

**ALABAMA PEACE OFFICERS STANDARDS AND TRAINING COMMISSION  
ADMINISTRATIVE CODE**

**CHAPTER 650-X-11  
CERTIFICATION OF CORRECTIONAL OFFICERS**

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**RULE 650-X-11-.01 Education Requirements.**

(1) The trainee must successfully complete 480 hours of correctional officer training at an approved Academy.

(2) The trainee must satisfactorily complete the correctional officer training course within the time set forth in the statutory requirement of the Code of Alabama, Title 36-21-46.

(3) In order to successfully complete the correctional officer training course and be certified by the Commission, the trainee must achieve the following:

(a) An overall score of not less than 70% on written exams,

(b) Pass the first aid exam with a score of not less than 70% (Any re-test, if necessary, shall be administered within 72 hours.),

(c) Pass the legal issues exam with a score of not less than 70% (Any re-test, if necessary, shall be administered within 72 hours.),

(d) Pass the physical agility/ability test (Any re-test, if necessary, shall be administered within 48 to 72 hours.),

(e) Pass 43 hours of handgun firearms training and qualify two of three attempts on the handgun firearms course. A minimum score of seventy (70) is required to pass each attempt.

(1) If a trainee does not pass ANY of the three (3) handgun qualification attempts then the trainee is deemed to have failed the Academy and is barred from employment and certification as a correctional officer for two years.

(2) Any trainee who passes one of the three attempts, but fails to pass twice, will be allowed, at the written request of the employing Agency, to attend the next available academy to re-take the forty three (43) hours of handgun firearms training and qualification (provided the trainee passes all other phases of the academy session and does not exceed the statutory six (6) month provisional appointment time). If the trainee fails to pass handgun firearms training at this point, the trainee is deemed to have failed the Academy and is barred from employment and certification as a correctional officer for two years.

(f) Pass shotgun firearms training and pass the shotgun firearms course. A minimum score of seventy (70) is required to pass the shotgun firearms course.

(g) Trainees shall not be absent more than 5% of the required training hours.

(4) The trainee shall comply with all rules and regulations promulgated by the Commission..

(5) The trainee in addition to complying with Commission's rules and regulations must comply with all rules and regulations promulgated by the academy.

Authority: Code of Alabama 1975, §36-21-40, §36-21-51.

Effective Date: June 12, 1995. Amended: January 1, 2006.

**RULE 650-X-11-02 Employment Requirements.** The applicant must be employed as a correctional officer or guard as defined in the Code of Alabama 1975, Title 14-3-14. All Correctional investigative services officers and their supervisors given police power shall be required to comply with the minimum standards now in effect relating to state law enforcement officers.

Authority: Code of Alabama 1975, §36-21-40, §36-21-51.

Effective Date: June 12, 1995.

**RULE 650-X-11-03 Correctional Officers (Course of Study).**

- (1) Administrative/Personnel Time
- (2) Ethics and Professionalism
- (3) Communication
- (4) Inmate Management
- (5) Officer Safety/Fitness
- (6) Medical and Mental Health
- (7) Legal Issues
- (8) Security, Custody, and Control
- (9) Conflict and Crisis Management
- (10) Correctional Operations

Authority: Code of Alabama 1975, §36-21-40, §36-21-51.

Effective Date: June 12, 1995.

**RULE 650-X-11.04 Correctional Officer Waiver for Lateral Entry Equivalency Training.**

(1) The Commission may waive the completion of any course required by Rule 650-X-11.01 of the regulations upon presentation of documentary evidence by the Department of Corrections that a gainfully employed (full-time or part-time) officer has received equivalent training in another jurisdiction or through federal, or department of defense correctional experience.

(2) The Commission will review the documentation of equivalent training presented by the Department of Corrections and use a point system, as described later in this rule, to determine if comparative compliance is achieved.

(3) If equivalency training is approved, the officer will qualify to attend an 80 hour Correctional Officer Refresher Course to equate previous training with current standards.

(4) Equivalency of Training Point System. For the purpose of determining equivalency of training, the terms listed below shall have the following meaning and values:

(a) Experience: The total; number of years the applicant has been employed full time as a correctional officer since completing an entry level basic correctional training course.

(b) Education: An academic title awarded by a post-secondary institution which is accredited

by a state certification board or commission and authorized to award such degrees.

(c) **Equivalency:** Achieved by obtaining a total of ten or more points based on the following schedule; of which, each applicant will be awarded the maximum number of points that he/she qualifies for in each of the three categories:

Years of full-time Correctional Experience:

Less than one (1)	0
One (1) to five (5) years	5
Five years, 1 day, to 10 years	6
Ten years, 1 day, to 15 years	7
Fifteen years, 1 day, to 20 years	8
Twenty years and one day or more	9

Basic Correctional Training

less than 280 hours	0
280 hours - 319 hours	1
320 hours - 479 hours	2
480 hours - 639 hours	3
640 hours - 800 hours	4
801 hours – 959 hours	5
960 hours or more	6

Post-secondary Degrees

Associate Degree	1
Bachelor Degree	2
Masters Degree or above	3
(correspondence courses not accepted)	

(5) **Eligibility.** An applicant requesting lateral entry to the correctional field in Alabama must meet the following requirements:

(a) **Other State Applicants.** Possess a current and valid Peace Officers Standards and Training Certificate from the state the applicant received training. This certification of training must be issued after completing a basic correctional training course mandated by the State in which the officer was trained. Applicant must not have had a break in service in excess of two (2) years following separation.

(b) **Military Corrections Applicant.** Be a graduate of a formal Military Confinement Basic Training Course. Applicant must have been performing duties in a correctional function the last four years prior to separation and must not have a break in service in excess of two (2) years following military separation.

(c) **Federal Corrections Applicant.** Be a graduate of a formal Federal Correctional Basic Training Course. Applicants must have been performing duties in a correctional function the last four years prior to separation from Federal Service and must not have a break in service in excess of two (2) years following Federal Service separation.

(d) The following applicants will not be considered for eligibility:

- (1) Applicants who do not meet APOSTC standards for certification.
- (2) Applicants who have been "Grandfathered" or "exempted" from training.
- (3) Applicants whose certification has been suspended or revoked.

(4) Applicants who have a primary Security Guard occupational code.

(6) Refresher Course. Those applicants who have received an acceptable evaluation of their experience, education, and training are required to attend an eighty (80) hour refresher training course to be conducted at the corrections basic training academy. The general curriculum will be developed and updated as needed by the departmental curriculum development committee and approved by the Alabama Peace Officers Standards and Training Commission. No credit will be given for a partially completed training course. Trainees shall not be absent more than 5% of the required training hours. The following are mandated subjects and must be passed. Any trainee who fails to pass (a), (b), or (c) shall be required to attend the 480 hour corrections basic Academy.

(a) An overall academic average of not less than 70%

(b) Pass the Legal Issues Exam with a score of not less than 70%

(c) Pass the physical agility test

(d) Pass two of three attempts on the handgun firearms course. A minimum score of seventy (70) is required to pass each attempt.

(1) If a trainee does not pass ANY of the three (3) handgun qualification attempts then the trainee is deemed to have failed the Academy and is barred from employment and certification as a correctional officer for two years.

(2) Any trainee who passes one of the three attempts, but fails to pass twice, will be allowed, at the written request of the employing Agency, to attend the next available academy to take the forty three (43) hours of handgun firearms training and qualification (provided the trainee passes all other phases of the academy session and does not exceed the statutory six (6) month provisional appointment time). If the trainee fails to pass handgun firearms training at this point, the trainee is deemed to have failed the Academy and is barred from employment and certification as a correctional officer for two years.

(e) Pass shotgun firearms training and pass the shotgun firearms course. A minimum score of seventy (70) is required to pass the shotgun firearms course.

(f) Applicant must present proof of CPR Training prior to admission to the course.

(7) Definitions:

(a) Correctional Officer: An individual who is employed or has been employed by a federal, state, county, or municipal agency as a correctional officer, federal correctional officer, or military confinement officer who has power of arrest.

(b) Basic Correctional Training Course: A basic course recognized by a state commission, state board, or agency which leads to licensing or certification as a correctional officer; or a basic course conducted by the Department of Defense for personnel classified as correctional personnel under their military specialty codes, i.e., Military Occupation Code (MOS), Air Force Specialty Code (AFSC).

(8) Procedures:

(a) All Commission procedures applicable to certification of newly employed correctional officers must be followed when applying for Lateral Entry.

(b) The employer must complete the required application forms in duplicate, and provide certified true copies of correctional training and training curriculums provided in the training of the applicant.

(c) The applicant will arrange for the post-secondary schools, colleges, and universities to forward a certified true copy of post-secondary degrees earned, to the Peace Officers Standards and Training Commission.

Authority: Code of Alabama 1975, §36-21-40, §36-21-51.

Effective Date: October 10, 1997. Amended: February 4, 2003. Amended: January 1, 2006.