

State of Alabama

Trooper

Candidate Information Guide



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# Candidate Information Guide

## Alabama State Trooper

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## Section I: Introduction

The purpose of this Candidate Information Guide is to introduce you to the job of Trooper with the State of Alabama and to familiarize you with the selection process for this job. This booklet contains information about the job of Trooper, the hiring steps for Trooper, scoring information, and other details related to the testing process. You will also be given contact information in case you have questions at any point in this process.

### Hiring Steps

The process to become a Trooper is very time-consuming and complex. It involves many steps which are listed, in order, in the table below. Detailed descriptions of each step appear later in this study guide, so that you can be fully aware of what is expected of you throughout the process. Failure at any step will eliminate you from the process, and you will be required to start over at Step 1. You must pass all of the steps listed in the following table to become a Trooper with the State of Alabama.

<b>Step</b>	<b>Activity</b>	<b>Agency Responsible</b>
<b>1</b>	Written Exam	State Personnel
<b>2</b>	Physical Ability/Agility Test	Public Safety
<b>3</b>	Preliminary Processing	Public Safety
<b>4</b>	Polygraph/Lie Detector	Public Safety
<b>5</b>	Background/Criminal History Check	Public Safety
<b>6</b>	Psychological Evaluation	Public Safety
<b>7</b>	Medical Exam	Public Safety
<b>8</b>	Training Academy	Public Safety ACJTC*
<b>9</b>	Field Training	Public Safety Assigned Post

**\*ACJTC = Alabama Criminal Justice Training Center in Selma, Alabama**

## **Explanation of Terms**

The explanation of terms below should assist you as you read this study guide are provided below:

**State Personnel Department:** The State Personnel Department is the central personnel department for the State of Alabama that is responsible for providing all state agencies with lists of eligible candidates for employment. The State Personnel Department (SPD) conducts testing for all state jobs in order to place job applicants onto employment registers to be certified to state agencies. For the Trooper selection process, SPD develops, administers, and scores the Written Exam.

**Department of Public Safety:** The Department of Public Safety (DPS) is the agency that employs all Troopers in the State of Alabama. This agency has an internal personnel office that handles all of the employment steps required to become a Trooper after a candidate has taken the Written Exam and is placed on the register.

**Employment Register:** An employment register, or register, is the list of all eligible candidates who have successfully completed the testing process for a state job. Names on the employment register are listed according to candidates' test scores. All candidates who participate in the entire testing procedure are listed on the employment register. After candidates take the Written Exam, they will be placed on the employment register based on their test scores. If you wish to try to improve your score on the Written Exam, you may reapply for Trooper nine (9) months from the day you took the test in order to be scheduled to take the Written Exam again. If you reapply before nine months have passed, your application will be rejected. Your name will remain on the employment register for two years or until Department of Public Safety requests a new exam. After two years, you will be notified by mail that you should reapply if you wish to remain eligible for employment.

**Certification:** A certification is a list of the candidates that can be considered for employment. When an agency has job openings, the agency's personnel office requests a certification of the register from State Personnel. For jobs such as Trooper, the certification of the register may contain several hundred names to fill numerous positions.

After candidates' names are placed on the employment register by SPD, DPS requests a certification to begin the hiring process. Processing a certification involves administering to candidates the remaining hiring steps described on the previous page, beginning with Step 2.

DPS requests certifications based on their projected hiring needs, so once your name is placed on the register, you may not hear anything from DPS immediately. However, your name will remain active on the register until the next time DPS pulls a certification.

## Section II: Job Information

### General Information

The job of Trooper involves general highway patrol and police work in the protection of life and property. Employees in this class are responsible for enforcement of state laws, with special reference to those relating to the use of motor vehicles. Work includes an element of danger, and normally involves making routine patrols of state highways, directing traffic, and investigating accidents and crimes, but may include other specialized police activities. Employees undergo an intense period of training in police methods and in the use of firearms prior to duty assignment. Work is performed in accordance with prescribed regulations and procedures. Instruction and support assistance are available in unusual situations, but employees are required to independently exercise sound judgment in emergencies. Work is checked by supervising officers through inspection and observation.

### Location

After completing the Training Academy, all new Troopers are assigned to the Highway Patrol division. Department of Public Safety policy requires that new Troopers must spend a minimum of three (3) years in Highway Patrol before they can be considered for another division. After completing the three years in Highway Patrol, Troopers may apply for open positions in the remaining five divisions: Driver License, Service, Administration, Protective Services, and Alabama Bureau of Investigation.

Troopers are assigned to a Highway Patrol post and shift when they complete the Training Academy. Requests for assignments are considered, but new Troopers are **NOT** always assigned to their location preferences. These assignments may require that new Troopers move to a different area of the state based on manpower needs. While DPS does attempt to accommodate your preferences of where to live, you **MUST** be available to relocate upon completion of the Training Academy in order to be employed as a Trooper.

## **Job Duties**

The following is a list of major job duties that new Troopers must perform upon completion of the Training Academy. These areas of responsibility will give you a general overview of the job.

- Patrols federal, state, and local roadways using patrol vehicle, speed detection radar, emergency equipment, radios, departmental paperwork, and computers following Department of Public Safety (DPS) policies and procedures as needed to enforce traffic laws, assist motorists and accident victims, and identify and mitigate public safety hazards.
- Responds to emergency situations such as single and multiple-vehicular accidents, traffic fatalities, hazardous materials spills, and criminal activity using patrol vehicle, emergency equipment, and communication equipment following DPS policies and procedures as needed to clear roadways, ensure medical assistance for victims, and ensure the safety of the public.
- Investigates collisions/accidents and criminal activities such as driving under the influence or possessing alcoholic beverages and/or illegal drugs to include determining cause of collisions, gathering evidence, and interviewing witnesses using breath analysis equipment (Draeger), field sobriety test, camera, notepad, pen, tape measure, CAD equipment, and computer following DPS policies and procedures as needed to document details of accidents, compose narrative descriptions of events, testify in court, and provide evidence to district attorneys regarding criminal activity.
- Performs general maintenance of equipment and vehicle to include conducting pre-shift and post-shift checks of all equipment and vehicle and monitoring equipment and vehicle during shift using basic tools following DPS policies and procedures and equipment manual specifications as needed to ensure the safe working condition of equipment and vehicle and the neat, professional appearance of equipment, vehicle, and self.
- Performs administrative duties such as logging activities, preparing and maintaining forms and reports, and properly handling legal documents such as tickets using departmental paperwork, computer, and writing utensils following DPS policies and procedures as needed to document all work activities, maintain records of legal actions, and comply with legal and departmental requirements.
- Performs public and community relations such as speaking formally and informally to individual citizens and groups as needed to provide information, assist the public, and present a positive image of the Department of Public Safety.
- Performs professional development activities such as participating in special training, reading law enforcement related publications, attending conferences and seminars, and maintaining physical and technical skill levels using standard-issue equipment, the Internet, and departmental guidelines as needed to maintain and improve personal knowledge, skills, and abilities related to the job of Trooper.

## **Section III: Hiring Steps**

### **Step 1: Written Exam**

Applicants who meet the minimum qualifications for the job of Trooper will be scheduled to take a written, multiple-choice exam. The State Personnel Department will send candidates a postcard in the mail indicating the location and time you are scheduled to take the exam. You will be required to take that postcard along with photo identification to the test site. You will have three hours to complete the exam, and you may leave the test site if you finish the exam before three hours have passed.

The Written Exam will be administered at various locations throughout the state. Every effort will be made to accommodate your request for preferred exam locations as indicated on your application. Candidates for Trooper will be assigned to test centers based on the dates their applications are received. So, if you are not scheduled for the exam location preferences that you indicate on your application, those test centers were filled to capacity or closed. In those cases, you were scheduled based on availability at other test centers so that you could take the Written Exam. If you are not able to participate in the Written Exam and wish to be rescheduled to take the exam at a later date, you should write "Reschedule" on your original schedule postcard and return it to the State Personnel Department. If you have misplaced your postcard, you can also put your request in writing and send it to the State Personnel Department.

### **Exam Content**

The Written Exam contains 66 multiple-choice questions divided into five sections. These sections are as follows: Mathematics, English and Proofreading, Logical Ordering of Information, Judgment and Decision Making, and Reading Comprehension. Each question has four options from which to choose the correct answer. There is only one correct answer for each question.

The exam questions were compiled by State Personnel testing experts with assistance from incumbent Troopers. Incumbent Troopers reviewed and approved each written exam question and determined that all items: 1) were job-related, 2) measured knowledges or abilities that are important to perform the job of Trooper, and 3) were good items (i.e., clearly written, unbiased, written on the appropriate level of difficulty). Incumbent Troopers also were required to provide the correct answers to the exam questions in order for the questions to meet the criteria required for them to be included on the final test.

Each section of the exam, along with instructions and a sample question, is represented on the following pages. The instructions are the actual instructions that will appear on the exam. The sample questions provided are designed to familiarize you with the format of the exam; they will **NOT** appear on the actual exam.

## Mathematics

This section of the exam is designed to measure your knowledge of basic mathematics. The questions in this section require you to perform addition, subtraction, multiplication, and/or division. For each question, select the correct answer from the options provided. **You are not allowed to use a calculator during the exam.**

Sample Question:

*The roadway you are patrolling has a speed limit of 55 miles per hour. A car passes you at an estimated speed of 68 miles per hour. How many miles per hour **above** the speed limit is the car traveling?*

- A. 11 miles per hour
- B. 12 miles per hour
- C. 13 miles per hour
- D. 14 miles per hour

*The correct answer is C. The car is traveling at 68 miles per hour and the speed limit is 55 miles per hour, so 68 minus 55 equals 13. The car is traveling 13 miles per hour above the speed limit.*

## English and Proofreading

This section of the exam is designed to measure your knowledge of the English language and your ability to proofread written documents. The questions in this section are related to grammar, spelling, punctuation, capitalization, and appropriate word usage. For each question, select the correct answer from the options provided.

Sample Question:

*Select the most appropriate form of the sentence according to standard English from the options provided below.*

- A. *I wrote ten tickets while on patrol last night.*
- B. *During my last night patrol, I wrote ten tickets.*
- C. *I was on patrol last night when I wrote ten tickets.*
- D. *On patrol duty last night was when I wrote ten tickets.*

*The correct answer is A. This sentence reflects the best use of grammar, word usage, and sentence structure of the options provided. It most clearly communicates the intent of the message.*

## Logical Ordering of Information

This section of the exam is designed to measure your ability to identify disorganized information and place the information into logical order. The questions in this section require you to review different types of information and determine the logical order in which the information should be arranged. For each question, select the correct answer from the options provided.

Sample Question:

*Trooper Jones gathered statements from several witnesses to a car collision. He now has to put the information into logical order to determine exactly what occurred. The statements are provided below. (These statements are **NOT** listed in the correct order.)*

- 1) *A blue Suburban turned left out of the parking lot onto Jones Street in front of the Honda.*
- 2) *A green Honda was speeding down Jones Street. There was loud music coming from the car.*
- 3) *The two cars collided and then the Honda spun off the road into the ditch.*
- 4) *The driver of the Honda did not see the Suburban because he was leaning out the window yelling to a girl on the sidewalk.*

*The most logical order for the sentences to appear in the accident report is:*

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

*The correct answer is B. If the statements were read in the order of Statement 2, then Statement 1, then Statement 4, and then Statement 3, that order provides the most logical or best description of the incident that occurred on Jones Street.*

## Judgment and Decision Making

This section of the exam is designed to measure your ability to make effective judgments and decisions based on available information. In this section, you will be given specific situations that require decisions to be made. You will answer questions about those situations, using the information provided. For each question, select the correct answer from the options provided.

Sample Question:

### ***Decision Making Scenario***

*Trooper Allen reviewed the post activity log and discovered the following trends about his/her region:*

- *Most single car accidents occur on Mondays, Thursdays, and Fridays. Most two-car collisions occur on Tuesdays, Fridays, and Saturdays. Multiple car collisions occur most frequently on Wednesdays, Thursdays, and Sundays.*
- *Most single car accidents occur between 6:00 p.m. and midnight. Most two-car collisions occur between 3:00 p.m. and 8:00 p.m. Most multiple car collisions occur between 7:00 a.m. and 1:00 p.m.*

*According to the information in the above passage, Trooper Allen would most likely be able to reduce the number of two-car collisions by patrolling on:*

- A. *Mondays at 5:00 p.m.*
- B. *Tuesdays at 7:00 p.m.*
- C. *Wednesdays at 9:00 a.m.*
- D. *Thursdays at 8:30 a.m.*

*The correct answer is B. According to the scenario, two-car collisions occur most frequently on Tuesdays, Fridays, and Saturdays between 3:00 p.m. and 8:00 p.m. Of the options provided, only option B, Tuesdays at 7:00 p.m., falls into those days and times.*

## Reading Comprehension

This section of the exam is designed to measure your ability to read materials and understand the information you read. In this section of the exam, you are given several passages to read. You will then answer one or more questions about each reading passage. For each question, select the correct answer from the options provided. Answers to the questions should be based only on information contained in the reading passages and not on prior knowledge of the subject matter.

Sample Question:

### ***Reading Passage***

*Training for law enforcement officers has shown that there is a liability risk to the officer and agency if officers are not trained and do not maintain appropriate levels of fitness for performing critical tasks. Untrained officers may put their own lives at risk in carrying out their duties, and they may also be a risk to the general public. Training ensures that officers are competent and able to perform their duties correctly.*

*Which of the following statements best summarizes the Reading Passage?*

- A. Physical fitness is an important part of law enforcement.*
- B. Officers are constantly in risky situations when on the job.*
- C. Police officers have to worry about liability when performing their duties.*
- D. Training is critical in making sure law enforcement officers are good at their jobs and avoid putting themselves and others at risk.*

*The correct answer is D. The reading passage focuses on the importance of training, and option D best summarizes that information.*

## **Preparing For and Taking the Written Exam**

There are many strategies that may be used to prepare for and to take the Written Exam. While the following suggestions do not guarantee success on the test, they are suggested guidelines that may help you study. You should determine an appropriate strategy that will benefit you and use that strategy to prepare for the Written Exam.

### **Suggestions for Test Preparation**

Consider the following suggestions for preparing for the exam.

- Practice working math problems without using a calculator. Create problems where you have to add, subtract, multiply, or divide numbers in your head or using only paper and pencil. Check your work for accuracy with a calculator.
- Be aware of your English and grammar as you speak and write. You may want to review rules for grammar using an English textbook. You can also write short paragraphs by hand and ask someone to check them for you or write short paragraphs using a computer and use Spelling and Grammar checks to review and evaluate your work.
- Have someone write short narrative stories (5-6 sentences) and mix up the sentences. Then practice putting the sentences back into logical order.
- Read books, magazine articles, and newspaper articles and try to summarize paragraphs and determine the most important concepts.

### **Suggestions for Test Taking**

Consider the following suggestions for taking the exam.

- Prepare yourself physically to take the exam. Be well rested, and eat breakfast or lunch before reporting to the test facility so you will be alert.
- Make sure you know the exact location of the test facility where you are scheduled so that you do not arrive late at the test site. For directions, you may access our web site, [www.personnel.state.al.us](http://www.personnel.state.al.us), and click on the icon entitled "Exam Center Directions". Then, click on the specific school and location where you are scheduled to take the exam.
- Make sure that you bring your photo ID, test registration postcard, and Number Two pencils to the test site.
- During the test, use your time wisely. If you encounter a difficult item, do not spend too much time on one question. If you do not know the answer to a question, we suggest that you guess because the penalty is the same for blank and incorrect answers.
- For some test items, it may be easier to eliminate the incorrect response options than to try to determine the correct answer. This is particularly true for the questions in the Logical Ordering of Information and the Judgment and Decision Making sections.
- Review all of your test responses for accuracy if you have time. You may want to mark items in your test booklet that you are unsure of and review those items first.

## **Written Exam Scoring**

Candidates' responses to each question on the Written Exam will be scored as correct or incorrect. Candidates will receive credit for each correct response, and the number of correct responses will determine their score on the Written Exam. If you do not know the answer to a question, you should guess because the penalty for wrong answers and unanswered questions is the same.

If you have taken the Trooper Written Exam before, your new score from the most recent administration will replace your old score, regardless of whether your new score is higher or lower.

## **Time Frame**

It typically takes from four to six weeks to calculate final grades following a test administration. SPD realizes that you are anxious to get your results, and we do strive to report your scores as soon as possible.

## **Score Cards**

When final grades have been calculated, all candidates will be sent a score card in the mail containing their grade from the examination. If you determine that another candidate has received his/her score card and you have not, please call the State Personnel Department. We will check your mailing address and, if necessary, send you a new score card or a letter with your grade enclosed.

**After you have been placed on the employment register, DPS will take over the selection process for Trooper.** Based on projected hiring needs, State Personnel will certify out to DPS the names of applicants on the register with the highest test scores.

## **Step 2: Physical Ability/Agility Test**

The second step applicants must pass to become a Trooper is a Physical Ability/Agility Test. After candidates take the Written Exam and are placed on the employment register, DPS will request a certification based on projected hiring needs. State Personnel will certify out to DPS the names of applicants on the register with the highest test scores. Candidates will be contacted by the Department of Public Safety Personnel Department to schedule the Physical Ability/Agility Test.

All applicants for the position of Trooper are required to meet specific physical fitness standards. Training for law enforcement officers has shown that there is a liability risk to the officer and agency if officers are not trained and do not maintain appropriate levels of fitness for performing critical tasks.

To ensure applicants possess minimum levels of fitness, all applicants will be tested to determine their physical ability and physical agility levels. This step will be administered by members of the State Trooper Academy Staff at the Alabama Criminal Justice Training Center located in Selma, Alabama. **Applicants who fail any component of this test will not be allowed to proceed to the next step.**

### **POSTC Physical Ability/Agility Test**

The Peace Officers' Standards and Training Commission (POSTC) Physical Ability/Agility Test consists of four components:

- Obstacle Course
- Push-ups
- Sit-ups
- 1.5-mile run

You must successfully complete all four of these components in order to pass the POSTC Physical Ability/Agility Test.

#### **Obstacle Course**

The POSTC Obstacle Course test begins with the applicant pushing a standard patrol vehicle, in neutral, for a distance of 15 feet. The applicant then runs a short distance and climbs either a six-foot wooden or chain link fence. Next, the applicant proceeds to an obstacle similar to a small window and crawls through the opening. The applicant then sprints to a balance beam elevated approximately four inches off the ground. After walking the length of the balance beam, the applicant must drag a 165-pound dummy for a distance of 15 feet.

There is a 90-second time limit for completing the entire obstacle course. Applicants have two attempts to complete each obstacle. Failing both attempts at any one obstacle constitutes failure of the obstacle course.

### **Push-ups**

The applicant is required to perform twenty-two standard push-ups in 60 seconds to pass this portion of the test.

### **Sit-ups**

The applicant is required to perform twenty-five standard sit-ups in 60 seconds to pass this portion of the test.

### **1.5-Mile Run**

The applicant is required to run exactly 1.5 miles on a flat, level course. A minimum time of 15 minutes and 28 seconds is required to pass this portion of the test.

### **Physical Ability/Agility Scoring**

The Physical Ability/Agility Test is a pass/fail exam. You must pass all four components in order to pass the test. Failure of any one of these test components constitutes a failure of the entire POSTC Physical Ability/Agility Test.

You do not receive a numerical score on the Physical Ability/Agility Test. No additional credit or points will be awarded for extended distances or extra repetitions beyond the minimum requirement to pass.

DPS Staff will inform you if you pass or fail the Physical Ability/Agility Test immediately after you complete the test. If you fail the Physical Ability/Agility Test, you will not proceed in the selection procedure.

### **Step 3: Preliminary Processing**

After candidates pass the physical agility test, DPS will begin the preliminary processing of these names and will set up files for each candidate. This processing involves several steps. You will be fingerprinted and photographed for a background/criminal history check. You will complete required paperwork and participate in a preliminary interview with an ABI agent. This initial interview will be the starting point of an in-depth investigation into your background that will be conducted at a later date.

You will also be required to take an eye exam. Any vision problems that can be corrected with lenses will not disqualify you from the process. However, vision problems that cannot be overcome with corrective lenses may result in disqualification. This includes the condition of color blindness. You must have any necessary corrective lenses by the beginning of the Training Academy. It is your responsibility to purchase any corrective lenses required for the job.

### **Step 4: Polygraph/Lie Detector Test**

As a part of the background check, you will be subjected to an in-depth interview by an ABI agent that will use a polygraph instrument. The polygraph, or lie detector, test will be used to confirm information you have provided regarding your background and any information revealed during the background investigation. You will be sent specific information about the polygraph by the Department of Public Safety prior to participation.

### **Step 5: Background/Criminal History Check**

An in-depth investigation into your background will be conducted by an ABI agent. This investigation will involve multiple interviews with other individuals in your life and a review of all work history, education, financial/credit history, and any other aspects that could potentially impact your ability to be an effective Trooper. This process is time-consuming due to the great level of detail with which ABI investigates your background.

A criminal record does not automatically disqualify you from consideration for the job of Trooper. However, convictions for most violations related to drug possession and use, violent crimes, or theft-related crimes will result in immediate disqualification. If you have a background that includes any criminal activity, you should consider carefully whether you wish to pursue a career with the Department of Public Safety.

According to DPS Policy Order Number 34, Section II, Part B, candidates will automatically be disqualified if they:

1. Use an assumed name to conceal their true identity.
2. Use additional social security numbers for fraudulent purposes.
3. Do not meet minimum educational requirements.
4. Were dishonorably discharged from military service.
5. Fail to report all firings and dismissals from past employment.
6. Have been fired from a previous employer because of a proven theft, drug use, violent action, or any act which impugns basic honesty.
7. Have a credit history, which indicates fraud, forgery, or theft by deception.
8. Have a DUI conviction within the past five years, or a history involving DUI convictions or a history of failure to appear in court, or a driver license revocation, or a conviction of leaving the scene of an accident.
9. Do not possess a valid driver license.
10. Have a felony conviction.
11. Have a civil record involving repeated failure to pay child support.
12. Possessed or used illegal drugs after the date they filed application with State Personnel.
13. Sold drugs illegally at any time.
14. Have a history of drug use that tends to establish a pattern above experimental use of drugs.
15. Deliberately withheld serious medical information pertaining to the abilities to perform the duties of a Trooper.
16. Withheld information, or misstated or omitted material facts intentionally on their application for employment or applicant questionnaire.
17. Do not meet Peace Officers' Standards and Training requirements.

If you have further questions about the types of things that might disqualify you from the process, please contact the Department of Public Safety.

### **Step 6: Psychological Evaluation**

After you complete Steps 1 through 5, Department of Public Safety will make you a conditional offer of employment. If you accept this conditional offer, you will then be asked to undergo a psychological evaluation. This evaluation will involve an interview with a clinical psychologist. You will receive specific information about this interview prior to participation.

### **Step 7: Medical Evaluation**

In addition to the Psychological Evaluation, you must also agree to take a medical examination. This examination by a physician is designed to ensure that you have no medical problems that might place you at risk or prohibit you from effectively performing all the duties of the job.

## **Step 8: Training Academy**

If you successfully pass the first seven steps, you will be offered a position in the Trooper Training Academy. This Academy is a 24-week training process in which you will live, study, attend class, and train with a group of recruits at the Alabama Criminal Justice Training Center in Selma, Alabama. During the first two or three weeks of the Academy, you are not permitted to leave unless you withdraw from the Academy and resign from the job. After this initial period, recruits are allowed to return home for weekend breaks.

DPS may invite current law enforcement personnel who are APOST certified to participate in an abbreviated Training Academy.

The Training Academy is a physically, mentally, and emotionally challenging experience. It is not unusual for as many as 30% of recruits to leave the Academy during the first two weeks. Even individuals with police and military backgrounds frequently find the Academy to be challenging. It is critical to your success that you are in top physical condition and are mentally and emotionally prepared for the intensity of the Academy.

## **Step 9: Field Training**

After completing the Training Academy, you will attend an Academy Graduation ceremony where you will be sworn in as law enforcement officers. You will then be sent to your new post assignment to begin your field training. During field training, you will ride with an experienced Trooper for a period of ten weeks. This Trooper is trained and certified to provide training to new officers in the field. This activity is required prior to being released to work independently as a Trooper.

The Training Academy and Field Training constitute most of the one-year probationary period that you serve prior to obtaining permanent status as a Trooper. Upon completion of probation, you will have full Merit System rights, benefits, and protection. You will receive full salary and benefits from the point of employment, and you will be eligible for a pay increase.

## **Section IV: Contact Information**

### **State Personnel Department**

If you have any questions about the information provided regarding Step 1, you should call the State Personnel Department. The contact person is Jennifer H. Thomasson, State Personnel Analyst. You may also speak with Maggie Williams. These contacts may be reached at (334) 242-3389.

### **Department of Public Safety**

For any questions related to Step 2 through Step 9, you should call the Department of Public Safety. The contact person is Cheri Cook, Departmental Personnel Manager. You may also speak with Sherri Arrington. These contacts may be reached at (334) 353-8709.