

STATE OF ALABAMA

PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION



CHIEF R. ALAN BENEFIELD
EXECUTIVE SECRETARY

June 21, 2017

MEMORANDUM

TO: All Chief Law Enforcement Officers

FROM: 
Chief R. Alan Benefield
Executive Secretary

RE: ACT WorkKeys adopted as official APOSTC Basic Ability Test
Effective July 1, 2017

In 2014 the Alabama Peace Officers' Standards and Training Commission (Commission) modified the education requirements for law enforcement officer and state correctional officer applicants to include the requirement of the applicant completing a Commission approved Basic Ability Test (BAT). The Commission later temporarily suspended the requirement for the BAT pending completion of the test development. Subsequently, the Commission entered into an agreement with the Alabama Community College System (ACCS) to conduct a comprehensive analysis of law enforcement/state correctional officers to determine entry level basic skills along with the "cut-off score" or passing grade necessary to pass the test. After completion of the assessment by ACCS the Commission adopted the three recommended components of the ACT WorkKeys assessment as the official BAT for applicants who possess a high school diploma or GED. The three components of the WorkKeys test and the passing scores for law enforcement officer applicants are as follows: (1) Reading for Information (Workplace Documents), pass score 4, (2) Locating Information (Graphic Literacy), pass score 4, and (3) Applied Mathematics pass score 3. The same components of the test are required for state correctional officer applicants with a pass score of three (3) on each of the components.

Attached for your information is a copy of the BAT announcement notice that further explains the test requirements and testing locations across the state. This notice is also posted on the APOSTC web site.

It is also noteworthy that an applicant possessing an Associate Degree or higher earned from a college or university accredited by the Southern Association of Colleges and Schools (SACS) is not required to submit to the BAT requirement. A complete copy of Chapter 2 of the Alabama Administrative Code, as amended, is also attached.

The BAT requirement is effective July 1, 2017. However, for transition purposes only, applications submitted to APOST for academy classes starting prior to October 1, 2017, may be accepted without completion of the BAT provided all prior APOSTC education requirements are met and proper documentation is provided. Any applicant failing to meet all previous education requirements or who fails to provide the required documentation, is required to successfully pass the BAT before enrollment in the academy.

NOTICE

ACT WORKKEYS ASSESSMENT ADOPTED AS BASIC ABILITY TEST

EFFECTIVE JULY 1, 2017

In partnership with the Alabama Community College System, the Alabama Peace Officers' Standards and Training Commission (APOSTC) has adopted the *ACT WorkKeys Assessment* as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer and State Correctional Officer employment and certification. This requirement is effective July 1, 2017.

In addition to possession of a valid high school diploma or General Educational Development (GED) certificate, the BAT is required of all applicants, excepting those applicants who have been previously APOSTC certified and who are required to complete the Refresher training for reinstatement of their Certification, or, those applicants possessing an earned Associate's Degree or higher Degree from a College or University accredited by the Southern Association of Colleges and Schools (SACS), or its regional equivalent.

Individuals who do not possess a valid *ACT WorkKeys Assessment* (BAT) may test at any Alabama Community College within the State. A list of Alabama Community Colleges can be found [here](#). Applicants or their agencies may contact the community college nearest their location for scheduling and other related information.

A fee of \$45, payable to the community college, is required prior to testing. Should an applicant fail any segment of the three segment test, the applicant is allowed to re-take that segment for an additional fee of \$15 per segment.

The *ACT WorkKeys Assessment* is available nationwide. Subject to the employing agency's approval, out-of-state applicants may take the *ACT WorkKeys Assessment* (BAT) in their home state provided proper documentation of a valid test result is submitted to both the employing agency and APOSTC.

For complete information relating to the BAT and *ACT WorkKeys Assessment* requirements please read the entire text of Chapter Two (2) of the Alabama (APOSTC) Administrative Code, as amended.

Alabama Community College System - Testing Center Contacts 2017

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Member Name	Address	Phone	EMAIL	Employer	Title
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**ALABAMA PEACE OFFICERS STANDARDS AND TRAINING COMMISSION
ADMINISTRATIVE CODE**

**CHAPTER 650-X-2
REQUIRED STANDARDS FOR APPOINTEES AS LAW ENFORCEMENT OFFICERS
AND FOR APPLICANTS FOR CERTIFICATION AS LAW ENFORCEMENT
OFFICERS**

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650-X-2-.01 Training. For the purpose of this Chapter the term Law Enforcement Officer includes Correctional Officers employed by the Alabama Department of Corrections.

(1) Each applicant must be gainfully employed as a full-time law enforcement officer by a law enforcement agency at the time of his/her application to the academy.

(a) Full-time employment is defined as 40 hours per week or an average of 40 hours per week during the monthly or bi-weekly pay periods of most agencies.

(b) A law enforcement agency employing an applicant working less than 40 hours per week must request in writing a waiver from the Executive Secretary requesting the applicant be allowed to attend an academy.

(2) Prior to certification, the applicant shall complete the required course of training established by the Commission.

(3) An applicant may be provisionally appointed for a period of six months (180 days), after which time the appointment is null and void. No individual may be employed or appointed for an additional period until that individual is certified as a law enforcement officer by the commission.

(a) Provisional appointment requires:

1. An application package as set out in Rule 650-X-2-.09 has been submitted on the first day of employment as stipulated in Rule 650-X-1-.16(4) and has been received by the Commission.

2. A provisionally appointed law enforcement officer who is involved in patrol operation for the purpose of detection, prevention and suppression of crime or the enforcement of the traffic or highway laws of the state, including exercising the power of arrest, will be under the direct control and supervision of a certified law enforcement officer.

3. Traffic direction and control may be performed by a provisionally appointed law enforcement officer without direct supervision, provided, however, that supervisory control is exercised by a certified law enforcement officer whose total span of control would be considered within reasonable limits.

4. A provisionally appointed law enforcement officer may render crowd control assistance at public gatherings or governmental functions as directed by their employing law enforcement agency provided supervisory control is exercised by a certified law enforcement officer whose span of control would be considered within reasonable limits.

5. The provisional appointment is valid for a total of six (6) months (180 days) during a two (2) year period of 730 days from the time of first appointment by any law enforcement agency.

6. This six-month period to complete his/her required course of training cannot be extended or re-started by an applicant being terminated or re-employed by the same or another law enforcement agency nor by an applicant voluntarily changing employment from one law enforcement agency to another. Each day of the six-month provisional appointment is cumulative no matter how many law enforcement agencies the applicant has worked for during his/her six-month provisional appointment.

7. The provisional appointment of any applicant who does not complete the required course of training within six months (180 days) from the date of his/her initial employment/appointment is null and void.

8. A provisionally appointed applicant who fails to achieve certification, as required herein, within his/her six-month provisional appointment time, may not re-apply for employment/appointment as a law enforcement officer for two years following the expiration of their provisional appointment time.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective September 29, 1983. Amended: Filed April 4, 1997; effective May 9, 1997. Amended: Filed February 4, 1999; effective March 11, 1999. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.02 Age. The applicant shall not be less than 19 years old.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective date: September 29, 1983. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.03 Education Requirement. The applicant shall meet the following education requirements:

(1) Possess a valid high school diploma, OR, possess a valid General Educational Development (GED) certificate (On-line, correspondence, or mail order GED certificates are not acceptable) AND possess a valid certification of having passed the Basic Abilities Test (BAT) for Law Enforcement Officers or Correctional Officers as approved by the Commission. OR,

(2) Possess an earned Associate's Degree or higher Degree from a College or University accredited by the Southern Association of Colleges and Schools (SACS), or its regional equivalent.

(3) The Basic Abilities Test is required of all applicants except those applicants who are already APOSTC certified and who are required to complete Refresher training for reinstatement of their Certification, or those applicants who meet the requirements set forth in preceding paragraph (2).

(4) The applicant shall not engage in conduct that subverts or attempts to subvert the Basic Abilities Test process or violate the standards of the Basic Abilities Test administration.

(a) The applicant shall not violate the application identification process. Conduct that violates the process is identified as, but not limited to, the following:

1. Falsifying or misrepresenting information required for taking the Basic Abilities Test.
2. Impersonating an applicant.
3. Having an impersonator take the Basic Abilities Test on one's behalf.
4. Any action on the part of the applicant, agency, or appointing authority which impugns the integrity of the testing process including the reporting of the test results to the Commission.

(b) Any violation of this provision shall be documented and reported to the Commission's Executive Secretary in writing. The Executive Secretary shall then conduct an immediate investigation of the reported violation(s).

(c) When the Commission finds that a violation of Section (4) of this rule has occurred, the Commission shall impose one or more of the following sanctions:

1. Declare the applicant has failed the Basic Abilities Test;
2. Declare the applicant ineligible to apply for employment or appointment as a law enforcement officer or correctional officer for a period of five years;
3. Deny certification by the Commission;
4. Take action to revoke any currently held certification obtained as a result of falsification or fraud.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective date: September 29, 1983. Amended: Filed June 12, 2000; effective July 17, 2000. Amended: Filed November 3, 2006; effective December 8, 2006. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.04 Physical Qualifications. The applicant shall be certified on APOST Form Number 3, by a licensed physician, designated by the appointing authority, as in good health and physically fit for the performance of the duties of a law enforcement officer.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective date: September 29, 1983. Repealed and Replaced: Filed May 8, 1995; effective June 12, 1995. Amended: Filed April 4, 1997; effective May 9, 1997. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.05 Character.

- (1) The applicant shall be a person of good moral character and reputation;
- (2) Conviction of any felony pursuant to any state or federal law shall be a complete and absolute bar to certification, employment, appointment, or approval as a law enforcement officer.
 - (a) The existence of a pardon does not nullify a conviction for the purpose of this rule.
 - (b) An applicant having been convicted, pleaded guilty or nolo contendere to any felony pursuant to state or federal law is not eligible for certification, employment, appointment, or approval as a law enforcement officer, notwithstanding suspension of sentence or withholding of adjudication.

(c) Conviction of any conduct, including by a plea of guilty or nolo contendere, in any other jurisdiction that would have constituted a felony in Alabama and been punishable by a sentence exceeding one year in Alabama shall be a complete and absolute bar to certification, employment, appointment, or approval as a law enforcement officer, notwithstanding suspension of sentence, withholding of adjudication, or the existence of a pardon.

(d) An applicant shall disclose and produce to the Commission, any expunged record of any arrest, regardless of the disposition of the case. For the purpose of certification and regulation

of law enforcement and correctional officers the Commission shall have access to any expunged records sealed or archived.

(3) An applicant or certified law enforcement or correctional officer who, as a defendant in any criminal or civil case enters into a plea or other agreement approved by the Court presiding over any said criminal or civil matter, to surrender his/her APOSTC certification or to never work again in law enforcement or corrections shall not be eligible for certification, re-certification, employment, appointment, or approval as a law enforcement or correctional officer. The Commission will revoke the certification of any person so situated. For the purposes of this Rule, approval by the presiding Court shall include express approval in an order or docket entry or implied approval evidenced by the dismissal of said criminal or civil case conditioned on such agreement. The existence of a pardon on said criminal conviction shall not have any effect on the eligibility of a person so situated to be certified, re-certified, employed, appointed, or approved as a law enforcement or correctional officer, except a subsequent court order by the Court presiding over said criminal or civil case declaring said agreement void ab initio.

(4) Conviction of a misdemeanor pursuant to any municipal, state or federal law shall not automatically disqualify a person as a law enforcement officer. Such a conviction may be considered as a factor among several in evaluating fitness as a law enforcement officer, which factors shall include but not be limited to the nature and gravity of the offense or offenses, the time that has passed since the conviction and/or completion of the sentence and the nature of the job held or sought and such other factors as to affect the applicant's character. In the case of a misdemeanor conviction, involving a guilty plea or plea of nolo contendere, involving force, violence, moral turpitude, perjury, or false statements, notwithstanding suspension of sentence or withholding of adjudication, results of psychological testing shall also be considered as a factor in considering the applicant's fitness as a law enforcement officer.

(a) The psychological test administered to law enforcement officers will be approved by the Commission.

(b) At the request of the agency, and at the expense of the applicant or agency, a complete comprehensive psychological evaluation may be approved for an applicant who fails the psychological test. This complete comprehensive psychological evaluation will be administered by an agency selected by the Commission and must be given immediately after the failure of the first test.

(c) The results of the psychological test will be furnished to the Commission. The psychological test results must include a statement of whether or not the person is recommended for law enforcement.

(d) If an applicant fails the psychological test, he/she must wait one year to be eligible to submit a new application package requesting to attend the academy. This does not exempt the applicant from Rule 650-X-2-.01.

(5) Adjudication as a youthful offender or juvenile shall not be considered as a conviction for the purpose of these Rules.

(6) Any person who is prohibited by state or federal law from owning, possessing, or carrying a firearm, including but not limited to a pistol, handgun, rifle or shotgun, shall not be employed or certified as a law enforcement officer.

(7) Any person who is required to register as a convicted sex offender as defined in Title 15-20A-5, Code of Ala. 1975, as amended, shall not be employed or certified as a law enforcement officer.

(8) The arrest and final disposition of any certified law enforcement officer, provisionally appointed law enforcement officer, or applicant, for any felony or misdemeanor offense shall be immediately reported to the Commission by the employing agency, arresting agency and the law enforcement officer.

(9) Applicants who falsify their application are ineligible for employment as a law enforcement officer and they are ineligible to attend the academy for certification as a law enforcement officer. Applicants who are determined to have falsified their applications are barred from employment or certification as a law enforcement officer for two (2) years.

(10) No law enforcement officer, either certified or provisionally appointed, shall knowingly and willfully provide false or misleading information to the Commission or any of its agents.

(11) No law enforcement officer shall knowingly and willfully violate the Rules and Regulations of the Commission.

(12) Any law enforcement officer who knowingly and willfully provides false or misleading information to the Commission or its agents, or who knowingly and willfully violates the Rules and Regulations of the Commission, shall be subject to having their Certification suspended or revoked by the Commission.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq., Act No. 2014-292. History: Effective date: September 29, 1983. Repealed and Replaced: Filed May 8, 1995; effective June 12, 1995. Amended: Filed February 4, 1999; effective March 11, 1999. Amended: Filed May 15, 2002; effective June 19, 2002. Amended: Filed November 3, 2006; effective December 8, 2006. Amended: Filed May 12, 2009; effective June 16, 2009. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.06 Applicants To Be Citizens. The applicant must be a citizen of The United States.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective date: September 29, 1983. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.07 Discharge From Armed Services. If an applicant has been a member of the armed forces of The United States, each and every discharge must be under honorable conditions, and appropriate documentation provided.

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective date: September 29, 1983. Amended: Filed February 4, 1999; effective March 11, 1999. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.08 Driver's License. The applicant must have a valid Driver's License.

Author: R. Alan Benefield, Executive Secretary Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq. History: Effective September 29, 1983. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.

650-X-2-.09 Application Package Required.

(1) Each applicant for certification as a law enforcement officer shall submit a complete application package in the form prescribed by the Commission and provided by the Executive Secretary. An incomplete application will not be processed. An application which appears to be falsified or contains false information will be denied.

(2) Documentation. All documents listed below must be received by the Executive Secretary before an application package will be processed.

(a) Each applicant shall complete an electronic application. All required paper documents shall be printed or typewritten. All documents must be completed fully. Incomplete electronic applications and paper documents will not be processed and will be returned to the employing agency.

(b) Certification by a licensed physician (APOST Form Number 3) that the applicant is physically able to participate in the required law enforcement training program.

(c) Each applicant shall submit an affidavit (APOST Form Number 2) certifying that he/she meets all requirements for employment and certification as a law enforcement officer under the provisions of Title 36-21-46, Code of Ala. 1975.

(d) Each applicant shall submit documents which reflect that the applicant meets all requirements of this chapter.(e) Each applicant shall submit two APOST ORI fingerprint cards.

(f) Each applicant shall submit a release of information. (APOST Form Number 4).

Author: R. Alan Benefield, Executive Secretary

Statutory Authority: Code of Ala. 1975, §§36-21-40 et seq.

History: Effective date: September 29, 1983. Amended: Filed May 8, 1995; effective June 12, 1995. Amended: Filed April 4, 1997; effective May 9, 1997. Amended: Filed August 8, 2014; effective September 12, 2014. Amended: Filed June 30, 2017; effective August 4, 2017.