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Jimmy H. Baker
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MEMORANDUM #2017-WED-046 REVISED

DATE: July 28, 2017

TO: Presidents, Alabama Community College System

FROM: Jeff Lynn, Vice Chancellor of Workforce and Economic Development 

RE: Partnership Between ACCS and Alabama Peace Officers' Standards and Training Commission (APOSTC) Revised Standard Operating Procedures for Testing Applicants/Recruits

It has come to our attention that the Locating Information assessment's minimum score for Law Enforcement applicants was incorrect. The corrected Standard Operating Procedures for Testing Applicants/Recruits for the Alabama Peace Officers' Standards and Training Commission (APOSTC) in the Alabama Community College System that accompanied Memorandum #2017-WFD-046 Partnership between ACCS and Alabama Peace Officers' Standards and Training Commission (APOSTC) Revised Standard Operating Procedures for Testing Applicants/Recruits have been updated.

The corrected Standard Operating Procedures for Testing Applicants/Recruits for the Alabama Peace Officers' Standards and Training Commission (APOSTC) in the Alabama Community College System is attached.

JL/JH/ay

Attachment

c: Instructional Officers
Student Deans
Testing Center Contacts

**STANDARD OPERATING PROCEDURES FOR TESTING APPLICANTS/RECRUITS
FOR THE ALABAMA PEACE OFFICERS' STANDARDS AND TRAINING COMMISSION
(APOSTC) IN THE ALABAMA COMMUNITY COLLEGE SYSTEM (ACCS)**

1. APOSTC will refer the law enforcement agency and applicants to the closest community college with contact information through the APOSTC website. Applicants will be free, however, to choose another location.

2. APOSTC applicants will contact the local community college to schedule a time for the WorkKeys assessment. The applicants will be assessed in the following skill areas: Reading for Information (will change to Workplace documents), Applied Mathematics, and Locating Information (in the future the name will be changed to Graphic Literacy).

3. Minimum scores for Law Enforcement Officer and Correctional Officer applicants:

Law Enforcement Officer

Math – Level 3

Locating Information – Level 4

Reading – Level 4

Correctional Officer

Math – Level 3

Locating Information – Level 3

Reading – Level 3

4. WorkKeys assessment testing schedules may vary from institution to institution.

5. Accepted methods of payment will be at the discretion of the local community college.

6. The pricing will be standard among all ACCS providers. This price will be \$45.00 for the three sections of the assessment. If applicants need only one section, the assessment fee will be \$15.00.

7. The applicant should allow approximately three hours to take the assessment.

8. The recruit/applicant will be required to show a driver license photo identification.

9. The referring/employing law enforcement agency will provide the recruit/applicant with agency contact information (i.e. Human Resource Officer, Agency Personnel Officer, Agency Recruiting Officer, etc.). The local community college will use the designated agency contact/representative to report test results. The applicant's scores upon completion will be scanned and sent directly to the contact provided from the employing law enforcement agency.

10. APOSTC will only accept WorkKeys scores which have been taken within the last five years (i.e. from date of APOSTC application). If an applicant/recruit has taken the WorkKeys at a community college in the ACCS within five years, a fee of no more than \$5 dollars will be charged to obtain these scores.