personal history of use, trafficking, or other activities involving illegal drugs and drug paraphernalia. Its purpose is to determine suitability for employment with the Richmond County Sheriff's Office as part of applicant screening process, and to eliminate non-qualified candidates prior to discovering the same information in later stages of the hiring process; thereby saving both parties wasted time and effort. Completion of this form is voluntary; however, non-completion of the form may result in the withdrawal of the application from further consideration within the hiring process.

Name: Last Santiago First Diana Middle Maria

SSN: [redacted] Date of Birth [redacted]

As an applicant for employment with the Richmond County Sheriff's Office any prior drug use, attempted use, and/or experimentation must be disclosed before you can be considered for further processing. Do not include instances in which substances were prescribed, administered, or dispensed by a duly licensed physician for treatment of a legitimate medical condition. Please read the following instructions very carefully before answering the drug questions and initial your acknowledgment:

DD
Initials

I understand that I must provide truthful information to The Richmond County Sheriff's Office regarding all drug use, attempted use, and/or experimentation of any illegal narcotics or dangerous drugs which have not been prescribed by a duly licensed physician, as well as any marijuana usage, regardless of my age or circumstances at the time of use, attempted use, and/or experimentation. I understand that I will be questioned and polygraphed regarding the information I provide. I understand that any omissions or inaccuracies between the information I provide and what is later learned during my background investigation may preclude me from further consideration for employment.

DD
Initials

I understand that my responses to the drug questions are to be used to determine eligibility and suitability for employment. I also understand that my answers will not be used in any criminal proceedings against me, and that any declination to respond to the drug questions will be noted in my application record.

DD
Initials

By the words "use", "attempted use", and "experimentation" I understand that I am being asked to disclose any and all experiences with illegal narcotics or dangerous drugs, to include any act or attempted act of trying, smoking, ingesting, tasting, inhaling, injecting, puffing or otherwise experimenting with a controlled substance or a substance that I believe to be a controlled substance.

Name: Diana Santiago SSN: [redacted] Date of Birth [redacted]

D.S
Initials

By the word "occasion" I understand that I am being asked to disclose each occasion or event in which I used, attempted to use, or experimented with illegal narcotics or dangerous drugs, to include marijuana. For example, if I was at a party and during that occasion took a puff on three separate marijuana cigarettes, it will consider one use. If I went to another party the same night and again puffed on three marijuana cigarettes; that would constitute a second use.

D.S
Initials

I understand that if I answer "Yes" to any of the following drug questions, I must attach a fully comprehensive statement that is legible, signed and dated.

Question #1

Have you ever used, tried, tasted, or experimented with any illegal narcotics or dangerous drugs, to include marijuana under any circumstances? (Please check)
YES ( ) NO (✓) If you answered yes to question #1, attach a comprehensive statement fully describing each occasion of drug use, attempted use, and/or experimentation covering each of questions A-H listed below. Your attached statement must be legible, signed and dated.

A. What was/were the drug (s)?
B. On how many occasions? NOTE: If you cannot be specific as to the exact number of occasions, answer the following: on at least _____ occasions, but not more than_____.
C. Date first used/tried/experimented
D. Date last used/tried/ experimented
E. How was it obtained?
F. Where was it used/tried/experimented?
G. In what setting?
H. Reason for use/try/experimentation

Question #2

Have you ever purchased, furnished, provided, sold, supplied, manufactured, produced, transported, or otherwise trafficked in any illegal narcotic or dangerous drug, to include marijuana? (Please check) YES ( ) NO (✓) If yes, what was the amount and cost of the drug?

Question #3

Have you ever abused or sold any licit (legal) drugs, chemicals, paraphernalia, or addictive substances, not to include alcohol? (Please check) YES ( ) NO (✓)

Question #4

Have you ever provided drug history information to the military or your past, present, or prospective employer that differs from the drug history information you are now providing to the Sheriff's Office? (Please check) YES ( ) NO (✓)

Question #5

Do you foresee any conflict of interest between your personal habits and beliefs and Sheriff's Office's mission to provide a drug-free environment? (Please check) YES ( ) NO (✓)

Name: Diana Santiago SSN: [redacted] Date of Birth [redacted]

IF YOU ANSWERED YES TO QUESTIONS #2 - #5, ATTACH A COMPREHENSIVE STATEMENT FULLY DESCRIBING ALL CIRCUMSTANCES AND DATES. YOUR ATTACHED STATEMENT MUST BE LEGIBLE, SIGNED, AND DATED.

I have been fully truthful in my answers and statements to the above questions and have disclosed all drug use, attempted use, and/or experimentation during my lifetime.

Diana Santiago
Applicant Signature

01/27/20
Date

Witness

1/27/20
Date

Revised 6/20/03

CANDIDATE: Diana Santiago

Employment:	
Pierce County Security, Tacoma, WA 5/2016 – Present	
Spoke to John Leitheiser who is Santiago's supervisor. He verified employment dates and advised that Santiago is the best employee he has had. She is the lead officer of the company and night supervisor. He stated that she relates very well with people and has excellent verbal judo skills. He stated that she has never been disciplined, never used excessive sick time and would be eligible for re-hire.	
Mission Creek Women's Prison 10/2018 – 2/2019	
Spoke to Judy Meschke in HR who requested a waiver. After one was sent, I received the following correspondence, "Diane Santiago was employed at Mission Creek Correction Center for Women as a Custody and Corrections Officer from 10/22/2018 – 02/11/2019. Her employment ended due to end of appointment. No investigations or PREA complaints were received during the 4 months of employment."	

References:	
William Walker	
Walker stated that he has known Santiago for several years through Pierce Security. He stated that she is an excellent worker, punctual, helpful and dependable. He stated she is also very dedicated and volunteers to come in when needed. Walker highly recommends Santiago to this agency.	
Peter Garrison	
Garrison stated that Santiago was her supervisor at Pierce Security. He stated that he has never had a better supervisor. She has been a role model and mentor to him professionally. Personally, she is polite, helpful and will go out of her way to help you. When asked if he thinks she can handle working in a jail environment, he stated that without a doubt she could. He definitely feels this is the right career path for her.	
Julia Anglero	
No answer, no VM option.	

CONCLUSION: Sgt. McCarty conducted check of the applicant through TLO. There was no derogatory information noted.

No social media account located.

P.O.S.T. – No record

PT Scores: One Mile Run: 8:20, 31/31 Sit-ups, 26/26 Push-ups (Passed)

Submitted by: Sgt. William McCarty B-15

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

February 26, 2020

Mission Creek Women's Facility
Belfair, WA

RE: Employment Verification – Diana Santiago

Greetings,

This office is conducting a pre-employment background investigation on Diana Santiago, DOB: [redacted]1983, SSN: [redacted] who has listed you as a previous employer. I am requesting information regarding employment dates, position, any documentation relating to complaints and/or disciplinary records as well as commendations, awards, letters of appreciation, etc. I have attached a release of information waiver from the applicant.

Any information you can provide is greatly appreciated. If you need any additional information, please contact me.

Regards,

Sgt. William McCarty
Internal Affairs Division
Public Information Office
706-592-0242 Office
706-821-1462 Fax
wmccarty@augustaga.gov
www.RCSOGA.org

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

Release of Information Waiver

I do hereby authorize a review and full disclosure of all records concerning myself to the Richmond County Sheriff's Office, whether said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records of my driver's history, criminal history, educational background, military personnel records, records of military service, all records of financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed, medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; employment and pre-employment records, including background reports, polygraph reports and charts, efficiency ratings, complaints or grievances 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) whom may furnish such information concerning me shall not be held accountable for giving this information; and I do herby 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.

Diana Santiago — 01/27/20 — Diana Santiago
(Signature of Applicant) (Date) (Printed Name of Applicant)

Diana Santiago, 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 HAD THIS 27 DAY OF Jan 20 20.

(NOTARY PUBLIC)

Application Process I

Last Name	First Name	Middle Name	Suf
Santiago	Diana	M	

SS#	DL#	DOB:
[redacted]	[redacted]	[redacted]

New World:	No History
Historical	
MNI:	
NCIC/GCIC/III	No Record
Driver History	[redacted]