

**TOUGHER.
STRONGER.
WORTH IT.**



ALABAMA DEPARTMENT OF CORRECTIONS



Dear Applicant:

Thank you for your interest in a secure and rewarding career with the Alabama Department of Corrections (ADOC). The ADOC is the largest law enforcement agency in Alabama, and we're looking for tough, strong and motivated individuals like you.

Our team trusts that your determination and passion will help fuel the ADOC's ongoing mission of promoting public safety and providing meaningful rehabilitation. Working with the ADOC is not only a rewarding career with extremely competitive benefits – it is a chance for you to be a part of something bigger than yourself.

Your path to a secure career in public service will begin at an ADOC on-site event. On-sites are held throughout the year at correctional facilities across the state. A schedule of all on-sites, including locations, dates and times, is included in this packet.

For the on-site event, please bring your completed Correctional Employee Application (included in this packet) and a valid form of identification. For either the Basic Correctional Officer (BCO) position or the Correctional Officer Trainee (COT) position, you must bring a valid driver's license for your state of residence. Candidates for both the BCO and COT position should not wear white or inappropriate clothing or jewelry. Candidates applying for the COT position should be sure to wear loose-fitting athletic clothing.

We are excited at the prospect of welcoming you to the ADOC team, and we look forward to seeing you soon!

Thank you,

A handwritten signature in blue ink, reading "Jeff S. Dunn", is positioned above the name of the Commissioner.

Commissioner Jefferson S. Dunn



ADOC ON-SITE EVENT SCHEDULE

CORRECTIONAL FACILITY	LOCATION	DATE	START TIME
Donaldson	Bessemer, AL	September 20, 2019	7 a.m.
Staton	Elmore, AL	October 18, 2019	7 a.m.
Ventress	Clayton, AL	November 1, 2019	7 a.m.
Bibb	Brent, AL	November 15, 2019	7 a.m.
Limestone	Harvest, AL	December 6, 2019	7 a.m.
Fountain	Atmore, AL	January 10, 2020	7 a.m.
Donaldson	Bessemer, AL	January 31, 2020	7 a.m.
Staton	Elmore, AL	February 14, 2020	7 a.m.
Ventress	Clayton, AL	February 28, 2020	7 a.m.
Bibb	Brent, AL	March 20, 2020	7 a.m.
Fountain	Atmore, AL	April 24, 2020	7 a.m.
Donaldson	Bessemer, AL	May 15, 2020	7 a.m.
Limestone	Harvest, AL	June 12, 2020	7 a.m.
Staton	Elmore, AL	June 26, 2020	7 a.m.
Ventress	Clayton, AL	July 31, 2020	7 a.m.
Bibb	Brent, AL	August 7, 2020	7 a.m.
Fountain	Atmore, AL	August 28, 2020	7 a.m.



ADOC ON-SITE EVENT SCHEDULE

Donaldson	Bessemer, AL	September 18, 2020	7 a.m.
Staton	Elmore, AL	October 2, 2020	7 a.m.
Ventress	Clayton, AL	October 30, 2020	7 a.m.
Bibb	Brent, AL	November 13, 2020	7 a.m.
Limestone	Harvest, AL	December 11, 2020	7 a.m.

Correctional Facilities Addresses:

Staton

2690 Marion Spillway Road
Elmore, Alabama
36025

Fountain

9677 AL Hwy 21 N
Atmore, Alabama
36503

Ventress

379 AL Hwy 239 N
Clayton, Alabama
36016

Donaldson

100 Warrior Lane
Bessemer, Alabama
35023

Bibb

565 Bibb Lane
Brent, Alabama
35034

Limestone

28779 Nick Davis Road
Harvest, AL
35749



WHAT TO EXPECT AT THE ON-SITE RECRUITING EVENT

Your path to a secure and rewarding career with the ADOC begins at the on-site, which is why we want you to be fully prepared. You can expect the following activities at the on-site event:

	COT	BCO
<input type="checkbox"/> Background Check	✓	✓
<input type="checkbox"/> Fingerprinting	✓	
<input type="checkbox"/> Drug Screening	✓	✓
<input type="checkbox"/> Investigations and Intelligence Interview	✓	✓
<input type="checkbox"/> Personnel Document Review	✓	✓
<input type="checkbox"/> Medical Examination	✓	
<input type="checkbox"/> ADOC Physical Fitness Assessment	✓	

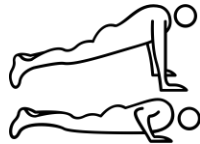


Physical Fitness Assessment

The ADOC Physical Fitness Assessment is a mandatory requirement for the position of Correctional Officer Trainee. Every applicant must pass specific physical fitness requirements in order to be certified as a Correctional Officer Trainee – there are no exceptions for age or gender.

Push-Ups

Each Correctional Officer Trainee applicant must complete 22 push-ups within 60 seconds.



What is a Push-Up?

- The feet may be together or up to 12 inches apart.
- Your body should be essentially straight when it's viewed from the side (from the shoulders to the ankles).
- You must touch the fist of the instructor as you lower your body.

Sit-Ups

Each Correctional Officer Trainee applicant must complete 25 sit-ups in 60 seconds.



What is a Sit-Up?

- Lay flat on your back with knees bent at 45 degrees.
- A partner should stabilize your feet by holding your ankles.
- Your fingers must be interlocked behind your neck.
- You must touch your elbows to your thighs/knees.

1.5-Mile Run

Each Correctional Officer Trainee applicant must complete a 1.5-mile run in 15 minutes and 28 seconds. The course will be flat and level.





ADOC-REQUIRED DOCUMENTATION

The following documentation is required. If you are unable to bring the documentation to the on-site, the missing documentation can be submitted by mail, fax or email.

	COT	BCO
<input type="checkbox"/> Completed Application	✓	✓
IDENTIFICATION		
<input type="checkbox"/> Valid driver's license	✓	✓
<input type="checkbox"/> All relevant marriage certificates or divorce decrees (if you have changed your name as a result of marriage or divorce)	✓	
<input type="checkbox"/> Copy of your Social Security Card	✓	
<input type="checkbox"/> Certified state-issued Birth Certificate issued by Vital Statistics Office (we will not accept scanned or Xerox copies)	✓	
EDUCATION		
<input type="checkbox"/> Copy of high school diploma OR GED Certificate	✓	✓
<input type="checkbox"/> Copy of BAT/ACT Workkeys*	✓	
<input type="checkbox"/> Certified copy of college degree/transcript	✓	✓

*A copy of BAT/ACT Workkeys is needed if you do not have an associate's or bachelor's degree. The cost is \$45 and can be completed after you pass the on-site.



COT BCO

COURT DISPOSITIONS

If applicable, bring the following:

-
- | | |
|--|---|
| <input type="checkbox"/> Court-certified dispositions with case action summaries for any criminal arrests or convictions showing that all fines have been paid. Under certain circumstances, a psychological evaluation may be required. | ✓ |
| <hr/> | |
| <input type="checkbox"/> Court-certified disposition and receipts for any traffic citations/tickets within the last three years showing all fines have been paid in full | ✓ |
| <hr/> | |
| <input type="checkbox"/> Out-of-state driver's license & copy of your driving history from the issuing state's Public Safety Department | ✓ |
| <hr/> | |
| <input type="checkbox"/> Certified dispositions regarding any criminal or traffic issues (within the last three years) (preferable) | ✓ |
-

MILITARY HISTORY

If applicable, bring the following:

-
- | | | |
|---|---|---|
| <input type="checkbox"/> A copy of DD214 Member 4 stating type of discharge | ✓ | ✓ |
|---|---|---|
-



CORRECTIONAL EMPLOYEE APPLICATION

Candidates applying for the Basic Correctional Officer (BCO) position under the Correctional Security Guard (CSG) State Personnel classification should use the code 60618.

Candidates applying for the Correctional Officer Trainee (COT) position under the Correctional Officer Trainee State Personnel classification should use the code 60710.

APPLICATION FOR EXAMINATION**DO NOT WRITE IN THIS SPACE**

RETURN TO: STATE OF ALABAMA
 PERSONNEL DEPARTMENT
 64 NORTH UNION STREET
 P. O. BOX 304100
 MONTGOMERY, ALABAMA 36130-4100
 WWW.PERSONNEL.ALABAMA.GOV
 FAX: (334) 242-1110

General Instructions

A SEPARATE APPLICATION IS REQUIRED FOR EACH JOB. Do not write in shaded areas. Complete all parts of the application. Applications not properly completed will be returned. Photocopied and facsimile applications will be accepted.

ENTER LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER BELOW

--	--	--	--

PRINT ALL INFORMATION LEGIBLY**Job Title of Examination (one per application):****Option (if applicable):**

Full Name

First

Middle

Last

Mailing Address

House or Apartment Number

Street

City

State

County

Zip Code

E-mail Address

Telephone Number: Home ()

Area Code

Cell ()

Area Code

Work ()

Area Code

The following information is required for governmental reporting or record keeping purposes:

Date of Birth

(Month)

(Day)

(Year)

Sex (check one) 1. () Male 2. () Female

Race (check one) () White () Black () Hispanic () Asian () Native Hawaiian or Pacific Islander () American Indian or Alaskan Native
 () Two or More Races () Do Not Wish to Respond

EDUCATION:

High School Diploma or GED? () Yes () No

CIRCLE OR BRACKET THE HIGHEST GRADE OF SCHOOL COMPLETED.

1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

ED**LC****PROVIDE INFORMATION ON ALL SCHOOLS ATTENDED. SPECIFY UNDERGRADUATE OR GRADUATE WORK. IF ONLINE, INDICATE BY *ASTERISK.**

Name and Location of School	Dates of Attendance		Credit Hours		Did You Graduate?		Type of Degree and Date	Major
	Month/Year From	To	Sem.	Qtr.	Yes	No		

PROFESSIONAL LICENSE OR CERTIFICATE

License/Certificate Issued By	Field/Trade/Specialization	License/Certificate No.	Issue Date	Expiration Date

LIST COURSES SUCCESSFULLY COMPLETED (AND HOURS EARNED) WHICH ARE PARTICULARLY RELATED TO POSITION (attach additional sheets, if needed)

CERTIFICATION STATEMENT

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification, and I consent to criminal history background, military service, and employment checks. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ALEA. If employed, I agree to electronic deposits of my payroll check and other state payments; and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Signature _____ Date _____

Your name may be removed from an employment register for any disqualifying reason.**AN EQUAL OPPORTUNITY EMPLOYER**

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

2. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year	TO Month Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____	
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

3. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year	TO Month Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____	
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

4. Employer					Your Official Job Title	
Address					Type of Business	
FROM Month Year	TO Month Year	Total Months Worked	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____	
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

5. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

COMPLETE THIS SECTION IF YOU ARE CLAIMING VETERAN'S PREFERENCE

If you claim Veteran's Preference, check the type below. Attach copies (**which will not be returned**) of the required documents to your application to support your claim.

- 1 ☐ Veteran (5 points) - Requires DD214 or document showing dates of service and type of discharge. **If this has been submitted previously and is on file with this office, you may disregard this requirement. Note: Must be active duty for other than training purposes.**
- 2 ☐ Disabled Veteran (10 points) - Requires DD214 or other document as above and letter of disability from V.A. dated within last 6 months. **V.A. letter must be kept updated until register is established or you lose the extra 5 points.**
- 3 ☐ Deceased Veteran's spouse (10 points) - Requires DD214 or other document as above and marriage and death certificates. Cannot be claimed if spouse remarries.
- 4 ☐ Disabled Veteran's spouse (10 points) - Requires DD214 or other document as above and V.A. letter of disability dated within last 6 months. Cannot be claimed unless still married to disabled veteran who because of this disability is not them self qualified.
- 5 ☐ Permanently Disabled Veteran (10 points) - Requires DD214 or other document as above indicating veteran is permanently disabled or DD214 or other document and V.A. letter indicating permanent disability.

COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS

Written exams will be given in the places below for which a sufficient number of applicants express preference. Indicate by number your 1st, 2nd and 3rd choices.

- | | | | | |
|------------------|--------------------|------------------|-------------------|-------------------|
| 3 () Birmingham | 6 () Jacksonville | 9 () Montgomery | 11 () Florence | 13 () Huntsville |
| 5 () Dothan | 8 () Mobile | | 12 () Tuscaloosa | 14 () Troy |

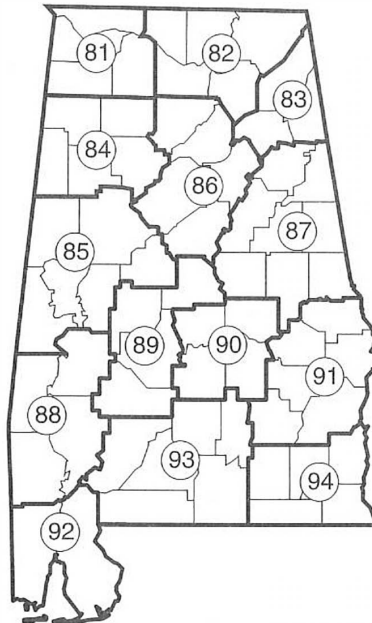
If you qualify, you will receive a notice showing the place and time you are to report for the exam.

Where did you learn of this job? (check all that apply)

- | | | | |
|--|--|---|---|
| 1 <input type="checkbox"/> State Career Center | 5 <input type="checkbox"/> Friend/Relative | 9 <input type="checkbox"/> Legislative Representative | 13 <input type="checkbox"/> TV/Radio Commercial |
| 2 <input type="checkbox"/> Job Announcement Notice | 6 <input type="checkbox"/> Dept. News Bulletin | 10 <input type="checkbox"/> State Recruiter / Counselor | 14 <input type="checkbox"/> State Personnel Dept. Website |
| 3 <input type="checkbox"/> Newspaper | 7 <input type="checkbox"/> Rehabilitation Services | 11 <input type="checkbox"/> State Personnel Dept. Information Board | 15 <input type="checkbox"/> Other Website |
| 4 <input type="checkbox"/> College Placement/Career Office | 8 <input type="checkbox"/> High School Counselor | 12 <input type="checkbox"/> Outreach Program (i.e. Church) | 16 <input type="checkbox"/> Other _____ |

AVAILABILITY

81 - Northwest Alabama 17 Colbert 30 Franklin 39 Lauderdale 40 Lawrence	84 - Jasper/Winfield Area 29 Fayette 38 Lamar 47 Marion 64 Walker 67 Winston	87 - East Central Alabama 08 Calhoun 09 Chambers 14 Clay 15 Cleburne 19 Coosa 56 Randolph 61 Talladega 62 Tallapoosa	90 - Montgomery Area 01 Autauga 26 Elmore 43 Lowndes 51 Montgomery	93 - South Central Alabama 07 Butler 18 Conecuh 20 Covington 21 Crenshaw 27 Escambia 50 Monroe
82 - Huntsville/Decatur Area 36 Jackson 42 Limestone 45 Madison 48 Marshall 52 Morgan	85 - Tuscaloosa Area 04 Bibb 32 Greene 33 Hale 54 Pickens 60 Sumter 63 Tuscaloosa	88 - Southwest Alabama 12 Choctaw 13 Clarke 46 Marengo 65 Washington	91 - Phenix City/Troy Area 03 Barbour 06 Bullock 41 Lee 44 Macon 55 Pike 57 Russell	94 - Dothan Area 16 Coffee 23 Dale 31 Geneva 34 Henry 35 Houston
83 - Northeast Alabama 10 Cherokee 25 Dekalb 28 Etowah	86 - Birmingham Area 05 Blount 22 Cullman 37 Jefferson 58 Shelby 59 St. Clair	89 - Selma/Clanton Area 11 Chilton 24 Dallas 53 Perry 66 Wilcox	92 - Mobile Area 02 Baldwin 49 Mobile	95 - Statewide (You will be considered for vacancies throughout the state. Relocation may be necessary)



Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept employment. You will be considered for employment only in the locations you indicate. You may choose a combination of up to seven counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate.

List the numbers of up to 7 counties and/or regions where you are willing to work _____

Enter the earliest date you will be available to interview for employment. (Your name will not appear on a list of eligibles until this date.) _____

Will you accept work involving overnight travel? ☐ Yes ☐ No

Will you accept part-time work? ☐ Yes ☐ No

Month Day Year

Will you accept temporary work? ☐ Yes ☐ No

Will you accept conditional work? ☐ Yes ☐ No

Which shifts are you willing to work? 0. ☐ all shifts 1. ☐ 1st only 2. ☐ 2nd only 3. ☐ 3rd only 4. ☐ 1st and 2nd only 5. ☐ 1st and 3rd only 6. ☐ 2nd and 3rd only

NOTE: Your name will be placed on inactive status for this class after declining three offers of employment consideration or failing to reply to an agency's inquiry concerning your availability. Your name may be restored to the active register by written request.



LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

MILITARY:

List below all military service performed on Active Duty, Reserve, or National Guard Status.

From	To	Branch of Service	Active Duty, Reserve, or National Guard	Rank	Type of Discharge

List all disciplinary actions received while a member of the military service (Active Duty, Reserve or National Guard) to include Article XV, Captain's Mast and Summary, Special or General Court Martial. Provide complete details as to dates, charges, and dispositions.

Date	Type of Action Article XV, Summary, CM, Etc.	Specific Charge	Disposition of Charge

Were you discharged from any branch of the military for reason other than expiration of service?

Yes ☐ No ☐

If yes, detail reason for discharge:

Is any member of your family currently serving time in an Alabama prison?

Yes ☐ No ☐

If yes, list below: (You should also include State Prisoners being held in city and county jails)

Name	Location	Relationship

CRIMINAL HISTORY:

List all arrests, charges, and convictions except minor traffic violations. Include those that were nol-prossed, dismissed, or found not guilty. Please include DUI offenses, youthful offender convictions, and/or juvenile convictions.

Date	Original Charge	Location	Disposition



LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

DRIVER'S RECORD:

Driver's License No:

State:

Expiration Date:

Type:

Traffic History:

List all traffic violations within the last three (3) years, for which you have been fined, imprisoned, place on probation, or have posted bond or bail.

Date	Nature of Violation	Location	Action Taken

RECRUITMENT:

Were you recruited by an institution Yes ☐ No ☐

If you **were not** recruited by an institution, where would you like to be assigned. List 3 choices.

1. 2. 3.

Is any member of your family currently an employee of the Alabama Department of Corrections?

Yes ☐ No ☐

If yes, list below:

Name	Location	Relationship

PREVIOUS STATE EMPLOYMENT:

Are you now or have you ever been employed with the State of Alabama? Yes ☐ No ☐

If yes, list agency and dates employed

Agency	To	From



PLACES OF RESIDENCE

List all your addresses for **the past 5 years** starting with your most current address. Provide complete information.
Add as many sheets as necessary.

Current Address

Address:

City

State

Zip Code

Date From:

Date To:

Previous Address

Address:

City

State

Zip Code

Date From:

Date To:

Previous Address

Address:

City

State

Zip Code

Date From:

Date To:

Previous Address

Address:

City

State

Zip Code

Date From:

Date To:

Previous Address

Address:

City

State

Zip Code

Date From:

Date To:



LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

CERTIFICATE OF TRUTH:

I certify that the statements made by me in this questionnaire are true, complete, and correct. I understand that false statements herein are sufficient grounds for rejection of employment consideration or dismissal from employment.

Printed Name

Applicant Signature

Date



END OF
**CORRECTIONAL
EMPLOYEE
APPLICATION**



FREQUENTLY ASKED QUESTIONS

Candidate Profile Questions and Answers

Is there a minimum age requirement to apply?

Yes. Candidates must be at least 19 years old to apply for any security position with the ADOC.

Is there a maximum age limit to apply?

No. There is no maximum age limit to apply.

Am I required to have earned an academic certificate or degree to apply?

Candidates are required to have earned a high school diploma or GED certificate to apply.

Are there any other requirements or restrictions for application?

Please see the "WHAT TO EXPECT AT THE ON-SITE HIRING EVENT" and the "ADOC-REQUIRED DOCUMENTATION" sections for this information.

Preparation Questions and Answers

What time does the on-site begin?

The on-site begins at 7:00 a.m. Candidates should plan to arrive by 6:45 a.m.

When are on-sites held?

On-sites are held on predetermined dates throughout the year. Candidates should consult the schedule in their Welcome Packet for the year's on-site dates.

Where are on-sites held?

On-sites are held at various correctional facilities throughout the state. Candidates should consult the schedule in their Welcome Packet for the year's on-site locations.

What should and shouldn't I wear to the on-site?

Both BCO and COT candidates should NOT wear white clothing or jewelry. Because on-sites require physical activity for the Correctional Officer Trainee position, we recommend candidates wear athletic clothing and athletic shoes. All shorts and pants must be knee-length. Clothes should be appropriate and loose-fitting.

I'm applying to be a Correctional Officer Trainee. What should I bring to my on-site?

Please see the "ADOC-REQUIRED DOCUMENTATION" section for this information.



I'm applying to be a Basic Correctional Officer. What should I bring to my on-site?

Please see the "ADOC-REQUIRED DOCUMENTATION" section for this information.

What if I don't have copies of my documentation/paperwork ready in time?

A valid driver's license is required for a COT to participate at an on-site event, and a BCO must bring some form of government-issued identification (please see the "ADOC-REQUIRED DOCUMENTATION" section for additional information).

If you do not have copies of the additional required documentation/paperwork ready in time, you may mail, fax or email the remaining documentation requirements.

Do I need to call ahead to confirm that I'll be attending an on-site?

No.

May I contact a recruiter before my on-site to ask questions?

Yes, candidates may contact an ADOC recruiter to ask questions and ensure they are prepared for the on-site. Please see the "ADOC CONTACT INFORMATION" section for this information.

Where can I find a recruiter's contact information?

Please see the "ADOC CONTACT INFORMATION" section for this information.

Day-of On-Site Questions and Answers

Am I required to participate in and pass the Physical Fitness Assessment to be hired as a BCO?

No, there are no initial physical requirements for BCOs at on-sites.

Please note, however, that BCOs will be required to complete Defense Tactics Training while attending the ADOC Academy.

If you have questions about the physical training requirements at ADOC Academy, please contact a recruiter. See the "ADOC CONTACT INFORMATION" section for this information.

If I wish to apply to be a COT but do not pass the Physical Fitness Assessment, am I allowed to try again?

Yes. Candidates who wish to apply to be a COT but do not pass the Physical Fitness Assessment may attend an on-site at a later date. Alternatively, these candidates may apply to be a BCO.



What types of jobs may I apply for without participating in or passing the Physical Fitness Assessment?

Candidates who do not wish to participate in or do not pass the Physical Fitness Assessment may apply to be a BCO using the Correctional Security Guard (CSG) State Personnel classification and code 60618 or a CCO using the Security Guard State Personnel classification and code 60611.

Employment Questions and Answers

Where should I send my completed application?

Candidates for the BCO and COT positions should submit completed applications to the Alabama Department of Corrections on the day of testing.

What is the difference between a COT and a BCO?

While Correctional Officer Trainees (COTs) and Basic Correctional Officers (BCOs) perform many of the same job requirements and are equally equipped, the COT carries additional job requirements.

Both COTs and BCOs attend training at the ADOC Academy; however, while COTs are APOSTC-certified, BCOs are ADOC-certified.

Do I get paid while I'm training at the Corrections Academy?

Yes, Corrections Academy trainees are compensated.

What is the standard work schedule of a Correctional Officer and/or Basic Correctional Officer?

Work schedules vary, and may include nights, weekends and holidays.

When will I get paid?

All state employees are paid on or before the 1st and 16th of each month.

Can I work and get paid overtime as a Correctional Officer or a Basic Correctional Officer?

Yes, based on facility need.

How long will it take after the on-site before someone reaches out to me?

Four to six weeks is typical. However, there are times when it may take longer.



Do I have to go to an on-site if I've been a Correctional Officer before?

All previously employed correctional officers should contact ADOC Personnel at 334-353-9510.

Do I have to work at the Correctional Facility that hosts my on-site?

No, all applicants are asked their facility preference.

I'm applying to be a Basic Correctional Officer. If I'm selected, when do I begin training at ADOC Academy?

You will start at an institution and later be assigned to an available Academy.

(Note: While this outlines our ideal training process, we can't always guarantee an individual's training will follow these exact steps.)



ADOC CONTACT INFORMATION

Before Your On-site

For potential applicants with questions about the on-sites, available positions or the hiring process, please contact:

Devon Straughan (Recruiting Division)

Email: devon@adocjobs.us

Phone: 205-769-3228

Chris Barnette (Recruiting Division)

Email: chris@adocjobs.us

Phone: 205-769-3383

Gerald Brown (Recruiting Division)

Email: gerald@adocjobs.us

Phone: 205-769-3484

Lt. Timothy Ensor (Central Region Recruiting Division)

Email: timothy.ensor@doc.alabama.gov

Phone: 334-850-0771

Lt. Quentin Curry (Southern Region Recruiting Division)

Email: quentin.curry@doc.alabama.gov

Phone: 334-850-0893

Lt. Jessica Billingsley (Northern Region Recruiting Division)

Email: Jessica.Billingsley@doc.alabama.gov

Phone: 334-850-0656

Capt. Napoleon Goodson (Recruiting Division)

Email: Napoleon.Goodson@doc.alabama.gov

Phone: 205-288-1034

After Your On-site

For current applicants with questions about required documentation, Academy dates or their hiring status, please contact:

Kimberley Bush (Personnel)

Email: Kimberley.Bush@doc.alabama.gov

Phone: 334-353-9523

Tammy Carroll (Personnel)

Email: Tammy.Carroll@doc.alabama.gov

Phone: 334-959-9521

Goldie Lewis (Personnel)

Email: Goldie.Lewis@doc.alabama.gov

Phone: 334-353-9581

Jennifer Holt (Personnel)

Email: jennifer@adocjobs.us

Phone: 334-353-9572



ADOC GLOSSARY

ADOC (Alabama Department of Corrections)

The Alabama Department of Corrections employs over 3,100 employees managing an inmate population approaching 26,000, with direct custody of approximately 20,000. In the years to come, the Department will continue to grow and offer many long-term opportunities to its employees.

ADOC Academy

ADOC Academy is a training division offering courses that require participants to pass academic and physical training requirements. Both BCOs and COTs will attend training at ADOC Academy classes after passing their on-site evaluations and beginning to work at an institution. BCOs will attend for 6 weeks, while COTs will attend for 12 weeks.

BCO (Basic Correctional Officer)

BCOs are responsible for ensuring correctional facility safety. A BCO is required to attend ADOC Academy for six weeks and receive ADOC certification. The BCO position will be classified as a Correctional Security Guard (Code: 60618).

COT (Correctional Officer Trainee)

COTs are responsible for ensuring correctional facility safety and providing rehabilitative services to inmates in a secure environment. A COT will also be responsible for transferring inmates and manning patrol towers and perimeter trucks. A COT is required to attend ADOC Academy for 12 weeks to become APOSTC-certified. The COT position will be classified as a Correctional Officer Trainee (Code: 60710).

APOSTC (Alabama Peace Officers' Standards & Training Commission)

APOSTC is responsible for maintaining standards for state-certified law enforcement officers. APOSTC also provides input to the ADOC's training program for the COT position.