

How to Prepare Guide

for the

**ALEA Corporal – 60673
Selection Procedure**

with the
State of Alabama



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Table of Contents

I.	Introduction	3
	Job Background Information.....	3
II.	Selection Procedure Development Process	4
	Background Information	4
	Knowledge, Skills, and Abilities	4
III.	Selection Procedure Description	11
	Written Exam	11
	Performance Dimensions	12
IV.	Studying for the Selection Procedure.....	14
	Sample Test Items	14
V.	Selection Procedure Administration	25
VI.	Scoring Information	26
	Banded Scores	26
VII.	State Personnel Information.....	28
	Terminology.....	28
	Contact Person.....	28

I. Introduction

A new selection procedure has been developed for the job of ALEA Corporal. Your application indicates that you meet the qualifications for this job, so you are invited to participate in the ALEA Corporal Written Examination. This guide is designed to provide specific details about conducting the job analysis, identifying the knowledges and abilities being measured by the selection procedure, developing the selection procedure, and administering and scoring the selection procedure.

Job Background Information

The job of ALEA Corporal consists of law enforcement patrol work supplemented by supervisory responsibility over sworn officers assigned to lower level ALEA Trooper classifications. Employees in this class enforce state laws through the performance of high visibility patrol services on State highways and complexes. Employees supervise and participate in investigative functions; direct, observe, and evaluate the performance of subordinates; participate in recommending and implementing corrective action measures/plans for subordinates; conduct performance appraisals; train subordinates which often includes serving as a Field Training Officer (FTO); and ensure forms, reports (e.g., accident/incident reports, weekly reports), and associated correspondence are submitted in a correct and timely manner. Some employees hold positions within Headquarters/or the ALEA Trooper Training Academy serving as administrative staff for a law enforcement function such as Tactical Operations, Academy Training. Employees perform regularly assigned duties independently under the general orders of an ALEA Sergeant or another higher-ranking supervisor. Performance is evaluated through observation, oral and written reports, and by results obtained.

II. Selection Procedure Development Process

Background Information

The first step in developing a selection procedure for a State Merit System job is to gather background information about the job. This process is called a **job analysis**. Gathering job information ensures that the test being developed is job-related and fair. During the job analysis process, the activities performed on the job were identified and separated into **work behavior and task statements**. Related task statements that described specific activities performed on the job were grouped together and classified under the broad, more general work areas or responsibilities. After identifying these work behaviors and tasks, SPD identified the competencies that ALEA Corporals must possess in order to effectively perform all of the job duties. These competencies were classified into three categories: **knowledges, skills, and abilities (KSAs)**.

To complete this job analysis process, SPD asked SMEs to provide numerical ratings for each work behavior and task statement as well as each KSA statement. These ratings identified which work behaviors, tasks, and KSAs met the criteria to qualify and be eligible for testing. In order for a KSA to qualify, numerical ratings must meet predetermined screens indicating that a KSA is both critical to effective job performance and necessary-at-entry to the job of ALEA Corporal. KSAs must be rated as "Important" because we do not want to measure a portion of the job that is insignificant, and KSAs must be rated as "Necessary-at-Entry" because we do not want to measure a portion of the job for which an ALEA Corporal will be trained after being promoted.

Knowledges, Skills, and Abilities

The KSAs developed during the job analysis meetings that qualified as eligible for testing are listed below. Breaks in numerical sequence can be explained by assuming that the KSAs omitted did not meet the numerical screens, and, therefore, were not eligible for testing.

Qualifying Knowledges

- K01 Knowledge of interviewing techniques such as developing rapport, asking appropriate questions, taking notes, and background preparation as needed to conduct investigations as well as gather information for reports and other documentation.
- K02 Knowledge of the Code of Alabama, 1975 to include Title 13A and Title 32 as needed to investigate criminal activities, enforce laws, effect arrests, and communicate with the general public and other officials.
- K03 Knowledge of traffic laws to include speed limits and updates of current laws and new laws as needed to enforce, investigate, and monitor the public's compliance with traffic laws.
- K04 Knowledge of firearms to include types of guns, legality of various types of guns, proper operation, firearm safety, and cleaning techniques as needed to maintain firearm safety, react accordingly in emergency situations, and protect oneself as well as others from potentially dangerous or life-threatening situations.
- K05 Knowledge of the departmental policies and procedures as needed to ensure proper action while governing pursuits, investigating use of force policies, collection of evidence and accident reporting.

- K06 Knowledge of court proceedings to include rules of evidence, appropriate attire and appropriate delivery of testimony as needed to aid in the successful presentation of evidence.
- K07 Knowledge of the signs and symptoms of drug and alcohol abuse to include erratic behavior, needle marks, sluggishness, dilated pupils, and other physical symptoms as needed to identify abuse by subordinates, take proper action in arrests and to protect the safety of oneself as well as the general public.
- K08 Knowledge of first aid to include pressure points; treatment for shock, exposure, cuts, and abrasions; and cardiopulmonary resuscitation (CPR) as needed to offer assistance during emergency situations.
- K10 Knowledge of the proper maintenance of vehicles/vessels to include checking, changing, and maintaining proper fluid levels and tire pressure as needed to offer assistance in emergency situations as well as protecting the safety of oneself and others.
- K11 Knowledge of arrest procedures to include requirements for incarcerating and transporting suspects and prisoners as needed to apprehend suspects with minimal use of force as well as maintain the safety of co-workers and the general public.**
- K12 Knowledge of the English language to include grammar, spelling, word usage, and punctuation as needed to compose documents (e.g., letters, memos), complete departmental forms, and write reports.**
- K13 Knowledge of simple arithmetic functions such as addition, subtraction, multiplication, and division of whole numbers; decimals; and fractions as needed to manage and complete time logs, and leave.**
- K14 Knowledge of sources of information such as NCIC, ACJIC, county records, etc. as needed to conduct research and investigations into criminal background, outstanding warrants, and other criminal activity.
- K15 Knowledge of available resources to include local law enforcement agencies, military units, emergency medical services, and fire and rescue units as needed to efficiently obtain assistance in investigations and emergency situations.
- K16 Knowledge of the rules of evidence to include securing the scene, handling evidence, and chain-of-custody as needed to effectively gather and preserve evidence for use in legal proceedings.**
- K17 Knowledge of assigned patrol area to include roadways, waterways, buildings and unmapped roads as needed to safely maneuver vehicle, respond quickly to emergencies, and effectively monitor the area.
- K18 Knowledge of drugs to include types and forms of illegal substances such as marijuana, cocaine, heroin, and others as needed to identify and seize contraband, secure evidence and justify arrests.

- K19 Knowledge of departmental forms and reports such as tickets, warning citations, incident report forms, weekly reports, monthly reports, subsistence forms, per diem forms, leave slips, etc. as needed to correctly complete forms, review subordinates completed forms, document work activities, submit requests, and initiate legal action against violators.
- K21 Knowledge of the continuum of force to include minimal force through deadly force as needed to make decisions regarding appropriate level of force to use in emergency situations for the protection of oneself and others as well as to investigate excessive use of force claims against other members of the department.**
- K22 Knowledge of State Personnel Department policies and procedures such as performance appraisal procedures, positive/progressive discipline, and leave to include annual, sick, leave without pay, and FMLA leave as needed to comply with state requirements.**
- K23 Knowledge of characteristics of accident/crash scenes and forced entry to buildings to include point of impact/entry as needed to document the crash/break-in and formulate an opinion as to cause.
- K24 Knowledge of investigative techniques to include gathering information, questioning witnesses, interrogating suspects, and reviewing evidence as needed to gather information related to criminal and/or internal investigations, evidence collection, and overseeing investigations conducted by subordinates.
- K25 Knowledge of mobile data terminal software to include word processing, spreadsheets, e-mail programs, and internet use as needed to complete forms/reports, enter/retrieve data and write letters, memos and other correspondence to other departments, agencies, the general public and officials.
- K28 Knowledge of assigned Division policies and procedures (e.g. SBI, State Capitol Police, Highway Patrol, Services, Administration) as needed to assign/coordinate work duties, supervise subordinates, and perform related law enforcement duties in accordance with the mission of the Alabama Law Enforcement Agency.
- K29. Knowledge of the Criminal Procedures Code as needed to conduct and/or supervise investigations, perform/oversee arrest activities, and conduct case management activities.**
- S01 Skill in the use of firearms as needed to maintain proficiency, effectively protect oneself and others from harm, and ensure safety during operation of weapon during emergency and non-emergency situations.
- S02 Skill in defensive tactics with sufficient proficiency to defend oneself, protect other individuals, and safely secure and apprehend suspects with minimal use of force.
- S03 Skill in the safe operation of a motor vehicle/vessel under varying road, water and weather conditions at a variety of speeds with sufficient proficiency to react in emergency situations while maintaining the safety of others.
- S04 Skill in visually detecting the speed of vehicles/vessels in motion with sufficient proficiency to enforce traffic laws.

- A01 Ability to communicate orally in various situations to include clarity; proper tone, rate and volume; and proper language and grammar suited to the listener as needed to conduct interviews and briefings, provide information, obtain information and answer questions.
- A02 Ability to establish and maintain effective working relationships with others to include co-workers, superiors, subordinates, industry professionals, and the general public as needed to promote communication, achieve the goals and objectives of the agency, and complete duties efficiently and effectively.
- A03 Ability to clearly and articulately speak to groups of individuals such as civic organizations, church groups, academic groups, and specialist interest groups as needed to make formal presentations and educate the public.
- A04 Ability to communicate orally in one-on-one situations with co-workers, supervisors, state officials, law enforcement and military personnel, and the general public as needed to exchange information and answer questions.
- A05 Ability to identify and make appropriate decisions under time constraints in high-risk situations as needed to respond to crimes and disturbances, handle crashes, perform traffic enforcement activities, and preserve life and property.**
- A06 Ability to read city/county/state maps as needed to locate complainants in emergency situations, direct manpower and resources as needed, plan special details/alternate routes (e.g., hurricane evacuation) and prepare/serve search warrants.**
- A07 Ability to communicate in writing to include arranging material in logical order, clarity and conciseness, and use of standard spelling, punctuation, and sentence structure as needed to provide/obtain/exchange information.**
- A08 Ability to work independently and exercise professional judgment as needed to complete assignments with minimal supervision.
- A09 Ability to act with tact and diplomacy as needed to maintain calmness in emergency/volatile situations among the general public as well as industry officials to ensure the continued good name and working relationships of the Alabama Law Enforcement Agency.
- A10 Ability to read and comprehend narrative information such as laws, regulations, manuals, letters, memorandums, and reports as needed to make revisions, implement programs, interpret rules, gain knowledge and understanding, ensure compliance with rules and regulations, plan for future requirements and goals, and enhance knowledge of department and profession.**
- A11 Ability to analyze situations to include determining potential danger or threat or the need for further investigation as needed to make rational decisions and provide safety to oneself as well as others.
- A12 Ability to manage time/prioritize job duties as needed to perform all assigned job duties effectively and efficiently.

- A13 Ability to make logical connections between information from a variety of sources as needed to make appropriate decisions.
- A14 Ability to maintain confidentiality of information as needed to investigate criminal cases and protect the rights of all persons involved.
- A15 Ability to recognize violations and potential violations of state laws (e.g. criminal, traffic, property, etc.) as needed to enforce laws and take corrective action against violators of the state laws.**
- A16 Ability to recognize violations and potential violations of Department policy and procedures as needed to conduct internal investigations of subordinates and ensure subordinates comply with all Department policies and procedures.**
- A17 Ability to maintain an appropriate, professional appearance to include grooming, personal hygiene and uniform/clothing as needed to adhere to the Alabama Law Enforcement Agency and State of Alabama policies and procedures.
- A18 Ability to supervise subordinates to include remaining objective, dealing with conflict, monitoring performance, scheduling work, and training employees as needed to ensure effective utilization of human resources, implement changes and promote organizational harmony.
- A19 Ability to describe and relate, both orally and in writing, incidents, situations, and crime/accident scenes accurately and completely as needed to testify in court, give depositions, and complete reports.
- A20 Ability to operate standard office equipment to include a calculator, scanner, phone, computer, copy machine, printer and facsimile as needed to carry out various administrative duties.
- A21 Ability to operate cameras such as a body camera, digital camera, and/or smart phone as needed to clearly photograph and document crime/accident scenes and collect and preserve evidence.
- A23 Ability to accurately and efficiently communicate directions describing how to proceed from one point to another as needed to instruct the general public, co-workers, subordinates and other officials to appropriate locations.**
- A24 Ability to accept and effectively use positive feedback and constructive criticism as needed to continually grow professionally.
- A25 Ability to determine the appropriate level of documentation as needed based on the facts and details of a specific incident or situation.
- A26 Ability to evaluate the behavior and body language of individuals to determine their motives and sincerity as needed to detect discrepancies between words and behavior.
- A28 Ability to take detailed notes using personal system of symbols and notations of situations, incidents, and statements of witnesses as needed to effectively gather necessary information.

- A29 Ability to proofread paperwork (e.g., departmental forms and reports) as needed to identify errors in spelling, grammar, word usage and punctuation, and ensure accurate completion of forms and/or reports by subordinates.**
- A30 Ability to arrange information into a logical order such as chronological order as needed to ensure consistent and proper documentation.**
- A31 Ability to know your location in relation to the environment and where other locations are in relation to your location as needed to guide, direct and communicate exact locations to other officials and co-workers.
- A32 Ability to operate and maintain department equipment to include department issued equipment (e.g., aerosol chemical weapon, RADAR, Taser, baton, vehicle, radio system, body armor, phone, spikes, screwdrivers, jumper cables and pliers) and base radio communications equipment as needed perform assigned job duties, protect oneself, co-workers, and the general public.
- A33 Ability to identify and use resources to include allocating resources based on priorities and personnel capabilities; allocating authority and responsibility as warranted; clearly explaining assigned tasks, objectives and performance expectations; minimizing duplication of effort; and monitoring the process and quality of work as needed to effectively and efficiently manage resources.
- A34 Ability to recall facts/retain new information as needed to make decisions, and answer questions about laws, job duties, and criminal cases.
- A35 Ability to be flexible as needed to modify one's approach to most effectively meet the needs of the situation.
- A36 Ability to supervise subordinates to include providing guidance and feedback as needed to improve performance.
- A37 Ability to motivate subordinates using methods such as performance feedback, cross training, team training and attendance at seminars as needed to enhance communication and moral within the agency and achieve objectives.
- A38 Ability to assign/delegate work to subordinates using appropriate considerations such as subordinates strengths and weaknesses as needed to ensure sufficient manpower to cover duty areas.**
- A39 Ability to listen as needed to counsel subordinates, meet the appropriate needs of other agencies, negotiate with officials and gather information.
- A40 Ability to counsel employees as needed to provide constructive feedback on their performance, communicate strengths and areas for development, and ensure performance standards are met.
- A41 Ability to interact with individuals from a variety of backgrounds including law enforcement officers, law enforcement executives (e.g., Sheriffs, Police Chiefs), legislators, FBI officials, other agency/department administrators, subordinates, attorneys, and other public officials in order to evaluate the crime information needs of

users, implement information sharing initiatives, convey/obtain information, cooperate with other state agencies, and identify areas for improvement.

- PA04 Ability to coordinate movements of the extremities (arms, hands, legs, and feet) as needed to respond quickly in “shoot- don’t shoot” situations, drive patrol vehicle/vessel, remove weapon from holster, knock down doors, direct traffic for extended periods, shovel dirt to cover chemical spills, and/or saw through metal car parts using a handsaw.
- PA06 Ability to see details at close range, at a distance, or in low levels of light as needed for evidence collection and documentation.
- PA10 Ability to match or detect differences between colors, including shades of colors and brightness as needed to describe and document colors of clothes, vehicles/vessels, individuals and their features, etc.

III. Selection Procedure Description

The selection procedure for ALEA Corporal is a Written Exam. The examination is designed to measure several of the knowledges and abilities that were listed in the previous section and will be described in this section.

Written Exam

The Written Exam is a standard, multiple-choice exam containing 94 test questions. The test is comprised of eight sections measuring a total of 21 KSAs. Candidates will record the answers to the test questions on a Scantron answer sheet by darkening in the circle with the letter corresponding to the correct answer in the test book. Test questions will follow a standard format: the number of the test item, an item stem phrased as a question or a statement with a blank(s), and four response alternatives from which to choose. Candidates will be scored based on the number of questions they answer correctly. Be sure to respond to all of the items since you will not be penalized for guessing. Candidates' scores on the Written Exam will comprise 95% of the candidate's final score.

Candidates will have up to three hours to complete the Written Exam. If candidates finish before three hours have passed, they may leave the test site. Restroom breaks will be permitted during the exam, but candidates will not receive additional time to complete the test.

The three-hour time frame should allow adequate time to complete the exam, although candidates may not be able to spend as much time as they wish on each written exam item. Be certain that you manage your time wisely; certain sections of the test may prove to be very time consuming, such as Technical Knowledge, Decision Making/Logical Ordering, and Reading Comprehension. Monitor your time so that you can finish as much of the test as possible. If you spend too much time on one section or on one item, you may not get to other questions that you could have answered correctly.

Performance Dimensions

The entire list of KSAs from **Section II. Selection Procedure Development Process** were reviewed to determine which KSAS could be measured by a Written Exam. Related knowledges and abilities chosen to be measured by the Written Exam were grouped together into the sections listed below. Written Exam items were then developed by SMEs, with guidance from the State Personnel Analyst, to measure the chosen knowledges and abilities. The section headings are listed below, along with the knowledges and abilities being measured by each section.

Technical Knowledge

- K02 Knowledge of the Code of Alabama, 1975 to include Title 13A and Title 32 as needed to investigate criminal activities, enforce laws, effect arrests, and communicate with the general public and other officials.
- K03 Knowledge of traffic laws to include speed limits and updates of current laws and new laws as needed to enforce, investigate, and monitor the public's compliance with traffic laws.
- K04 Knowledge of firearms to include types of guns, legality of various types of guns, proper operation, firearm safety, and cleaning techniques as needed to maintain firearm safety, react accordingly in emergency situations, and protect oneself as well as others from potentially dangerous or life-threatening situations.
- K11 Knowledge of arrest procedures to include requirements for incarcerating and transporting suspects and prisoners as needed to apprehend suspects with minimal use of force as well as maintain the safety of co-workers and the general public.
- K16 Knowledge of the rules of evidence to include securing the scene, handling evidence, and chain-of-custody as needed to effectively gather and preserve evidence for use in legal proceedings.
- K21 Knowledge of the continuum of force to include minimal force through deadly force as needed to make decisions regarding appropriate level of force to use in emergency situations for the protection of oneself and others as well as to investigate excessive use of force claims against other members of the department.
- K29 Knowledge of the Criminal Procedures Code as needed to conduct and/or supervise investigations, perform/oversee arrest activities, and conduct case management activities.
- A15 Ability to recognize violations and potential violations of state laws (e.g. criminal, traffic, property, etc.) as needed to enforce laws and take corrective action against violators of the state laws.

English and Proofreading

- K12 Knowledge of the English language to include grammar, spelling, word usage, and punctuation as needed to compose documents (e.g., letters, memos), complete departmental forms, and write reports.
- A07 Ability to communicate in writing to include arranging material in logical order, clarity and conciseness, and use of standard spelling, punctuation, and sentence structure as needed to provide/obtain/exchange information.
- A29 Ability to proofread paperwork (e.g., departmental forms and reports) as needed to identify errors in spelling, grammar, word usage and punctuation, and ensure accurate completion of forms and/or reports by subordinates.

Map Reading

- A06 Ability to read city/county/state maps as needed to locate complainants in emergency situations, direct manpower and resources as needed, plan special details/alternate routes (e.g., hurricane evacuation) and prepare/serve search warrants.
- A23 Ability to accurately and efficiently communicate directions describing how to proceed from one point to another as needed to instruct the general public, co-workers, subordinates and other officials to appropriate locations.

Mathematical Ability

- K13 Knowledge of simple arithmetic functions such as addition, subtraction, multiplication, and division of whole numbers; decimals; and fractions as needed to manage and complete time logs and leave.

Decision Making/Logical Order

- A05 Ability to identify and make appropriate decisions under time constraints in high-risk situations as needed to respond to crimes and disturbances, handle crashes, perform traffic enforcement activities, and preserve life and property.
- A30 Ability to arrange information into a logical order such as chronological order as needed to ensure consistent and proper documentation.

Reading Comprehension

- A10 Ability to read and comprehend narrative information such as laws, regulations, manuals, letters, memorandums, and reports as needed to make revisions, implement programs, interpret rules, gain knowledge and understanding, ensure compliance with rules and regulations, plan for future requirements and goals, and enhance knowledge of department and profession.

Policies and Procedures

- K05 Knowledge of the departmental policies and procedures as needed to ensure proper action while governing pursuits, investigating use of force policies, collection of evidence and accident reporting.
- A16 Ability to recognize violations and potential violations of Department policy and procedures as needed to conduct internal investigations of subordinates and ensure subordinates comply with all Department policies and procedures.

Supervision

- K22 Knowledge of State Personnel Department policies and procedures such as performance appraisal procedures, positive/progressive discipline, and leave to include annual, sick, leave without pay, and FMLA leave as needed to comply with state requirements.
- A38 Ability to assign/delegate work to subordinates using appropriate considerations such as subordinates' strengths and weaknesses as needed to ensure sufficient manpower to cover duty areas.

IV. Studying for the Selection Procedure

You may find some of the following ideas helpful in preparing for the exam.

- ✓ Make up your own tests and take them.
- ✓ Pretend that you are in a real testing situation and try not to talk to anyone else while you are taking the sample tests.
- ✓ Practice following instructions. Read sections of how-to books or instruction manuals you may have at home and practice taking notes or highlighting important aspects of the sections.
- ✓ **Study all Reference Material provided and listed in this How to Prepare Guide.**

SAMPLE TEST ITEMS

The ALEA Corporal exam is divided into eight sections: Mathematical Ability, Reading Comprehension, Technical Knowledge, English and Proofreading, Decision Making/Logical Order, Supervision, Policies and Procedures and Map Reading. A list of the reference materials used to develop the questions regarding the Code of Alabama, 1975 and ALEA Policies and Procedures can be found below. **Remember; however, that the Technical portion of the exam measures other KSAs as well as the Code of Alabama, 1975 as listed on page 13.** Sample Test Items for each remaining section have been provided for use in preparing for the written examination. Answers for the sample questions can be found on page 24. You will **not** be allowed to use any reference materials while you are taking the exam.

ALEA DPS Policy and Procedure Manual

- 2-4 General Appearance and Grooming
- 2-6 Social Media
- 2-15 Employee Conduct
- 2-18 Complaint Responses
- 4-10 DUI Arrest Procedures
- 4-13 Patrol Procedures
- 4-16 Emergency Vehicle Operations
- 4-21 Search Warrants
- 4-24 Use of Force
- 4-26 Evidence-Collection, Preservation, Storage and Control
- 4-28 Transportation of Arrestee or Prisoner
- 5-9 Firearms
- 5-10 Intermediate Weapons

ALEA Personnel Policies & Procedures Manual

- CH 8 Progressive Discipline (Warning, Reprimand, Suspension, Termination)
- CH 9 Leave (Annual and Sick)

Code of Alabama

Title 13A – Criminal Code

- Section 13A-6-20 – Assault in the First Degree.
- Section 13A-6-21 – Assault in the Second Degree.
- Section 13A-6-22 – Assault in the Third Degree.
- Section 13A-6-24 – Reckless Endangerment.
- Section 13A-6-4 – Criminally Negligent Homicide.
- Section 13A-7-21 – Criminal Mischief in the First Degree.
- Section 13A-7-22 – Criminal Mischief in the Second Degree.
- Section 13A-7-23 – Criminal Mischief in the Third Degree.
- Section 13A-7-29 – Criminal Littering.
- Section 13A-8-21 – Bringing into state property obtained by false pretense elsewhere.
- Section 13A-11-63 – Possession, sale, etc., of short-barreled rifle or short-barreled shotgun; applicability.
- Section 13A-11-72 – Certain persons forbidden to possess pistol.
- Section 13A-11-73 – Permit to carry pistol in vehicle or concealed on person - Required; possession of unloaded pistol in motor vehicle.
- Section 13A-11-74 – License to carry pistol in vehicle or concealed on person - Exceptions.
- Section 13A-11-75 – Permit to carry pistol in vehicle or concealed on person - Issuance; fee; revocation; release of information.
- Section 13A-11-75.1 – Pistol permit for retired military personnel.
- Section 13A-12-260 – Drug paraphernalia; use or possession; delivery or sale; forfeiture.

Title 15 – Criminal Procedures

- Section 15-5-1 – "Search warrant" defined.
- Section 15-5-2 – Grounds for issuance.
- Section 15-5-3 – Probable cause and affidavit required.
- Section 15-5-8 – When executed; time of execution to be stated.
- Section 15-10-1 – Officers authorized to make arrests.
- Section 15-10-2 – When officer may execute warrant; authority of officer to break and enter dwelling house.
- Section 15-10-3 – Arrest without warrant - Generally; definitions; written report.
- Section 15-10-4 – Arrest without warrant - Duty of arresting officer; authority of officer to break and enter dwelling house.
- Section 15-10-7 – Arrests by private persons.
- Section 15-5-30 – Authority of peace officer to stop and question.

Title 32 – Motor Vehicles and Traffic

- Section 32-13-1 – Abandoned motor vehicle defined; posted notice.
- Section 32-5A-191.3 – Operation of vessel and other marine devices while under influence of alcohol or controlled substances.
- Section 32-5A-304 – Period of suspension; relation to Section 32-5A-191.
- Section 32-5A-191 – Driving while under influence of alcohol, controlled substances, etc.
- Section 32-10-1 – Accidents involving death or personal injuries.
- Section 32-10-2 – Duty to give information and render aid.
- Section 32-5A-241 – Riding on motorcycles.
- Section 32-5A-242 – Operating motorcycles on roadways laned for traffic.
- Section 32-5A-243 – Clinging to other vehicles.
- Section 32-5A-171 – Maximum limits.
- Section 32-5A-330 – Definitions; applicability; violations.
- Section 32-5A-350 – Definitions; prohibited activities; fines; exceptions.
- Section 32-5A-351 – Violations.

Mathematical Ability

Miles Traveled	12,814,802
Routine	12,215,329
Overtime	599,473
Duty Hours	700,500
Routine	596,862
Overtime (Overtime rate of pay = \$30.45/hour)	103,638
Motorist Contacts	466,095
Hazardous Arrests	181,508
Non-hazardous Arrests	52,490
Incident/Offense Reports	4,915
Inspections	33,454
Warnings Issued	135,530
Motorists Assisted	23,238
Accidents Investigated	34,960
Arrests/Citations Issued	233,998
Speeding	86,155
DUI	4,536
No Drivers License	4,791
Driving While Suspended/Revoked	9,307
Improper Tag	1,753
Child Restraint	1,613
Seatbelt	54,898
Liability Insurance	21,137
Other	49,808

Use the chart above to answer the following questions related to Math.

1. What was the total amount of overtime paid for overtime hours worked?
 - A. \$4,581.70
 - B. \$234,291.60
 - C. \$2,344,291.50
 - D. \$3,155,777.10

2. How many arrests/citations were issued for all violations except improper tags and liability insurance?
 - A. 140,163
 - B. 211,108
 - C. 212,861
 - D. 232,245

3. What percentage of miles traveled were for overtime miles? (round answer to nearest whole number.)
- A. 5%
 - B. 10%
 - C. 18%
 - D. 95%
4. What was the total amount paid for duty hours worked assuming that the overtime rate of pay in 1 ½ times the routine rate of pay per hour?
- A. \$12,116,298
 - B. \$14,220,150
 - C. \$15,272,075
 - D. \$21,330,225

Reading Comprehension

A person commits the crime of harassment if, with intent to harass, annoy or alarm another person he strikes, kicks, shoves or otherwise touches a person or subjects him to physical contact; directs abusive or obscene language or makes and obscene gesture towards another person. Harassment is a Class C felony. A person commits the crime of harassing communications if, with intent to harass or alarm another person he/she communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written or electronic communication, in a manner likely to harass or cause alarm; makes a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication; or telephones another person and addresses to or about such other person any lewd or obscene words or language. Harassing communications is a Class C misdemeanor.

1. Which of the following would constitute as harassment according to the reading passage above?
- A. An angry traffic violator who stomps his foot.
 - B. A man that is shouting obscenities to his cheating girlfriend.
 - C. Both A and B
 - D. None of the above
2. According to the reading passage above, which of the following individuals could be charged with harassing communications?
- A. Sarah's wedding planner who calls her 4 times a day badgering her with wedding details.
 - B. Sarah's co-worker who emails her constantly to give her opinion about Sarah's wedding.
 - C. Sarah's future mother-in-law who calls at least twice a day giving her advice on how to make her son happy.
 - D. Sarah's ex-boyfriend who calls and hangs up as soon as she answers the telephone.

Decision Making/Logical Order

The following questions ask you to review different types of information and determine the logical order in which the information should be arranged. Select the correct answer from the options provided.

1. Read the following information and select the best order for the sentences listed.

- 1) Applicants must go to the Department of Public Safety Driver's License Examining Office in their county of residence.
- 2) Applicants should complete an application and pay appropriate fee (\$5).
- 3) Applicants wishing to obtain a Boat Operator's License or Certification must follow four simple steps.
- 4) Applicants will need to successfully complete a written/oral exam or show proof of exemption (boating course certificate of completion or age exemption).
- 5) Applicants will take the proper form to an ALEA driver license exam office to have the "V" class placed on driver's license.

- A. 1, 4, 5, 2, 3
- B. 3, 2, 1, 5, 4
- C. 3, 1, 2, 4, 5
- D. 1, 2, 4, 5, 3

2. Read the following information and select the best order for the sentences listed.

- 1) Because of hazards they produce, these types of labs are called "small toxic labs" by law enforcement officials.
- 2) Since 2000, there has been nearly a 400% increase in clandestine meth labs statewide.
- 3) Toxic, hazardous, and explosive chemicals are by-products of the production process, and have a devastating effect on the environment, communities, and the children who are often present.
- 4) Recently, clandestine "do it yourself" labs have cropped up throughout the state, particularly in the eastern part of the state.
- 5) While these small homemade labs produce a tiny fraction of the meth a "super lab" may produce, they present a huge danger to the communities in which they operate.
- 6) In these small labs, meth cooks use "recipes," often found online, to create small amounts of the drug from legitimate household products.

- A. 2, 4, 5, 6, 3, 1
- B. 4, 2, 6, 5, 3, 1
- C. 2, 3, 1, 4, 5, 6
- D. 4, 5, 6, 3, 2, 1

English and Proofreading

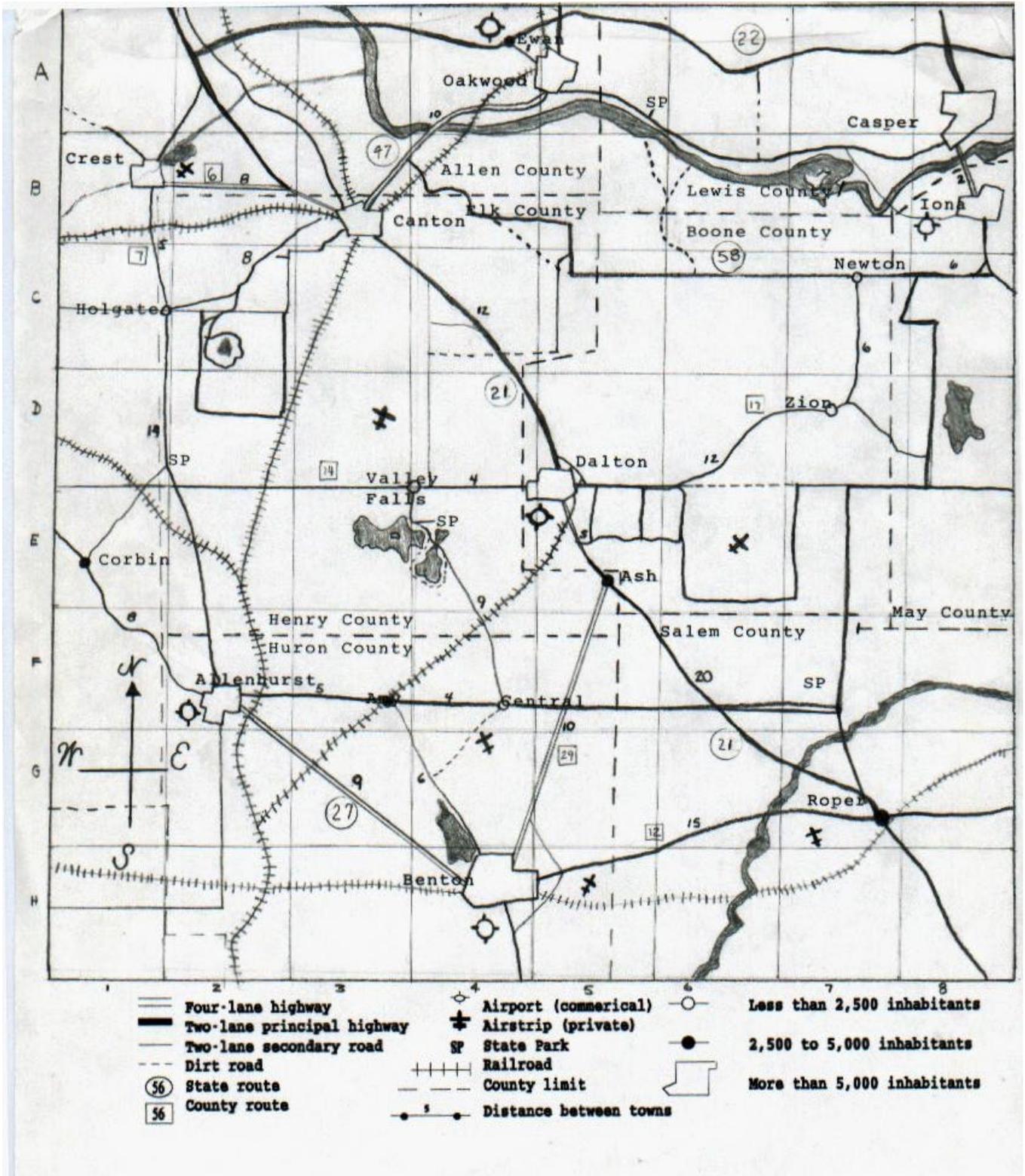
Read the following memo to answer the following questions.

(1) Last month, our team has made significant progress. (2) Not only did we meet all of our monthly goals, all of our assignments were completed on time, too. (3) One of the major accomplishments we made were the successful customization of the agency's reporting software. (4) We prepared our requirements then worked closely with our IT Division throughout the customization process. (5) We resolved all of the technical issues that we encountered and fixed the glitches in the previous version. (6) For example, while testing the software, five bugs were discovered in the software and removed successfully. (7) The new, customized software now allows us to display the entire reporting form on the computer screen. (8) We can also print out the results without readjusting the form's width. (9) We successfully demonstrated this package of the customized softwares to all project managers. (10) We planned to have the new software installed on every one's computer by the end of next month.

1. Which underlined part of Sentence (3) contains an error?
 - A. One of the major accomplishments we made were the successful customization of the Department's reporting software.
 - B. One of the major accomplishments we made were the successful customization of the Department's reporting software.
 - C. One of the major accomplishments we made were the successful customization of the Department's reporting software.
 - D. One of the major accomplishments we made were the successful customization of the Department's reporting software.

2. What change, if any, should be made to Sentence (4)?
 - A. We prepared our requirements and then worked closely with our vendors throughout the customization process.
 - B. We prepared our requirements and, after worked closely with our vendors throughout the customization process.
 - C. We prepared our requirements; worked closely with our vendors throughout the customization process.
 - D. There is nothing wrong with Sentence (4). No change is necessary.

3. Which of the following is the best revision for Sentence (7)?
 - A. The newly customized software now allow us to display the entire reporting form on the computer monitor.
 - B. The new customized software now allow us to display the entire reporting form on the computer monitor.
 - C. The new-customized software now allow us to display the entire reporting form on the computer monitor.
 - D. The new customized software now allows us to display the entire reporting form on the computer monitor.



Use the map on the previous page to answer the following questions.

1. What type of road is Highway 29?
 - A. County route two-lane highway
 - B. County route four-lane highway
 - C. State route two-lane highway
 - D. State route four-lane highway

2. In which general direction is the commercial airport nearest to Canton (B - 3)?
 - A. Northeast
 - B. East
 - C. South
 - D. Northwest

3. How many private airstrips are located on the map?
 - A. Four
 - B. Five
 - C. Six
 - D. Seven

4. In order to get from Canton (B - 3) to Roper (G - 7), on what highway would you travel?
 - A. Highway 5
 - B. Highway 12
 - C. Highway 20
 - D. Highway 21

Supervision

1. Normally, the second step in the progressive discipline process is _____.
 - A. oral reprimand
 - B. suspension
 - C. written reprimand
 - D. None of the above.

2. Which of the following best represents a properly drafted responsibility statement?
 - A. Files documents.
 - B. Files documents, using an alphabetical system so that files may be located with no more than two lost files per week.
 - C. Files documents and answers switchboard, using an alphabetical system and multi-party line so that files can be located and calls directed with no more than two lost files or misdirected calls per month.
 - D. Files documents, using an alphabetical system so that files can be located.

3. An employee requests information about how to appeal a suspension to the State Personnel Board. Your best response is _____.
 - A. tell him/her suspensions are not appealable to the State Personnel Board
 - B. tell him/her to draft a response to the charges and request a hearing before the Personnel Board
 - C. refer the employee to your department's legal division
 - D. refer the employee to the State Personnel Department

4. An employee has been placed on mandatory leave. This time is to be charged _____.
 - A. as leave without pay
 - B. concurrently with accumulated annual leave
 - C. as leave without pay regardless of accumulated annual leave
 - D. as leave without pay only after exhausting all accumulated sick and annual leave

Sample Questions Answers

Mathematical Ability

1. D
2. B
3. A
4. C

Reading Comprehension

1. C
2. D

Decision Making/Logical Order

1. C
2. B

English/Proofreading

1. B
2. A
3. D

Map Reading

1. B
2. A
3. C
4. D

Supervision

1. C
2. B
3. A
4. B

V. Selection Procedure Administration

You will receive a card in the mail from the State Personnel Department approximately three weeks prior to the examination informing you of the time and location for the written examination.

Restroom breaks will be permitted during the exam, and instructions regarding such breaks will be given at the test site. Food and beverages are permitted in the test room, but must be kept off of the testing tables and must **NOT** cause distraction to other test takers. In other words, do not bring food items in wrappers that will distract other candidates when opened.

You may bring a calculator to use for the ALEA Corporal written test. Small solar powered or battery-operated calculators that perform basic functions such as addition, subtraction, multiplication, division, square roots, or percentages are allowed. Calculators that plug-in, utilize tape, have word processing, spelling, thesauruses, or other storage and retrieval capabilities (except basic memory functions) are not allowed. **Calculators that are a feature on a cell phone are not permitted.** Calculators are subject to inspection by exam monitors. Applicants may not borrow or share calculators at the exam site.

Cell phones and pagers are strictly prohibited from use during the exam. Please ensure your cell phones and/or pagers are placed in your vehicle before you enter the examination room. Candidates who fail to follow these instructions may be disqualified from the exam.

Additional Guidelines:

- Bring your Admission Card and your Photo ID with you to the test site.
- Get a good night's sleep and report to the administration site well rested.
- Eat a healthy meal prior to reporting to the test site. You want to have energy for the exam.
- **DO NOT** bring your How to Prepare Guide or any other study materials with you to the test. You will not have access to these materials during the test.
- While at the test site, be attentive to signs placed around the building and to test monitors who may give you important information about testing procedures.

Communication Devices

For test security reasons and to minimize disturbances during test administration, **candidates must leave cell phones, Southern Linc phones, Blackberries, pagers, and all other communication devices outside of the testing facility in their vehicles. Candidates will also not be allowed to wear his/her body camera while taking the examination.** Candidates may provide the number of the testing facility to individuals who may need to contact them during the test administration. The number for the test center is 334-272-6245, and test monitors will be available to take messages and relay them to candidates. Return phone calls will be permitted only in emergency situations and will be monitored by a test monitor.

VI. Scoring Information

The Written Test will be scored based on the number of questions answered correctly. Scores from the Written Exam will constitute 95% of a candidate's final score. Since this is a promotional register, the remaining 5% of a candidate's score will be comprised of an average of service ratings for the past three years.

Time Frame

It could take up four weeks to calculate final grades following test administration. We realize you are anxious to receive your score, and your scoring information will be mailed out as soon as possible.

Score Cards

After final grades have been calculated, all candidates will be mailed a score card containing their final grade (i.e., the band into which their score fell) from the Written Examination.

Scores Online

After the register has been established, you will be able to obtain your standing, or rank on the register, online at www.personnel.alabama.gov. From the home page, you should click on "Applicants" and then "Register Standings" and follow the instructions for an immediate response.

Banded Scores

When you receive notification of your score, you will not be given a numerical grade (e.g., 95 out of 100, 62 out of 80). Rather, you will be informed into which band (e.g., Band 1, Band 5, Bands 12) your score fell. The following information is provided to help you understand the banding procedure.

What is Banding?

Banding is one way to reduce the impact of fluctuations in test scores that do not provide meaningful information about differences in the ability to do the job. One important purpose of testing is to identify the differences in test scores that reflect real differences among candidates. Banded scoring is a statistical procedure for grouping raw test scores that statistically are not meaningfully different from one another. In banded scoring, bands are set objectively and mathematically. They are not manipulated arbitrarily.

Misconceptions about Banding

There are many misconceptions about banding and the use of banded scores. Some of the most common misconceptions are listed below. Each misconception is followed by a clarification.

- **Misconception: Each band should have the same number of people.**

The people in a band are similar to each other in that statistically there is no meaningful difference in their scores. Sometimes Band 1 may be very large and at other times it may be small. We do not force bands to be a certain size. The size of the bands is based on the score distribution of the candidate pool.

- **Misconception: Band numbers have no meaning. I don't have a score.**

Think of a band as a group of tied scores. Think of a band as a group of scores that statistically are not meaningfully different. In school, two students with average grades of 94.5 and 94.3 would both be grouped into a band called "A" because the teacher cannot be sure that 0.2 of a point is a real difference in achievement. Think of scores on achievement tests children take in school. The fine print on the tests always cautions you not to focus on the numerical score but rather on the comparative score which uses some grouping technique such as percentiles, standard deviations, grade levels, etc. These grouping techniques are considered forms of banding.

- **Misconception: Band numbers are the same as letter grades.**

Band 1 does not equate to an "A," Band 2 to a "B," etc. In school, a predetermined numerical score (e.g., 90-100) equals an A. In banding, scores are banded only in relation to one another. Unlike grade school bands, the width of the bands is not set in advance. You compete only against your peers.

- **Misconception: A band score on one test has the same value as a band score on another test.**

Banded scores are test specific and cannot be compared to banded scores on other tests.

- **Misconception: People who have been on the job longest should be in the top bands.**

Time spent in a job may not be the same as skill in doing the job. The people with the strongest skills (or who did best on the exam) should be in the top bands. Some of these people will have been in the job longer than others. Years of service do not always equal proficiency.

- **Misconception: A standing in Band 4 or below automatically indicates failure or ineligibility for jobs.**

This statement is false. A band score of 4 or lower is not automatically equated with failure. The true test of your employment opportunities is whether or not you can be certified and considered for a job vacancy.

- **Misconception: Banding replaced the "Rule of 10."**

Banding did not replace the "Rule of 10." The "Rule of 10" determines the number of bands to be certified. In the past, tied scores referred to an actual numerical score (e.g., two candidates with a score of 98.98 were considered tied) while now all of the scores within a band are considered tied.

- **Misconception: People in a band do not differ.**

When several people are placed in the same band, it does not mean that those people do not differ. Instead, it means that their scores on the exam do not differ enough to be separate scores or reflect meaningful differences in performance.

VII. State Personnel Information

Terminology

The following are terms that are used by State Personnel regarding test scores and employment that results from those scores. This section is provided to help you understand State Personnel terminology and procedures.

Register: A register is a list of all individuals who have successfully completed the selection procedure for a State Merit System job. The register is a complete list of individuals who are eligible for employment in a certain job classification over the life of the register.

Certification: A certification is a list of the top ten individuals on an employment register. These are the individuals who are immediately appointable to positions. A register that uses Banded Scoring may produce a certification with more than ten names. If Band 1 contains 15 names, then all 15 individuals will be on the Certification. Likewise, if Band 1 contains 3 people and Band 2 contains 25 people, then all individuals in both Bands 1 and 2 would be on the certification. Since individuals within a Band are considered to be tied, the certification cannot split up a Band. Certifications may be statewide or specific to a county within the state.

If you have questions about the contents of this document, please call the State Personnel Department at (334) 242-3389.