Steps in the Hiring Process
(As of 12/09/2019)

1. Accept applications online
2. Send invitations to the Physical Agility Test
3. Physical Agility Test
4. Background Check
5. Reference/Work History Check
6. Interview
7. Polygraph Examination
8. Conditional Job Offer (must pass a physical and drug test)

The Alabama Police Officers Training and Standards Commission (APOSTC) has adopted the ACT WorkKeys as the official APOSTC Basic Ability Test effective July 1st, 2017. In 2014 APOSTC modified the education requirements for law enforcement officer and state correctional officer applicants to include the requirement of the applicant completing a Commission approved Basic Ability Test (BAT). The Commission, later, temporarily suspended the requirement for the BAT pending completion of the test development. Subsequently, the Commission entered into an agreement with the Alabama Community College System (ACCS) to conduct a comprehensive analysis of law enforcement/state correctional officers to determine entry level basic skills along with the "cut-off score" or passing grade necessary to pass the test. After completion of the assessment by ACCS the Commission adopted the three recommended components of the ACT WorkKeys assessment as the official BAT for applicants who possess a high school diploma or GED. The three components of the WorkKeys test and the passing scores for law enforcement officer applicants are as follows: (1) Reading for Information (Workplace Documents), pass score 4, (2) Locating Information (Graphic Literacy), pass score 4, and (3) Applied Mathematics, pass score 3.

Applicants seeking police officer positions at the Opelika Police Department who already possess an associates or higher degree from a SACS accredited institution are not required to complete the BAT. All other applicants are responsible for presenting copies of passing scores in all three areas of the WorkKeys test at their Initial Interview.

Applicants living in the Lee County area who wish to take the WorkKeys test at the Southern Union State Community College Opelika campus should follow the numbered steps below or click http://www.apostc.state.al.us/LinkClick.aspx?fileticket=E8n4wPF%2b8g0%3d&tabid=58 for a statewide list of testing sights.

1. Go to http://www.suscc.edu/prospective-students/workkeys-certification.cms
2. Follow the instructions on the webpage to submit a registrations form. The test dates, times, and locations are listed at the bottom of the webpage.
3. You are responsible for the $45.00 testing fee. The City of Opelika is not paying for the WorkKeys test. SUSCC recommends arriving at least 30 minutes before testing at the Business Office to complete payment. Take your receipt with you to the test. Completing payment the day before is recommended and will help insure you arrive at your testing sight on time.
4. Obtain copies of your passing test scores immediately after completing the WorkKeys test and bring them with you to the Physical Agility Test. Applicants that do not present a copy of their passing BAT scores or associates or higher degree from a SACS accredited institution will be removed from the hiring process.

Call 334-745-6437 Ext. 5563 or email (jbrazell@suscc.edu) if you have any questions.lk