



ALABAMA LAW ENFORCEMENT AGENCY

LAW ENFORCEMENT OFFICER RECRUITMENT & SELECTION PROGRAM

I. Purpose

Establish a dynamic and uniform process to efficiently and effectively target, recruit, hire, and retain qualified law enforcement officers who are demographically representative of the community s/he serves; possess the requisite skill sets and character required to perform his/her law enforcement responsibilities at a high level without sacrificing honor and integrity; and identify with and embrace the mission and culture of the Alabama Law Enforcement Agency (ALEA).

II. Policy

It is the policy of ALEA to proactively target and recruit qualified candidates to fill law enforcement positions within ALEA ensuring equal employment opportunities (EEO) to all candidates without regard to race, color, sex, national origin, religion, age, marital status, disability, pregnancy, genetic information, family medical history, military/veteran status, or any other status protected under applicable federal, state, or local law.

III. Definitions

(1) Law Enforcement Recruitment and Selection Program (hereinafter "Program") – The policies and procedures authorized by the Secretary to target, recruit, hire, and retain qualified law enforcement officers.

(2) Recruiting Program Director (hereinafter "Program Director") – The ALEA Personnel Director, or his/her designee. Authorized by the Secretary to develop, manage, and maintain the Program as necessary to meet recruitment objectives.

(3) Primary Recruiting Coordinator (hereinafter "Coordinator") –An ALEA law enforcement officer selected by the Program Director to manage the Program within specified areas of the State.¹

¹ The Coordinator role is an Additional Duty Assignment and does not consist of any increase in compensation or benefits. Coordinators maintain responsibility for primary duty assignments as directed by regular command staff. To

Selections are made in coordination with and approval from the respective Department Director.² All ALEA law enforcement officers are eligible to apply and participate in a competitive selection process subject to ALEA's Non-Discrimination and Anti-Retaliation Provisions.

(4) Secondary Recruiting Coordinator – An ALEA law enforcement officer who is selected by the Program Director to manage the Program within specified areas of the State in the absence of the Coordinator. Selections are made in coordination with and approval from the respective Department Director. All ALEA law enforcement officers are eligible to apply and participate in a competitive selection process subject to ALEA's Non-Discrimination and Anti-Retaliation Provisions.

(5) Recruiter – ALEA employee, sworn or non-sworn, selected by the Coordinator and authorized by the Program Director to perform recruitment activities (e.g., career fair attendance, visiting colleges, and communicating with potential candidates verbally and in writing). A Recruiter is required to have knowledge of the Program and EEO compliance guidelines.

(6) Recruiting Team (hereinafter "Team") – Demographically diverse group of ALEA employees responsible for the implementation and success of the Program. Team members include the Program Director, ALEA Personnel Division staff, Coordinators, Secondary Recruiting Coordinators, and Recruiters.

(7) Application for Examination (hereinafter "Application") – State Personnel Department form used to apply for a job in the state merit system.

IV. Responsibilities

(1) Program Director – The Program Director has overall responsibility for the development, maintenance, oversight, and results associated with the Program. Responsibilities include but are not limited to:

- (a) Developing and maintaining the Program and selecting Team members having the knowledge, skills, and abilities required to provide desired results;

ensure the effectiveness of the Program, Coordinators who are unable to fulfill Program requirements due to primary duty assignments are obligated to notify the Program Director.

² The highest position within a Department, Bureau, Division, or Unit reporting to the Secretary and/or Deputy Secretary (e.g., DPS Director, SBI Director, Services Division Director, Protective Services Unit Chief).

- (b) Identifying and consulting, either in person or by other means, with representatives from relevant entities to discuss the best ways to advertise trooper vacancies, such as (i) college career offices in Alabama and in surrounding states, as feasible; (ii) student organizations in Alabama for underrepresented demographic groups (e.g. women and minorities); (iii) college criminal justice organizations in Alabama; (iv) law enforcement organizations for underrepresented demographic groups (e.g., the Alabama Women in Law Enforcement Organization); (v) national organizations for underrepresented demographic groups (e.g., women and minorities); (vi) community organizations in Alabama; (vii) career offices at local active, reserve, and guard military installations in Alabama; and (viii) comparable state law enforcement agencies. After consultation, distributing information about trooper vacancies and the hiring process to points of contact at those entities;
- (c) Program oversight and maintenance as required to ensure the appropriate use of resources, and compliance with EEO Statutes and Regulations (e.g., Title VII of the Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act, Genetic Information Nondiscrimination Act, and Americans with Disabilities Act, as amended);
- (d) Relaying/obtaining information and providing guidance to Team members as required to accomplish Program objectives;
- (e) Facilitating educational and training opportunities for Team members relative to recruitment strategies and EEO compliance;
- (f) Candidate tracking, document management (e.g., applications, background packets), and data collection and management necessary to monitor Program results and effectiveness;
- (g) Maintaining a schedule of recruiting activities and events by communicating with Team members and ensuring concerted efforts are put forth to send troopers from underrepresented demographic groups (e.g., female troopers) to recruiting events;
- (h) Researching, developing, and/or procuring Program resources (e.g., posters and brochures) necessary to portray a professional image of ALEA and accurately relay information to the public relative to employment opportunities (highlighting underrepresented demographic groups, e.g., female troopers);

- (i) Coordinating with the ALEA Governmental and Media Relations Unit to advertise employment opportunities on the agency website and social media platforms (highlighting underrepresented demographic groups e.g., female troopers);
- (j) Planning and conducting Recruiting Seminars targeting potential trooper applicants from underrepresented demographic groups, where ALEA representatives from such groups (e.g., female troopers, supervisors, and command officers) provide insight and answer questions on the hiring process, training, the lifestyle of a trooper, and career opportunities available at the ALEA;
- (k) Researching alternative methods of identifying, recruiting, and employing candidates (e.g., Cadet Program, Reserve Trooper Program) targeting demographic areas of underutilization (e.g., females);
- (l) Communicating with the State Personnel Department to discuss ALEA's recruiting program, method used to notify potential candidates about job announcements, and potentially learn effective recruitment strategies being implemented by other state agencies which effectively attract diverse candidates.
- (m) Notifying all ALEA employees when it seeks to hire troopers and encouraging civilian employees, especially civilian employees from underrepresented demographic groups (e.g., females), to submit an Application.

(2) Coordinator (Primary)³ – Oversees recruitment process within assigned areas following Program guidelines as required to identify and attract high quality individuals to become ALEA employees (sworn and non-sworn positions). Responsibilities include but are not limited to:

- (a) Performing recruitment activities to include attending career fairs and recruiting workshops at colleges and universities, including those with diverse student bodies and particularly

³ Secondary Coordinators and Recruiters are subject to perform responsibilities established herein upon request and authorization. The Coordinator is authorized to delegate responsibilities to a Secondary Coordinator and/or Recruiter; however, s/he remains responsible for overall Program compliance and results within his/her respective area.

those offering criminal justice programs, coordinating with career development organizations and diverse community groups to build relationships, identify and recruit prospective employees, and encourage candidate interest;

- (b) Developing and maintaining a network of contacts within assigned area beneficial to recruitment efforts;
- (c) Generating and maintaining electronic records as necessary to track recruitment efforts and ensure efficiency, effectiveness, and transparency;
- (d) Coordinating with the ALEA Governmental and Media Relations Unit as necessary to promote recruiting events on social media platforms;
- (e) Participating in the development, implementation, and ongoing evaluation and improvement efforts of Program requirements and recruitment strategies;
- (f) Communicating effectively with prospective employees regarding hiring practices and employee compensation and benefits packages as necessary to effectively communicate with and recruit prospective employees. Connecting applicants from underrepresented demographic groups with ALEA representatives from such groups is encouraged;
- (g) Searching proactively for and interacting with prospective candidates, particularly focusing on underrepresented demographic groups (e.g., females in law enforcement);
- (h) Obtaining schedules of events that recruitment personnel and trooper representatives from underrepresented demographic groups can attend, and making a concerted effort to send such representatives (e.g., female troopers) to those events;
- (i) Coordinating with inter/intra-agency employees to facilitate the application and pre-employment hiring process; and
- (j) Attending training and professional development seminars relative to recruitment strategies and EEO compliance.

IV. Procedures

(1) The Recruiting Process begins in various ways. A Team member may receive a referral, meet a candidate at a career fair, or identify someone during the regular course of business and life. The

procedures described herein provide guidance on how to proceed once a prospective candidate has completed and submitted an Application to a Team Member.

- (a) Review the Application to ensure it is completed correctly (e.g., classification title, full list of current/previous employers, and full social security number) and required documentation (BAT, diploma, or college transcripts) is attached.⁴ Once completed, direct the candidate to submit the Application to the State Personnel Department via mail or fax (information provided on the Application). Team members can assist but it is the candidate's responsibility to ensure the Application is submitted to the State Personnel Department.
- (b) For ALEA Trooper, Trainee, the State Personnel Department will periodically evaluate the Applications. Candidates who meet the minimum qualifications will be placed on the hiring register (a written test is no longer required) and the Applications will be forwarded to ALEA Personnel and distributed to the Program Director, or his/her designee. Upon receipt, the Program Director will 1) scan and file the Applications in the Coordinator files located on the agency network share drive; 2) enter the name and basic demographic information (e.g., race, sex, date of birth) of each candidate in the tracking application (i.e., Recruiting Tracker Spreadsheet); and 3) notify Coordinators of newly received Applications.
- (c) Within two (2) weeks (ten (10) business days) of receiving notice of the Applications, the Coordinator will contact each candidate via phone, email, mail, social media, and/or in person to assess the candidate's level of interest and arrange for the candidate to complete the Candidate Qualification Questionnaire (ALEA Exhibit 5-1).
 1. Qualified Candidate – A candidate who responds satisfactorily to all questions included in the Candidate Qualification Questionnaire will move on to the pre-employment physical assessment.

⁴ ALEA Trooper, Trainee candidates must provide **one** of the following with their application: (1) valid certification of having passed the Basic Ability Test (BAT) for Law Enforcement Officers (also called ACT WorkKeys) as required by APOSTC OR (2) proof of possession of an Associate's degree or higher from an accredited college or university (copy of diploma or transcript) OR (3) APOSTC certification number and issue date in the Professional License or Certificate section on their applications. (APOSTC Correctional Officers are not eligible for this exemption from the BAT). Applications without the required documentation will not be accepted.

2. Disqualified Candidate – A candidate who provides an unsatisfactory response to any question is disqualified from the hiring process. The Coordinator will direct the candidate to reapply if the disqualifying condition is an issue the candidate can rectify (e.g., failed to pay or fraudulently filed taxes within the five (5) year period prior to the date s/he completed the questionnaire). For any candidate deemed disqualified, the Coordinator will 1) prepare and submit a brief memorandum to the Program Director, or his/her designee, notating the circumstances of the candidate's disqualification; 2) notate the disqualification on the tracking application; 3) scan and file all candidate information (i.e., memorandum to Program Director, completed Candidate Qualification Questionnaire, and Application) in the share drive folder. The file name will consist of the candidate's name, disqualification status, and date (e.g., Smith, John Q_DQ_6-1-2019).

(d) Within two (2) weeks (ten (10) business days) of determining whether a candidate is qualified to continue participating in the selection process, the Coordinator will coordinate with a Physical Fitness Specialist to schedule the Physical Ability/Agility Test (PAAT) (required of non-sworn candidates) or Physical Ability Fitness Assessment (PAFA) (required of sworn candidates). Prior to the assessment, the Coordinator will require the candidate to read and complete a Physical Fitness Assessment Consent and Release of Liability Form (ALEA Exhibit 5-2).

(e) Prior to the administration of the PAFA/PAAT, the Physical Fitness Specialist will have the candidate complete the "Pre-Program Statement of Physical Well-Being" Section of the Candidate Statement of Well-Being Form (ALEA Exhibit 5-3). The Physical Fitness Specialist will complete the appropriate PAFA/PAAT Performance Sheet (ALEA Exhibit 5-4) to document and certify the test results. After the test, the Physical Fitness Specialist will have the candidate complete the "Post-Program Statement of Physical Well-Being" Section of the Candidate Statement of Well-Being Form.

1. Candidate Successfully Completes All Components – The Physical Fitness Specialist will send all completed forms to the Recruiting Coordinator and the candidate will move on to the next step in the recruitment and selection process.

2. Candidate Fails to Successfully Complete All Components – Candidates must complete all components of the physical fitness assessment (PAAT for non-sworn candidates and PAFA for sworn candidates). Partial completion (e.g., completing 15 push-ups rather than 22) or successful completion of only one part or some parts of the assessment will not suffice. A candidate who fails to successfully complete any component will be allowed to retest within 24 to 72 hours. The retest requires the candidate to complete the entire physical fitness assessment (not just the component s/he failed). Should the candidate fail the retest, s/he will have the opportunity to ask the Coordinator to schedule another retest with a Physical Fitness Specialist after thirty (30) days. Thereafter, if additional retests are necessary and requested, the Coordinator will schedule subsequent retests for the candidate, each after thirty (30) days from the last, with a Physical Fitness Specialist. The Physical Fitness Specialist will send all completed forms to the Coordinator who will document the results of each assessment on the tracking application.
- (f) Within five (5) days of being notified a candidate passed the pre-employment physical assessment, the Coordinator will provide the candidate with a Trooper Trainee (Candidate) Background Packet (hereinafter “Packet”) along with a list of required documents (ALEA Exhibit 5-5). The candidate must complete and return the Packet and associated documents to the Coordinator within two (2) weeks (10 business days) of receipt. The Coordinator will review the Packet to ensure it has been completed accurately and does not include any disqualifying information.
- (g) Within five (5) days of receiving the completed Packet and required documents, the Coordinator candidate’s name, address, and contact information will be submitted to the ALEA Polygraph Coordinator. The Polygraph Coordinator will assign the candidate to a Polygraph Examiner. The Polygraph Examiner and Coordinator will plan for delivery of the candidate Packet and associated documents to the examiner. The Polygraph Examiner will be responsible for contacting the candidate to schedule the exam.
- (h) The Polygraph Examiner will perform the exam, assign a case number using the case management system, and complete a polygraph report. The Polygraph Examiner will upload

all documents into the case management system and notify the Polygraph Coordinator upon completion of the assignment. The Polygraph Coordinator will review the report and instruct the Polygraph Examiner to forward all candidate information to the Coordinator.

- (i) Within five (5) days of receiving the information from the Polygraph Examiner, the Coordinator will coordinate with the SBI Captain or DPS Highway Patrol Post Commander located in the candidate's area of residence (or desired residence if out of state) to identify and assign an authorized Investigator to complete a background investigation. Management shall not knowingly assign a background investigation to an Investigator if s/he has any personal, financial, or other consideration, which could have the potential to influence or compromise professional judgment and objectivity. Investigators shall have a duty to disclose the same and must complete a Conflict of Interest Certification Form (ALEA Exhibit 5-6) for each investigation performed.
- (j) Within five (5) days of being made aware of the identity of the Investigator, the Coordinator will provide the Investigator with all candidate background information (e.g., Packet, documents, and Polygraph Examiner report). The Investigator will have three (3) weeks from the date of assignment to complete the background investigation and submit a final report and background investigation file to the Coordinator. Investigators who are unable to complete the background investigation by the deadline must notify his/her chain of command and the Coordinator. The SBI Captain or DPS Highway Patrol Post Commander, or his/her designee, in the Investigator's respective chain of command will consider extending the deadline or reassigning the investigation should compelling circumstances exist (e.g., personal circumstances, work priorities). Investigator reassignments and/or modifications to the deadline must be communicated to the respective Coordinator.
- (k) Within five (5) days of receiving the background investigation file, the Coordinator will forward the candidate background file to the respective Post Commander for review. The Post Commander will review the file and forward it through his/her chain of command to the Troop Commander. Collectively, the command staff will notate the suitability of the candidate through the completion of the Candidate Recommendation Form (ALEA Exhibit 5-7).




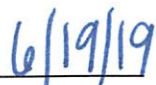
(l) The Troop Commander will send the candidate background file and completed Candidate Recommendation Form to the DPS Chief at Headquarters for review and consideration. Headquarters will send the packet to ALEA Personnel.

(2) Critical Program Requirements

(a) ALEA employees who identify prospective law enforcement officer candidates should obtain his/her contact information (e.g., name, cell phone number, and email address). This information is to be forwarded to the Coordinator in the respective area of the candidate. A map identifying the Coordinators and their assigned areas is included on ALEA's intra/internet sites. ALEA law enforcement officers should print the map and have it available in their state-issued police vehicle for quick reference.

(b) The Coordinator is responsible for documenting recruitment activities on a computer application specified by the Program Director, or his/her designee (e.g., shared calendar, spreadsheet).

(c) A Background Packet Chain of Custody Form (ALEA Exhibit 5-8) must be maintained throughout the process. The Coordinator is to be notified each time the candidate background file changes custody for documentation and tracking purposes. Candidate Packets must continue moving through each step of the process until received by ALEA Personnel; packets must not be held at any level.

Approved:	
	
Secretary Hal Taylor	Date
	
Meridith Barnes	Date



ALABAMA LAW ENFORCEMENT AGENCY (ALEA)

CANDIDATE QUALIFICATION QUESTIONNAIRE

Purpose: This form is to be utilized by an authorized ALEA Recruiting Team member to determine if a law enforcement officer candidate is qualified to participate in the pre-employment selection process.

Candidate Identification Information			
Name	First	Middle	Last
Personal Info	SSN	DOB (mm/dd/yyyy)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Questions			
Please read, carefully consider, and truthfully answer all of the following questions. Failure to provide truthful and/or complete responses will result in disqualification from current and future employment consideration with ALEA. You are required to provide a written explanation on a separate sheet of paper for questions having a derogatory response.			
1.	Do you have a valid driver license?		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been convicted of a felony crime (a pardon or nolo contendere does not nullify a conviction for APOSTC certification)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Within the past five years, have you engaged in conduct which clearly constituted a felony offense (e.g., theft, arson, DUI, assault, vandalism, drug abuse/distribution violations) even though not detected at the time of the event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	In the past five years, have you been convicted for any misdemeanor crime, as defined in Chapters 6 (Offenses Involving Danger to the Person) and 8 (Offenses Involving Theft) of Title 13A of the Code of Alabama 1975?		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Do you have a domestic violence conviction or a documented history of domestic reports or calls for law enforcement intervention in domestic disputes?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Do you have a pending Protection from Abuse filed against you and/or a standing judicial order regarding a Protection from Abuse?		<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you prohibited by state or federal law from owning, possessing, or carrying a firearm, including but not limited to a pistol, handgun, rifle or shotgun?		<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you required to register as a convicted sex offender as defined in Title 15-20A-5, Code of Alabama 1975, as amended?		<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Have you ever used an assumed name to conceal identity to commit financial fraud or personal gain (does not include law enforcement officers acting in a law enforcement capacity)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you ever used Social Security information for fraudulent purposes?		<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Have you failed to pay or fraudulently filed taxes within the past five years?		<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Does your credit history indicate fraud, forgery, a documented history of repeated filing for bankruptcy or theft by deception?		<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Do you have a civil record involving repeated failure to pay child support?		<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Have you ever served as a member of the armed forces?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "No" proceed to the next question. If "Yes," was each and every discharge under honorable conditions?		<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Have you received a DUI/BUI conviction within the past five years?		<input type="checkbox"/> Yes <input type="checkbox"/> No

16. Are you or have you been a member of, or prominently associated with, gangs or any subversive or racist organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. In the past five years, have you unlawfully used or possessed LSD, PCP, heroin, methamphetamine, cocaine, hallucinogens, psilocybin mushrooms or designer drugs (e.g. ecstasy, synthetic cathinones, their chemical derivatives and synthetic equivalents, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. In the past year, have you unlawfully used or possessed marijuana, inhalants (huffing), anabolic steroids or synthetic cannabinoids (e.g. spice, K2, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Have you engaged in the unauthorized usage of any illegal drug while employed in a position of public trust (e.g., sworn law enforcement officer or a security sensitive job classification)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Have you ever unlawfully sold, manufactured, or distributed any illegal controlled substance in exchange for personal gain, financially or otherwise (e.g., sexual favors)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Have you been arrested and are currently under bond for any felony or misdemeanor offense pending judicial process and adjudication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Do you have any body art, tattoo(s), or brand(s) which could be deemed unprofessional and/or offensive, regardless of location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Have you been terminated, forced to resign, or resigned in lieu of termination from a previous employer because of a proven theft, drug use, violent action or any act that impugns basic honesty?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification Statement

I hereby certify that the responses to the questions included herein and, if applicable, associated supplemental statements, are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of the time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification.

Signature		Date	
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ALEA Representative Information

Name	First	Middle	Last
Classification		Work Location	
Signature		Date	

ALABAMA LAW ENFORCEMENT AGENCY (ALEA)



Physical Fitness Assessment Consent and Release of Liability

Purpose: An ALEA law enforcement officer candidate must complete this form prior to participating in a pre-employment physical fitness assessment establishing his/her physical fitness

Candidate Personal Information			
Name	First	Middle	Last
	Personal Info		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
	SSN	DOB (mm/dd/yyyy)	
Statement of Consent and Release of Liability			
<p>I, the undersigned, do hereby give informed consent to actively engage in the pre-employment physical fitness assessment(s) conducted by ALEA as part of the hiring process for a law enforcement officer position.</p> <p>It is understood that all testing and physical activity will be conducted under the direct supervision of ALEA officials and the activities to be engaged in include, but are not limited to, running, climbing, carrying, bending, stooping, and other weight lifting and calisthenic-type exercises. The possibility of injury or illness exists during any physical activity, and such activity may also complicate pre-existing conditions of which the ALEA and its officials are unaware. Illnesses or complications which may result from strenuous activity include, but are not limited to, heat related illnesses, dehydration, seizures, abnormal heartbeats, abnormal blood pressure, diabetic episodes, and heart attack. ALEA officials will attempt to monitor participants during the physical fitness assessment(s) to identify problems/complications; however, s/he is ultimately responsible for recognizing actual or perceived issues and taking appropriate corrective action. Candidates are strongly encouraged to seek and should seek the advice of their physician prior to participating in any physical exercise or activity.</p> <p>The undersigned acknowledges there are inherent risks with any physical activity and understands it is the responsibility of him/her to notify ALEA officials of any known pre-existing conditions that might, in any way, adversely affect his/her ability or safety during the physical fitness assessment(s). Furthermore, the undersigned understands it is the undersigned's responsibility to monitor individual physical performance during the physical fitness assessment(s), to stop, and to immediately notify ALEA officials administering the testing of any unusual or adverse reactions experienced. In the event of a medical issue or emergency, costs incurred for any required care are not the responsibility of the ALEA, any of its employees or agents, or the State of Alabama.</p> <p>The undersigned acknowledges the physical fitness assessment(s) shall be done entirely on his/her own initiative, risk and responsibility, and without any employer-employee relationship with the ALEA or the State of Alabama.</p> <p>I, the undersigned, for and consideration of the ALEA permitting the undersigned to participate in the physical fitness assessment(s) and the ALEA Trooper-Trainee hiring process do hereby and for my heirs, executors, personal representatives, guardians, conservators, administrators, or assigns, release, remise, and forever discharge and hold harmless the State of Alabama, the ALEA and its officers, agents, employees, successors and assigns from any and all claims, demands, actions, causes of actions, rights, damages, costs, expenses, and liability whatsoever, including, but not limited to, liability arising from any and all known and unknown, foreseen and unforeseen, death, bodily and personal injuries, and property damage and the consequence thereof which the undersigned may hereafter accrue on account of or in any way growing out of participation in the physical fitness assessment.</p> <p>I declare and represent that I have read and understand the information herein and affirmatively state I am physically and mentally able to participate in the physical fitness assessment(s) enumerated by the ALEA, and my participation in the assessment(s) is a part of my voluntary application for the position of ALEA Trooper-Trainee with the ALEA. The undersigned hereby declares and represents that the terms of this Physical Fitness Assessment Consent and Release of Liability Agreement have been completely read and are fully understood and voluntarily accepted for the purpose of protecting the State of Alabama, the ALEA, its officers, agents, employees, successors and assigns, from any and all claims arising out of the undersigned's participation in the physical fitness assessments. The undersigned further declares and represents that no promise or agreement not herein expressed has been made to them and that this Physical Fitness Assessment Consent and Release of Liability Agreement contains the entire agreement between the parties hereto. It is understood and agreed that the terms hereof are contractual and not a mere recital.</p>			
Signature (must be acknowledged before a Notary Public)			
Signature		Date	
Notary Public			
STATE OF		COUNTY OF	
On this _____ day of _____, 20____, personally appeared before me, the above named individual and made oath that s/he acknowledges and understands the information included herein.			
Notary Signature		Commission Expires	

ALEA EXHIBIT 5-3

**ALABAMA LAW ENFORCEMENT AGENCY (ALEA)
CANDIDATE STATEMENT OF WELL-BEING FORM**



Pre-Program Statement of Physical Well-Being

Candidate Name (Printed) _____
First Middle Last

By signing this section of the form, I attest that (Please check all that apply):

- I am in good physical and mental health.
- I have no reason to believe I am not in good physical and mental health.
- I am fully aware of and assume all risks of injury inherent in participating in the physical assessment.
- I waive and release ALEA and its employees from liability should I suffer any physical and/or mental injury as the result of participating in any physical activity associated with the pre-employment physical assessment.

If you did not check all of the boxes in the previous section, please provide an explanation in the space provided below and, if applicable, any accommodations which could be reasonably implemented to allow you to participate in the pre-employment physical assessment.

Candidate Signature

Date

Witness Name (Printed)

Witness Signature

Date

*******Post-Program Statement of Physical Well-Being*******

DO NOT COMPLETE THIS SECTION UNTIL YOU HAVE COMPLETED THE PRE-EMPLOYMENT PHYSICAL ASSESSMENT

By signing this section of the form, I attest that (Please check all that apply):

- I have completed the pre-employment physical assessment and I am in good physical health.
- I have suffered an injury as the result of participating in the pre-employment physical assessment (see details below).

(Additional Sheets May Be Used If Necessary)

Candidate Signature

Date

Witness Name (Printed)

Witness Signature

Date

ALABAMA LAW ENFORCEMENT AGENCY (ALEA)

Physical Agility/Ability Test Performance Sheet



Purpose: This form is to be used by a Physical Fitness Specialist to document a non-sworn ALEA law enforcement officer candidate's performance on the Physical Agility/Ability Test (PAAT).

Participant Information			
Candidate Name	First	Middle	Last
Test Administrator Name	First	Middle	Last
Ability Test Performance			
Assessment	Result	Pass/Fail	Comment(s)
Push-Ups Minimum Standard = 22 Reps			
Sit-Ups Minimum Standard = 25 Reps			
1.5 Mile Run Minimum Standard = 15:28			
Agility Test Performance (Obstacle Course)			
Assessment	Pass/Fail	Comment(s)	
Vehicle Push (15 Feet)			
Climb Chain Link Fence -OR- Climb Wood Wall			
Crawl Through Window			
Traverse Balance Beam			
Dummy Bag Drag (165 Pounds for 15 Feet)			
Run Distance Between Obstacles			
Completion Time: _____ Minimum Standard = 90 Seconds			
Candidate Signature		Date	
Test Administrator Signature		Date	

ALABAMA LAW ENFORCEMENT AGENCY (ALEA)

Physical Agility and Fitness Assessment (PAFA) Performance Sheet



Purpose: This form is to be used by a Physical Fitness Specialist to document a sworn ALEA law enforcement officer candidate's performance on the Physical Agility/Ability Test (PAAT).

Participant Information			
Candidate Name	First	Middle	Last
Test Administrator Name	First	Middle	Last
Agility Test Performance (Obstacle Course)			
Assessment	Pass/Fail	Comment(s)	
Vehicle Push (15 Feet)			
Climb Chain Link Fence -OR- Climb Wood Wall			
Crawl Through Window			
Traverse Balance Beam			
Dummy Bag Drag (165 Pounds for 15 Feet)			
Run Distance Between Obstacles			
Completion Time: _____ Minimum Standard = 90 Seconds			
Ability Test Performance			
Assessment	Pass/Fail	Comment(s)	
300 Meter Run (Untimed)			
Candidate Signature			Date
Test Administrator Signature			Date



CONFLICT OF INTEREST CERTIFICATION

The purpose of this form is to ensure any investigator assigned to investigate the background of a candidate for employment with ALEA does not hold a conflict of interest. A conflict of interest is defined by the Code of Alabama 1975 § 36-25-1, in part as, “any action, inaction, or decision by a public official or public employee...which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated.” Additionally, for purposes of the certification, a conflict of interest also exists when the investigator has a current or previous personal or business relationship with the candidate that could positively or negatively influence the investigator’s ability to complete an impartial investigation.

CERTIFICATION

I, _____, representing the _____, and
(Investigator Name Printed) (Department/Division)
participating in the pre-employment background investigation of _____,
(Candidate Name)

Certify that I have no conflict(s) of interest, as described above, involving the candidate who is the subject of the background investigation.

Investigator Signature: _____ Date: _____

Note: If the assigned investigator has any uncertainty as to whether a conflict of interest exists, s/he should notify their supervisor prior to initiating the investigation. Counsel within the ALEA Legal Division or the ALEA Personnel Director are also available for consultation.



ALABAMA LAW ENFORCEMENT AGENCY

CANDIDATE RECOMMENDATION FORM

This form is to be maintained with the Trooper Trainee Candidate background packet and completed by the ALEA DPS command staff after the completion of the background investigation.

Candidate Identification Information			
Name	First	Middle	Last
Personal Info	SSN	DOB (mm/dd/yyyy)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Work Location Preference	1 st County	2 nd County	3 rd County
ALEA Recruitment and Selection Members			
Recruiter	First	Last	
Polygraph Examiner	First	Last	
Investigator	First	Last	
Chain of Command Determination			
Review and consider all information associated with the candidate and specify your determination.			
Post Commander	First	Last	
Determination	<input type="checkbox"/> Recommended for Employment		<input type="checkbox"/> Not Recommended for Employment
If Recommended, Preferred Assignment Location	1 st County	2 nd County	3 rd County
Asst Troop Commander	First	Last	
Determination	<input type="checkbox"/> Recommended for Employment		<input type="checkbox"/> Not Recommended for Employment
If Recommended, Preferred Assignment Location	1 st County	2 nd County	3 rd County
Troop Commander	First	Last	
Determination	<input type="checkbox"/> Recommended for Employment		<input type="checkbox"/> Not Recommended for Employment
If Recommended, Preferred Assignment Location	1 st County	2 nd County	3 rd County
HP Division Chief	First	Last	
Determination	<input type="checkbox"/> Recommended for Employment		<input type="checkbox"/> Not Recommended for Employment
If Recommended, Preferred Assignment Location	1 st County	2 nd County	3 rd County
DPS Director	First	Last	
Determination	<input type="checkbox"/> Recommended for Employment		<input type="checkbox"/> Not Recommended for Employment
If Recommended by DPS Director, Final Assignment Location			
Date Received by ALEA Personnel		Signature of ALEA Personnel Recipient	

