

Alabama Department of Corrections  
Equal Employment Opportunity Program

2016

**42.303 Evaluation of employment opportunities**

**1) An analysis of present representation of women and minority persons in all job categories.**

Job categories that have notable underrepresentation of employees of a particular race and sex include Protective service: Sworn Patrol Officers and Skilled Craft. The Protective Service: Sworn Patrol Officers category has the most significant underrepresentation. It is also noted there is underrepresentation amongst White and Hispanic males in the Skilled Craft and White and African-American Women in Service/Maintenance. The current trend noted amongst most job categories is the underrepresentation of white employees.

Because of the small numbers in the job categories of Skilled Craft, Service/Maintenance, Professionals, and the Non-Sworn Protective Services (each job category comprising less than ten percent (10%) of the total employee population), it is difficult to interpret the level of underutilization in each category as significant in relation to the relevant community labor market.

**2) An analysis of all recruitment and employment selection procedures for the preceding fiscal year, including such things as position descriptions, application forms, recruitment methods and sources, interviewing procedures, test administration and test validity, educational prerequisites, referral procedures and final selection methods to insure that equal employment opportunity is being afforded in all job categories.**

Please see response to Section 42.304(g) below. Based upon a review of the ADOC's recruitment and employment selection procedures and the diversified representation for entry level positions, it appears that equal employment opportunity is being afforded in all job categories.

**3) An analysis of seniority practices and provisions, upgrading and promotion procedures, transfer procedures, (lateral and vertical) and formal and informal training programs during the preceding fiscal year, in order to insure that equal employment opportunity is being afforded.**

Please see response to Section 42.304(f) below. Because neither of these policies is based upon race, sex, or national origin, equal opportunity has been afforded in each of these areas. Seniority is based solely upon length of service in a particular position and the same training is mandated for all security staff and the Alabama State Personnel Department. Based upon a review of the ADOC's transfer procedures and the equal numbers of transfers amongst various races and gender that are not underrepresented, it appears that equal employment opportunities are being provided.

With respect to promotions, with the exception of white females, the figures seem to be in line with the representation per race and sex of the ADOC as a whole. The majority of promotions made occur between the Correctional Officer Trainee (Unsworn Officers) and the Correctional Officer I (Sworn Patrol Officers) positions. It is concluded, then, that the disparity in promotions for white females occurs either before or after the initial training academy. Interestingly, this phenomenon does not appear to extend to other races for females.

**4) A reasonable assessment to determine whether minority employment is inhibited by external factors such as the lack of access to suitable housing in the geographical area served by a certain facility or the lack of access to suitable transportation (public or private) to the workplace.**

The ADOC currently has twenty-eight (28) facilities state-wide, most of which are in a rural area and are not accessible to public transportation. The same opportunities in both housing and transportation are offered equally to all employees as well all residents in that geographic area. Additionally, the ADOC has adopted AR 108 which helps to provide affordable housing to its employees.

**42.304 Written equal employment opportunity program**

**(a) A job classification table or chart which clearly indicates for each job classification or assignment the number of employees or assignment the number of employees within each respective category classified by race, sex and national origin. Also principal duties and rates of pay should be clearly indicated for each job classification. Where auxiliary duties are assigned or more than one rate of pay applies because of length of time in job or other factors, a special notation should be made. Where the recipient operates more than one shift or assigns employees within each shift to varying locations, as in law enforcement agencies, the number by race, sex and national origin on each shift and in each location should be identified. When relevant, the recipient should indicate the racial/ethnic mix of the geographic area of assignments by the inclusion of minority population and percentage statistics.**

See attached ADOC Employee, Job Description, and Census Charts.

**(b) The number of disciplinary actions taken against employees by race, sex and national origin within the preceding fiscal year, the number and types of scenarios imposed (suspension indefinitely, suspension for a term, loss of pay, written reprimand, oral reprimand, other) against individuals by race, sex and national origin.**

See attached Employee Action Graph.

**(c) The number of individuals by race, sex and national origin (if available) applying for employment within the preceding fiscal year and the number by race, sex and national origin of those applicants who were offered employment and those who were actually hired. If such data is unavailable, the recipient should institute a system for collection of this data.**

This information is unavailable as application for employment is handled by the Alabama State Personnel, who has no method of tracking this statistic specifically for criminal justice agencies. The ADOC is currently establishing a process to collect this data as it relates to the ADOC specifically.

**(d) The number of employees in each job category by race, sex and national origin who made application for promotion or transfer within the preceding fiscal year and the number in each job category by race, sex and national origin who were promoted or transferred.**

As noted in Section 42.304(g) below, applications for promotion are handled by the Alabama State Personnel Department, so that information is not available to the ADOC specifically. However, for the remaining information see Employee Action Graph.

**(e) The number of employees by race, sex and national origin who were terminated within the preceding fiscal year, identifying by race, sex, and national origin which were voluntary and involuntary terminations.**

See Employee Action Graph.

**(f) Available community and area labor characterizes within the relevant geographical area including total population, workforce and existing unemployment by race, sex and national origin. Such data may be obtained from the Bureau of Labor Statistics.**

See American Community Survey Chart.

**(g) A detailed narrative statement setting forth the recipients existing employment policies and practices. Thus, for example where testing is used in the employment selection process it is not sufficient for the recipient to simply note the fact. The recipient should identify the test, describe the procedures followed in administering and scoring the test, state what weight is given to test scores, how a cut-off score is established and whether the test has been validated to predict or measure job performance and, if so, a detailed description of the validation study. Similarly detailed responses are required with respect to other employment policies, procedures and practices used by the applicant.**

The ADOC has adopted AR 206, Harassment and Discrimination Policy, which strictly prohibits any form of discrimination in hiring, promotion, discharge, pay fringe benefits, job training, classification, referral, and other aspects of employment on the basis of sex, race, color, religion, national origin, age, sexual orientation, ancestry, or disability.

The Alabama Merit System Act, enacted in 1939 pursuant to § 36-26-1 et seq., Ala. Code 1975, created the State Personnel Department and the position of State Personnel Director. The Merit System Act provides that the State Personnel Department is solely responsible for determining the minimum qualifications, administering examinations, and establishing employment registers for all positions, or jobs, within the classified service. The minimum qualifications and examinations are validated pursuant to the Uniform Guidelines on Employee Selection Procedures. The Merit System Act further requires the State Personnel Department to certify the names of the top ten (10) individuals and any ties on the register to the State Agencies.

As a part of the certification procedure, periodically the State Personnel Department generates a register of qualified applicants for any given position. Prior to establishing a register of qualified

candidates, an announcement is published in various mediums. This announcement indicates the minimum qualifications required for the position. Once an announcement has been posted, interested applicants send their applications to the State Personnel Department for processing. Part of the processing is to ensure that each applicant meets the minimum qualifications for the respective position. The position may be agency specific or utilized by all agencies. An applicant may limit his/her availability for employment by restricting the location of employment, by shift work, or by willingness to travel. An applicant who meets the minimum qualifications may then be subjected to a variety of examination types (e.g., written test, activity-based questionnaire, training and experience evaluation, assessment center). Once the applicant has been tested, he/she is then placed on the appropriate register according to his/her score. When an agency is ready to fill a position, it requests a Certificate of Eligible, at which point the State Personnel Department certifies the top ten applicants and any ties. The State agency then determines which applicants to interview or consider for the position, and to ultimately hire. All applicants who are selected and subsequently appointed to the position by the agency have met the minimum qualifications for the position. This same process is utilized for promotional opportunities in the State of Alabama. Because this responsibility is driven by statute, the ADOC cannot speak to the specific processes, including testing, of the State Personnel Department.

In addition to any efforts of the State Personnel Department, however, the ADOC does recruit for security staff by announcing testing on DOC's Website, employee e-mail, TV, radio, newspapers and general publications. Although this recruitment is done equally for all races and genders, which is necessary due to the significant shortage state-wide for correctional staff, the ADOC specifically advertises at historically black colleges and places typically frequented by women.

Transfer process is generally initiated by the employee, who requests of the Warden/Institutional Director to be transferred – and usually with reasoning – for instance, it is closer to my home or I am moving. The Warden/Division Director then decides the impact of the transfer on the facility (short-staffed in that position), and sends a recommendation for final approval to the executive staff member over that Division. From time to time, a directed transfer may be made, which typically involves a transfer based upon a discipline problem or investigation of misconduct. Some female employees were directed to be transferred to Tutwiler Prison for Women to provide gender responsive security.

Discipline for all employees is done without regard for race, sex, or national origin and is mandated specifically by AR 208, which also prescribes punishment for specific rule infractions.

The ADOC has adopted AR 205 Seniority-Correctional Officers I Employees, which is based solely on length of service and not race, sex, or national origin.

The ADOC has adopted AR 219, which provides for training to all employees and contractual clients on the skills necessary to meet the changing correctional environment. This training is provided to all employees irrespective of race, sex and national origin.

**(h) Plan for dissemination of the applicants EEOP to all personnel, applicants and general public. As appropriate, recipients may wish to refer to the recommendations for dissemination policy suggested a No. 4 of the Office of Federal Contract Compliance found at 41 CFR 60-2.24.**

This plan will be made available on both the ADOC's intranet and internet websites. A copy may be requested by and through the Alabama Open Records Act.

**(i) Designation of specified personnel to implement and maintain adherence to the EEOP and a description of their specific responsibilities suggested in revised order No. 4 of the Office of Federal Contract Compliance found at 41 CFR 60-2.24.**

Tamara C. Jackson, ADOC's Equal Employment Officer, has been designated to implement and maintain adherence to this EEOP and whose responsibilities include those as indicated in 41 CFR-60-2.24.

# EEOP Utilization Report



Wed Oct 05 11:49:48 EDT 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	PREA Penalty Funding	<b>Grant Number:</b>	15-PR-PR-001
<b>Grantee Name:</b>	Alabama Department of Corrections	<b>Award Amount:</b>	\$85,941.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	301 South Ripley Street Montgomery, Alabama 36104-4425		
<b>Contact Person:</b>	Lori Lee McCulloch	<b>Telephone #:</b>	334-353-3854
<b>Contact Address:</b>	301 South Ripley Street Montgomery, Alabama 36104-4425		
<b>State Granting Agency:</b>	Alabama Department of Economic and Community Affairs	<b>Grant Number:</b>	15-PR-PR-001
<b>Contact Name:</b>	Brian Forster ADECA		
<b>Contact Address:</b>	401 Adams Avenue Montgomery, Alabama 36104-4325		
<b>Telephone #:</b>	334-353-4265		

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<b>Grant Title:</b>	Alabama Gender Responsive PREA Program	<b>Grant Number:</b>	2014-RP-BX-0016
<b>Grantee Name:</b>	Alabama Department of Corrections	<b>Award Amount:</b>	\$499,166.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	301 South Ripley Street Montgomery, Alabama 36104-4425		
<b>Contact Person:</b>	Lori Lee McCulloch	<b>Telephone #:</b>	334-353-3854
<b>Contact Address:</b>	301 South Ripley Street Montgomery, Alabama 36104-4425		
<b>DOJ Grant Manager:</b>	Lucia Turck	<b>DOJ Telephone #:</b>	202-305-1619

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<b>Grant Title:</b>	Alabama Sexual Safety Enhancements	<b>Grant Number:</b>	2015-RP-BX-0013
<b>Grantee Name:</b>	Alabama Department of Corrections	<b>Award Amount:</b>	\$468,754.00

**Grantee Type:** State Government Agency  
**Address:** 301 South Ripley Street  
Montgomery, Alabama  
36104-4425  
**Contact Person:** Lori Lee McCulloch **Telephone #:** 334-353-3854  
**Contact Address:** 301 South Ripley Street  
Montgomery, Alabama  
36104-4425  
**DOJ Grant Manager:** Lucia Turck **DOJ Telephone #:** 202-305-1619

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**Grant Title:** Residential Substance Abuse Treatment for State Prisoners (RSAT) grant **Grant Number:** 15-RT-DT-001  
**Grantee Name:** Alabama Department of Corrections **Award Amount:** \$183,056.00  
**Grantee Type:** State Government Agency  
**Address:** 301 South Ripley Street  
Montgomery, Alabama  
36104-4425  
**Contact Person:** Lori Lee McCulloch **Telephone #:** 334-353-3854  
**Contact Address:** 301 South Ripley Street  
Montgomery, Alabama  
36104-4425  
**State Granting Agency:** Alabama Department of Economic and Community Affairs **Grant Number:** 15-RT-DT-001  
**Contact Name:** Brian Forster ADECA  
**Contact Address:** 401 Adams Avenue  
Montgomery, Alabama  
36104-4325  
**Telephone #:** 334-353-4265

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### Policy Statement:

The Alabama Department of Corrections (ADOC) has established Administrative Regulation (AR) 206 that strictly prohibits any form of discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of sex, race, color, religion, national origin, age, sexual orientation, ancestry, or disability.

A full copy of the regulation is attached.



## **Step 4b: Narrative Underutilization Analysis**

In reviewing the Utilization Analysis Chart, the Equal Employment Officer for the ADOC made the following observations:

Job categories that have notable underrepresentation of employees of a particular race and sex include Protective Service: Sworn Patrol Officers and Skilled Craft. The Protective Service: Sworn Patrol Officers category has the most significant underrepresentation. It is also noted there is underrepresentation amongst White and Hispanic males in the Skilled Craft and White and African-American Women in Service/Maintenance. The current trend noted amongst most job categories is the underrepresentation of white employees.

Because of the small numbers in the job categories of Skilled Craft, Service/Maintenance, Professionals, and Non-Sworn Protective Services (each job category comprising less than 10% of the total employee population), it is difficult to interpret the level of underutilization in each category as significant in relation to the relevant community labor market.

## **Step 5 & 6: Objectives and Steps**

### **1. Promote career opportunities and advancement to the Alabama population**

- a. The ADOC will inquire amongst newly hired employees, with an emphasis on White males and females, to find out how they learned about employee opportunities.
- b. Promote other job opportunities outside of Protective Services.
- c. Promote job advancement opportunities for Protective Services.
- d. Partner with institutions of higher education to assist in furthering education, which is necessary for career advancement system wide.

### **2. Promote diversity for Protective Services:Patrol Officers**

- a. Focus efforts on recruiting females.
- b. Continue ADOC's campaign to recruit Correctional Officers through billboards, commercials, television, online, and newspapers in state wide publications.

## **Step 7a: Internal Dissemination**

1. Post information on ADOC bulletin boards in employee break area about how to obtain a copy of the EEOP Short Form.
2. Make EEOP Short Form available on ADOC Intranet.

## **Step 7b: External Dissemination**

Make EEOP Short Form available on ADOC Website.

**Utilization Analysis Chart  
Relevant Labor Market: Alabama**

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	11/61%	1/6%	3/17%	0/0%	0/0%	0/0%	0/0%	0/0%	2/11%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	107,805/52%	1,880/1%	12,210/6%	520/0%	1,965/1%	100/0%	725/0%	220/0%	61,680/30%	1,090/1%	17,095/8%	375/0%	1,210/1%	0/0%	505/0%	140/0%
Utilization #/%	9%	5%	11%	-0%	-1%	-0%	-0%	-0%	-19%	-1%	-3%	-0%	-1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	48/21%	0/0%	33/14%	1/0%	1/0%	0/0%	0/0%	0/0%	46/20%	2/1%	96/42%	3/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	112,685/34%	2,595/1%	16,420/5%	555/0%	4,335/1%	50/0%	885/0%	375/0%	145,690/44%	2,285/1%	38,025/12%	755/0%	3,425/1%	15/0%	1,170/0%	290/0%
Utilization #/%	-13%	-1%	9%	0%	-1%	-0%	-0%	-0%	-24%	0%	30%	1%	-1%	-0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	7/33%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	5/24%	0/0%	7/33%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,230/30%	205/0%	3,585/6%	230/0%	605/1%	0/0%	240/0%	60/0%	28,475/45%	335/1%	9,900/16%	105/0%	355/1%	4/0%	190/0%	85/0%
Utilization #/%	3%	-0%	-6%	9%	-1%	0%	-0%	-0%	-21%	-1%	18%	-0%	-1%	-0%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	269/35%	3/0%	316/41%	2/0%	0/0%	0/0%	0/0%	0/0%	22/3%	0/0%	159/21%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	22,340/58%	495/1%	8,745/23%	105/0%	45/0%	0/0%	195/1%	75/0%	2,970/8%	30/0%	3,100/8%	95/0%	15/0%	20/0%	54/0%	0/0%
Utilization #/%	-23%	-1%	18%	-0%	-0%	0%	-1%	-0%	-5%	-0%	13%	-0%	-0%	-0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	498/31%	6/0%	906/56%	5/0%	4/0%	0/0%	0/0%	4/0%	11/1%	1/0%	173/11%	0/0%	0/0%	0/0%	0/0%	1/0%
Civilian Labor Force #/%	74,830/37%	9,745/5%	33,880/17%	630/0%	795/0%	80/0%	1,119/1%	230/0%	44,475/22%	3,350/2%	31,460/16%	320/0%	520/0%	25/0%	570/0%	154/0%
Utilization #/%	-6%	-4%	40%	-0%	-0%	-0%	-1%	0%	-21%	-2%	-5%	-0%	-0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	23/28%	0/0%	48/55%	0/0%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%	11/13%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	885/38%	20/1%	105/4%	0/0%	0/0%	0/0%	0/0%	0/0%	1,040/45%	45/2%	185/8%	25/1%	0/0%	0/0%	20/1%	0/0%
Utilization #/%	-10%	-1%	51%	0%	0%	0%	-0%	2%	-45%	-2%	5%	-1%	0%	0%	-1%	1%
<b>Administrative Support</b>																
Workforce #/%	17/6%	0/0%	7/2%	0/0%	0/0%	0/0%	0/0%	0/0%	110/36%	0/0%	167/55%	0/0%	2/1%	0/0%	0/0%	2/1%
CLS #/%	134,270/26%	2,465/0%	31,335/6%	525/0%	1,705/0%	0/0%	1,355/0%	290/0%	249,350/48%	5,040/1%	82,065/16%	1,525/0%	2,395/0%	75/0%	2,370/0%	580/0%
Utilization #/%	-20%	-0%	-4%	-0%	-0%	0%	-0%	-0%	-12%	-1%	39%	-0%	0%	-0%	-0%	1%
<b>Skilled Craft</b>																
Workforce #/%	51/22%	0/0%	40/17%	1/0%	0/0%	0/0%	0/0%	0/0%	29/12%	0/0%	113/48%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	151,230/73%	13,630/7%	26,810/13%	1,260/1%	965/0%	80/0%	1,485/1%	360/0%	8,010/4%	530/0%	3,210/2%	15/0%	145/0%	0/0%	89/0%	15/0%
Utilization #/%	-51%	-7%	4%	-0%	-0%	-0%	-1%	-0%	8%	-0%	47%	-0%	0%	0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	47/77%	0/0%	14/23%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	210,990/36%	27,485/5%	101,355/17%	1,490/0%	2,900/0%	105/0%	2,900/0%	510/0%	129,965/22%	12,065/2%	89,505/15%	1,390/0%	3,315/1%	110/0%	1,995/0%	400/0%
Utilization #/%	41%	-5%	6%	-0%	-0%	-0%	-0%	-0%	-22%	-2%	-15%	-0%	-1%	-0%	-0%	-0%

### Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Professionals	✓								✓							
Protective Services: Sworn-Officials	✓	✓							✓							
Protective Services: Sworn-Patrol Officers	✓	✓					✓		✓	✓			✓		✓	
Protective Services: Non-sworn									✓							
Administrative Support	✓		✓						✓							
Skilled Craft	✓	✓														
Service/Maintenance									✓							

### Law Enforcement Category Rank Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Correctional Investigative Service Officer</b>																
Workforce #/%	13/65%	0/0%	4/20%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>retired state employee</b>																
Workforce #/%	86/36%	0/0%	93/39%	0/0%	0/0%	0/0%	0/0%	0/0%	11/5%	0/0%	46/19%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Dog Handler</b>																
Workforce #/%	20/87%	0/0%	3/13%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Warden III</b>																
Workforce #/%	2/17%	0/0%	7/58%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/25%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Warden II</b>																
Workforce #/%	5/25%	0/0%	6/30%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	9/45%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Warden I</b>																
Workforce #/%	3/21%	0/0%	5/36%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	0/0%	5/36%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Captain</b>																
Workforce #/%	9/19%	0/0%	22/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/34%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Lieutenant</b>																
Workforce #/%	43/27%	2/1%	73/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	44/27%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Correctional Sergeant</b>																
Workforce #/%	88/37%	1/0%	103/43%	2/0%	0/0%	0/0%	0/0%	0/0%	8/3%	0/0%	35/15%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	498/31%	6/0%	906/56%	5/0%	4/0%	0/0%	0/0%	4/0%	11/1%	1/0%	173/11%	0/0%	0/0%	0/0%	0/0%	1/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

    
\_\_\_\_\_  
[signature] [title] [date]



BOB RILEY  
GOVERNOR

State of Alabama  
Alabama Department of Corrections

Alabama Criminal Justice Center  
301 S. Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



Richard F. Allen  
COMMISSIONER

February 5, 2008

ADMINISTRATIVE REGULATION  
NUMBER 108

OPR: OPERATIONS

**OCCUPANCY OF STATE-OWNED RESIDENTIAL FAMILY DWELLINGS,  
STAFF QUARTERS, OR TRAILER SPACE RENTALS ON STATE PROPERTY**

**I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for occupancy of state-owned residential family dwellings, staff quarters, or trailer space rental on state property.

**II. POLICY**

It is the policy of the ADOC that state-owned residential family dwellings, staff quarters, or trailer space rentals on state property shall be utilized and maintained as outlined in the AR.

**III. DEFINITION(S) AND ACRONYM(S)**

- A. **ADOC Housing Committee:** This committee is composed of the Associate Commissioner of Operations (chairperson), the ADOC Director of Engineering, and the Institutional Coordinator.
- B. **Renovation:** Any change to the physical structure and/or property.
- C. **Rent:** The fee charged by the ADOC for rental of a state-owned dwelling and/or lot space.
- D. **State-owned dwelling/housing:** Any house, apartment, or manufactured home, which was or is purchased with ADOC funds and is located on ADOC property.
- E. **Trailer space:** A designated area on ADOC property where lot(s) of various sizes may be set aside for rental by active ADOC employees and/or

contractors for the sole purpose of parking occupied dwellings.

#### IV. **RESPONSIBILITIES**

- A. The Commissioner, upon recommendation from the ADOC Housing Committee, shall be responsible for:
  - 1. Determining the need for state-owned dwellings at institutions or on ADOC property.
  - 2. Approving all housing and making lot(s) assignments.
- B. Wardens/Directors are responsible for developing their institutional/divisional Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 108, *Occupancy of State-Owned Residential Family Dwellings, Staff Quarters, or Trailer Space Rentals on State Property*.
- C. The Warden shall be responsible for:
  - 1. The maintenance of all state-owned dwellings, staff quarters, or trailer-space which are occupied by employees under his/her supervision and/or ADOC employees/contractors residing on the property.
  - 2. Performing and documenting at least one (1) inspection annually of state-owned dwellings situated on ADOC property and/or occupied by active ADOC employees and/or contractors.
- D. The Director of Engineers shall be responsible for supervising the construction of all state-owned dwellings and shall conduct periodic inspections of existing housing units to assess deterioration, damage, and necessary repairs.
- E. ADOC employees and/or contractors assigned or allowed to reside in state-owned housing or on the property shall be responsible for adhering to this regulation and the Institutional/Divisional SOPs governing Occupancy of State-Owned dwellings and property.

#### V. **PROCEDURES**

- A. State-owned dwellings shall be assigned at the convenience of the ADOC using the following guidelines:



1. The Warden III, Warden II, Warden I and the Canine Handler shall be given priority where housing is available and are exempt from paying a rental fee and utilities up to \$300.00.
  2. The ADOC Housing Committee, with the approval of the Commissioner, shall designate individuals to live in state-owned dwellings, rent free, to ensure a quick response to situations, which may arise at the institutions.
- B. Any active ADOC employee, security personnel taking priority, may submit an ADOC Form 108-A, *ADOC Housing Application* for state-owned housing, when available, to the Warden.
- C. The Warden shall review each application that is submitted for state-owned housing and forward the application to the ADOC Housing Committee with comments for final consideration.
- D. Upon being assigned state-owned housing, employees not covered in Section V. A. 1. shall be:
1. Assessed a rental fee of \$150.00 per month for those dwellings exceeding 1,000 square feet. For those dwellings of less than 1,000 square feet, the rental fee is \$75.00 per month.
  2. Responsible for all utilities to include deposits for items such as, but not limited to, electric/gas meters and fees.
- E. Telephones for personal use shall not be provided by the state.
- F. The State shall maintain major appliances that are currently in the houses.
- G. Trailer space (rental) may be available to personnel at some institutions at the request and expense of the applicant and with final approval by the Commissioner, upon recommendation from the ADOC Housing Committee. Occupants of trailer space shall be assessed a rental fee of \$20.00 per month.
- H. Rentals are payable in advance to the Institutional Business Manager (to the Staton Business Manager in the Draper/Elmore/ Frank Lee/Staton Complex), and are due on the first day of each month and delinquent after the 10<sup>th</sup> of each month.
1. The Business Manager shall assess the employee a \$10.00 late fee for payments received after the 10<sup>th</sup> of the month.
  2. Delinquent accounts shall be reported to the appropriate Warden for necessary action, who will then convey this information to the

ADOC Housing Committee.

3. Failure to pay rent by the 10<sup>th</sup> of the month may be grounds for eviction.

I. All occupants of state-owned housing and state property:

1. Shall be expected to strictly adhere to the contents of this regulation. Violations of this regulation may be grounds for eviction from state-owned housing or state property.
2. May be evicted for cause; or, if directed by the ADOC Commissioner upon thirty (30) days notice.
3. Shall immediately report all maintenance needs to the Warden or designee responsible for that housing unit. The repair or replacement of state property due to:
  - a. Normal wear shall be made with state funds.
  - b. Abuse or negligence by the occupants, shall be paid for by the occupants. Contested claims for maintenance needs may be appealed to the ADOC Housing Committee. Decisions of the ADOC Housing Committee may be appealed to the Commissioner, whose decision shall be final.
4. Shall provide a 30-day written notice to the Warden that they are vacating the dwelling/quarters/trailer space.

J. All state-owned dwellings, staff quarters and rental space shall be inspected, using ADOC Form 108-B, *Residential Inspection Report*, by the Warden/Division Director or their designee annually, normally within the first thirty (30) days of the fiscal year.

K. Immediately upon state-owned housing being vacated and prior to occupancy, the Warden or his/her designee shall conduct an inspection, using ADOC Form 108-B, of the premises and document any damage not attributable to normal wear and usage

1. The cost of repair of any such damage shall be assessed to the vacating occupant.
2. Contested cases may be appealed to the ADOC Housing Committee. The decision of the ADOC Housing Committee may be appealed to the Commissioner, whose decision is final.

- L. All renovations made to state-owned housing or property, must have prior approval by the Warden in writing.
- M. Personnel assigned or allowed to reside on state property are prohibited from subleasing the housing unit or property.
- N. ADOC employees/contractors shall request permission from the ADOC Housing Committee prior to utilizing the residence for private business purposes. Private businesses in and on state property shall be discouraged.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

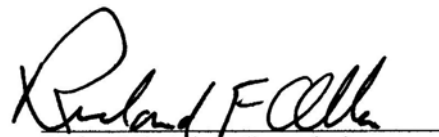
- A. ADOC Form 108-A, *ADOC Housing Application*.
- B. ADOC Form 108-B, *Residential Inspection Report*.

**VIII. SUPERCEDES**

This Administrative Regulation supersedes, AR 108, *Occupancy of State-Owned Residential Family Dwellings, staff Quarters, or Trailer Space Rentals on State Property*, dated August 25, 2004, and any changes.

**IX. PERFORMANCE**

There are no ACA Standards established concerning this regulation.

  
Richard F. Allen, Commissioner

Alabama Department of Corrections  
**ADOC HOUSING APPLICATION**

Name: \_\_\_\_\_ Institution/Assignment: \_\_\_\_\_  
Position: \_\_\_\_\_ Date of Employment: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Residential Family Dwelling  Staff Quarters  Trailer Space

List all prospective occupants and relationship to the applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If application is approved, any changes made to the occupants above shall be promptly reported to the Warden in charge of the housing unit/property.

I further understand that the State of Alabama, Department of Corrections, or any other division of state government will not be responsible for loss/damage to personal property or personal belongings caused by fire, flood, wind, rain, other acts of God, theft, or vandalism while such belongings are on state property (Renters insurance is strongly recommended for personal belongings.).

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Signature of Witness Job Title

**ACTION BY WARDEN**

Date of Action on Request: \_\_\_\_\_ Tentatively: Approved  Denied   
Recommended Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Warden and Institution Date

**ACTION BY ADOC HOUSING COMMITTEE**

Date of Action on Request: \_\_\_\_\_ Tentatively: Approved  Denied   
Recommended Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of ADOC Housing Committee Chair Date

\_\_\_\_\_  
Signature of Commissioner Date

ADOC Form 108-A – February 5, 2005  
Previous edition is obsolete

**ALABAMA DEPARTMENT OF CORRECTIONS  
RESIDENTIAL INSPECTION REPORT**

Staff House: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Date: \_\_\_\_\_ Inspection Type:  Pre-Occupancy  Post-Occupancy  
 Annual  Special Event

**OUTSIDE**

Roof:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Siding:	<input type="checkbox"/> Brick <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood		
	<input type="checkbox"/> Masonite <input type="checkbox"/> Other _____		
	Good Condition?	YES	NO
	Need cleaning?	YES	NO
	Need replacing?	YES	NO
Trim:	If wood, does it need replacing?	YES	NO
	Mildew present?	YES	NO
Eves/Gables/Overhangs:	Good Condition?	YES	NO
	Equipped with gutter?	YES	NO
	Need cleaning?	YES	NO
	Need replacing?	YES	NO
Gutters/Downspouts:	Good Condition?	YES	NO
	Need replacing?	YES	NO
	Need cleaning out?	YES	NO
Windows:	Any glass need replacing?	YES	NO
	Frame in good condition?	YES	NO
	Equipped with storm windows?	YES	NO
	Storm windows recommended?	YES	NO
Driveway:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Does residence have a carport?		YES	NO
Condition:	_____		

**KITCHEN**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

ADOC Form 108-B – February 5, 2008  
 Previous edition is obsolete  
 Page: 1 of 6

Appliances:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Sink:	Good Condition?	YES	NO
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Light Fixtures:	Good Condition?	YES	NO
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Comments: \_\_\_\_\_

**HALL**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**DINING ROOM**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**DEN**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**MASTER BEDROOM**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**MASTER BATH**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Fixtures:	Sink okay?	YES	NO
	Tub/Shower okay?	YES	NO
	Commode okay?	YES	NO

Other: \_\_\_\_\_

**BEDROOM #1**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**BEDROOM #2**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**BEDROOM #3**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_

**BEDROOM #4**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO

Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO

Other: \_\_\_\_\_



**BATHROOM**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Electrical:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Fixtures:	Sink okay?	YES	NO
	Tub/Shower okay?	YES	NO
	Commode okay?	YES	NO
Other:	_____		

**HEATING – VENTILATION – AIR CONDITIONING (HVAC)**

System operating?	YES	NO
Replacement recommended:	YES	NO
Comments:	_____	

**LAUNDRY ROOM**

Floor/Floor covering:	Good Condition?	YES	NO
	Need replacing?	YES	NO
Walls:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Ceiling:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Washer:	Good Condition?	YES	NO
	Need repairing?	YES	NO
Dryer:	Good Condition?	YES	NO
	Need repairing?	YES	NO
	Properly vented?	YES	NO
Other:	_____		

**HOT WATER HEATER**

Water heater okay?	YES	NO
Properly vented?	YES	NO
Comments:	_____	

**OVERALL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**FINDINGS AND RECOMMENDATIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

Signature

Position

Date





Plant Maintenance Worker	6	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6
Plumber Supervisor	3	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Police Comm Officer I	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	5	5
Police Comm Officer III	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	1
Programmer Analyst	1	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	2	3
Programmer Analyst, Assoc.	0	0	0	0	0	0	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	3	3
Psychological Associate II	2	0	2	0	0	0	0	0	0	0	4	2	0	7	0	0	0	0	0	0	0	0	9	13
Psychologist	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	2
Public Information Officer	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Radio Operator	4	0	2	0	0	0	0	0	0	0	6	4	0	21	0	0	2	0	0	0	0	0	27	33
Retired State Employee	15	0	13	0	0	0	0	0	0	0	28	3	0	8	0	0	0	0	0	0	0	0	11	39
Senior Accountant	1	0	1	0	0	0	0	0	0	0	2	3	0	2	0	0	0	0	0	0	0	0	5	7
Senior Psychologist	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Senior Social Worker	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Social Service Case Worker	0	0	2	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2	4
SP Asst Dog Handler	5	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
SP Dog Handler	3	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Staff Accountant	2	0	2	0	0	0	0	0	0	0	4	3	0	11	0	0	0	0	0	0	0	0	14	18
Steward I	1	0	11	0	0	0	0	0	0	0	12	8	0	17	0	0	0	0	0	0	0	0	25	37
Steward II	1	0	3	0	0	0	0	0	0	0	4	7	0	21	0	0	0	0	0	0	0	0	28	32
Steward III	1	0	4	0	0	0	0	0	0	0	5	0	0	7	0	0	0	0	0	0	0	0	7	12
Stock Clerk I	2	0	1	0	0	0	0	0	0	0	3	2	0	2	0	0	0	0	0	0	0	0	4	7
Vehicle Repair Supv (Body)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Warden I	3	0	3	0	0	0	0	0	0	0	6	2	0	2	0	0	0	0	0	0	0	0	4	10
Warden II	2	0	5	0	0	0	0	0	0	0	7	0	0	4	0	0	0	0	0	0	0	0	4	11
Warden III	1	0	4	0	0	0	0	0	0	0	5	0	0	2	0	0	0	0	0	0	0	0	2	7
Warehouse Superintendent	1	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Warehouse Supervisor	4	0	1	0	0	0	0	0	0	0	5	3	0	7	0	0	0	0	0	0	0	0	10	15
<b>Total</b>	171	1	111	3	0	1	0	0	0	0	287	153	0	327	0	0	2	0	0	0	0	0	482	769
<b>Grand Total</b>	847	9	1275	9	0	4	0	0	0	6	2150	180	2	644	0	0	2	0	0	0	1	829	2979	















































Plant Maint Supv III											0									0	0	
Plant Maintenance Worker											0									0	0	
Plumber Supervisor											0									0	0	
Police Comm Officer I											0									0	0	
Police Comm Officer III											0									0	0	
Programmer Analyst	1										1		2							2	3	
Programmer Analyst, Assoc.											0	1	2							3	3	
Psychological Associate II											0	1	2							3	3	
Psychologist											0									0	0	
Public Informattion Officer	1										1									0	1	
Radio Operator											0									0	0	
Retired State Employee	3		6								9	2	2							4	13	
Senior Accountant	1		1								2	2	2							4	6	
Senior Psychologist											0	1								1	1	
Senior Social Worker											0									0	0	
Social Service Case Worker											0									0	0	
SP Asst Dog Handler											0									0	0	
SP Dog Handler											0									0	0	
Staff Accountant											0	1	2							3	3	
Steward I											0									0	0	
Steward II											0									0	0	
Steward III											0									0	0	
Stock Clerk I											0									0	0	
Vehicle Repair Supv (Body)											0									0	0	
Warden I											0									0	0	
Warden II											0									0	0	
Warden III											0									0	0	
Warehouse Superintendent											0									0	0	
Warehouse Supervisor											0									0	0	
<b>Total</b>	41	1	15	1	0	1	0	0	0	0	0	59	37	0	51	0	0	0	0	0	88	147
<b>Grand Total</b>	60	1	32	1	0	1	0	0	0	0	0	95	37	0	59	0	0	0	0	0	96	191

























Plant Maint Supv III												0								0	0	
Plant Maintenance Worker	1											1								0	1	
Plumber Supervisor												0								0	0	
Police Comm Officer I												0								0	0	
Police Comm Officer III												0								0	0	
Programmer Analyst												0								0	0	
Programmer Analyst, Assoc.												0								0	0	
Psychological Associate II	1											1								0	1	
Psychologist												0								0	0	
Public Informattion Officer												0								0	0	
Radio Operator	2											2	1							1	3	
Retired State Employee												0								0	0	
Senior Accountant												0								0	0	
Senior Psychologist												0								0	0	
Senior Social Worker												0								0	0	
Social Service Case Worker												0								0	0	
SP Asst Dog Handler												0								0	0	
SP Dog Handler												0								0	0	
Staff Accountant												0	1							1	1	
Steward I												0	1							1	1	
Steward II												0	1							1	1	
Steward III			1									1								0	1	
Stock Clerk I												0	1							1	1	
Vehicle Repair Supv (Body)												0								0	0	
Warden I												0								0	0	
Warden II												0								0	0	
Warden III												0								0	0	
Warehouse Superintendent												0								0	0	
Warehouse Supervisor												0								0	0	
<b>Total</b>	9	0	5	0	0	0	0	0	0	0	0	14	6	0	11	0	0	0	0	0	17	31
<b>Grand Total</b>	35	0	56	1	0	0	0	0	0	0	0	92	6	0	16	0	0	0	0	0	22	114













Plant Maint Supv III																						0	0	
Plant Maintenance Worker	1																					1	0	1
Plumber Supervisor																						0	0	0
Police Comm Officer I																						0	0	0
Police Comm Officer III																						0	0	0
Programmer Analyst																						0	0	0
Programmer Analyst, Assoc.																						0	0	0
Psychological Associate II																						0	1	1
Psychologist																						0	0	0
Public Informattion Officer																						0	0	0
Radio Operator																						0	0	0
Retired State Employee																						0	0	0
Senior Accountant																						0	0	0
Senior Psychologist																						0	0	0
Senior Social Worker																						0	0	0
Social Service Case Worker																						0	0	0
SP Asst Dog Handler																						0	0	0
SP Dog Handler																						0	0	0
Staff Accountant			1																			1	0	1
Steward I																						0	0	0
Steward II	1																					1	1	2
Steward III																						0	1	1
Stock Clerk I																						0	0	0
Vehicle Repair Supv (Body)																						0	0	0
Warden I																						0	0	0
Warden II			1																			1	0	1
Warden III																						0	1	1
Warehouse Superintendent																						0	0	0
Warehouse Supervisor																						0	0	0
<b>Total</b>	5	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	17	26
<b>Grand Total</b>	22	1	40	0	0	0	0	0	0	0	0	10	1	15	0	0	0	0	0	0	0	63	26	89































Communications Tech II																			0	0	
Communications Tech Supv																			0	0	
Construction Director																			0	0	
Construction Estimator																			0	0	
CO Trainee																			0	0	
Correctional Records Asst Director																			0	0	
Correctional Records Director																			0	0	
Correctional Records Supervisor																			0	0	
Corectional Industries Mgr																			0	0	
Correctional Officer I																			0	0	
Correctional Officer II																			0	0	
Correctional Officer Supv I																			0	0	
Correctional Officer Supv II																			0	0	
Corrections W/H Complex Manager																			0	0	
Dept Procurement Officer																			0	0	
Drug Counselor																			0	0	
Drug Program Specialist			3																3	1	4
Economic Development Spec																			0	0	
Electrician Supervisor	1																		1	0	1
Equal Employment Officer																			0	0	
Equipment Maint Supv																			0	0	
Equipment Operator II																			0	0	
Equipment Repair Supv																			0	0	
Food Processing Supv																			0	0	
Graphic Arts Oper Supv																			0	0	
Graphic Arts Operator																			0	0	
Graphic Arts Specialist																			0	0	
Grievance Liason Officer																			0	0	
Grounds Worker																			0	0	
HVAC Supervisor																			0	0	
HVAC Tech II																			0	0	
Industries Program Director																			0	0	
Inst Services Director																			0	0	
Institutional Coordinator																			0	0	
Inventroy Control Officer																			0	0	
Investigations Officer																			0	0	
IT Manger II																			0	0	
IT Operations Specialist																			0	0	
IT Systems Specialist																			0	0	
IT Systems Specialist, Sr.																			0	0	
IT Systems Technician																			0	0	
IT Systems Technician, Sr.																			0	0	
Laundry Manager I																			0	1	1
Laundry Manager II																			0	0	
Laundry Worker I																			0	0	
Legal Research Assistant																			0	0	
Maint Repair Supervisor			2																2	0	2
Mason Supervisor																			0	0	
Meat Processing Supv																			0	0	
Mechanical Stock Clerk																			0	0	
Mental Health Technician																			0	0	
Nurse Manager																			0	0	
Personnel Assistant I																			0	0	
Personnel Assistant II																			0	0	
Personnel Assistant III																			0	0	
PH Environmental Supv																			0	0	
Planning & Evaluation Supv																			0	0	
Plant Maint Supv I																			1	0	1
Plant Maint Supv II																			1	0	1

Plant Maint Supv III											0									0	0	
Plant Maintenance Worker											0									0	0	
Plumber Supervisor	1										1									0	1	
Police Comm Officer I											0									0	0	
Police Comm Officer III											0									0	0	
Programmer Analyst											0									0	0	
Programmer Analyst, Assoc.											0									0	0	
Psychological Associate II			1								1									0	1	
Psychologist											0									0	0	
Public Informattion Officer											0									0	0	
Radio Operator											0		1		2					3	3	
Retired State Employee											0									0	0	
Senior Accountant											0									0	0	
Senior Psychologist											0									0	0	
Senior Social Worker											0									0	0	
Social Service Case Worker											0									0	0	
SP Asst Dog Handler	2										2									0	2	
SP Dog Handler	1										1									0	1	
Staff Accountant											0									0	0	
Steward I			1								1									0	1	
Steward II											0		2							2	2	
Steward III											0		1							1	1	
Stock Clerk I	1										1									0	1	
Vehicle Repair Supv (Body)											0									0	0	
Warden I			1								1									0	1	
Warden II			1								1									0	1	
Warden III	1										1									0	1	
Warehouse Superintendent											0									0	0	
Warehouse Supervisor											0									0	0	
<b>Total</b>	12	0	8	0	0	0	0	0	0	0	20	6	0	10	0	0	2	0	0	0	18	38
<b>Grand Total</b>	91	2	68	0	0	1	0	0	0	3	165	6	0	20	0	0	2	0	0	0	28	193





Plant Maint Supv III																						0	0	
Plant Maintenance Worker																							0	0
Plumber Supervisor																							0	0
Police Comm Officer I																							3	3
Police Comm Officer III																							0	0
Programmer Analyst																							0	0
Programmer Analyst, Assoc.																							0	0
Psychological Associate II																							1	1
Psychologist			1																				1	1
Public Informattion Officer																							0	0
Radio Operator																							1	1
Retired State Employee																							0	0
Senior Accountant																							0	0
Senior Psychologist																							0	0
Senior Social Worker																							0	0
Social Service Case Worker																							0	0
SP Asst Dog Handler																							0	0
SP Dog Handler																							0	0
Staff Accountant																							0	0
Steward I			1																				1	3
Steward II																							0	0
Steward III			1																				1	1
Stock Clerk I																							0	0
Vehicle Repair Supv (Body)																							0	0
Warden I																							1	1
Warden II																							1	1
Warden III																							0	0
Warehouse Superintendent																							0	0
Warehouse Supervisor																							0	0
<b>Total</b>	1	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	24	
<b>Grand Total</b>	5	0	41	0	0	0	0	0	0	0	3	1	78	0	0	0	0	0	0	0	1	83	129	



















Plant Maint Supv III																				0	0	
Plant Maintenance Worker																					0	0
Plumber Supervisor																					0	0
Police Comm Officer I																					0	0
Police Comm Officer III																					0	0
Programmer Analyst																					0	0
Programmer Analyst, Assoc.																					0	0
Psychological Associate II																					0	0
Psychologist																					0	0
Public Informattion Officer																					0	0
Radio Operator																					0	0
Retired State Employee																					0	0
Senior Accountant																					0	0
Senior Psychologist																					0	0
Senior Social Worker																					0	0
Social Service Case Worker																					0	0
SP Asst Dog Handler																					0	0
SP Dog Handler																					0	0
Staff Accountant													1								1	1
Steward I		2											1								1	3
Steward II												1									1	1
Steward III																					0	0
Stock Clerk I																					0	0
Vehicle Repair Supv (Body)																					0	0
Warden I																					0	0
Warden II																					0	0
Warden III																					0	0
Warehouse Superintendent																					0	0
Warehouse Supervisor																					0	0
<b>Total</b>	1	0	2	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	4	7
<b>Grand Total</b>	7	0	21	0	0	0	0	0	0	0	0	28	1	0	11	0	0	0	0	0	12	40









































Plant Maint Supv III																						0	0		
Plant Maintenance Worker																							0	0	
Plumber Supervisor																							0	0	
Police Comm Officer I																							0	0	
Police Comm Officer III																							0	0	
Programmer Analyst																							0	0	
Programmer Analyst, Assoc.																							0	0	
Psychological Associate II																							0	0	
Psychologist																							0	0	
Public Informattion Officer																							0	0	
Radio Operator																							0	0	
Retired State Employee																							0	0	
Senior Accountant																							0	0	
Senior Psychologist																							0	0	
Senior Social Worker																							0	0	
Social Service Case Worker																							0	0	
SP Asst Dog Handler																							0	0	
SP Dog Handler																							0	0	
Staff Accountant																							0	0	
Steward I																							0	0	
Steward II																							0	0	
Steward III																							0	0	
Stock Clerk I																							0	0	
Vehicle Repair Supv (Body)																							0	0	
Warden I																							0	0	
Warden II																							0	0	
Warden III																							0	0	
Warehouse Superintendent																							0	0	
Warehouse Supervisor																							0	0	
<b>Total</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5
<b>Grand Total</b>	29	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30	5	36





















Job Classification	Educational Requirements	Job Description	Pay Rate
Account Clerk	<ul style="list-style-type: none"> <li>• A high school diploma or GED certificate</li> <li>• One (1) year of experience in clerical or office work which includes bookkeeping responsibility - OR- completion of two (2) courses in bookkeeping or accounting from a vocational/technical school or college</li> </ul>	Employees in this class are responsible for the performance of moderately difficult clerical accounting functions	\$24,595.20-\$36,489.60
Accountant	Bachelor's degree from an accredited* four-year college or university in with a major in Accounting. Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.	Beginning professional level accounting work in the application of accounting and auditing principles, methods and procedures in the establishment, analysis, and maintenance of fiscal records.	\$33,902.40-\$51,376.80
Accounting Director I	Bachelor's degree from an accredited* four-year college or university with a major in Accounting <input checked="" type="checkbox"/> Seven (7) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, two (2) years of which must be responsible work experience at or above the **Senior Accountant level in a governmental agency	Highly responsible administrative and managerial work in directing the operation of a moderately large and complex accounting system or serving as an assistant chief fiscal officer in an agency with a highly complex accounting system.	\$69,098.40-\$105,403.20

Accounting Director III			
Accounting Manager	<p>Bachelor's degree from an accredited* four-year college or university with a major in Accounting</p> <ul style="list-style-type: none"> <li>• Six (6) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, two (2) years of which must be at the Senior Accountant level</li> </ul>	<p>Employees in this class serve as the departmental financial officer directing or coordinating major accounting or fiscal operations of a state agency intermediate in size having a moderately sized, multifaceted accounting system, or assistant to the chief financial officer in an agency with a more complex accounting system, or supervise a large and complex section of the accounting operations of a large agency with a highly complex accounting system.</p>	\$59,517.60-\$90,724.80
Accounting Technician	<p>High School Diploma/GED and college credit for successful completion of five (5) accounting courses AND two (2) years of work experience performing accounting, bookkeeping, or fiscal clerical work. (Qualifying college-level accounting courses are defined as courses that are acceptable by an accredited* four-year college or university towards a major in accounting, including auditing coursework. Coursework must be equivalent to Principles I and II and Intermediate I and II, and another fifth upper-level accounting course.)</p>	<p>This is supervisory and/or highly specialized paraprofessional accounting work in an agency with a diversified accounting program.</p>	430,724.80-\$46,615.20

Admin Analyst I	<p>Bachelor's degree from an accredited* four-year college or university</p> <ul style="list-style-type: none"> <li>• Two years of professional experience conducting studies such as cost analysis, management analysis, systems and procedures analysis, feasibility studies, and methods analysis</li> </ul>	This is professional work in analyzing administrative costs, office procedures, or operational functions in a state agency.	\$35,589.60-\$53,995.20
Admin Analyst II	<p>Bachelor's degree from an accredited* four-year college or university</p> <ul style="list-style-type: none"> <li>• Four years of professional experience conducting studies such as cost analysis, management analysis, systems and procedures analysis, feasibility studies, and methods analysis, including at least six months of experience in a governmental setting</li> </ul>	This is advanced professional work in analyzing administrative costs, office procedures, and operational functions in a large agency.	\$41,258.40-\$62,529.60
ASA I	<p>High school diploma or a GED certificate</p> <ul style="list-style-type: none"> <li>• Six months of clerical work experience</li> </ul>	Employees in this class may perform a variety of clerical duties.	\$20,174.40-\$33,086.40

ASA II	<p>High school diploma or a GED certificate</p> <ul style="list-style-type: none"> <li>• Three years of responsible clerical work experience</li> </ul>	Advanced and/or supervisory office support work involving a variety of tasks and work methods.	\$22,272.00-\$36,489.60
ASA III	<p>High school diploma or a GED certificate</p> <ul style="list-style-type: none"> <li>• Five years of progressively responsible clerical experience. Examples of responsible experience might involve such tasks as developing forms, maintaining data bases, supervising clerical staff, preparing reports and correspondence, determining eligibility or new policies, and training new clerical employees</li> <li>• For promotional register, current permanent status as a Clerk Steno III, Administrative Support Assistant II, or Docket Clerk in the State of Alabama Merit System</li> </ul>	Employees in this class are responsible for performing advanced clerical duties, which may involve significant administrative or supervisory responsibility.	\$25,821.60-\$43,339.20
Assistant General Counsel			

Associate Commissioner			
Building Custodian I	One (1) year of experience in janitorial or general cleaning work and routine building maintenance tasks	This is responsible semi-skilled work supervising the custodial care and maintenance of a public building.	\$20,671.20-\$29,224.80
Cabinetmaker	<p>Graduation from high school or possession of a GED</p> <ul style="list-style-type: none"> <li>• 2 years of experience in cabinetmaking or furniture making</li> <li>• 2 years of supervisory experience</li> </ul>	Employees in this class perform skilled hand and bench cabinetmaking duties including the operation of a power-drawn woodworking machinery and also may involve various types of finish carpentry work on buildings.	\$27,120.00-\$41,258.40

Canteen Clerk	Six (6) months retail store experience	This is routine sales and store work in a retail store or canteen in a state institution.	\$18,736.80-\$25,821.60
Canteen Manager I	<p>Graduation from a standard senior high school or GED equivalency</p> <ul style="list-style-type: none"> <li>• Two (2) years of experience in retail sales and merchandise control work including six (6) months of supervisory experience</li> </ul>	This is supervisory work in operating a canteen store in a state correctional institution.	\$22,272.00-\$35,589.60
Carpenter Supervisor	<p>High School diploma or GED</p> <ul style="list-style-type: none"> <li>☑ Five (5) years of experience as a carpenter at the journeyman level</li> </ul>	The Carpenter Supervisor (General Option) is a permanent, full-time position used by various agencies throughout the state. This is skilled and supervisory work in planning, assigning, and directing the activities of carpenters, carpenter helpers and/or inmates in construction, repair, remodeling, and maintenance of buildings and fixtures	\$28,516.80-\$43,339.20



<p>Classification Asst Director</p>			
<p>Classification Director</p>			
<p>Classification Specialist</p>	<p>Bachelor's degree from an accredited* four-year college or university in sociology, psychology, criminal justice, criminology, social work or an equivalent behavioral or social science</p>	<p>This is sociological and psychological work in the classification and assessment of inmates within the state correctional system.</p>	<p>\$31,488.00-\$47,757.60</p>

<p>Classification Specialist Supv</p>			
<p>Clerk</p>	<p>High School diploma or a GED certificate</p>	<p>Employees in this class may perform variety of clerical duties. These duties include filing documents, sorting mail, proofreading documents, making copies, greeting and directing the public, issuing licenses or vital statistics certificates, taking telephone messages, posting records, or making simple calculations.</p>	<p>\$18,288.00-\$25,200.0</p>
<p>Clerk Steno III</p>			

<p>Communications Tech II</p>	<p>Graduation from an accredited* technical/trade school in Electronics and one (1) year of experience in the repair of two-way radios OR • High school diploma/GED and two (2) years of experience in the repair of two-way radios</p>	<p>This is highly skilled technical work in checking, installing, maintaining, repairing and using FM VHF two-way radio transmitting and receiving equipment and other electronic, electrical and mechanical equipment.</p>	<p>\$35,589.60-\$53,995.20</p>
<p>Communications Tech Supv</p>			
<p>Construction Director</p>			

Construction Estimator			
CO Trainee	High school diploma or GED • Nineteen (19) years of age	This is correctional security work as a trainee that consists of formal and on-the job training of the policies and procedures associated with the custody and rehabilitation of inmates within a correctional institution.	\$28,516.60-\$43,339.20
Correctional Records Asst Director			

Correctional Records Director			
Correctional Records Supervisor			
Corectional Industries Mgr			

<p>Correctional Officer I</p>	<p>Completion of APOST Correctional requirements</p> <ul style="list-style-type: none"> <li>• Current permanent status as a Correctional Officer Trainee (60710)</li> </ul>	<p>This is correctional work in a state correctional institution involving the custody and rehabilitation of inmates.</p>	<p>\$29,954.40-\$45,501.60</p>
<p>Correctional Officer II</p>	<p>Current permanent status as a Correctional Officer (60711) with the State of Alabama Merit System</p> <ul style="list-style-type: none"> <li>• Graduation from high school or GED</li> <li>• One year of experience after obtaining permanent status as a Correctional Officer (60711) in the State of Alabama Merit System</li> </ul>	<p>This is correctional work that includes supervising a small unit of correctional officers.</p>	<p>\$33,086.40-\$50,119.20</p>
<p>Correctional Officer Supv I</p>	<p>At least one year of experience and current permanent status as a Correctional Sergeant (60712) or a Classification Specialist (50340). (Individuals in the Classification Specialist class must have at least one year of experience as a Correctional Officer (60711) or higher)</p> <p>PLUS</p> <ul style="list-style-type: none"> <li>• Three years of experience at the level of Correctional Officer (60711) or higher</li> <li>• APOST Certification</li> </ul>	<p>This is correctional work supervising a shift in a correctional institution.</p>	<p>\$35,589.60-\$53,995.20</p>

<p>Correctional Officer Supv II</p>	<p>At least one year of experience and current permanent status as a Correctional Lieutenant (60714) or a Classification Specialist Supervisor (50343). (Individuals in the Classification Specialist Supervisor class must have at least one year of experience as a Correctional Sergeant (60712) or higher)</p> <p>PLUS</p> <ul style="list-style-type: none"> <li>• Three years of experience at the level of Correctional Officer (60711) or higher <ul style="list-style-type: none"> <li>• APOST Certification</li> </ul> </li> </ul>	<p>This is responsible correctional work supervising the security activities of a correctional institution or assisting in operating a work release center.</p>	<p>\$39,290.40-\$59,517.60</p>
<p>Corrections W/H Complex Manager</p>			
<p>Dept Procurement Officer</p>			

Drug Counselor	<p>Bachelor's degree from an accredited* four-year college or university</p> <ul style="list-style-type: none"> <li>• One year of experience in substance abuse counseling</li> </ul>	<p>Positions are located throughout the state. This is responsible work in providing supportive counseling services to inmates in a drug abuse treatment setting.</p>	<p>\$29,954.40-\$45,501.60</p>
Drug Program Specialist			
Economic Development Spec	<p>Bachelor's degree from an accredited* four-year college or university</p>	<p>This is professional work in support of local, regional, or statewide planning or related evaluation, monitoring, review, and implementation activities for state and federal planning and economic development programs.</p>	<p>\$31,488.00-\$47,757.60</p>



<p>Electrician Supervisor</p>	<p>High School diploma/GED</p> <ul style="list-style-type: none"> <li>• Five (5) years experience as a Journey level electrician</li> </ul>	<p>Employees in this class are responsible for planning, organizing, and directing the work of all personnel engaged in the installation, maintenance, and repair of electrical and electronic equipment and systems at a large state facility.</p>	<p>\$29,224.80-\$44,416.60</p>
<p>Equal Employment Officer</p>	<p>Bachelor's degree from an accredited* four-year college or university in business or public administration or a social or behavioral science.</p> <ul style="list-style-type: none"> <li>• Two years of professional experience in human resources or personnel administration OR two years of professional experience in equal employment or civil rights work.</li> </ul>	<p>This is administrative and regulatory work assuring the administration of departmental programs comply with federal and state civil rights legislation, standards, and requirements.</p>	<p>\$37,389.60-\$56,685.60</p>
<p>Equipment Maint Supv</p>			

<p>Equipment Operator II</p>	<p>Completion of the eighth grade</p> <ul style="list-style-type: none"> <li>• One year of combined experience operating at least two of the pieces of equipment listed below</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Two years of experience operating one of the pieces of equipment listed below</li> </ul> <p>PIECES OF EQUIPMENT</p> <p>Tractor Trailer/Semi Bulldozer Backhoe Front-End Loader Grader Forklift Dump Truck Skid-steer Loader Pallet Jack Bush Hog Cherry Picker Cutter Lift Bucket</p>	<p>Employees in this class operate one or more kinds of trucks, earth excavation, moving and grading equipment such as a bulldozer, motor patrol, gradall, backhoe, crawler tractor, and dump truck the majority of the time.</p>	<p>\$23,419.20-\$33,902.40</p>
<p>Equipment Repair Supv</p>			
<p>Food Processing Supv</p>			

Graphic Arts Oper Supv			
Graphic Arts Operator			
Graphic Arts Specialist			

Grievance Liason Officer			
Grounds Worker	<p>Completion of the sixth grade</p> <ul style="list-style-type: none"> <li>• Two (2) years of experience in groundskeeping and gardening work</li> </ul>	<p>Employees in this job classification are responsible for the appearance, repair, and general care of gardens and grounds..</p>	<p>\$19,675.20-\$27,806.40</p>
HVAC Supervisor			

HVAC Tech II			
Industries Program Director			
Inst Services Director			

<p>Institutional Coordinator</p>			
<p>Inventroy Control Officer</p>			
<p>Investigations Officer</p>	<p>Possession of a high school diploma or GED certificate.</p> <ul style="list-style-type: none"> <li>• Three (3) years of criminal investigative experience with a law enforcement agency or as a military criminal investigator.</li> <li>• Certification by APOST or equivalent law enforcement academy.</li> </ul>	<p>This is responsible investigative work of a confidential nature concerning incidents in state correctional institutions.</p>	<p>\$35,589.60-\$53,995.20</p>

<p>IT Manger II</p>	<p>Current permanent status as an IT Systems Specialist, Senior or IT Manager I (for the promotional register only)</p> <p>☑ Bachelors degree from an accredited* college or university in any field and 10 years of senior level IT experience to include four of the following: project management, developing policies and procedures, managing an IT group or function, preparing budgets, strategic IT planning and/or contract or vendor negotiations. Experience must include at least 5 years of full-time supervision to include hiring/terminating personnel, conducting performance appraisals, assigning work/projects, and employee counseling.</p> <p>OR</p> <p>☑ Bachelors degree from an accredited* college or university in IT or a related field and 9 years of senior level IT experience to include four of the following: project management, developing policies and procedures, managing an IT group or function, preparing budgets, strategic IT planning and/or contract or vendor negotiations. Experience must include at least 5 years of full-time supervision to include hiring/terminating personnel, conducting performance appraisals, assigning work/projects, and employee counseling.</p>	<p>This is highly responsible administrative and management work in directing IT operations for an agency having a moderately complex IT operation environment. Employees in this class direct a full range of IT services for departments with moderately complex operations. Work at this level is impacted by a wide variety of factors such as complex applications; multiple platforms; interaction and joint projects between different functional areas and vendors; number of users; remote locations; and supervision of a large staff of technical support, operations, and/or applications and delivery personnel. Emphasis is on providing optimal IT systems and services within budgetary constraints to support the business needs of the agency.</p>	<p>\$74,479.20- \$113,479.20</p>
<p>IT Operations Specialist</p>	<p>High School diploma/GED.</p> <p>☑ Two years of experience in computer operations including running, canceling, and monitoring jobs on a mainframe application system, modifying JCL, operating peripheral equipment, using a PC system to access mainframe applications and databases, and/or performing system IPLs.</p>	<p>This is highly specialized and lead supervisory operations support for data and voice communications equipment, mainframe and client server operations, and network operations. Employees in this class serve as lead operator responsible for monitoring, maintaining, and diagnosing problems with mainframe and client server equipment, and computer network equipment. Employees work under limited supervision serving as leader of a workgroup or shift and are responsible for assigning work, training less experienced technicians, maximizing production, and maintaining work schedules.</p>	<p>\$31,488.00-\$50,119.20</p>

IT Systems Specialist	<p>Current permanent status as an IT Systems Specialist, Associate (for the promotional register only)</p> <ul style="list-style-type: none"> <li>☑ A four-year degree from an accredited* college or university with a minimum of 5 courses in information technology <ul style="list-style-type: none"> <li>☑ Four (4) years of experience in two or more of the following areas: <ul style="list-style-type: none"> <li>☑ Local/wide area network design, maintenance or support</li> <li>☑ Mainframe/Midrange design, maintenance or support</li> <li>☑ Database system design, maintenance, or support</li> </ul> </li> </ul> </li> </ul>	<p>This is the full performance level work performing advanced applied and developmental technical work in data systems design and maintenance. Employees in this class analyze, develop, design, modify, implement, and/or maintain local/wide area networks (LAN/WAN), operating systems, mainframe/midrange, and/or database systems. Work involves assignment as a generalist performing in multiple areas typically supporting</p>	\$59,517.60-\$90,724.80
IT Systems Specialist, Sr.	<p>Current permanent status as an IT Systems Specialist (for the promotional register only)</p> <ul style="list-style-type: none"> <li>☑ Bachelor's degree from an accredited* four-year college or university with a minimum of 5 courses in Information Technology</li> <li>☑ Eight (8) years of experience in design, maintenance, or support of database management, networking, mainframe, midrange, and/or telecommunications systems</li> </ul>	<p>This is the supervisory and highly applied and developmental technical level for complex voice and data systems design work that fulfills current and future client needs. Employees in this class are responsible for supervising a group of subordinate technical employees engaged in voice and data systems design and modification. Some employees may serve as a resource for technical expertise in a specialized area.</p>	\$69,098.40-\$105,403.20
IT Systems Technician	<p>Graduation from High School or GED</p> <ul style="list-style-type: none"> <li>☑ One (1) year of experience in troubleshooting and installing Business and/or Government applications software and/or hardware.</li> </ul>	<p>This is applied technical work involving the physical aspects of voice and data network operations. Employees in this class are responsible for the installation, repair, support, and relocation of personal computer equipment and software and data communications equipment and systems. Work involves installing, testing, and maintaining personal computers and peripheral equipment. Employees may also provide beginning software training to end-users.</p>	\$29,954.40-\$45,501.60



<p>IT Systems Technician, Sr.</p>	<p>One year of credit from an accredited* college or technical school in the field of Information Systems  <input checked="" type="checkbox"/> Two (2) years of experience in troubleshooting and installing Business and/or Government applications software and/or hardware</p>	<p>This is advanced applied technical level and/or supervisory work in data systems and installation. Employees are responsible for the planning, coordination, installation, and maintenance of varied and complex personal computer systems and equipment. Work involves performing technical systems activities including participating in the planning and administration of local/wide area networks and coordinating systems repairs. Work also involves meeting with vendors and users to assess available resources for providing equipment and services that will fulfill agency and user needs.</p>	<p>\$39,290.40-\$59,517.60</p>
<p>Laundry Manager I</p>	<p>High School Diploma/GED  <ul style="list-style-type: none"> <li>• Two years experience in laundry operations</li> </ul> </p>	<p>This is responsible supervisory work over the operation of an institutional laundry.</p>	<p>\$23,992.80-\$34,735.20</p>
<p>Laundry Manager II</p>			

Laundry Worker I	Completion of eighth school grade	This is routine work in performing repetitive manual or machine operation tasks in an institutional laundry	\$17,407.20-\$23,419.20
Legal Research Assistant	<p>Graduation from an accredited* legal assistant or paralegal program</p> <ul style="list-style-type: none"> <li>• Possession of a legal assistant or paralegal certificate</li> <li>• One year of experience in legal research work</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Graduation from a recognized school of law and eligibility to be admitted to the Alabama State Bar Examination</li> </ul>	This is specialized work conducting research into legal issues arising in connection with the operation of state departments and agencies, in the preparation of basic legal documents, and in the handling of routine administrative duties.	\$31,488.00-\$50,119.20
Maint Repair Supervisor	<p style="text-align: center;">High School diploma/GED</p> <ul style="list-style-type: none"> <li>• Two (2) years of experience in a “building trade” or small engine repair</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Trade school graduation in a “building trade”</li> </ul>	Employees in this class are responsible for maintenance work involving a variety of mechanical, electrical, and building trades.	\$26,464.80-\$40,252.80

<p>Mason Supervisor</p>	<p>High School diploma/GED  <input checked="" type="checkbox"/> Two (2) years of experience as a Mason</p>	<p>This is skilled and supervisory work in the mason and bricklaying trades. Employees work independently in applying standard trade practices but receive instructions orally or in writing such as blueprints, work orders, sketches, or other drawings. A technical supervisor provides guidance and inspects completed assignments.</p>	<p>\$28,516.80-\$43,339.20</p>
<p>Meat Processing Supv</p>			
<p>Mechanical Stock Clerk</p>			

Mental Health Technician	High school diploma or GED	Some positions may require possession of a valid Alabama Driver's License.	\$20,174.40-\$30,724.80
Nurse Manager	<p>Master's degree from an accredited* four-year college or university in Nursing, Public Health, Public Administration, or Business Administration</p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited* four-year college or university in Nursing</li> <li>• Four years of professional nursing experience including two years of supervisory or administrative experience</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited* four-year college or university in Nursing</li> <li>• Five years of professional nursing experience including three years of supervisory or administrative experience</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Associate's degree from an accredited* college or university in Nursing or diploma in Nursing</li> <li>• Seven years of professional nursing experience including four years of supervisory or administrative experience</li> </ul>	This is responsible professional nursing work supervising a large multi-service county health department clinic or managing an area wide specialized program.	\$52,663.20-\$80,287.20
Personnel Assistant I			

<p>Personnel Assistant II</p>			
<p>Personnel Assistant III</p>			
<p>PH Environmental Supv</p>	<p>Bachelor's degree from an accredited* four-year college or university with a minimum of 30 quarter hours or 20 semester hours of course work in biology, chemistry, environmental science, mathematics or physical science</p> <ul style="list-style-type: none"> <li>• Five years of experience in a public or private environmental health program including two years at the level of a Public Health Senior Environmentalist. Experience at the Public Health Senior level includes but is not limited to supervising a small staff of environmentalists, serving as a lead worker in a specialized field of environmental health or providing the environmental health services in a single county.</li> </ul>	<p>Employees in this class may supervise a staff of environmentalists and support personnel at the local level or coordinate the environmental programs for multiple counties.</p>	<p>\$43,339.20-\$72,686.40</p>

<p>Planning &amp; Evaluation Supv</p>			
<p>Plant Maint Supv I</p>	<p>High school diploma or GED equivalent</p> <ul style="list-style-type: none"> <li>• Two years of experience in the operation and maintenance of commercial building heating, cooling, and refrigeration equipment and in the maintenance and repair of buildings to include one year of supervisory experience</li> </ul>	<p>This is supervisory and skilled work in a building maintenance program at a state building or institution.</p>	<p>\$31,488.00-\$47,757.60</p>
<p>Plant Maint Supv II</p>	<p>High school diploma or GED equivalent</p> <ul style="list-style-type: none"> <li>• Four years of experience in the operation and maintenance of commercial building heating, cooling, and refrigeration equipment and in the maintenance and repair of buildings to include two years of supervisory experience</li> </ul>	<p>This is supervisory and skilled work in a building maintenance program at a state building or institution.</p>	<p>\$33,902.40-\$51,376.80</p>

<p>Plant Maint Supv III</p>			
<p>Plant Maintenance Worker</p>	<p>Completion of the tenth grade</p> <ul style="list-style-type: none"> <li>• Two (2) years of experience in at least two (2) building trades</li> </ul>	<p>This is semi-skilled general maintenance and repair work performing building repair or instillation work.</p>	<p>\$25,200.00-\$37,389.60</p>
<p>Plumber Supervisor</p>	<p>High school diploma or GED certificate</p> <ul style="list-style-type: none"> <li>• Three years of experience in the plumbing trade at the journeyman level</li> </ul>	<p>This is skilled and supervisory work in the plumbing trade determining work methods and participating in the work of the trade.</p>	<p>\$28,516.80-\$43,339.20</p>

Police Comm Officer I	High school diploma or GED certificate	This is specialized work receiving and dispatching messages at the Corrections Communications Command Center.	\$227,120.00-\$41,258.40
Police Comm Officer III	<p>Current, permanent status as a Police Communications Officer II (21122) with the State of Alabama Law Enforcement Agency (ALEA)</p> <p>☑ Two years of experience as a Police Communications Officer II (21122) with the State of Alabama Law Enforcement Agency</p>	Police Communications Officer III is a permanent full-time position with the State of Alabama Law Enforcement Agency (ALEA). Positions are located throughout the state. This is advanced specialized and supervisory work receiving and dispatching messages in a state communications center.	\$31,488.00-\$47,757.60
Programmer Analyst	<p>Current permanent Merit system status as a Programmer Analyst, Associate (for the promotional register only).</p> <p>☑ Bachelor's degree from an accredited* four-year college or university in Computer Science, Math, Information Technology or a related field, including 2 courses in programming, plus four (4) years of experience in computer programming utilizing high level languages to manipulate databases or files and produce outputs and reports, including two (2) years of experience in system analysis, defining system requirements, writing system specifications, and designing computer systems.</p>	This is beginning through mid-level professional programming and analysis work. Employees in this class are responsible for analyzing and evaluating existing applications and designing new or enhanced applications to support end-user needs.	\$43,339-20-472,686.40



<p>Programmer Analyst, Assoc.</p>	<p>Two-year degree (AS/AA) from an accredited* college or university in Computer Science, Math, Information Technology or a related field, including 2 courses in programming</p> <ul style="list-style-type: none"> <li>☑ Two (2) years of experience in computer programming utilizing high level languages to manipulate databases or files and produce outputs and reports</li> </ul>	<p>This is the full performance professional level work performing moderately to highly complex programming and systems analysis work.</p>	<p>\$53,327.20-\$84,276.00</p>
<p>Psychological Associate II</p>	<p>A Master's degree from an accredited* four-year college or university in psychology plus at least one course in psychological testing</p> <ul style="list-style-type: none"> <li>• Three years of professional work experience in administering and interpreting psychological assessments or in conducting service or treatment programs for clients</li> </ul>	<p>Employees in</p>	<p>\$39,290.40-\$59,517.60</p>
<p>Psychologist</p>	<p>Graduation from an accredited* college or university with a doctoral degree in psychology including a one-year internship, or one year of equivalent supervised experience</p>	<p>this classification are responsible for applying a variety of psychological methods and techniques to assess and evaluate behavior, personality, and intelligence.</p>	

Public Information Officer	<p>Bachelor's degree from an accredited* four-year college or university in Journalism, Public Relations, Communications, English, or a closely related field</p> <ul style="list-style-type: none"> <li>• Two (2) years of professional experience in the field of public relations, public information, communications, print journalism, broadcast journalism, or related media promotional/information experience</li> </ul>	This is advanced public relations and informational work in a state agency.	\$32,287.20-\$53,995.20
Radio Operator	<p>High school diploma/GED</p> <ul style="list-style-type: none"> <li>• One (1) year of experience in operating a field or base two-way radio</li> </ul>	Employees in this class are responsible for receiving and transmitting voice radio and telephone messages in a state operated communications office or forestry office.	19,675.20-\$30,724.80
Retired State Employee	<p>There will be no examination. Individuals who meet the minimum requirement will have their name placed on a list to be eligible for appointment. Appointments to this class will be made on a conditional basis.</p>	The hourly, conditional Retired State Employee classification is used by various agencies to reemploy individuals who have retired from the State of Alabama.	(Min) \$7.25 per hour- (Max) Hourly equivalent at time of retirement

<p>Senior Accountant</p>	<p>You must have all of the following to qualify for the open-competitive register:</p> <ul style="list-style-type: none"> <li>☑ Bachelor's degree from an accredited* four-year college or university with a major in Accounting</li> <li>☑ Four (4) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, two (2) years of which must be at the Staff Accountant level</li> </ul> <p>You must have all of the following to qualify for the promotional register:</p> <ul style="list-style-type: none"> <li>☑ Current, permanent status as a Staff Accountant with the State Merit System</li> <li>☑ Four (4) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work, two (2) years of which must be at the Staff Accountant level</li> </ul>	<p>This advanced professional accounting/auditing and/or supervisory work in directing or coordinating major accounting, auditing, or fiscal operations.</p>	<p>\$47,757.60-\$72,686.40</p>
<p>Senior Psychologist</p>	<p>Doctoral degree from an accredited* four-year college or university in Psychology</p> <ul style="list-style-type: none"> <li>☑ Three years of progressively responsible clinical and administrative experience in treatment and assessment.</li> </ul>	<p>This is professional and highly responsible administrative work planning, organizing, and directing a large statewide psychological services program.</p>	<p>\$64,077.60-\$97,766.40</p>
<p>Senior Social Worker</p>	<p>Master's degree in Social Work from a social work program accredited by the Council on Social Work Education.</p> <ul style="list-style-type: none"> <li>• Eligibility for Licensure as issued by the Alabama Board of Social Work Examiners</li> </ul>	<p>This is advanced professional service social work. Employees in this class develop a social service plan for a difficult and complex select caseload in child protective services, adult protective services, child and adult foster care and/or adoptions; investigate complex abuse and neglect cases; provide immediate crisis intervention; assess need and delivery of services; arrange for clinical services; and/or plan for nursing home care.</p>	<p>\$35,589.60-\$53,995.20</p>

<p>Social Service Case Worker</p>	<p>Bachelor's degree from an accredited* college or university in a social science.  OR  • Bachelor's degree from an accredited* college or university with a degree in any major and at least 30 semester or 45 quarter hours in social or behavioral science courses. Please submit a college transcript or a list of social or behavioral science courses and hours completed with application.</p>	<p>This is service social work developing social service plans for select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups; and preparing court reports and testifying in court.</p>	<p>\$29,954.40-\$47,757.60</p>
<p>SP Asst Dog Handler</p>			
<p>SP Dog Handler</p>			

Staff Accountant	<p>Bachelor's degree from an accredited* four-year college or university with a major in Accounting</p> <ul style="list-style-type: none"> <li>• Two (2) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work</li> </ul> <p>You must have all of the following to qualify for the promotional register:</p> <ul style="list-style-type: none"> <li>• Current, permanent status as an Accountant with the State Merit System</li> <li>• Two (2) years of experience performing professional-level accounting, financial auditing, and/or compliance auditing work</li> </ul>	This is professional accounting and auditing work performed according to established procedures and regulations in the establishment, analysis, and maintenance of fiscal records.	\$41,258.40-\$62,529.60
Steward I	<p>High School Diploma/GED</p> <ul style="list-style-type: none"> <li>• Two years of experience preparing full course meals in a full service food establishment</li> </ul> <p>NOTE</p> <ul style="list-style-type: none"> <li>• Fast food experience is NOT considered qualifying experience</li> </ul>	This is supervisory work in the preparation and service of food in a state prison, work release center or other institution.	\$26,464.80-\$40,252.80
Steward II	<p>High School Diploma/GED</p> <ul style="list-style-type: none"> <li>• Three years of experience preparing full course meals in a full service food establishment</li> </ul> <p>NOTE</p> <ul style="list-style-type: none"> <li>• Fast food experience is NOT considered qualifying experience</li> </ul>	This is supervisory work in the preparation and service of food in a state prison, work release center or other institution.	\$28,516.80-\$43,339.20

Steward III	<p style="text-align: center;">High School Diploma/GED</p> <ul style="list-style-type: none"> <li>• Three years preparing full course meals in a full service food establishment to include at least two years supervising food preparation employees</li> </ul> <p style="text-align: center;">NOTES</p> <ul style="list-style-type: none"> <li>• Fast food experience is NOT considered qualifying experience.</li> <li>• College level courses in food service or preparation may substitute for the required non-supervisory experience on a year for year basis</li> </ul>	This is supervisory work in the preparation and service of food in a large state prison.	\$20,724.80-\$46,615.20
Stock Clerk I	<p style="text-align: center;">High School Graduation or GED</p> <ul style="list-style-type: none"> <li>• Six (6) months of experience performing stockroom duties such as shipping and receiving inventory management; stocking, locating and issuing supplies; completing and filing documents; and operating material handling equipment</li> </ul>	This is routine manual and clerical work in the operation of a small departmental supply unit. Employees in this class perform manual and clerical tasks in the receiving, storing, shipping, and care of office, laboratory, or hospital supplies, oils and greases, drugs, farm tools, foodstuffs, or related items in central warehouses or supply sections.	\$20,671.20-\$29,224.80
Vehicle Repair Supv (Body)			

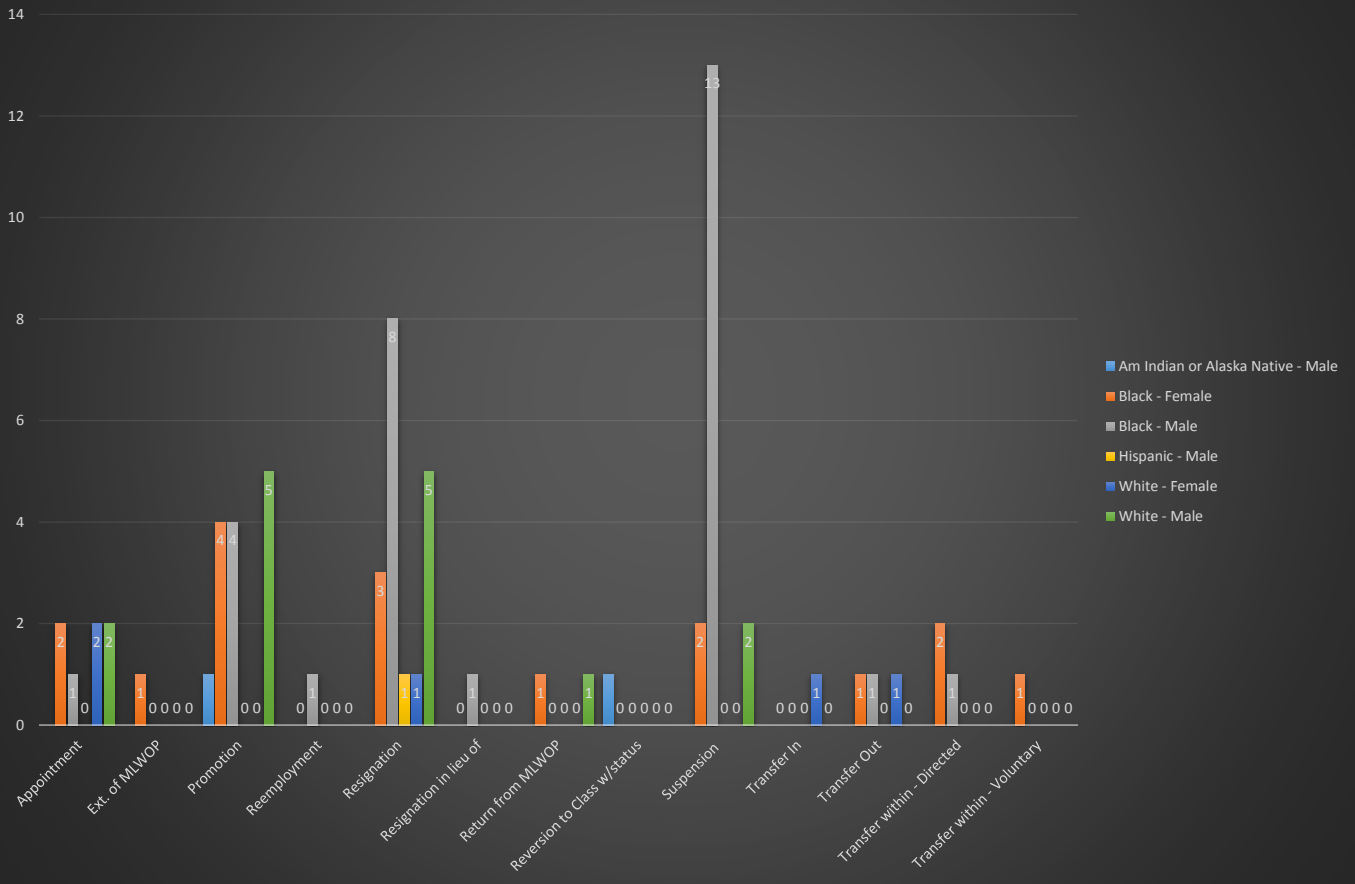
Warden I			
Warden II			
Warden III			

Warehouse Superintendent			
Warehouse Supervisor			



Facility	City, State	Geographic Area Percentage	Access to housing
Alex City WR	Alex City, AL	62.2% White, 32.0% Black, 0.2% American Indian, 0.9% Asian, Two or More Race, 4.8% Hispanic	Yes
Atmore WR	Atmore, AL	40% White, 55.6% Black, 1.8% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 0.3% Asian, 1.4% Two or More Race, 1.8% Hispanic	Yes
Bibb CF	Brent, AL	76.1% White, 22.2% Black, 0.4% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 0.2% Asian, 0.9% Two or More Race, 1.8% Hispanic	Yes
Birmingham WR	Birmingham, AL	22.3% White, 73.4% Black, 0.2% American Indian, 1.0% Asian, 1.0% Two or More Race, 3.6% Hispanic	Yes
Bullock CF	Union Springs, AL	1.9% White, 95.8% Black, 0.1% American Indian, 0.5% Asian, 1.3% Two or More Race, 1.3% Hispanic	Yes
Camden WR	Camden, AL	22.3% White, 73.4% Black, 0.2% American Indian, 1.0% Asian, 1.0% Two or More Race, 3.6% Hispanic	No
Childersburg, AL	Childersburg, AL	60.1% White, 36.9% Black, 0.4% American Indian, 0.5% Asian, 1.8% Two or More Race, 1.3% Hispanic	No
Decatur, AL	Decatur, AL	66.5% White, 21.7% Black, 0.7% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 0.9% Asian, 2.2% Two or More Race, 12.4% Hispanic	Yes
Donaldson CF	Bessemer, AL	24.3% White, 71.2% Black, 0.3% American Indian, 0.2% Asian, 0.9% Two or More Race, 4.1% Hispanic	Yes
Draper CF	Elmore, AL	74.2% White, 21.6% Black, 0.4% American Indian, 0.8% Asian, 2.0% Two or More Race, 2.8% Hispanic	Yes
Easterling CF	Clio, AL	1.9% White, 95.8% Black, 0.1% American Indian, 0.5% Asian, 1.3% Two or More Race, 1.3% Hispanic	Yes
Elba WR	Elba, AL	66.2% White, 22.6% Black, 1.1% American Indian, 0.2% Native Hawaiian and other Pacific Islander, 2.7% Asian, 4.3% Two or More Race, 10.1% Hispanic	Yes
Elmore CF	Elmore, AL	74.2% White, 21.6% Black, 0.4% American Indian, 0.8% Asian, 2.0% Two or More Race, 2.8% Hispanic	Yes
Fountain CF	Atmore, AL	40% White, 55.6% Black, 1.8% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 0.3% Asian, 1.4% Two or More Race, 1.8% Hispanic	Yes
Frank Lee WR	Deatsville, AL	74.2% White, 21.6% Black, 0.4% American Indian, 0.8% Asian, 2.0% Two or More Race, 2.8% Hispanic	Yes
Hamilton A & I	Hamilton, AL	89.3% White, 7.7% Black, 0.4% American Indian, 0.2% Asian, 1.1% Two or More Race, 3.1% Hispanic	Yes
Hamilton WR	Hamilton, AL	89.3% White, 7.7% Black, 0.4% American Indian, 0.2% Asian, 1.1% Two or More Race, 3.1% Hispanic	Yes
Holman CF	Atmore, AL	40% White, 55.6% Black, 1.8% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 0.3% Asian, 1.4% Two or More Race, 1.8% Hispanic	Yes
Kilby CF	Mt. Meigs, AL	37.3% White, 56.6% Black, 0.0% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 2.2% Asian, 1.3% Two or More Race, 3.9% Hispanic	Yes
Limestone CF	Harvest, AL	62.2% White, 31.7% Black, 0.5% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 1.2% Asian, 3.2% Two or More Race, 3.1% Hispanic	Yes
Loxley WR	Loxley WR	85.3% White, 5.4% Black, 0.8% American Indian, 0.5% Asian, 1.9% Two or More Race, 9.2% Hispanic	Yes
Mobile WR	Mobile, AL	45.0% White, 50.6% Black, 0.3% American Indian, 1.8% Asian, 1.4% Two or More Race, 2.4% Hispanic	Yes
Montgomery WR	Mt. Meigs, AL	37.3% White, 56.6% Black, 0.0% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 2.2% Asian, 1.3% Two or More Race, 3.9% Hispanic	Yes
Red Eagle WR	Montgomery, AL	37.3% White, 56.6% Black, 0.0% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 2.2% Asian, 1.3% Two or More Race, 3.9% Hispanic	Yes
St. Clair CF	Springville, AL	84.1% White, 13.3% Black, 0.3% American Indian, 0.6% Asian, 1.1% Two or More Race, 1.3% Hispanic	Yes
Staton CF	Elmore, AL	74.2% White, 21.6% Black, 0.4% American Indian, 0.8% Asian, 2.0% Two or More Race, 2.8% Hispanic	Yes
Tutwiler CF	Wetumpka, AL	67.9% White, 26.1% Black, 0.6% American Indian, 0.1 % Native Hawaiian and other Pacific Islander, 1.1% Asian, 1.8% Two or More Race, 3.8% Hispanic	Yes
Ventress CF	North Clayton, AL	51.0% White, 44.6% Black, 0.5% American Indian, 0.2 % Native Hawaiian and other Pacific Islander, 0.6% Asian, 0.9% Two or More Race, 4.3% Hispanic	Yes

### Pesonnel Actions by Gender and Race October 2016





S2301

Employment Status

2005-2009 American Community Survey 5-Year Estimates

NOTE. For information on confidentiality protection, sampling error, nonsampling error, and definitions, see Survey Methodology.

Subject	Baldwin County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	136,797	+/-280	60.5%	+/-0.8	56.9%	+/-0.8
AGE						
16 to 19 years	8,823	+/-294	54.0%	+/-4.1	43.8%	+/-4.2
20 to 24 years	9,389	+/-119	78.7%	+/-3.5	70.6%	+/-3.7
25 to 44 years	42,731	+/-182	81.7%	+/-1.5	77.6%	+/-1.6
45 to 54 years	25,333	+/-145	77.9%	+/-1.8	74.9%	+/-1.9
55 to 64 years	21,848	+/-110	55.8%	+/-2.5	53.3%	+/-2.6
65 to 74 years	15,914	+/-120	19.0%	+/-2.4	18.3%	+/-2.4
75 years and over	12,759	+/-136	5.9%	+/-1.6	5.6%	+/-1.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	135,612	+/-374	60.5%	+/-0.8	56.9%	+/-0.9
White	120,115	+/-383	60.5%	+/-0.9	57.2%	+/-0.9
Black or African American	12,680	+/-215	56.9%	+/-3.7	52.4%	+/-3.5
American Indian and Alaska Native	771	+/-152	62.6%	+/-12.7	48.5%	+/-13.8
Asian	699	+/-128	84.5%	+/-10.6	77.4%	+/-13.1
Native Hawaiian and Other Pacific Islander	3	+/-11	100.0%	+/-100.0	100.0%	+/-100.0
Some other race	1,344	+/-271	78.1%	+/-11.5	69.1%	+/-13.1
Two or more races	1,185	+/-291	65.0%	+/-8.3	58.1%	+/-8.4
Hispanic or Latino origin (of any race)	3,052	+/-42	66.3%	+/-7.4	61.4%	+/-7.5
White alone, not Hispanic or Latino	118,552	+/-238	60.5%	+/-0.9	57.2%	+/-0.9
Population 20 to 64 years	99,301	+/-157	74.7%	+/-0.9	70.9%	+/-1.0
SEX						
Male	48,555	+/-95	82.6%	+/-1.2	78.2%	+/-1.3
Female	50,746	+/-127	67.2%	+/-1.3	63.9%	+/-1.5
With own children under 6 years	8,363	+/-637	61.5%	+/-4.1	58.1%	+/-3.9
POVERTY STATUS IN THE PAST 12 MONTHS						

Subject	Baldwin County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
<b>DISABILITY STATUS</b>						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
<b>EDUCATIONAL ATTAINMENT</b>						
Population 25 to 64 years	89,912	+/-187	74.3%	+/-1.0	70.9%	+/-1.0
Less than high school graduate	9,814	+/-742	55.0%	+/-3.6	50.4%	+/-4.1
High school graduate (includes equivalency)	25,746	+/-1,159	72.0%	+/-1.7	68.9%	+/-1.8
Some college or associate's degree	29,403	+/-1,147	77.8%	+/-1.9	74.2%	+/-1.9
Bachelor's degree or higher	24,949	+/-1,144	80.3%	+/-1.6	77.3%	+/-1.7
<b>PERCENT IMPUTED</b>						
Employment status for population 16 years and over	2.9%	(X)	(X)	(X)	(X)	(X)

Subject	Baldwin County, Alabama		Barbour County, Alabama			
	Unemployment rate		Total		In labor force	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	5.5%	+/-0.7	23,699	+/-100	49.1%	+/-2.6
AGE						
16 to 19 years	18.9%	+/-4.8	1,697	+/-148	28.2%	+/-7.6
20 to 24 years	10.2%	+/-3.3	2,211	+/-97	64.0%	+/-10.3
25 to 44 years	4.5%	+/-0.9	8,267	+/-53	63.5%	+/-3.8
45 to 54 years	3.5%	+/-0.9	4,039	+/-27	57.7%	+/-5.9
55 to 64 years	4.4%	+/-2.0	3,551	+/-18	47.4%	+/-5.8
65 to 74 years	3.7%	+/-2.5	2,054	+/-2	17.6%	+/-4.1
75 years and over	5.1%	+/-5.7	1,880	+/-13	6.4%	+/-3.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	5.5%	+/-0.7	23,498	+/-122	49.1%	+/-2.6
White	5.0%	+/-0.6	12,542	+/-120	53.7%	+/-2.8
Black or African American	7.9%	+/-3.5	10,621	+/-142	43.1%	+/-3.7
American Indian and Alaska Native	22.6%	+/-19.9	135	+/-87	54.8%	+/-23.5
Asian	8.5%	+/-8.3	27	+/-31	0.0%	+/-57.1
Native Hawaiian and Other Pacific Islander	0.0%	+/-100.0	5	+/-8	100.0%	+/-100.0
Some other race	11.4%	+/-9.4	168	+/-103	88.1%	+/-14.3
Two or more races	10.5%	+/-6.7	201	+/-102	47.8%	+/-26.6
Hispanic or Latino origin (of any race)	7.3%	+/-5.0	751	+/-17	73.9%	+/-12.4
White alone, not Hispanic or Latino	5.1%	+/-0.6	11,940	+/-52	53.0%	+/-2.8
Population 20 to 64 years	4.8%	+/-0.7	18,068	+/-108	59.1%	+/-3.2
SEX						
Male	4.7%	+/-0.9	10,117	+/-70	58.0%	+/-4.0
Female	4.9%	+/-0.9	7,951	+/-85	60.5%	+/-4.0
With own children under 6 years	5.6%	+/-2.5	1,356	+/-182	75.5%	+/-6.9
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	4.2%	+/-0.7	15,857	+/-46	58.4%	+/-2.9
Less than high school graduate	8.3%	+/-3.3	4,079	+/-388	38.3%	+/-5.2
High school graduate (includes equivalency)	4.2%	+/-1.1	6,118	+/-395	58.6%	+/-4.2
Some college or associate's degree	4.1%	+/-1.1	3,698	+/-384	70.4%	+/-4.9
Bachelor's degree or higher	3.1%	+/-0.8	1,962	+/-285	77.2%	+/-5.3
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	4.2%	(X)	(X)	(X)

Subject	Barbour County, Alabama				Bibb County, Alabama	
	Employed		Unemployment rate		Total	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	44.3%	+/-2.5	9.8%	+/-2.0	16,816	+/-131
AGE						
16 to 19 years	22.5%	+/-6.5	20.1%	+/-11.1	867	+/-170
20 to 24 years	48.6%	+/-10.3	24.0%	+/-9.3	1,460	+/-169
25 to 44 years	57.5%	+/-4.0	9.3%	+/-3.0	6,198	+/-245
45 to 54 years	54.4%	+/-6.1	5.6%	+/-2.9	3,133	+/-196
55 to 64 years	45.4%	+/-5.8	4.3%	+/-3.7	2,399	*****
65 to 74 years	17.6%	+/-4.1	0.0%	+/-8.6	1,570	+/-73
75 years and over	5.7%	+/-3.6	10.0%	+/-17.2	1,189	+/-73
RACE AND HISPANIC OR LATINO ORIGIN						
One race	44.4%	+/-2.5	9.6%	+/-2.0	16,749	+/-131
White	50.0%	+/-3.1	6.8%	+/-2.5	12,881	+/-179
Black or African American	37.3%	+/-3.7	13.5%	+/-3.4	3,801	+/-159
American Indian and Alaska Native	34.1%	+/-32.1	37.8%	+/-45.0	16	+/-19
Asian	0.0%	+/-57.1	-	**	51	+/-64
Native Hawaiian and Other Pacific Islander	100.0%	+/-100.0	0.0%	+/-100.0	0	+/-119
Some other race	85.1%	+/-14.7	3.4%	+/-5.3	0	+/-119
Two or more races	33.8%	+/-25.1	29.2%	+/-37.2	67	+/-55
Hispanic or Latino origin (of any race)	68.8%	+/-10.9	6.8%	+/-5.2	115	+/-138
White alone, not Hispanic or Latino	49.3%	+/-3.2	6.7%	+/-2.7	12,766	+/-117
Population 20 to 64 years	53.4%	+/-3.0	9.6%	+/-2.0	13,190	+/-121
SEX						
Male	52.7%	+/-3.7	8.9%	+/-2.8	7,173	+/-70
Female	54.2%	+/-4.2	10.5%	+/-3.2	6,017	+/-98
With own children under 6 years	65.4%	+/-9.0	13.4%	+/-8.4	871	+/-205
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	54.0%	+/-3.1	7.4%	+/-1.9	11,730	+/-155
Less than high school graduate	33.6%	+/-5.3	12.3%	+/-6.5	2,921	+/-525
High school graduate (includes equivalency)	52.6%	+/-4.5	10.2%	+/-3.3	4,722	+/-511
Some college or associate's degree	66.8%	+/-5.0	5.0%	+/-2.5	2,684	+/-373
Bachelor's degree or higher	77.0%	+/-5.3	0.0%	+/-2.1	1,403	+/-273
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	6.1%	(X)

Subject	Bibb County, Alabama					
	In labor force		Employed		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	55.9%	+/-3.8	53.2%	+/-3.8	4.8%	+/-1.7
AGE						
16 to 19 years	22.8%	+/-9.0	12.7%	+/-7.6	44.4%	+/-21.8
20 to 24 years	81.1%	+/-10.1	78.4%	+/-10.0	3.3%	+/-3.1
25 to 44 years	71.7%	+/-8.3	67.8%	+/-8.2	5.4%	+/-2.5
45 to 54 years	72.7%	+/-7.6	71.1%	+/-7.6	2.2%	+/-3.2
55 to 64 years	43.0%	+/-7.1	42.1%	+/-6.8	2.0%	+/-2.4
65 to 74 years	14.4%	+/-5.5	13.5%	+/-5.2	6.2%	+/-10.5
75 years and over	3.8%	+/-3.7	3.8%	+/-3.7	0.0%	+/-44.2
RACE AND HISPANIC OR LATINO ORIGIN						
One race	56.1%	+/-3.8	53.4%	+/-3.8	4.8%	+/-1.7
White	58.3%	+/-3.0	55.8%	+/-3.2	4.4%	+/-1.7
Black or African American	48.1%	+/-10.9	44.9%	+/-10.9	6.7%	+/-5.7
American Indian and Alaska Native	50.0%	+/-50.0	50.0%	+/-50.0	0.0%	+/-100.0
Asian	84.3%	+/-25.9	84.3%	+/-25.9	0.0%	+/-45.2
Native Hawaiian and Other Pacific Islander	-	**	-	**	-	**
Some other race	-	**	-	**	-	**
Two or more races	16.4%	+/-30.8	16.4%	+/-30.8	0.0%	+/-89.4
Hispanic or Latino origin (of any race)	36.5%	+/-24.0	31.3%	+/-23.5	14.3%	+/-27.4
White alone, not Hispanic or Latino	58.5%	+/-3.0	56.0%	+/-3.1	4.3%	+/-1.7
Population 20 to 64 years	67.7%	+/-4.5	65.1%	+/-4.5	3.9%	+/-1.7
SEX						
Male	71.2%	+/-6.9	67.8%	+/-6.8	4.7%	+/-2.8
Female	63.6%	+/-4.6	61.8%	+/-4.5	2.8%	+/-1.7
With own children under 6 years	66.2%	+/-10.9	66.2%	+/-10.9	0.0%	+/-5.5
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	66.1%	+/-4.3	63.4%	+/-4.4	4.0%	+/-1.9
Less than high school graduate	39.9%	+/-9.3	36.5%	+/-8.6	8.4%	+/-7.1
High school graduate (includes equivalency)	71.0%	+/-5.0	68.3%	+/-5.4	3.8%	+/-2.5
Some college or associate's degree	75.7%	+/-8.6	74.2%	+/-8.6	2.0%	+/-2.1
Bachelor's degree or higher	85.5%	+/-6.4	82.5%	+/-6.9	3.6%	+/-3.4
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	(X)	(X)

Subject	Bullock County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	8,533	+/-101	56.4%	+/-6.0	50.4%	+/-5.2
AGE						
16 to 19 years	689	+/-205	40.2%	+/-20.6	22.1%	+/-20.4
20 to 24 years	729	+/-266	53.8%	+/-29.3	50.9%	+/-28.1
25 to 44 years	3,013	+/-237	72.9%	+/-10.1	63.8%	+/-10.4
45 to 54 years	1,707	+/-174	66.3%	+/-12.1	61.3%	+/-11.8
55 to 64 years	1,147	*****	66.3%	+/-9.9	65.5%	+/-10.0
65 to 74 years	613	+/-83	8.5%	+/-6.5	8.5%	+/-6.5
75 years and over	635	+/-83	1.1%	+/-1.7	1.1%	+/-1.7
RACE AND HISPANIC OR LATINO ORIGIN						
One race	8,519	+/-103	56.4%	+/-6.0	50.3%	+/-5.2
White	2,119	+/-69	63.3%	+/-5.7	59.1%	+/-6.6
Black or African American	6,358	+/-132	54.0%	+/-7.5	47.4%	+/-6.5
American Indian and Alaska Native	13	+/-21	69.2%	+/-22.2	69.2%	+/-22.2
Asian	29	+/-59	55.2%	+/-13.3	55.2%	+/-13.3
Native Hawaiian and Other Pacific Islander	0	+/-119	-	**	-	**
Some other race	0	+/-119	-	**	-	**
Two or more races	14	+/-22	100.0%	+/-79.3	100.0%	+/-79.3
Hispanic or Latino origin (of any race)	58	+/-67	60.3%	+/-31.0	32.8%	+/-35.7
White alone, not Hispanic or Latino	2,072	+/-31	63.1%	+/-5.8	59.5%	+/-6.6
Population 20 to 64 years	6,596	+/-200	67.9%	+/-6.8	62.0%	+/-6.7
SEX						
Male	3,807	+/-136	69.0%	+/-9.9	67.0%	+/-9.8
Female	2,789	+/-131	66.5%	+/-8.7	55.3%	+/-8.0
With own children under 6 years	478	+/-188	66.3%	+/-19.4	37.4%	+/-17.7
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	5,867	+/-158	69.7%	+/-6.6	63.4%	+/-6.4
Less than high school graduate	1,425	+/-286	51.6%	+/-12.8	36.7%	+/-9.2
High school graduate (includes equivalency)	2,434	+/-316	77.0%	+/-8.1	73.0%	+/-8.8
Some college or associate's degree	1,439	+/-314	69.1%	+/-11.0	67.1%	+/-11.3
Bachelor's degree or higher	569	+/-232	85.2%	+/-10.9	80.0%	+/-13.3
PERCENT IMPUTED						
Employment status for population 16 years and over	1.4%	(X)	(X)	(X)	(X)	(X)



Subject	Bullock County, Alabama		Coffee County, Alabama			
	Unemployment rate		Total		In labor force	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	10.7%	+/-4.0	36,875	+/-131	60.6%	+/-1.6
AGE						
16 to 19 years	45.1%	+/-41.4	2,524	+/-189	48.7%	+/-5.8
20 to 24 years	5.4%	+/-8.8	2,886	+/-141	83.6%	+/-4.4
25 to 44 years	12.4%	+/-5.5	13,035	+/-105	78.2%	+/-2.4
45 to 54 years	7.5%	+/-6.5	6,305	+/-91	71.9%	+/-3.8
55 to 64 years	1.3%	+/-1.8	5,401	+/-44	56.4%	+/-4.0
65 to 74 years	0.0%	+/-41.1	3,596	+/-71	21.5%	+/-3.9
75 years and over	0.0%	+/-100.0	3,128	+/-63	5.5%	+/-2.4
RACE AND HISPANIC OR LATINO ORIGIN						
One race	10.7%	+/-4.0	36,315	+/-153	60.5%	+/-1.6
White	6.7%	+/-5.1	29,155	+/-140	60.9%	+/-1.6
Black or African American	12.3%	+/-4.7	6,329	+/-107	59.0%	+/-4.1
American Indian and Alaska Native	0.0%	+/-98.9	270	+/-63	58.9%	+/-11.0
Asian	0.0%	+/-74.1	411	+/-72	53.3%	+/-15.8
Native Hawaiian and Other Pacific Islander	-	**	17	+/-22	29.4%	+/-54.4
Some other race	-	**	133	+/-70	85.0%	+/-11.9
Two or more races	0.0%	+/-79.3	560	+/-99	68.8%	+/-10.5
Hispanic or Latino origin (of any race)	45.7%	+/-54.3	1,034	+/-23	66.3%	+/-7.6
White alone, not Hispanic or Latino	5.7%	+/-4.8	28,301	+/-113	60.7%	+/-1.6
Population 20 to 64 years	8.7%	+/-3.1	27,627	+/-132	73.1%	+/-1.9
SEX						
Male	2.9%	+/-2.4	13,539	+/-105	80.7%	+/-2.5
Female	16.8%	+/-6.7	14,088	+/-104	65.7%	+/-2.6
With own children under 6 years	43.5%	+/-20.7	2,552	+/-243	62.2%	+/-6.5
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	9.0%	+/-3.2	24,741	+/-119	71.8%	+/-2.0
Less than high school graduate	28.8%	+/-11.1	4,361	+/-443	49.7%	+/-4.5
High school graduate (includes equivalency)	5.1%	+/-3.9	6,824	+/-459	72.9%	+/-3.1
Some college or associate's degree	3.0%	+/-3.3	7,781	+/-467	78.1%	+/-2.9
Bachelor's degree or higher	6.2%	+/-10.3	5,775	+/-435	78.8%	+/-3.2
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	3.0%	(X)	(X)	(X)

Subject	Coffee County, Alabama				Dallas County, Alabama	
	Employed		Unemployment rate		Total	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	52.1%	+/-1.5	7.3%	+/-1.2	32,397	+/-147
AGE						
16 to 19 years	32.2%	+/-5.3	33.9%	+/-8.9	2,575	+/-169
20 to 24 years	62.2%	+/-6.3	15.3%	+/-4.9	2,850	+/-81
25 to 44 years	64.8%	+/-2.7	6.0%	+/-1.6	9,777	+/-53
45 to 54 years	68.2%	+/-3.8	2.8%	+/-1.2	6,265	+/-54
55 to 64 years	55.5%	+/-4.0	1.5%	+/-1.0	4,818	+/-68
65 to 74 years	19.6%	+/-3.6	8.9%	+/-6.9	3,204	+/-19
75 years and over	5.5%	+/-2.4	0.0%	+/-17.0	2,908	+/-28
RACE AND HISPANIC OR LATINO ORIGIN						
One race	52.1%	+/-1.5	7.2%	+/-1.2	32,319	+/-156
White	53.1%	+/-1.6	5.3%	+/-1.0	11,478	+/-90
Black or African American	48.2%	+/-4.3	15.9%	+/-5.3	20,445	+/-155
American Indian and Alaska Native	42.6%	+/-10.7	2.5%	+/-4.6	74	+/-57
Asian	43.8%	+/-14.2	11.3%	+/-16.0	156	+/-23
Native Hawaiian and Other Pacific Islander	29.4%	+/-54.4	0.0%	+/-100.0	0	+/-119
Some other race	60.2%	+/-15.6	0.0%	+/-32.1	166	+/-67
Two or more races	56.3%	+/-13.1	14.2%	+/-12.0	78	+/-62
Hispanic or Latino origin (of any race)	59.5%	+/-8.4	2.7%	+/-3.4	212	+/-25
White alone, not Hispanic or Latino	52.9%	+/-1.7	5.4%	+/-1.0	11,439	+/-60
Population 20 to 64 years	63.4%	+/-1.9	5.6%	+/-1.0	23,710	+/-75
SEX						
Male	68.1%	+/-2.6	2.9%	+/-1.0	10,752	+/-83
Female	58.9%	+/-2.7	8.3%	+/-1.8	12,958	+/-36
With own children under 6 years	54.3%	+/-6.9	10.4%	+/-5.2	2,199	+/-257
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	63.6%	+/-2.0	4.3%	+/-1.0	20,860	+/-49
Less than high school graduate	45.0%	+/-4.6	8.1%	+/-3.8	4,263	+/-461
High school graduate (includes equivalency)	68.2%	+/-3.4	4.7%	+/-2.1	7,625	+/-484
Some college or associate's degree	66.4%	+/-3.0	4.5%	+/-1.4	5,993	+/-492
Bachelor's degree or higher	68.5%	+/-3.7	1.5%	+/-1.0	2,979	+/-354
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	6.2%	(X)

Subject	Dallas County, Alabama					
	In labor force		Employed		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	53.6%	+/-1.8	45.2%	+/-1.9	15.5%	+/-2.3
AGE						
16 to 19 years	29.7%	+/-7.3	13.3%	+/-4.9	55.4%	+/-13.9
20 to 24 years	65.3%	+/-7.4	43.7%	+/-7.7	33.1%	+/-8.7
25 to 44 years	73.0%	+/-3.0	60.2%	+/-3.5	17.4%	+/-3.3
45 to 54 years	72.0%	+/-4.3	67.8%	+/-4.6	5.6%	+/-2.9
55 to 64 years	48.3%	+/-5.0	46.7%	+/-5.0	3.4%	+/-2.0
65 to 74 years	16.7%	+/-3.9	14.6%	+/-3.5	12.9%	+/-9.1
75 years and over	7.1%	+/-3.1	7.1%	+/-3.1	0.0%	+/-14.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	53.5%	+/-1.8	45.1%	+/-1.9	15.5%	+/-2.3
White	55.6%	+/-2.5	51.7%	+/-2.8	6.7%	+/-2.1
Black or African American	51.9%	+/-2.5	41.1%	+/-2.4	20.7%	+/-3.3
American Indian and Alaska Native	64.9%	+/-35.3	64.9%	+/-35.3	0.0%	+/-42.8
Asian	82.1%	+/-25.4	82.1%	+/-25.4	0.0%	+/-22.2
Native Hawaiian and Other Pacific Islander	-	**	-	**	-	**
Some other race	74.7%	+/-39.8	38.6%	+/-19.9	48.4%	+/-16.2
Two or more races	76.9%	+/-37.5	76.9%	+/-37.5	0.0%	+/-38.3
Hispanic or Latino origin (of any race)	67.9%	+/-33.7	45.8%	+/-18.8	32.6%	+/-26.3
White alone, not Hispanic or Latino	55.5%	+/-2.5	51.6%	+/-2.8	6.7%	+/-2.2
Population 20 to 64 years	66.8%	+/-2.2	57.5%	+/-2.4	13.9%	+/-2.2
SEX						
Male	71.5%	+/-3.3	61.9%	+/-3.5	13.3%	+/-3.0
Female	62.9%	+/-2.8	53.8%	+/-3.0	14.4%	+/-2.9
With own children under 6 years	64.3%	+/-6.2	52.1%	+/-6.6	19.0%	+/-7.9
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	67.0%	+/-2.3	59.4%	+/-2.5	11.3%	+/-2.0
Less than high school graduate	41.0%	+/-6.1	30.5%	+/-5.7	25.5%	+/-7.8
High school graduate (includes equivalency)	64.4%	+/-3.9	55.1%	+/-4.3	14.3%	+/-3.9
Some college or associate's degree	77.9%	+/-3.3	71.2%	+/-4.4	8.4%	+/-3.7
Bachelor's degree or higher	89.1%	+/-3.3	87.8%	+/-3.6	1.5%	+/-1.6
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	(X)	(X)

Subject	Elmore County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	60,078	+/-213	58.3%	+/-1.8	52.9%	+/-1.8
AGE						
16 to 19 years	4,154	+/-236	50.2%	+/-5.7	34.5%	+/-4.9
20 to 24 years	4,856	+/-108	56.7%	+/-5.5	47.1%	+/-5.3
25 to 44 years	22,441	+/-84	72.2%	+/-3.0	65.5%	+/-3.2
45 to 54 years	11,280	+/-66	71.3%	+/-2.8	67.9%	+/-2.6
55 to 64 years	8,574	+/-71	55.8%	+/-3.6	53.5%	+/-3.5
65 to 74 years	4,973	+/-37	20.8%	+/-3.5	20.6%	+/-3.6
75 years and over	3,800	+/-19	3.4%	+/-1.6	3.4%	+/-1.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	59,538	+/-230	58.4%	+/-1.8	53.1%	+/-1.8
White	45,633	+/-218	60.6%	+/-1.8	55.8%	+/-1.8
Black or African American	12,734	+/-120	48.9%	+/-3.9	42.2%	+/-3.9
American Indian and Alaska Native	233	+/-66	61.8%	+/-19.0	61.8%	+/-19.0
Asian	290	+/-60	100.0%	+/-10.6	89.7%	+/-8.0
Native Hawaiian and Other Pacific Islander	0	+/-119	-	**	-	**
Some other race	648	+/-166	70.2%	+/-14.0	59.3%	+/-14.4
Two or more races	540	+/-129	48.1%	+/-13.9	38.1%	+/-14.1
Hispanic or Latino origin (of any race)	830	+/-19	66.9%	+/-10.5	55.1%	+/-10.0
White alone, not Hispanic or Latino	45,420	+/-187	60.6%	+/-1.8	55.8%	+/-1.8
Population 20 to 64 years	47,151	+/-129	67.4%	+/-2.1	62.0%	+/-2.1
SEX						
Male	24,327	+/-80	70.6%	+/-3.2	63.8%	+/-3.3
Female	22,824	+/-124	64.0%	+/-2.8	60.0%	+/-2.8
With own children under 6 years	3,258	+/-366	68.7%	+/-5.6	64.1%	+/-5.8
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	42,295	+/-77	68.6%	+/-2.3	63.7%	+/-2.3
Less than high school graduate	6,043	+/-499	41.4%	+/-5.7	36.9%	+/-5.1
High school graduate (includes equivalency)	15,554	+/-617	64.9%	+/-3.4	59.4%	+/-3.6
Some college or associate's degree	12,454	+/-556	75.4%	+/-3.1	71.2%	+/-3.2
Bachelor's degree or higher	8,244	+/-587	85.4%	+/-2.4	80.0%	+/-2.9
PERCENT IMPUTED						
Employment status for population 16 years and over	2.7%	(X)	(X)	(X)	(X)	(X)

Subject	Elmore County, Alabama		Escambia County, Alabama			
	Unemployment rate		Total		In labor force	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	7.9%	+/-1.3	29,842	+/-126	50.5%	+/-2.1
AGE						
16 to 19 years	31.3%	+/-7.9	2,007	+/-207	38.3%	+/-6.5
20 to 24 years	16.7%	+/-7.3	2,509	+/-135	62.0%	+/-8.1
25 to 44 years	6.7%	+/-1.6	10,117	+/-118	66.2%	+/-3.4
45 to 54 years	4.3%	+/-1.2	5,372	+/-65	62.1%	+/-4.0
55 to 64 years	4.0%	+/-1.8	4,400	+/-75	47.9%	+/-5.5
65 to 74 years	0.8%	+/-1.1	2,977	+/-53	17.1%	+/-4.1
75 years and over	0.0%	+/-21.9	2,460	+/-33	4.1%	+/-2.3
RACE AND HISPANIC OR LATINO ORIGIN						
One race	7.8%	+/-1.3	29,704	+/-147	50.6%	+/-2.1
White	6.5%	+/-1.1	19,307	+/-122	53.2%	+/-2.1
Black or African American	12.6%	+/-3.8	9,190	+/-100	43.2%	+/-3.6
American Indian and Alaska Native	0.0%	+/-20.0	1,018	+/-66	72.0%	+/-7.3
Asian	10.3%	+/-8.0	109	+/-51	45.9%	+/-25.0
Native Hawaiian and Other Pacific Islander	-	**	19	+/-29	100.0%	+/-68.0
Some other race	15.6%	+/-13.8	61	+/-98	9.8%	+/-29.9
Two or more races	20.8%	+/-12.6	138	+/-71	22.5%	+/-20.5
Hispanic or Latino origin (of any race)	17.2%	+/-11.0	327	+/-3	45.6%	+/-29.9
White alone, not Hispanic or Latino	6.5%	+/-1.1	19,065	+/-76	53.1%	+/-2.1
Population 20 to 64 years	6.6%	+/-1.1	22,398	+/-153	61.2%	+/-2.5
SEX						
Male	7.3%	+/-1.6	12,016	+/-130	58.3%	+/-3.4
Female	5.8%	+/-1.6	10,382	+/-134	64.4%	+/-2.8
With own children under 6 years	5.9%	+/-4.0	1,826	+/-231	73.7%	+/-6.8
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	5.6%	+/-1.0	19,889	+/-81	61.0%	+/-2.5
Less than high school graduate	10.8%	+/-4.4	4,696	+/-395	37.1%	+/-4.7
High school graduate (includes equivalency)	7.7%	+/-2.2	7,004	+/-450	59.4%	+/-4.2
Some college or associate's degree	3.9%	+/-1.3	5,711	+/-461	74.0%	+/-3.8
Bachelor's degree or higher	2.9%	+/-1.4	2,478	+/-353	81.4%	+/-4.3
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	3.7%	(X)	(X)	(X)

Subject	Escambia County, Alabama				Jefferson County, Alabama	
	Employed		Unemployment rate		Total	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	45.9%	+/-2.0	9.1%	+/-1.7	521,159	+/-574
AGE						
16 to 19 years	29.8%	+/-6.2	22.0%	+/-11.3	35,232	+/-590
20 to 24 years	49.2%	+/-9.4	20.7%	+/-7.5	44,138	+/-159
25 to 44 years	59.7%	+/-3.3	9.8%	+/-2.5	184,336	+/-146
45 to 54 years	59.3%	+/-4.2	4.5%	+/-2.6	97,213	+/-87
55 to 64 years	46.5%	+/-5.5	2.8%	+/-2.4	71,614	+/-155
65 to 74 years	16.3%	+/-4.0	4.7%	+/-4.9	43,023	+/-236
75 years and over	4.1%	+/-2.3	0.0%	+/-27.2	45,603	+/-230
RACE AND HISPANIC OR LATINO ORIGIN						
One race	46.0%	+/-2.0	9.2%	+/-1.7	517,729	+/-633
White	49.2%	+/-2.1	7.5%	+/-1.7	301,743	+/-835
Black or African American	36.8%	+/-3.8	14.8%	+/-4.3	203,313	+/-465
American Indian and Alaska Native	69.8%	+/-7.4	3.0%	+/-3.8	867	+/-198
Asian	45.9%	+/-25.0	0.0%	+/-41.9	6,725	+/-168
Native Hawaiian and Other Pacific Islander	100.0%	+/-68.0	0.0%	+/-68.0	241	+/-45
Some other race	1.6%	+/-7.7	83.3%	+/-61.1	4,840	+/-801
Two or more races	22.5%	+/-20.5	0.0%	+/-53.3	3,430	+/-415
Hispanic or Latino origin (of any race)	40.4%	+/-31.1	11.4%	+/-21.4	13,177	+/-110
White alone, not Hispanic or Latino	49.2%	+/-2.1	7.4%	+/-1.7	293,913	+/-477
Population 20 to 64 years	55.9%	+/-2.5	8.7%	+/-1.7	397,301	+/-234
SEX						
Male	54.5%	+/-3.2	6.6%	+/-2.1	189,646	+/-184
Female	57.5%	+/-3.0	10.8%	+/-2.6	207,655	+/-141
With own children under 6 years	63.6%	+/-7.1	13.7%	+/-5.2	33,891	+/-1,095
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	56.7%	+/-2.5	7.1%	+/-1.7	353,163	+/-182
Less than high school graduate	33.5%	+/-4.8	9.9%	+/-5.0	37,476	+/-1,467
High school graduate (includes equivalency)	55.4%	+/-4.3	6.7%	+/-2.5	96,646	+/-2,041
Some college or associate's degree	68.4%	+/-4.5	7.5%	+/-3.4	110,751	+/-1,929
Bachelor's degree or higher	77.6%	+/-4.6	4.7%	+/-3.6	108,290	+/-1,937
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	3.8%	(X)

Subject	Jefferson County, Alabama					
	In labor force		Employed		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	63.5%	+/-0.4	58.4%	+/-0.4	8.0%	+/-0.4
AGE						
16 to 19 years	38.0%	+/-2.0	27.7%	+/-1.9	27.2%	+/-2.6
20 to 24 years	74.8%	+/-1.9	62.6%	+/-2.0	16.0%	+/-1.5
25 to 44 years	83.4%	+/-0.6	77.1%	+/-0.7	7.3%	+/-0.6
45 to 54 years	77.8%	+/-0.9	74.1%	+/-1.0	4.6%	+/-0.5
55 to 64 years	59.8%	+/-1.1	56.7%	+/-1.1	5.2%	+/-0.7
65 to 74 years	23.3%	+/-1.5	22.3%	+/-1.5	4.2%	+/-1.2
75 years and over	5.8%	+/-0.7	5.5%	+/-0.7	4.9%	+/-2.4
RACE AND HISPANIC OR LATINO ORIGIN						
One race	63.6%	+/-0.4	58.4%	+/-0.4	8.0%	+/-0.4
White	63.3%	+/-0.5	59.9%	+/-0.6	5.1%	+/-0.4
Black or African American	63.3%	+/-0.7	55.4%	+/-0.7	12.3%	+/-0.8
American Indian and Alaska Native	66.6%	+/-11.6	52.9%	+/-12.7	18.3%	+/-12.7
Asian	73.0%	+/-4.1	69.3%	+/-4.5	5.1%	+/-2.8
Native Hawaiian and Other Pacific Islander	66.8%	+/-29.1	66.8%	+/-29.1	0.0%	+/-18.2
Some other race	79.4%	+/-4.8	73.1%	+/-5.7	7.9%	+/-5.0
Two or more races	58.3%	+/-5.9	52.7%	+/-5.8	7.6%	+/-4.0
Hispanic or Latino origin (of any race)	75.0%	+/-3.2	69.9%	+/-3.2	6.6%	+/-2.0
White alone, not Hispanic or Latino	63.0%	+/-0.5	59.7%	+/-0.6	5.1%	+/-0.4
Population 20 to 64 years	76.8%	+/-0.5	71.0%	+/-0.5	7.3%	+/-0.4
SEX						
Male	82.1%	+/-0.6	75.9%	+/-0.8	7.2%	+/-0.6
Female	71.9%	+/-0.7	66.6%	+/-0.6	7.4%	+/-0.5
With own children under 6 years	72.1%	+/-1.9	63.4%	+/-1.8	12.0%	+/-1.6
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	77.1%	+/-0.5	72.1%	+/-0.5	6.2%	+/-0.4
Less than high school graduate	57.4%	+/-2.0	47.6%	+/-1.9	17.2%	+/-2.0
High school graduate (includes equivalency)	73.0%	+/-0.8	66.9%	+/-0.9	8.3%	+/-0.8
Some college or associate's degree	79.0%	+/-1.0	74.2%	+/-0.9	5.9%	+/-0.6
Bachelor's degree or higher	85.5%	+/-0.8	83.2%	+/-0.9	2.5%	+/-0.4
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	(X)	(X)

Subject	Limestone County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	58,300	+/-167	59.1%	+/-1.7	54.5%	+/-1.6
AGE						
16 to 19 years	3,637	+/-264	41.8%	+/-5.8	33.3%	+/-5.2
20 to 24 years	4,173	+/-172	70.8%	+/-5.7	61.5%	+/-6.3
25 to 44 years	21,877	+/-190	75.5%	+/-3.0	69.6%	+/-3.0
45 to 54 years	11,186	+/-164	69.5%	+/-3.6	65.2%	+/-3.3
55 to 64 years	8,594	+/-82	55.2%	+/-3.1	53.5%	+/-3.0
65 to 74 years	4,948	+/-114	16.6%	+/-3.0	15.9%	+/-3.0
75 years and over	3,885	+/-123	2.6%	+/-1.5	2.6%	+/-1.5
RACE AND HISPANIC OR LATINO ORIGIN						
One race	57,848	+/-196	59.1%	+/-1.7	54.6%	+/-1.6
White	48,730	+/-217	60.0%	+/-1.6	55.8%	+/-1.6
Black or African American	7,818	+/-89	52.6%	+/-5.7	46.3%	+/-4.6
American Indian and Alaska Native	284	+/-93	70.8%	+/-17.8	69.7%	+/-17.8
Asian	341	+/-111	54.5%	+/-24.6	51.6%	+/-24.5
Native Hawaiian and Other Pacific Islander	3	+/-5	100.0%	+/-100.0	100.0%	+/-100.0
Some other race	672	+/-199	73.2%	+/-11.6	60.7%	+/-18.6
Two or more races	452	+/-122	51.5%	+/-13.5	44.5%	+/-13.4
Hispanic or Latino origin (of any race)	1,618	+/-34	75.9%	+/-6.6	65.6%	+/-10.7
White alone, not Hispanic or Latino	47,832	+/-138	59.6%	+/-1.6	55.6%	+/-1.6
Population 20 to 64 years	45,830	+/-204	69.8%	+/-2.1	64.8%	+/-2.0
SEX						
Male	23,692	+/-162	73.8%	+/-3.5	68.6%	+/-3.5
Female	22,138	+/-138	65.6%	+/-2.2	60.7%	+/-2.0
With own children under 6 years	3,529	+/-322	68.1%	+/-5.5	63.4%	+/-5.5
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	41,657	+/-135	69.7%	+/-2.3	65.1%	+/-2.1
Less than high school graduate	7,281	+/-597	51.6%	+/-4.1	45.1%	+/-4.4
High school graduate (includes equivalency)	14,118	+/-593	66.1%	+/-3.6	62.0%	+/-3.6
Some college or associate's degree	12,257	+/-765	74.1%	+/-4.3	68.6%	+/-3.8
Bachelor's degree or higher	8,001	+/-583	85.8%	+/-2.0	83.4%	+/-2.3
PERCENT IMPUTED						
Employment status for population 16 years and over	3.0%	(X)	(X)	(X)	(X)	(X)



Subject	Limestone County, Alabama		Marion County, Alabama			
	Unemployment rate		Total		In labor force	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	7.3%	+/-1.3	23,831	+/-130	55.9%	+/-1.8
AGE						
16 to 19 years	20.4%	+/-6.9	1,444	+/-137	34.1%	+/-8.6
20 to 24 years	12.9%	+/-5.9	1,576	+/-84	75.5%	+/-7.4
25 to 44 years	7.1%	+/-1.8	7,542	+/-135	82.5%	+/-3.0
45 to 54 years	6.0%	+/-2.4	4,235	+/-115	71.8%	+/-4.4
55 to 64 years	3.0%	+/-1.6	3,741	+/-55	50.4%	+/-4.5
65 to 74 years	3.9%	+/-3.7	2,895	+/-67	14.7%	+/-3.9
75 years and over	0.0%	+/-26.9	2,398	+/-50	2.7%	+/-1.7
RACE AND HISPANIC OR LATINO ORIGIN						
One race	7.2%	+/-1.3	23,630	+/-130	56.1%	+/-1.8
White	6.5%	+/-1.1	22,391	+/-181	57.0%	+/-1.7
Black or African American	11.6%	+/-5.2	970	+/-36	42.0%	+/-16.9
American Indian and Alaska Native	1.5%	+/-2.7	81	+/-46	16.0%	+/-19.9
Asian	5.4%	+/-11.3	35	+/-26	11.4%	+/-13.2
Native Hawaiian and Other Pacific Islander	0.0%	+/-100.0	0	+/-119	-	**
Some other race	17.1%	+/-18.1	153	+/-111	50.3%	+/-14.3
Two or more races	13.7%	+/-14.1	201	+/-76	27.9%	+/-15.7
Hispanic or Latino origin (of any race)	13.5%	+/-10.1	358	+/-61	41.1%	+/-14.4
White alone, not Hispanic or Latino	6.4%	+/-1.1	22,186	+/-94	57.2%	+/-1.7
Population 20 to 64 years	6.8%	+/-1.3	17,094	+/-102	72.2%	+/-2.2
SEX						
Male	6.2%	+/-1.5	8,791	+/-68	77.4%	+/-3.1
Female	7.5%	+/-1.9	8,303	+/-83	66.7%	+/-3.4
With own children under 6 years	6.8%	+/-4.6	1,540	+/-215	64.0%	+/-8.9
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	6.1%	+/-1.3	15,518	+/-132	71.9%	+/-2.4
Less than high school graduate	12.6%	+/-4.7	3,609	+/-349	54.4%	+/-6.2
High school graduate (includes equivalency)	5.4%	+/-2.0	5,354	+/-421	70.1%	+/-4.4
Some college or associate's degree	7.3%	+/-2.2	5,011	+/-407	81.6%	+/-3.6
Bachelor's degree or higher	2.0%	+/-1.3	1,544	+/-266	87.3%	+/-5.2
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	3.6%	(X)	(X)	(X)

Subject	Marion County, Alabama				Mobile County, Alabama	
	Employed		Unemployment rate		Total	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	51.9%	+/-2.0	7.1%	+/-1.5	311,551	+/-435
AGE						
16 to 19 years	31.2%	+/-8.4	8.7%	+/-7.4	23,521	+/-440
20 to 24 years	70.6%	+/-7.0	6.0%	+/-3.6	27,987	+/-123
25 to 44 years	75.4%	+/-3.6	8.5%	+/-2.4	107,930	+/-131
45 to 54 years	67.2%	+/-4.5	6.4%	+/-2.9	57,831	+/-101
55 to 64 years	48.0%	+/-4.9	4.8%	+/-3.2	44,244	*****
65 to 74 years	14.5%	+/-3.8	0.9%	+/-1.6	26,756	+/-120
75 years and over	2.3%	+/-1.6	16.9%	+/-28.8	23,282	+/-120
RACE AND HISPANIC OR LATINO ORIGIN						
One race	52.1%	+/-2.0	7.1%	+/-1.5	308,724	+/-598
White	53.2%	+/-1.9	6.6%	+/-1.5	198,934	+/-457
Black or African American	31.5%	+/-15.6	24.8%	+/-16.2	100,687	+/-450
American Indian and Alaska Native	16.0%	+/-19.9	0.0%	+/-82.3	1,524	+/-198
Asian	11.4%	+/-13.2	0.0%	+/-100.0	5,928	+/-161
Native Hawaiian and Other Pacific Islander	-	**	-	**	90	+/-146
Some other race	50.3%	+/-14.3	0.0%	+/-32.9	1,561	+/-352
Two or more races	27.9%	+/-15.7	0.0%	+/-39.6	2,827	+/-336
Hispanic or Latino origin (of any race)	41.1%	+/-14.4	0.0%	+/-19.7	4,956	+/-44
White alone, not Hispanic or Latino	53.4%	+/-1.9	6.7%	+/-1.5	195,538	+/-363
Population 20 to 64 years	66.9%	+/-2.4	7.2%	+/-1.7	237,992	+/-126
SEX						
Male	71.5%	+/-3.5	7.6%	+/-2.4	113,739	+/-93
Female	62.2%	+/-3.5	6.8%	+/-2.2	124,253	+/-103
With own children under 6 years	55.8%	+/-9.9	12.8%	+/-9.0	21,529	+/-1,060
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	66.6%	+/-2.6	7.3%	+/-1.8	210,005	+/-87
Less than high school graduate	48.9%	+/-6.1	10.1%	+/-4.3	31,018	+/-1,283
High school graduate (includes equivalency)	64.3%	+/-4.2	8.2%	+/-2.9	71,496	+/-1,355
Some college or associate's degree	76.0%	+/-4.3	6.8%	+/-3.4	63,466	+/-1,553
Bachelor's degree or higher	85.2%	+/-5.4	2.4%	+/-1.8	44,025	+/-1,381
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	3.5%	(X)

Subject	Mobile County, Alabama					
	In labor force		Employed		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	61.5%	+/-0.6	56.0%	+/-0.7	8.4%	+/-0.4
AGE						
16 to 19 years	38.7%	+/-2.6	26.1%	+/-2.2	32.4%	+/-3.0
20 to 24 years	72.9%	+/-2.1	62.0%	+/-2.4	14.6%	+/-1.9
25 to 44 years	80.3%	+/-0.9	73.7%	+/-1.2	7.5%	+/-0.7
45 to 54 years	76.2%	+/-1.2	71.9%	+/-1.3	5.5%	+/-0.8
55 to 64 years	55.3%	+/-1.6	53.1%	+/-1.6	3.7%	+/-0.8
65 to 74 years	20.4%	+/-1.6	19.3%	+/-1.6	5.4%	+/-2.0
75 years and over	6.1%	+/-0.9	5.8%	+/-0.9	4.1%	+/-2.8
RACE AND HISPANIC OR LATINO ORIGIN						
One race	61.5%	+/-0.6	56.1%	+/-0.7	8.4%	+/-0.5
White	62.3%	+/-0.7	58.3%	+/-0.8	5.8%	+/-0.5
Black or African American	60.0%	+/-1.1	51.6%	+/-1.3	13.9%	+/-1.2
American Indian and Alaska Native	58.5%	+/-7.0	49.7%	+/-7.5	15.0%	+/-9.9
Asian	60.9%	+/-5.0	56.8%	+/-4.9	6.8%	+/-3.3
Native Hawaiian and Other Pacific Islander	77.8%	+/-10.8	77.8%	+/-10.8	0.0%	+/-35.1
Some other race	71.6%	+/-9.3	66.8%	+/-11.0	6.6%	+/-5.6
Two or more races	56.5%	+/-6.2	51.7%	+/-6.4	7.9%	+/-3.8
Hispanic or Latino origin (of any race)	62.8%	+/-5.5	57.7%	+/-6.1	7.7%	+/-3.7
White alone, not Hispanic or Latino	62.4%	+/-0.7	58.4%	+/-0.8	5.7%	+/-0.5
Population 20 to 64 years	73.8%	+/-0.7	68.0%	+/-0.8	7.3%	+/-0.4
SEX						
Male	80.3%	+/-1.0	74.2%	+/-0.9	6.8%	+/-0.6
Female	67.8%	+/-0.9	62.4%	+/-1.1	7.8%	+/-0.7
With own children under 6 years	64.7%	+/-2.5	55.5%	+/-2.3	13.9%	+/-2.2
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	73.9%	+/-0.7	68.9%	+/-0.8	6.3%	+/-0.5
Less than high school graduate	57.8%	+/-2.2	49.5%	+/-2.2	14.3%	+/-2.1
High school graduate (includes equivalency)	70.5%	+/-1.5	65.8%	+/-1.5	6.4%	+/-0.7
Some college or associate's degree	79.0%	+/-1.0	73.5%	+/-1.4	6.1%	+/-1.0
Bachelor's degree or higher	83.4%	+/-1.0	80.8%	+/-1.2	2.5%	+/-0.6
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	(X)	(X)

Subject	Morgan County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	89,569	+/-252	62.5%	+/-1.0	57.7%	+/-1.1
AGE						
16 to 19 years	5,483	+/-296	43.1%	+/-5.0	31.7%	+/-3.7
20 to 24 years	6,814	+/-154	80.6%	+/-3.6	69.8%	+/-4.5
25 to 44 years	30,953	+/-129	80.6%	+/-1.6	74.6%	+/-1.9
45 to 54 years	16,991	+/-118	77.6%	+/-2.3	74.1%	+/-2.4
55 to 64 years	13,423	+/-89	56.8%	+/-2.5	54.3%	+/-2.5
65 to 74 years	8,846	+/-78	21.8%	+/-3.1	21.3%	+/-3.1
75 years and over	7,059	+/-62	5.9%	+/-1.5	5.0%	+/-1.4
RACE AND HISPANIC OR LATINO ORIGIN						
One race	88,626	+/-357	62.5%	+/-1.0	57.8%	+/-1.1
White	75,670	+/-331	62.4%	+/-1.1	58.3%	+/-1.1
Black or African American	9,752	+/-167	63.7%	+/-3.7	54.1%	+/-4.1
American Indian and Alaska Native	717	+/-140	58.6%	+/-12.3	51.5%	+/-12.5
Asian	603	+/-104	56.9%	+/-14.3	56.9%	+/-14.3
Native Hawaiian and Other Pacific Islander	186	+/-163	59.7%	+/-14.0	59.7%	+/-14.0
Some other race	1,698	+/-388	67.5%	+/-10.8	59.5%	+/-10.4
Two or more races	943	+/-255	57.2%	+/-13.3	51.1%	+/-12.9
Hispanic or Latino origin (of any race)	3,834	+/-109	70.7%	+/-5.3	64.2%	+/-5.4
White alone, not Hispanic or Latino	73,952	+/-200	62.0%	+/-1.1	58.0%	+/-1.1
Population 20 to 64 years	68,181	+/-172	75.2%	+/-1.1	70.0%	+/-1.2
SEX						
Male	34,142	+/-88	82.8%	+/-1.3	77.0%	+/-1.5
Female	34,039	+/-155	67.5%	+/-1.7	62.9%	+/-1.9
With own children under 6 years	5,842	+/-422	65.7%	+/-4.6	59.7%	+/-4.8
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	61,367	+/-121	74.6%	+/-1.1	70.0%	+/-1.3
Less than high school graduate	9,862	+/-664	57.0%	+/-3.3	52.2%	+/-3.4
High school graduate (includes equivalency)	18,902	+/-824	69.7%	+/-2.2	65.1%	+/-2.4
Some college or associate's degree	19,694	+/-779	80.5%	+/-2.0	75.6%	+/-2.5
Bachelor's degree or higher	12,909	+/-711	86.0%	+/-1.8	82.3%	+/-2.2
PERCENT IMPUTED						
Employment status for population 16 years and over	3.8%	(X)	(X)	(X)	(X)	(X)

Subject	Morgan County, Alabama		St. Clair County, Alabama			
	Unemployment rate		Total		In labor force	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	7.3%	+/-0.9	61,239	+/-247	59.9%	+/-1.5
AGE						
16 to 19 years	26.6%	+/-6.5	3,896	+/-321	50.6%	+/-6.2
20 to 24 years	13.2%	+/-4.0	4,665	+/-253	77.8%	+/-5.4
25 to 44 years	6.8%	+/-1.3	22,207	+/-237	73.1%	+/-3.4
45 to 54 years	4.4%	+/-1.3	11,321	+/-143	75.2%	+/-2.7
55 to 64 years	4.3%	+/-1.4	9,250	+/-115	54.7%	+/-3.1
65 to 74 years	2.4%	+/-2.1	5,939	+/-145	19.1%	+/-3.7
75 years and over	15.0%	+/-10.5	3,961	+/-95	2.8%	+/-1.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	7.2%	+/-0.9	60,695	+/-290	59.9%	+/-1.5
White	6.2%	+/-0.8	54,709	+/-225	61.3%	+/-1.6
Black or African American	14.4%	+/-4.5	5,436	+/-133	48.3%	+/-6.3
American Indian and Alaska Native	12.1%	+/-11.4	219	+/-89	32.9%	+/-19.7
Asian	0.0%	+/-9.0	256	+/-45	29.7%	+/-33.4
Native Hawaiian and Other Pacific Islander	0.0%	+/-25.0	0	+/-119	-	**
Some other race	11.9%	+/-9.6	75	+/-83	45.3%	+/-18.6
Two or more races	10.6%	+/-7.8	544	+/-154	54.8%	+/-15.0
Hispanic or Latino origin (of any race)	9.1%	+/-4.8	753	+/-42	63.9%	+/-7.5
White alone, not Hispanic or Latino	6.2%	+/-0.8	54,047	+/-231	61.3%	+/-1.6
Population 20 to 64 years	6.5%	+/-0.9	47,443	+/-263	70.5%	+/-1.8
SEX						
Male	6.4%	+/-1.1	24,202	+/-159	75.2%	+/-2.8
Female	6.7%	+/-1.5	23,241	+/-209	65.6%	+/-2.3
With own children under 6 years	9.2%	+/-3.5	3,589	+/-420	69.9%	+/-7.1
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	5.7%	+/-0.9	42,778	+/-207	69.7%	+/-2.0
Less than high school graduate	8.4%	+/-3.2	7,489	+/-725	47.2%	+/-5.0
High school graduate (includes equivalency)	6.5%	+/-1.6	15,888	+/-803	70.6%	+/-3.1
Some college or associate's degree	6.1%	+/-1.4	12,683	+/-781	76.3%	+/-3.1
Bachelor's degree or higher	2.8%	+/-1.2	6,718	+/-780	80.3%	+/-3.8
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	3.4%	(X)	(X)	(X)

Subject	St. Clair County, Alabama				Talladega County, Alabama	
	Employed		Unemployment rate		Total	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	55.0%	+/-1.6	7.4%	+/-1.2	63,715	+/-188
AGE						
16 to 19 years	38.8%	+/-6.5	20.5%	+/-6.6	4,708	+/-192
20 to 24 years	65.4%	+/-6.4	15.0%	+/-6.2	5,105	+/-53
25 to 44 years	67.8%	+/-3.6	6.4%	+/-1.9	21,237	+/-122
45 to 54 years	71.1%	+/-2.8	5.2%	+/-2.2	11,928	+/-75
55 to 64 years	52.6%	+/-3.2	3.8%	+/-1.4	9,695	+/-70
65 to 74 years	17.6%	+/-3.7	7.5%	+/-4.9	6,042	+/-59
75 years and over	2.4%	+/-1.4	15.2%	+/-22.7	5,000	+/-40
RACE AND HISPANIC OR LATINO ORIGIN						
One race	55.1%	+/-1.7	7.3%	+/-1.2	63,277	+/-243
White	56.5%	+/-1.6	7.2%	+/-1.2	42,961	+/-182
Black or African American	43.3%	+/-6.3	9.6%	+/-6.6	19,462	+/-192
American Indian and Alaska Native	32.9%	+/-19.7	0.0%	+/-34.4	207	+/-60
Asian	29.7%	+/-33.4	0.0%	+/-33.2	222	+/-38
Native Hawaiian and Other Pacific Islander	-	**	-	**	0	+/-119
Some other race	33.3%	+/-17.6	26.5%	+/-30.1	425	+/-159
Two or more races	45.2%	+/-13.5	17.4%	+/-15.4	438	+/-165
Hispanic or Latino origin (of any race)	61.1%	+/-7.0	4.4%	+/-4.6	755	+/-36
White alone, not Hispanic or Latino	56.4%	+/-1.7	7.2%	+/-1.2	42,751	+/-135
Population 20 to 64 years	65.4%	+/-2.0	6.6%	+/-1.3	47,965	+/-98
SEX						
Male	69.5%	+/-2.8	6.7%	+/-1.7	24,061	+/-107
Female	61.1%	+/-2.7	6.6%	+/-1.7	23,904	+/-89
With own children under 6 years	64.7%	+/-7.6	7.4%	+/-3.9	4,030	+/-386
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	65.4%	+/-2.0	5.6%	+/-1.2	42,860	+/-111
Less than high school graduate	41.0%	+/-4.8	13.1%	+/-4.8	9,481	+/-710
High school graduate (includes equivalency)	66.0%	+/-3.3	5.8%	+/-1.7	15,780	+/-713
Some college or associate's degree	73.0%	+/-3.4	3.7%	+/-1.5	12,201	+/-642
Bachelor's degree or higher	76.6%	+/-4.2	3.7%	+/-1.9	5,398	+/-485
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	3.9%	(X)

Subject	Talladega County, Alabama					
	In labor force		Employed		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	56.3%	+/-1.4	50.2%	+/-1.4	10.6%	+/-1.2
AGE						
16 to 19 years	45.2%	+/-5.9	29.6%	+/-5.2	34.3%	+/-7.3
20 to 24 years	74.2%	+/-4.9	61.1%	+/-4.9	17.6%	+/-4.8
25 to 44 years	75.6%	+/-2.2	67.8%	+/-2.4	10.0%	+/-2.0
45 to 54 years	68.7%	+/-3.5	64.0%	+/-3.5	6.8%	+/-2.4
55 to 64 years	46.3%	+/-3.4	44.4%	+/-3.6	4.1%	+/-1.7
65 to 74 years	16.3%	+/-3.0	15.3%	+/-2.9	6.5%	+/-4.2
75 years and over	5.2%	+/-2.6	4.9%	+/-2.7	5.0%	+/-8.5
RACE AND HISPANIC OR LATINO ORIGIN						
One race	56.3%	+/-1.4	50.4%	+/-1.4	10.2%	+/-1.1
White	56.4%	+/-1.4	52.0%	+/-1.6	7.6%	+/-1.4
Black or African American	55.6%	+/-2.7	46.5%	+/-2.3	16.3%	+/-2.6
American Indian and Alaska Native	50.7%	+/-22.2	46.4%	+/-22.6	8.6%	+/-14.3
Asian	70.7%	+/-15.8	70.7%	+/-15.8	0.0%	+/-18.6
Native Hawaiian and Other Pacific Islander	-	**	-	**	-	**
Some other race	66.8%	+/-10.1	66.8%	+/-10.1	0.0%	+/-10.8
Two or more races	64.4%	+/-19.5	21.9%	+/-15.1	66.0%	+/-22.3
Hispanic or Latino origin (of any race)	66.5%	+/-8.1	57.1%	+/-13.0	14.1%	+/-16.5
White alone, not Hispanic or Latino	56.5%	+/-1.4	52.0%	+/-1.6	7.6%	+/-1.4
Population 20 to 64 years	67.8%	+/-1.6	61.4%	+/-1.7	9.2%	+/-1.2
SEX						
Male	72.4%	+/-2.1	65.5%	+/-2.3	9.2%	+/-1.9
Female	63.1%	+/-2.1	57.2%	+/-2.2	9.3%	+/-2.0
With own children under 6 years	67.5%	+/-6.4	61.8%	+/-6.6	8.4%	+/-4.4
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	67.0%	+/-1.6	61.4%	+/-1.7	8.1%	+/-1.2
Less than high school graduate	48.9%	+/-4.1	41.3%	+/-3.7	15.5%	+/-4.0
High school graduate (includes equivalency)	68.1%	+/-2.4	62.7%	+/-2.5	7.7%	+/-2.0
Some college or associate's degree	72.9%	+/-2.4	67.4%	+/-2.4	7.2%	+/-2.5
Bachelor's degree or higher	82.6%	+/-3.3	79.5%	+/-3.6	3.3%	+/-1.3
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	(X)	(X)	(X)	(X)

Subject	Tallapoosa County, Alabama					
	Total		In labor force		Employed	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	32,590	+/-142	57.6%	+/-1.6	52.3%	+/-1.5
AGE						
16 to 19 years	1,964	+/-184	50.5%	+/-8.3	32.9%	+/-7.7
20 to 24 years	2,388	+/-128	73.9%	+/-6.6	57.0%	+/-6.6
25 to 44 years	9,724	+/-56	84.9%	+/-2.1	78.8%	+/-2.7
45 to 54 years	5,883	+/-28	69.5%	+/-3.3	64.7%	+/-3.5
55 to 64 years	5,471	+/-34	50.4%	+/-4.4	48.9%	+/-4.5
65 to 74 years	3,772	+/-53	20.2%	+/-4.6	19.1%	+/-4.4
75 years and over	3,388	+/-26	4.9%	+/-2.6	4.9%	+/-2.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	32,264	+/-176	57.8%	+/-1.5	52.4%	+/-1.5
White	24,297	+/-114	57.8%	+/-1.9	54.5%	+/-1.9
Black or African American	7,788	+/-135	58.3%	+/-3.3	46.2%	+/-3.1
American Indian and Alaska Native	53	+/-42	7.5%	+/-16.2	7.5%	+/-16.2
Asian	54	+/-47	48.1%	+/-33.9	48.1%	+/-33.9
Native Hawaiian and Other Pacific Islander	0	+/-119	-	**	-	**
Some other race	72	+/-48	43.1%	+/-15.1	36.1%	+/-14.8
Two or more races	326	+/-102	43.3%	+/-18.1	38.3%	+/-16.8
Hispanic or Latino origin (of any race)	238	+/-24	62.6%	+/-11.1	56.7%	+/-11.5
White alone, not Hispanic or Latino	24,147	+/-104	57.7%	+/-1.9	54.5%	+/-1.9
Population 20 to 64 years	23,466	+/-138	71.9%	+/-1.8	66.0%	+/-1.8
SEX						
Male	11,503	+/-77	77.8%	+/-2.7	71.1%	+/-2.8
Female	11,963	+/-107	66.1%	+/-2.7	61.2%	+/-2.7
With own children under 6 years	1,872	+/-215	66.9%	+/-8.7	55.3%	+/-8.6
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	21,078	+/-67	71.6%	+/-1.9	67.1%	+/-1.9
Less than high school graduate	4,739	+/-461	61.8%	+/-5.1	53.5%	+/-5.3
High school graduate (includes equivalency)	7,129	+/-429	68.6%	+/-3.9	63.8%	+/-4.0
Some college or associate's degree	5,806	+/-472	77.7%	+/-3.4	74.5%	+/-3.6
Bachelor's degree or higher	3,404	+/-352	81.5%	+/-4.4	80.2%	+/-4.4
PERCENT IMPUTED						
Employment status for population 16 years and over	3.9%	(X)	(X)	(X)	(X)	(X)



Subject	Tallapoosa County, Alabama		Wilcox County, Alabama			
	Unemployment rate		Total		In labor force	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	9.3%	+/-1.8	9,381	+/-73	43.8%	+/-3.4
AGE						
16 to 19 years	34.8%	+/-13.7	954	+/-155	18.8%	+/-8.3
20 to 24 years	22.8%	+/-7.7	730	+/-122	52.5%	+/-15.9
25 to 44 years	7.3%	+/-2.2	2,978	+/-90	64.9%	+/-7.4
45 to 54 years	6.9%	+/-2.7	1,578	+/-78	60.3%	+/-6.7
55 to 64 years	3.0%	+/-1.8	1,440	****	36.3%	+/-7.2
65 to 74 years	5.6%	+/-4.9	896	+/-51	12.2%	+/-4.4
75 years and over	0.0%	+/-17.6	805	+/-51	4.3%	+/-3.8
RACE AND HISPANIC OR LATINO ORIGIN						
One race	9.3%	+/-1.9	9,355	+/-82	43.7%	+/-3.4
White	5.6%	+/-1.8	2,780	+/-26	51.5%	+/-4.2
Black or African American	20.8%	+/-5.5	6,575	+/-79	40.4%	+/-4.3
American Indian and Alaska Native	0.0%	+/-100.0	0	+/-119	-	**
Asian	0.0%	+/-58.2	0	+/-119	-	**
Native Hawaiian and Other Pacific Islander	-	**	0	+/-119	-	**
Some other race	16.1%	+/-23.1	0	+/-119	-	**
Two or more races	11.3%	+/-16.2	26	+/-32	100.0%	+/-58.2
Hispanic or Latino origin (of any race)	9.4%	+/-8.4	0	+/-119	-	**
White alone, not Hispanic or Latino	5.6%	+/-1.8	2,780	+/-26	51.5%	+/-4.2
Population 20 to 64 years	8.1%	+/-1.6	6,726	+/-125	56.3%	+/-4.5
SEX						
Male	8.7%	+/-2.1	3,035	+/-95	62.7%	+/-5.8
Female	7.4%	+/-2.1	3,691	+/-94	51.2%	+/-6.5
With own children under 6 years	17.3%	+/-8.5	497	+/-136	58.1%	+/-15.6
POVERTY STATUS IN THE PAST 12 MONTHS						
Below poverty level	(X)	(X)	(X)	(X)	(X)	(X)
DISABILITY STATUS						
With any disability	(X)	(X)	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT						
Population 25 to 64 years	6.4%	+/-1.4	5,996	+/-47	56.8%	+/-4.2
Less than high school graduate	13.4%	+/-5.6	1,334	+/-245	28.3%	+/-8.5
High school graduate (includes equivalency)	7.0%	+/-2.6	2,227	+/-251	55.9%	+/-8.1
Some college or associate's degree	4.1%	+/-2.0	1,314	+/-219	72.3%	+/-7.2
Bachelor's degree or higher	1.6%	+/-1.7	1,121	+/-225	74.3%	+/-8.0
PERCENT IMPUTED						
Employment status for population 16 years and over	(X)	(X)	5.6%	(X)	(X)	(X)

Subject	Wilcox County, Alabama			
	Employed		Unemployment rate	
	Estimate	Margin of Error	Estimate	Margin of Error
Population 16 years and over	34.8%	+/-2.9	20.7%	+/-4.7
AGE				
16 to 19 years	5.9%	+/-4.0	68.7%	+/-19.3
20 to 24 years	32.9%	+/-12.6	37.3%	+/-18.5
25 to 44 years	49.1%	+/-7.3	24.4%	+/-8.5
45 to 54 years	54.8%	+/-6.5	9.2%	+/-5.5
55 to 64 years	34.6%	+/-7.7	4.6%	+/-5.4
65 to 74 years	12.2%	+/-4.4	0.0%	+/-25.3
75 years and over	4.3%	+/-3.8	0.0%	+/-50.1
RACE AND HISPANIC OR LATINO ORIGIN				
One race	34.7%	+/-2.9	20.6%	+/-4.7
White	46.8%	+/-4.9	9.1%	+/-5.1
Black or African American	29.6%	+/-3.3	26.8%	+/-6.7
American Indian and Alaska Native	-	**	-	**
Asian	-	**	-	**
Native Hawaiian and Other Pacific Islander	-	**	-	**
Some other race	-	**	-	**
Two or more races	65.4%	+/-57.1	34.6%	+/-57.1
Hispanic or Latino origin (of any race)	-	**	-	**
White alone, not Hispanic or Latino	46.8%	+/-4.9	9.1%	+/-5.1
Population 20 to 64 years	45.5%	+/-4.0	19.2%	+/-4.9
SEX				
Male	49.7%	+/-5.8	20.8%	+/-7.3
Female	42.2%	+/-6.8	17.6%	+/-8.3
With own children under 6 years	52.5%	+/-15.0	9.7%	+/-10.3
POVERTY STATUS IN THE PAST 12 MONTHS				
Below poverty level	(X)	(X)	(X)	(X)
DISABILITY STATUS				
With any disability	(X)	(X)	(X)	(X)
EDUCATIONAL ATTAINMENT				
Population 25 to 64 years	47.1%	+/-4.2	17.1%	+/-5.1
Less than high school graduate	16.2%	+/-6.4	42.9%	+/-16.5
High school graduate (includes equivalency)	42.9%	+/-7.3	23.4%	+/-11.5
Some college or associate's degree	65.1%	+/-9.0	10.0%	+/-6.6
Bachelor's degree or higher	71.1%	+/-8.5	4.3%	+/-4.7
PERCENT IMPUTED				
Employment status for population 16 years and over	(X)	(X)	(X)	(X)

Source: U.S. Census Bureau, 2005-2009 American Community Survey

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not

represented in these tables.

Notes:

Â·The "Employed" and "Unemployment rate" columns refer to the civilian population. For more information, see the ACS Subject Definitions.

Â·Employment and unemployment estimates may vary from the official labor force data released by the Bureau of Labor Statistics because of differences in survey design and data collection. For guidance on differences in employment and unemployment estimates from different sources go to Labor Force Guidance.

Â·The Census Bureau introduced a new set of disability questions in the 2008 ACS questionnaire. Because of contextual differences between the 2008-2009 disability data and disability data collected in prior years, the Census Bureau is unable to combine the 5 years of disability data in order to produce the multi-year estimate that would appear in this table. Multi-year estimates of disability status will become available once five consecutive years of data are collected. For more information about the differences between the 2008 and prior years' disability questions, see Review of Changes to the Measurement of Disability in the 2008 ACS.

Â·While the 2005-2009 American Community Survey (ACS) data generally reflect the November 2008 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Â·Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Explanation of Symbols:

1. An '\*\*\*' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '\*\*\*\*' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '\*\*\*\*\*' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



# State of Alabama

## Alabama Department of Corrections

Research and Planning  
P. O. Box 301501  
Montgomery, AL 36130-1501

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January 27, 2004

ADMINISTRATIVE REGULATION  
NUMBER 206

OPR: PERSONNEL

### **HARASSMENT AND DISCRIMINATION POLICY**

#### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes departmental responsibilities, policies, and complaint procedures for the fair and equitable treatment of all individuals.

#### **II. POLICY**

The ADOC:

- A. Strictly prohibits any form of harassment whether based on sex, race, color, religion, national origin, age, sexual orientation, ancestry, or disability.
- B. Strictly prohibits any form of discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of sex, race, color, religion, national origin, age, sexual orientation, ancestry, or disability.
- C. Shall swiftly investigate and seek resolution of any complaint made under this regulation.
- D. Strictly prohibits any form of reprisal or retaliation against complainants under this regulation.

#### **III. DEFINITIONS AND ACRONYM(S)**

- A. Harassment: Any discriminatory and unwelcome conduct that is based on an individual's race, color, religion, age, sex, national origin, sexual orientation, ancestry, or disability.

- B. Sexual Harassment: Any unwelcome conduct of a sexual nature, including advances, requests for favors, remarks, sounds, gestures, physical contact, and display or circulation of material, that is subjectively or objectively offensive.
- C. Verbal Harassment: Making statements which contain derogatory descriptions or stereotypes based on race, sex, color, national origin, age, sexual orientation, ancestry, or disability.
- D. Physical Harassment: Pushing, shoving, touching, or other intentional acts committed in whole, or in part, because of the employee's race, sex, color, national origin, age, sexual orientation, ancestry, or disability; and the displaying of signs, pictures, cartoons, written statements or other materials that belittle or discriminate against any employee based on one's race, sex, color, national origin, age, sexual orientation, or disability.
- E. Discrimination: Adverse treatment or consideration based on class or category rather than individual merit.
- F. Individual: Employees, contractors, volunteers, vendors, customers, visitors, and other persons involved with the ADOC.
- G. Reprisal/Retaliation: Any punishment, adverse consideration, or undeserved treatment as a result of filing a complaint.
- H. Equal Employment Opportunity (EEO) Officer: An employee designated by the department to review, investigate, and resolve, complaints of harassment and discrimination.

#### IV. RESPONSIBILITIES

- A. Wardens and Divisional Directors are responsible for ensuring the implementation and adherence to this policy.
- B. ADOC employees and other affected individuals are responsible for reporting incidents of harassment and discrimination as prescribed in the procedures below.
- C. The Equal Employment Opportunity Officer will receive, review, investigate, and seek resolutions to complaints of harassment and discrimination.

#### V. PROCEDURES

- A. Each Warden and Division Director shall designate a supervisory level employee to serve in an EEO Officer capacity.

- B. Any individual who believes he/she has been harassed or has witnessed harassment, or believes that adverse decisions concerning his/her employment were based on unlawful discrimination, shall:
1. Promptly report the incident to the Institutional/Divisional EEO Officer or supervisor.
  2. In the event the alleged perpetrator is the Institutional/Divisional EEO Officer, the complainant shall report to the Departmental EEO Officer or the ADOC Personnel Division Director.
  3. Any allegations regarding the Departmental EEO Officer or the Personnel Division Director shall be reported to the Commissioner.
  4. If an individual feels that the Commissioner of the ADOC has subjected him/her to unlawful discrimination or harassment, he/she should report these allegations to the Director of the Alabama State Personnel Department.
- C. Under no circumstances shall an individual's complaint of harassment or discrimination be filed with or appealed to the alleged perpetrator.
- D. Reports of complaint, if possible, should be in writing, but may be oral.
- E. The filing and investigation of complaints shall consist of three (3) steps.
1. **Step One:** The complaint should be reported to the Institutional/Divisional EEO Officer or immediate supervisor in Writing outlining the problem.
    - a. Employees must use ADOC Form 206, Harassment and Discrimination Complaint Form.
    - b. The complaint must be submitted within five (5) working days of the occurrence of the incident causing the complaint. In addition to the complaint form, the employee may present written statements or affidavits from witnesses.
    - c. The Institutional/Divisional EEO Officer or the immediate supervisor must respond to the complaint within five (5) working days.
  2. **Step Two:** If the employee is not satisfied with the Institutional/Divisional EEO Officer or immediate supervisor's response, he/she may, within five (5) working days, file an appeal to the Warden or Division Director.

- a. The Step two appeal must be made on ADOC Form 206. A copy of ADOC Form 206 filed at Step One should be attached.
  - b. The Warden or Division Director will, after investigating the complaint, respond to the employee's complaint within seven (7) working days.
- 3. **Step Three:** An employee who is not satisfied with the response at Step Two may appeal to the Departmental EEO Officer or the Personnel Division Director within five (5) working days after receiving the Step Two response.
  - a. The Step Three appeal must be filed an ADOC Form 206. A copy of ADOC Form 206 filed at Step One and Two should be attached.
  - b. The Departmental EEO Officer or the Personnel Division Director will, after review of the complaint, determine whether to meet with the employee to discuss the complaint or determine if further investigation is appropriate.
  - c. Following the meeting/investigation, the Departmental EEO Officer or the Personnel Division Director will submit his/her findings along with a recommendation for solution to the Commissioner within seven (7) working days.
- F. Any employee who desires to file a complaint of discrimination or harassment against an immediate or a higher level supervisor can by-pass Steps One and Two, and file the complaint at Step Three. When using this special complaint procedure, the employee must provide enough information to justify bypassing Steps One and Two.
- G. An applicant or employee, who is dissatisfied with the complaint resolution provided by the Commissioner, or has reason to believe that he/she has been discriminated against because of race, sex, color, gender, national origin, sexual orientation, or disability, within the work force, may appeal the Department's decision directly to the State Personnel Department Director.
- H. The employee or supervisor who receives an oral complaint of harassment or discrimination shall promptly document and forward it to the Institutional/Divisional EEO Officer, Warden, or Division Director.
- I. If the complaint is against the Institutional/Divisional EEO Officer, Warden, or Division Director, the receiving employee or supervisor shall

forward the documentation to the Departmental EEO Officer or the Personnel Division Director.

**VI. DISPOSITION**

The disposition of forms prescribed by this regulation will be in accordance with the Department's Records Disposition Authority.

**VII. FORMS**

This regulation implements ADOC Form 206, Harassment and Discrimination Complaint Form.

**VIII. SUPERCEDES**


This Administrative Regulation supersedes Administrative Regulation 206 dated February 22, 2000, as amended.

**IX. PERFORMANCE**

This administrative regulation updates policy and procedures concerning harassment and discrimination of employees or otherwise affected individuals and is based on the laws below:

- A. Title VII of the Civil Rights Act of 1964, as amended.
- B. Age Discrimination in Employment Act of 1967, as amended.
- C. Rehabilitation Act of 1973, as amended.
- D. The Americans with Disabilities Act of 1990

**ANNEXES:**  
ADOC Form 206

  
\_\_\_\_\_  
Donal Campbell, Commissioner



**HARASSMENT AND DISCRIMINATION**  
**Complaint Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Institution/Division \_\_\_\_\_ Job Classification \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Section/Shift \_\_\_\_\_

Nature of complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

Date Filed	Date Completed
Step 1:	Step 1:
Step 2:	Step 2:
Step 3:	Step 3:

Decision at Step: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Responder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**ADOC Form 206**  
**Revision Date: January 2004**





BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections

301 S. Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130



DONAL CAMPBELL  
COMMISSIONER

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August 17, 2005

ADMINISTRATIVE REGULATION  
NUMBER 208

OPR: PERSONNEL

## EMPLOYEE STANDARDS OF CONDUCT AND DISCIPLINE

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures concerning employee behavior/work performance and provides a guide to implement disciplinary action when necessary.

### II. POLICY

It is the policy of ADOC that employees maintain the highest level of behavior and efficiency, reflect the best image of public service, and uphold with integrity the public confidence entrusted in them. If an employee's behavior or performance does not comply with these standards, progressive discipline shall be utilized to correct unsatisfactory work performance and employee misconduct.

### III. DEFINITION(S) AND ACRONYM(S)

- A. Active Corrective Action: A corrective action issued within the previous 12 month period.
- B. Appointing Authority: ADOC Commissioner.
- C. Counseling Session: An informal corrective tool used to advise, counsel, or coach an employee regarding undesirable behaviors in lieu of initiating formal disciplinary procedures.
- D. Discipline: The imposition of sanctions for the purpose of correcting or changing undesirable behaviors.
- E. Dismissal: A step in the formal progressive discipline process in which the employee is discharged from employment for unsatisfactory job performance or misconduct.
- F. Due Process: For the purposes of this AR, affording an employee the opportunity to respond prior to imposing discipline. Depending on the level of discipline, this should include allowing the employee to provide written comments, rebuttal, or a due process hearing.
- G. Employee: For the purpose of this regulation, any person employed by the ADOC as a full-time, part-time, or temporary employee. All other persons such as contractors, vendors, and volunteers are also subject to the ADOC's Standards of Conduct and this regulation, and failure to adhere to these regulations may result in being removed and/or barred from an ADOC institution/division.

- H. Employee 201 File: An employee's personnel file that is maintained at ADOC Personnel. The institution/division version shall be referred to as the Employee Personnel Institution/Division File.
- I. Employee Institution/Division File: An employee's personnel file maintained at the institution/division.
- J. Family Member: For the purposes of this regulation, an employee's spouse, child, stepchild, grandchild, parent, grandparent, sibling, aunt, uncle, mother-in-law, father-in-law, brother-in-law, sister-in-law or any known relative.
- K. Formal Discipline: Includes the following steps of discipline: Warning, Written Reprimand, Suspension, Involuntary Demotion, or Dismissal.
- L. Hearing Officer: Wardens or other employees designated by the ADOC Commissioner.
- M. Inactive Corrective Action: A corrective action that was finalized/served on an employee more than 12 months prior to the action being contemplated.
- N. Informal Discipline: Counseling Session.
- O. Inmate: Any person committed to the custody of the ADOC to serve a state prison sentence.
- P. Involuntary Demotion: A step in the formal progressive discipline process in which the employee is assigned to a position in a lower classification for failure to satisfactorily meet the job expectations of a higher assigned classification.
- Q. Job Abandonment: Three (3) consecutive days of unexcused absences where the employee fails to call in or report for duty and there is no supervisory contact with the employee.
- R. Legal Counsel: For the purposes of this regulation, an attorney licensed to practice law in the State of Alabama or a person designated by the employee.
- S. Presenting (Charging) Official: Wardens/Division Directors, or designees, who charges an employee with a disciplinary infraction and subsequently presents the charge to a Hearing Officer or other appropriate person designated under this regulation.
- T. Progressive Discipline: The process of administering corrective actions in a step format that allows an employee an opportunity to change undesirable behavior.
- U. Sexual Misconduct: Any behavior or act of a sexual nature directed toward an employee, volunteer, visitor, inmate, or agency representative. This includes but is not limited to:
1. Acts or attempts to commit such acts as sexual assault, sexual abuse, sexual harassment, sexual contact, actions designated for the gratification of any party, conduct of a sexual nature or implication, obscenity and unreasonable invasion of privacy.
  2. Conversations or correspondence, which suggests a romantic or sexual relationship between any parties mentioned above.
  3. Any act of sexual conduct as described in Code of Alabama 1975, Section 14-1-30.

- V. Suspension: A step in the formal progressive discipline process that places the employee in an inactive work status without pay for a specific period of time.
- W. Tardy: Arriving at duty/work station after the start of assigned duty/shift starting time without prior supervisory approval. Employees more than seven (7) minutes late shall also be placed in leave (paid or unpaid) status.
- X. Unexcused Absence: Reporting to work later than two (2) hours after the start of assigned duty/shift time without prior supervisory approval.
- Y. Warning: A step in the formal progressive discipline process that admonishes undesirable behaviors.
- Z. Working days: For the purpose of this regulation in establishing timeframes for processing disciplinary actions, Monday through Friday, excluding state holidays.
- AA. Written Reprimand: A step in the formal progressive discipline process that censures undesirable behaviors.

#### IV. RESPONSIBILITIES

- A. The Commissioner shall:
  - 1. Ensure that ADOC employees are held accountable for their behavior in a fair and consistent manner.
  - 2. Through his/her duty as the appointing authority, act on recommendations for formal corrective actions at the level of Written Reprimand through Dismissal. The Commissioner may designate a Deputy Commissioner or Institutional Coordinator the authority to authorize a Written Reprimand.
- B. The Personnel Division Director shall be responsible for ensuring that:
  - 1. The standards of conduct and discipline policy for the ADOC is consistent with State Personnel policy and applicable employment laws.
  - 2. All corrective actions submitted by ADOC Wardens/Division Directors at the level of Written Reprimand through Dismissal are carried out in a timely, consistent, and fair manner.
- C. Wardens/Division Directors shall ensure that:
  - 1. All new employees are thoroughly orientated as to the content of this regulation, and that all ADOC employees under his/her supervision review this regulation at least once annually.
  - 2. The concept of progressive discipline is applied fairly, consistently, and in a timely manner.
  - 3. A copy of this regulation is posted on employee accessible bulletin boards.

4. Service in the capacity of hearing officer is provided as scheduled by the Personnel Division.
- D. The General Counsel is responsible for ensuring that ADOC disciplinary procedures comply with applicable laws and providing legal representation of the ADOC and its employees, when appropriate.
- E. It is the responsibility of all employees to adhere to the contents of this regulation.

**V. PROCEDURES**

- A. All ADOC employees shall adhere to the following standards:
  1. Report for work on time and in a condition to perform their job properly.
  2. Render full, efficient, and industrious service.
  3. Respond promptly to directions and instructions of supervisor.
  4. Exercise courtesy and tact.
  5. Maintain a clean and neat appearance.
  6. Protect and conserve funds, property, equipment and materials.
  7. Observe all laws, rules and regulations.
  8. Uphold, with integrity, the public's trust involved in their position.
  9. Prevent any abuse of authority attached to the use of a badge that does not relate to a correctional officer performing and executing his/her duties in accordance with Title 14, Code of Alabama 1975, as amended.
  10. Immediately inform and provide a written report to the Warden/Division Director regarding any incident of arrest or conviction of a felony or misdemeanor (except minor traffic violations), arrest/conviction for Driving Under the Influence and any requirement to appear as a defendant in a criminal court.
  11. Obtain prior approval from the Warden/Division Director before becoming financially involved with an inmate.
  12. Promptly report any incidents of sexual misconduct.
  13. Report all instances when the ability to supervise a subordinate employee is affected by a personal and/or non-working relationship with that employee.
  14. Notify the Warden/Division Director immediately and follow the inmate visiting regulations when a family member is incarcerated in the ADOC.
  15. Complete a written report (ADOC Form 302-A, Incident Report) of all unusual incidents that occur during a tour of duty.

16. Submit to a personal search whenever required by the proper authority. This search may also be extended to the employee's personal property and vehicle located on ADOC owned or state-owned property.
  18. Obtain approval for any absence from work. Tardiness, failure to follow proper call-in procedures, and unexcused absences shall subject the employee to disciplinary action.
  19. Submit to drug testing as required by AR 227, Controlled Substance Testing for Employees of the Alabama Department of Corrections.
  20. Cooperate with investigations to include, but not limited to, providing information or verbal/written statements in connection with employment, investigation, or incident reports.
- B. Each employee's conduct shall, at all times, be consistent with the maintenance of proper security and welfare of the institution and of the inmates under his/her supervision.
- C. Employees shall **not**:
1. Report for duty or exercise supervision or control over inmates while under the influence of an intoxicant and/or illegal drug.
  2. Report for duty or exercise supervision or control over inmates while under the influence of a narcotic, barbiturate, hallucinogenic drug, central nervous system stimulant or depressant. Exceptions may be made only for medications that have been prescribed by and are taken under a doctor's care, and only if such medications do not impair the employee in performing his/her required job duties (the employee's supervisor shall be notified prior to the beginning of the tour of duty in these instances).
  3. While on duty, use or be under the influence of intoxicants or illegal drugs.
  4. Use profane, abusive, or threatening language in communication with other employees, the public, or when supervising inmates.
  5. Abuse inmates in any manner.
  6. Trade, barter, or accept a gift from or give a gift to an inmate, an inmate's family, or any other person on behalf of that inmate, or those on parole.
  7. Correspond or fraternize socially with an inmate or an inmate's family, unless approved by the Warden/Director of the employee and of the inmate.
  8. Show partiality toward or become emotionally involved with an Alabama State inmate or parolee.
  9. Take any article or property whatsoever from any institution or from state property not specifically authorized by regulation.
  10. Introduce into any institution or bring upon an ADOC state property any article or property that is not authorized by written directive nor has the approval of the Warden/Division Director.

11. Recommend or furnish any advice concerning the selection of a specific lawyer for an inmate.
  12. Carry any weapon, chemical agents, or ammunition into the institution or on the grounds of any ADOC state property, except as authorized by the Warden/Division Director.
  13. Have keys to any area of an ADOC facility without authorization.
  14. Abuse sick leave. (Refer to AR 220, Departmental Leave)
  15. Deliberately or carelessly misuse state equipment or supplies resulting in loss or damage.
  16. Disregard ADOC procedures concerning the proper conduct and notification when family members are incarcerated in the Alabama Prison System. (Refer to AR 318, Staff/Inmate Relationships)
  17. Apply physical force to an inmate, except and only to the degree that is reasonably necessary in self-defense, to prevent an escape, to prevent an injury to a person or the destruction of property, to quell a disturbance, or to restrain an inmate who exercises physical resistance to a lawful command. (Refer to AR 327, Use of Force)
  18. Use ADOC owned property or any state-owned property for his/her personal use without the approval of the Commissioner.
  19. Provide any information relative to the ADOC to any source including newspapers, radio, television, or any other source or agency except as directed by ADOC regulations. (Refer to AR 005, Public and Community Relations)
  20. Provide false information, alter an investigation or incident report, and/or intentionally omit facts pertinent to the inquiry.
- D. Security employees, except by the written approval of the ADOC Commissioner, shall be prohibited from engaging in law enforcement or investigative work.
- E. Employees shall be subject to disciplinary action for falsifying or failure to sign documents in connection with the application process, their job duties, performance evaluation, or a departmental requirement.
- F. A security employee shall be subject to dismissal action for the conviction of an offense that disqualifies him/her from employment as a law enforcement officer under the Alabama Peace Officers Standards and Training Commission Rules and Regulations (Title 36, Code of Alabama, 1975).
- G. **Employee Discipline**--Employee discipline shall consist of both formal and informal procedures.
1. A history of all formal corrective actions shall be recorded on ADOC Form 208-A, Corrective Action History Record, for each employee.



2. Formal corrective actions shall be indicated on the Corrective Action History Record as the date notified by letter from the ADOC Commissioner/Warden/Division Director.
3. The Corrective Action History Record shall be retained in the employee's 201 file and Institution/Division file as the first (top) record on the left side of the folder in chronological order with the latest date on top.
4. When implementing or recommending formal discipline, the Warden/Division Director shall consider active and inactive corrective actions received by the employee as indicated below:
  - a. Warning - Only active corrective actions.
  - b. Written Reprimand - Only active corrective actions.
  - c. Suspension - Only active corrective actions.
  - d. Involuntary Demotion - All active and inactive corrective actions.
  - e. Dismissal - All active and inactive corrective actions.
5. Formal discipline shall be indicated on the employee's Performance Appraisal Form for the rating period in which the action was received as follows:
  - a. A warning shall be indicated for the appropriate non-compliance area in the Work Habits Section and a zero (0) disciplinary score shall be annotated on the form.
  - b. A seven-point (7) disciplinary score shall be deducted from the employee's responsibility score on the appraisal form if a Written Reprimand was received during the rating period.
  - c. A seventeen-point (17) disciplinary score shall be deducted from the employee's responsibility score on the appraisal form if a Suspension was received during the rating period.
  - d. A twenty-four (24) point disciplinary score shall be deducted from the responsibility score on the appraisal form if an employee received an involuntary demotion as a disciplinary action during the rating period.
  - e. Only a disciplinary score for the highest corrective action that the employee received within a rating period shall be deducted from the responsibility score on the Performance Appraisal Form. Supervisors shall not combine scores for various disciplines.

#### **H. Informal Corrective Action--Counseling Session**

1. The Counseling Session, ADOC Form 208-B, is an informal corrective tool that shall be conducted between the supervisor and the subordinate.

2. The Warden/Division Director may review the Counseling Session prior to the document being served on the employee.
3. The Counseling Session shall be conducted in a private setting without embarrassment to the employee.
4. A record of informal corrective actions shall not be maintained or annotated in the employee's 201 file or the Institution/Division file. A record of informal corrective actions may be retained in a separate file for training purposes and supervisory reference.
5. During the Counseling Session, the supervisor shall provide counseling to the employee, assist the employee in identifying unacceptable behaviors, and offer specific ways or opportunities in which the employee can correct/improve the undesired behavior.
6. The Warden/Division Director may delegate the authority to conduct informal corrective action sessions to subordinate supervisors.

**I. Formal Corrective Action- Warning**

1. The Counseling Session/Warning, ADOC Form 208-B, shall be submitted to the Warden/Division Director for approval prior to being served on the employee.
2. The supervisor shall, along with the Warden/Division Director, serve the Warning in a private setting without embarrassment to the employee.
3. The employee shall be informed of the specific offense and given the opportunity to explain and suggest ways in which his/her behavior can be improved.
4. The employee's response shall be annotated on the form in the designated area.
5. A copy of the completed form shall be given to the employee, a copy placed in the employee's institution/division file, and a copy shall be forwarded to the ADOC Personnel Division for inclusion in the Employee 201 file.

**J. Formal Corrective Action-Written Reprimand**

1. The Warden/Division Director should complete and submit ADOC Form 208-C, Written Reprimand, to the ADOC Personnel Director before the written reprimand is served on the employee. The written reprimand should be filed with the ADOC Personnel Director within ten (10) working days from the date of the incident or at the conclusion of all outside investigations. Upon submission of written justification, an extension of time may be granted, for cause, by the Deputy Commissioners.
2. The ADOC Personnel Division should have twenty (20) working days to review and process the action and forward all documents to the appropriate parties (i.e. Commissioner's designee, Deputy Commissioners, Institutional Coordinator, Division Directors) for review and approval to serve on the employee. The review and approval by the Commissioner's designee, Deputy Commissioners, Institutional Coordinators, and Division Directors shall include ensuring the proposed action is procedurally correct and in accordance with this regulation and within the range of punishment set

out in this regulation. This review and approval does not include the merits or underlying factual allegations of the action.

3. If the written reprimand stands, the Warden/Division Director shall conduct the written reprimand in a private setting without embarrassment to the employee. The Warden/Division Director shall inform the employee of the specific offense and give the employee an opportunity to respond.
4. The Warden/Division Director should inform the employee that after receipt of the Written Reprimand the employee has five (5) working days to submit a written rebuttal.
5. The Warden/Division Director should consider the employee's rebuttal and shall inform the employee in writing whether the written reprimand will stand. If the Warden/Division Director, after reviewing the rebuttal, determines that the written reprimand is unwarranted, the Warden/Division Director shall notify the employee and the ADOC Personnel Director, and the written reprimand shall be expunged from all records.
6. The written reprimand shall stand if the employee fails to submit a written rebuttal within the allotted five-day (5) working day's timeframe.
7. A copy of the written reprimand including the employee's rebuttal statement and the Warden/Division Director's response to the rebuttal shall be placed in the employee's institution/division file and a copy shall be forwarded to the ADOC Personnel Division for inclusion in the employee's 201 file.

**K. Formal Corrective Action -Suspension**

1. The maximum number of days an employee can be suspended is twenty (20) working days per infraction. An employee cannot be suspended for more than thirty (30) calendar days per 12-month period.
2. The Presenting (Charging) Official should submit AR 208 Annex A, Sample Notice of Recommendation for Suspension, through the ADOC Personnel Director for review and concurrence by the appropriate Deputy Commissioner and/or Division Director. The Notice of Recommendation for Suspension should be submitted to the ADOC Personnel Director within ten (10) working days from the date of the incident or at the conclusion of all outside investigation. The review and concurrence by the appropriate Deputy Commissioner and/or Division Director shall include ensuring the proposed action is procedurally correct and in accordance with this regulation and within the range of punishment set out in this regulation. This review and approval does not include the merits or underlying factual allegations of the action. The written notice of suspension must state the charges in sufficient detail to permit the employee to prepare for the hearing.
3. The ADOC Personnel Division should have twenty (20) working days to review the action and forward all documents to the appropriate parties (i.e. Commissioner's designee, Deputy Commissioners, Institutional Coordinator, Division Directors) for review and approval to serve on the employee. The review and concurrence by the appropriate Deputy Commissioner and/or Division Director shall include ensuring the proposed action is procedurally correct and in accordance with this regulation and within the range of punishment set out in this regulation. This review and approval does not include the merits or underlying factual allegations of the action.

4. Upon receipt of this information from the ADOC Personnel Division, the Presenting (Charging) Official/designee should have three (3) working days to serve the Notice of Recommendation for Suspension on the employee unless the employee is not available.
5. After the employee has been served, he/she will be scheduled for a hearing by the ADOC Personnel Division. The employee may elect to waive a hearing, ADOC Form 208-D, Employee Hearing Waiver, and accept the action recommended by the Warden/Division Director, subject to approval by the Commissioner.
  - a. Hearing Officers may include Wardens or other employees designated by the ADOC Commissioner. The person designated will conduct a hearing to receive information in support of and against the reasons for the suspension. This person will evaluate the information and make a recommendation to the Commissioner.
  - b. The hearing will be tape-recorded and the Presenting (Charging) Official shall retain the tape for two (2) years for future reference at the Warden/Division office.
  - c. The employee may have legal counsel participate at the hearing at their own expense, and may call witnesses who have direct knowledge of the actions/incidents upon which the charges are based. Employees may also present evidence during the hearing.
  - d. The Hearing Officer should, within ten (10) working days following the hearing, forward a typed copy of the hearing proceedings to the ADOC Personnel Division. The format reflected in AR 208 Annex B, Record of Administrative Hearing, shall be followed.
6. After considering the recommendation of the Presenting (Charging) Official, information presented during the hearing, and the findings of the hearing officer, the Commissioner may:
  - a. Approve/Disapprove the suspension recommendation of the Charging Official.
  - b. Direct that a different corrective action be taken to include an increase or decrease of punishment.
  - c. Direct a new hearing on the matter.
7. The Commissioner shall render the final decision regarding a suspension recommendation.
8. Upon approval of a suspension, the ADOC Personnel Division shall contact the Warden/Division Director for a list of potential suspension dates.
9. The ADOC Personnel Division will prepare the suspension letter for the Commissioner's signature. After the Commissioner has signed the suspension letter, the suspension letter will be forwarded to the Warden/Division Director to be served on the employee. The letter shall be served to the employee in a private setting.

10. The suspension letter shall be given to the employee, a copy of the letter with the employee's dated signature and acknowledged receipt shall be forwarded to the ADOC Personnel Division and a copy shall be retained in the employee's Institution/Division 201 file.

**L. Formal Corrective Action-- Involuntary Demotion**

1. Demotions may occur with the approval of the appointing authority and State Personnel under the following circumstances. Wardens/Division Directors may recommend an employee be demoted after a thorough review of the employee's work history, annual evaluations, and disciplinary actions.
  - a. Employees may voluntarily request a demotion to a lower classification.
  - b. Involuntary demotions may occur during a departmental layoff.
  - c. The appointing authority may direct a demotion to a job classification more comparable to the employee's level of performance. In cases where demotions are directed, the appointing authority may use this action in lieu of dismissal or when it's deemed necessary for the good of the ADOC.
2. The Warden/Division Director shall submit AR 208 Annex C, Sample Notice of Intent to Recommend Demotion, to the ADOC Personnel Director for review and administrative approval and concurrence by the appropriate Deputy Commissioner and/or Institutional Coordinator. The Notice of Intent to Recommend Demotion should be submitted to the ADOC Personnel Division Director within ten (10) working days from the date of the incident or at the conclusion of all outside investigations. The administrative approval and concurrence by the appropriate Deputy Commissioner and/or Division Director shall include ensuring the proposed action is procedurally correct and in accordance with this regulation and within the range of punishment set out in this regulation. This review and approval does not include the merits or underlying factual allegations of the action.
3. The ADOC Personnel Division should have twenty (20) working days to review and process the action and forward all documents to the appropriate parties (Commissioner's designee, Deputy Commissioners, Institutional Coordinator, and Division Directors) for review and approval to serve on the employee.
4. Once the ADOC Personnel Division has received the approval, changes, and/or comment(s) back from the reviewing parties, the ADOC Personnel Division shall email the Presenting (Charging) Official of the approval and/or changes. Upon receipt of this information from the ADOC Personnel Division, the Presenting (Charging) Official shall have three (3) working days to serve the Notice of Intent to Recommend Demotion on the employee unless changes are to be made. If changes are to be made the Warden/Division Director will be advised by the ADOC Personnel Division.
5. After the employee has been served, the ADOC Personnel Division will schedule him/her for a hearing. The employee may elect to waive a hearing, ADOC Form 208-D, Employee Hearing Waiver, and accept the action recommended by the Warden/Division Director, subject to approval by the Commissioner.

- a. Hearing Officers may include Wardens or other employees designated by the ADOC Commissioner.
  - b. The hearing will be tape-recorded and the Presenting (Charging) Official shall retain the tape for two (2) years for future reference.
  - c. The employee may have legal counsel participate at the hearing.
  - d. The Presenting (Charging) Official should, within ten (10) working days following the hearing, forward a typed copy of the hearing proceedings to the ADOC Personnel Division. The format reflected in AR 208 Annex B, Record of Administrative Hearing, shall be followed.
  - e. The Presenting (Charging) Official shall also include a cover letter to the ADOC Commissioner indicating whether or not the recommendation to involuntarily demote the employee stands, or recommends a different course of action.
6. After considering the recommendation of the appropriate Deputy Commissioner, Institutional Coordinator, and the ADOC Personnel Division Director, information presented during the hearing, and the findings of the hearing Warden, the Commissioner may:
- a. Approve/Disapprove the demotion recommendation of the Presenting (Charging) Official.
  - b. Direct that a different corrective action be taken to include an increase or decrease of the punishment.
  - c. Direct a new hearing on the matter.
7. The Commissioner shall render a departmental decision regarding the intention to demote. This action is subject to the approval of the Director of State Personnel.
8. Upon approval of the demotion, the ADOC Personnel Division will prepare the demotion letter for the Commissioner's signature. After the Commissioner has signed the letter, the demotion letter will be forwarded to the Warden/Division Director to serve on the employee. The letter shall be served to the employee in a private setting. This letter should specifically advise the employee that he/she has a right to appeal this action to the State Personnel Director within ten (10) days.
9. The demotion letter shall be given to the employee, a copy of the letter with the employee's dated signature and acknowledged receipt shall be forwarded to the ADOC Personnel Division and a copy shall be retained in the employee's Institutional/Divisional 201 file.
10. The employee shall be informed of the requirement that the Director of State Personnel reviews and approves demotions. The Director shall make such investigation of the circumstances as he/she may consider necessary and then, not later than ten (10) days after the receipt of the notice of the intention to demote the employee, shall either approve the demotion, approve the transfer of the employee to a position under a jurisdiction of another appointing authority, or order a hearing before the Personnel Board or a hearing examiner to determine the merits of the proposed action.

**M. Formal Corrective Action- Dismissal**

1. The Warden/Division Director shall submit Annex D, Sample Notice of Pre-Dismissal Conference, to the ADOC Personnel Division Director for review and administrative approval prior to being served on the employee. The Notice of Pre-Dismissal Conference letter should be submitted to the ADOC Personnel Director within ten (10) working days from the date of the incident or at the conclusion of all outside investigations.
2. The ADOC Personnel Division should have twenty (20) working days to review the action and forward all documents to the appropriate parties (Commissioner's designee, Deputy Commissioners, Institutional Coordinator, and Division Directors) for review and approval to serve on the employee. The review and approval by the appropriate Commissioner's designee, Deputy Commissioner, Institutional Coordinator, or Division Director shall include ensuring the proposed action is procedurally correct and in accordance with this regulation and within the range of punishment set out in this regulation. This review and approval does not include the merits or underlying factual allegations of the action.
3. Once the ADOC Personnel Division has received the approval, changes, and/or comments back from the reviewing parties, ADOC Personnel shall email the Warden/Division Director of the approvals and/or changes. Upon receipt of this information from the ADOC Personnel, the Warden/Division Director should have three (3) working days to serve the Notice of Pre-Dismissal Conference letter on the employee, unless changes are to be made. If changes are to be made the Warden/Division Director will be advised by the ADOC Personnel Division.
4. After the employee has been served, he/she will be scheduled for a pre-dismissal conference with the Warden/Division Director. The pre-dismissal conference should be held at least five (5) working days after the employee's receipt of the Notice of Pre-Dismissal Conference letter. The purpose of this conference is to allow the employee to respond to the charges, explaining his/her side of the alleged charges. The employee may resign in lieu of attending the pre-dismissal conference (refer to Annex F, Sample Resignation from Employment). The discussion is informal. The employee is allowed to present written statements of witnesses or any other information with regard to the charges. With exception of representation, attendance and participation by persons other than recommending officials and employee is at the discretion of the recommending official.
5. The Warden/Division Director should, within three (3) working days, forward the typed Annex E, Sample Summary of Pre-Dismissal Conference, and all documents pertaining to the conference to the ADOC Personnel Division.
6. After considering the recommendation of the Warden and the information presented during the pre-dismissal conference, the Commissioner may:
  - a. Approve/Disapprove the dismissal recommendation of the Presenting (Charging) Official.
  - b. Direct that a different corrective action be taken to include a decrease in the punishment.

7. The Commissioner shall render a departmental decision regarding the intention to dismiss if the employee has permanent status. If the employee is a probationary employee, the Commissioner shall render the final decision on the dismissal.
  8. Upon approval of the dismissal, the ADOC Personnel Division should prepare the dismissal letter for the Commissioner's signature. After the Commissioner has signed the letter, the dismissal letter will be forwarded to the Warden/Division Director to serve on the employee. The letter shall be served to the employee in a private setting.
  9. The dismissal letter shall be given to the employee, a copy of the letter with the employee's dated signature and acknowledged receipt shall be forwarded to the ADOC Personnel Division and a copy shall be retained in the employee's Institution/Division file.
  10. All permanent status employees will be advised, in their dismissal letter, that they should have ten (10) days from receiving written notice of the dismissal to appeal the dismissal before the State Personnel Board.
  11. Under the provisions of Rule of the State Personnel Board, 670-X-18-.02, a permanent employee who has been dismissed may, within ten days after receiving written notice, appeal the dismissal by filing a written answer to the charges with the State Personnel Director, 64 North Union, Montgomery, AL, 36130.
- N. Nothing in this regulation is intended to abrogate authority granted the Commissioner under Section 36-26-27, Code of Alabama, 1975, and 670-X-18-.02, Rules of the State Personnel Board.
- O. The Annex H table, Table of Infractions/Level of Discipline, is intended to promote consistent discipline within the ADOC and guide supervisors at all levels when the imposition of discipline becomes necessary. At times, there are mitigating or aggravating circumstances surrounding the infraction, and as such, the appropriate level of discipline may be increased or decreased in relation to the table. To maintain consistency, the imposition of discipline that does not correspond with the table must be fully justified in writing and submitted to the ADOC Personnel Director who shall confer with the appropriate Deputy Commissioner. The Warden/Division Director requesting this variance shall be notified by the ADOC Personnel Director of the decision.
- P. When the circumstances warrant, and an infraction can be effectively disciplined with informal discipline, a Counseling Session may be substituted in the sections of the table below where a Warning is listed. If the behavior is repeated and there is an active corrective action that was handled via a Counseling Session, the typical course of action would be to impose a Warning.
- Q. If the employee is in a job classification, which allows for an involuntary demotion, a recommendation for an involuntary demotion may be considered as an appropriate level of discipline when mitigating or aggravating circumstances exist.
- R. Job Abandonment – Three (3) consecutive days of unexcused absences where the employee fails to call in or report for duty and there is no supervisory contact with the employee.
1. An employee who abandons his/her job shall not be allowed to return to work.



2. The Warden/Division Director shall submit Annex G, Sample Job Abandonment Letter, by certified mail (return receipt requested) to the employee.
3. If the employee does not respond within seven (7) calendar days, the Warden/Division Director shall notify the ADOC Personnel Director and submit substantiating documentation.
4. The ADOC Personnel Director shall prepare a letter of dismissal and forward it through channels for approval/signature by the Commissioner.

**VI. DISPOSITION**

Any forms will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

- A. ADOC Form 208-A, Corrective Action History Record
- B. ADOC Form 208-B, Counseling Session/Warning
- C. ADOC Form 208-C, Written Reprimand
- D. ADOC Form 208-D, Employee Hearing Waiver


**VIII. SUPERCEDES**

This regulation supercedes AR 208, dated July 26, 2000, and AR 207, dated May 11, 2004, and all changes thereafter. The portion of ADOC AR 220, Departmental Leave Policy, describing levels of discipline for tardiness and unexcused absences was also placed in this AR.

**IX. PERFORMANCE**

This administrative regulation updates departmental policies and procedures pertaining to employee discipline and is based on, but not limited to, the interpretation and application of the regulations and laws, as amended below:

- A. Code of Alabama, 1975, Title 36 and Title 14-11-30, as amended
- B. Rules of the State Personnel Board
- C. ADOC Administrative Regulations 005, 206, 217, 220, 227, 228, 318, and 327.

  
\_\_\_\_\_  
Donal Campbell, Commissioner

**ANNEX(S):**

Annex A – Sample: Notice of Recommendation for Suspension

Annex B - Record of Administrative Hearing

Annex C – Sample: Notice of Intent to Recommend Demotion

Annex D – Sample: Notice of Pre-Dismissal Conference

Annex E – Sample: Summary of Pre-Dismissal Conference

Annex F – Sample: Resignation from Employment

Annex G – Sample: Job Abandonment Letter

Annex H - Table of Infractions/Level of Discipline



**ALABAMA DEPARTMENT OF CORRECTIONS  
COUNSELING SESSION**

\_\_\_\_ COUNSELING SESSION-INFORMAL      \_\_\_\_\_ WARNING-FORMAL (CHECK APPROPRIATE BLANK)

EMPLOYEE: \_\_\_\_\_ DATE IMPOSED: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last four digits only)

REASON FOR THIS ACTION (CITE EMPLOYEE'S ACTION(S) AND RULES AND REGULATIONS VIOLATED): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WAS EMPLOYEE AWARE OF RULES AND REGULATIONS VIOLATED?  
\_\_\_\_\_ YES                      \_\_\_\_\_ NO

GUIDELINES FOR CORRECTIVE ACTION WHICH WERE GIVEN TO EMPLOYEE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NATURE OF RESPONSE BY EMPLOYEE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A WARNING IS CONSIDERED A PRELIMINARY DISCIPLINARY ACTION AND DOES NOT RESULT IN A PENALTY; HOWEVER, IT WILL APPEAR ON EMPLOYEE'S ANNUAL EVALUATION.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE & DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE & DATE

DISTRIBUTION: If Counseling Session Informal: Supervisory File and Employee  
If Warning: Original – ADOC Personnel Division  
Copy – Institution/Division File  
Copy – Employee

**ALABAMA DEPARTMENT OF CORRECTIONS  
WRITTEN REPRIMAND**

1. \_\_\_\_\_  
Employee – Print/Type (S.S.# Last 4 digits) Class/Title  
\_\_\_\_\_  
Institution/Division Date of Incident

2. Offense:  
\_\_\_\_\_  
\_\_\_\_\_

Specific citation of Administrative Regulation violated:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Facts related to offense (Specific details include times, dates, and locations.)  
\_\_\_\_\_  
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**ALABAMA DEPARTMENT OF CORRECTIONS  
WRITTEN REPRIMAND (CONTINUED)**

Active corrective actions employee has received:

<u>Type</u>	<u>Offense</u>	<u>Date</u>

4. You may submit a written rebuttal within five (5) working days in response to this reprimand. Your Warden/Division Director shall consider the rebuttal and decide whether or not the reprimand is to stand. If the decision is to implement the reprimand, the Warden/Division Director will inform you and, only then, forward a copy to the ADOC Personnel Division for filing in your personnel file. A copy will also be attached to your performance appraisal and shall result in a seven-point (7) disciplinary score and shall be deducted from the responsibility score.

_____ WARDEN/DIVISION DIRECTOR - PRINT/TYPE	_____ DATE SERVED
_____ EMPLOYEE'S SIGNATURE	_____ DATE
_____ WARDEN/DIVISION DIRECTOR'S SIGNATURE	_____ DATE

DISTRIBUTION:  
Original - ADOC Personnel Division  
Copy - Institution/Division File  
Copy - Employee

**ALABAMA DEPARTMENT OF CORRECTIONS  
EMPLOYEE HEARING WAIVER**

In accordance with Alabama Department of Corrections Administrative Regulation 208, I do hereby waive my rights to a due process hearing and accept:

\_\_\_\_\_ day(s) of suspension without pay      or      demotion to the job classification of \_\_\_\_\_.

as disciplinary action for the charge of \_\_\_\_\_.

This waiver is not made as a result of any coercion, duress, threat, or promise. I was offered a due process hearing under Department of Corrections Administrative Regulation 208.

\_\_\_\_\_  
SIGNATURE AND DATE

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

DISTRIBUTION:  
Original – ADOC Personnel Division  
Copy – Institution/Division File  
Copy - Employee

**SAMPLE: NOTICE OF RECOMMENDATION FOR SUSPENSION**

**MEMORANDUM**

TO: EMPLOYEE

FROM: WARDEN/DIVISION HEAD

SUBJECT: Notice of Recommendation for Suspension

On June 7, 1997, at approximately 4:00 a.m., while making a security check Capt. Jones found you to be sleeping on your post. Capt. Jones observed you, in Dorm #12, sitting in a chair with your eyes closed asleep. Capt. Jones touched you on your shoulder and you opened your eyes in an incoherent manner.

Your action constitutes a violation of the following portions of ADOC Administrative Regulation 208, Employee Standards of Conduct and Discipline. You have been apprised of these standards of conduct and a copy of the regulation is posted on the bulletin board.

(Select the appropriate reference(s) in Administrative Regulation 208 that pertains to the incident and place here in numerical order.)

In reviewing this action and determining the appropriate punishment, I have considered AR 208, (Select the most appropriate offense(s) in Administrative Regulation 208 and assign a penalty).

A review of your service record reflects the following active corrective action(s):

(Place active corrective actions here in numerical order. If no active, please state.)

It is appropriate to convene a hearing under the provisions of AR 208 to receive my recommendation to suspend you from duty without pay for \_\_\_\_\_ days. The Hearing Officer will also consider your overall work record and length of service, as well as any information you present.

You will appear at a hearing to be scheduled at a later date. You may have someone to represent you, at your own expense. You may present information in your behalf and witnesses who have direct knowledge of the incident(s) resulting in this hearing. Character and multiple witnesses making the same statement are generally not allowed.

The ADOC Commissioner will receive and review the findings of the Hearing Officer, but is not bound by those findings. The Commissioner's decision is final with the ADOC.



You may choose to waive the hearing by completing ADOC Form 208-D at any time prior to the convening of the hearing and accept a suspension without pay for \_\_\_\_\_ day(s), subject to approval by the ADOC Commissioner. A suspension imposed through a waiver, or otherwise, includes a stipulation that an employee will not be recommended for promotion until the completion of one year of creditable service after the period of the suspension.

Employee acknowledgement of receipt: \_\_\_\_\_  
SIGNATURE DATE TIME

Witness: \_\_\_\_\_

DISTRIBUTION:  
Original – ADOC Personnel Division  
Copy – Institution/Division File  
Copy – Employee

**ALABAMA DEPARTMENT OF CORRECTIONS  
RECORD OF ADMINISTRATIVE HEARING**

**Institution/Division:** \_\_\_\_\_

This hearing is hereby convened on \_\_\_\_\_ (date) at \_\_\_\_\_ am/pm under the authority of ADOC Administrative Regulation 208 dated \_\_\_\_\_ in the \_\_\_\_\_ (specify location) at \_\_\_\_\_ (Institution/Division).

**Hearing Officer's name :** \_\_\_\_\_  
NAME

Job Title: \_\_\_\_\_

Institution or Assignment: \_\_\_\_\_

**Presenting (Charging) Official:** \_\_\_\_\_  
NAME

Job Title: \_\_\_\_\_

Institution or Assignment: \_\_\_\_\_

**Employee Being Charged:** \_\_\_\_\_  
NAME

Job Title: \_\_\_\_\_

Assignment: \_\_\_\_\_

Date of employment with ADOC: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Employee is/is not represented by counsel.

Counsel's name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**ALABAMA DEPARTMENT OF CORRECTIONS  
RECORD OF ADMINISTRATIVE HEARING (CONTINUED)**

All witnesses are to be sworn in simultaneously or as each is called to provide testimony.

**WITNESSES:**

Called by Presenting Official:

(List each by name and job title. If non-ADOC employee, provide address and telephone number.)

Called by employee:

(List each by name and job title. If non-ADOC employee, provide address and telephone number.)

**CHARGES**

Hearing Official shall read the charges into the record or indicate that the employee waives the reading of the charges.

**PRESENTATION BY PRESENTING OFFICIAL**

Identify exhibits-- Assign each with distinguishing, sequential numbering (P-1, P-2, .....)

Witness testimony (summary)

Cross examination by Employee/counsel (summary)

**PRESENTATION BY EMPLOYEE:**

Identify exhibits-- Assign each with distinguishing, sequential numbering (E-1, E-2, .....)

Witness testimony (summary)

Cross examination by Presenting Official (summary)

**ALABAMA DEPARTMENT OF CORRECTIONS  
RECORD OF ADMINISTRATIVE HEARING (CONTINUED)**

**SUMMATION**

**PRESENTING OFFICIAL:**

**EMPLOYEE:**

(Excuse all participants for Hearing Officer deliberation.)

**REVIEW OF EMPLOYEE'S SERVICE RECORD:**

A review of the employee's service record reflects the following active disciplinary action(s). (If the hearing is for demotion, also list inactive disciplinary action(s).):

Most recent three appraisal scores (indicate rating period).

**FINDINGS OF THE HEARING OFFICER:**

The employee is found guilty/not guilty of the following ADOC AR 208 rule violations (Be specific and provide finding for each charge).

**Comments by Hearing Official:**

OPTIONS OF THE COMMISSIONER (shall be explained to the employee as provided in AR 208):

- A. May approve or disapprove the recommendation of the Hearing Officer.
- B. Direct that a different corrective action be taken to include an increases or decrease of punishment.
- C. Direct another hearing on the matter.

The hearing was concluded at \_\_\_\_\_ am/pm.

**AUTHENTICATION:**

\_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE OF HEARING OFFICER

Attachments: (List)

**SAMPLE: NOTICE OF INTENT TO RECOMMEND DEMOTION**

**MEMORANDUM**

TO: EMPLOYEE

FROM: WARDEN/DIVISION HEAD

SUBJECT: Notice of Recommendation for Demotion

On or about March 24, 2005 during a shakedown you used excessive force upon an inmate in the presence of several subordinates. The inmate received serious injuries and was transported to a local hospital. You also falsified the incident report and instructed several subordinate officers to lie on their reports.

Your actions constitute violation of the following portion of the ADOC Administrative Regulation 208, Employee Standards of Conduct and Discipline. You have been apprised of these standards.

(Select the appropriate reference(s) in AR 208 that pertains to the incident and place here in numerical order.)

In determining the appropriate corrective action, I have considered the following ADOC references:

(Select the most appropriate offense(s) in Administrative Regulation 208 and assign a penalty.)

A review of your overall work record reflects no previous active corrective action.

After careful consideration of the matter and because of the seriousness of this incident, I am recommending that you be demoted to the classification of Correctional Officer II.

It is appropriate to convene a hearing under the provisions of AR 208 to receive my recommendation for demotion. The Hearing Officer will also consider your overall work record and length of service, as well as any information you present.

You will appear at a hearing to be scheduled at a later date. You may have someone to represent you at your own expense. You may present information on your behalf and witnesses who have direct knowledge of the incident(s) resulting in this hearing. Character and multiple witnesses making the same statement are generally not allowed.



**SAMPLE: NOTICE OF PRE-DISMISSAL CONFERENCE**

**MEMORANDUM**

TO: EMPLOYEE

FROM: WARDEN/DIVISION HEAD

SUBJECT: Notice of Pre-Dismissal Conference

On March 24, 2005, it was reported that you assaulted another employee with a weapon. This threat was made in the presence of two other employees and several inmates.

Your actions constitute violations of the following portion of ADOC Administrative Regulation 208, Employee Standards of Conduct and Discipline. You were informed of these standards, and a copy of the regulation is posted on the bulletin board.

(Select the appropriate reference(s) in Administrative Regulation 208 that pertain to the incident and place here in numerical order.)

In determining the appropriate corrective action, I have considered the following ADOC reference(s):

(Select the most appropriate offense(s) in Administrative Regulation 208 and assign a penalty.)

A review of your record of performance reflects the following active and inactive corrective actions:

(List all previous (active and inactive) disciplinary actions here in numerical order, if no previous disciplinary actions please state.)

In accordance with Administrative Regulation 208, I have scheduled a pre-dismissal conference in my office on \_\_\_\_\_. This dismissal conference is for the purpose of allowing you to present information to me regarding the action under consideration; i.e., a chance for you to "tell your side of the story". You may present written statements of witnesses or any other information regarding these charges. You may, at your own expense, have representation present at this conference, but only as an observer, not a participant.

You may voluntarily resign in lieu of dismissal. However, it is highly probable that you will not be recommended for re-employment with the Department of Corrections.

Call this office if you have any questions.

Employee acknowledgement of receipt: \_\_\_\_\_  
SIGNATURE DATE TIME

Witness: \_\_\_\_\_

**SAMPLE: SUMMARY OF PRE-DISMISSAL CONFERENCE**

MEMORANDUM

TO: Commissioner

FROM: Warden/Division Head

On \_\_\_\_\_, I served the attached Notice of Intent to Recommend Dismissal on  
(Date)

\_\_\_\_\_  
(Employee's Name)

On \_\_\_\_\_, at \_\_\_\_\_, Mr./Mrs.  
(Date) (Time)  
\_\_\_\_\_ and I met in my office at \_\_\_\_\_.  
(Employee Name) (Location)

Summary of the defense submitted by the employee:

\_\_\_\_\_  
Presenting (Charging) Official

Warden/Division Director Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Employee Name and Address

\_\_\_\_\_  
Telephone Number

DISTRIBUTION:  
Original – ADOC Personnel Division  
Copy – Institutional/Divisional File  
Copy - Employee



**SAMPLE: RESIGNATION FROM EMPLOYMENT**

In accordance with Department of Corrections Administrative Regulation 208, I do hereby waive my rights to a Pre-Dismissal Conference and resign my employment with the Alabama Department of Corrections effective immediately.

This resignation is not made as a result of any coercion, duress, threat, or promise. I was offered a pre-dismissal conference under the provisions of Department of Corrections Administrative Regulation 208.

I understand that with this voluntary resignation it is highly probable that I will not be recommended for re-employment with the Department of Corrections.

\_\_\_\_\_  
SIGNATURE AND DATE

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

DISTRIBUTION:  
Original – ADOC Personnel Division  
Copy – Institution/Division File  
Copy - Employee

**SAMPLE: JOB ABANDONMENT LETTER**

Officer John Doe  
2121 Water Street  
Birmingham, AL 35612

Dear \_\_\_\_\_:

Attendance reports reflect that you were not at work for three (3) consecutive days, March 24-27, 2005. You were not on approved leave, and we did not receive any notification of your absence. There has been no supervisory contact relative to your work status. This constitutes job abandonment as defined by the State of Alabama Personnel Department for which dismissal is appropriate.

You have seven (7) calendar days from the date of this letter to provide information to this office that may preclude dismissal action.

Sincerely,

Warden \_\_\_\_\_

\_\_\_\_\_ Correctional Facility

**DISTRIBUTION:**

Copy - ADOC Personnel Division  
Copy - Institution/Division File

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
1. Minor violations of Departmental or Institutional rules, policy, procedure that do not result in serious consequences	Warning	Written Reprimand	2 days suspension	Dismissal
2. Non-compliance with policies, procedures, and regulations	Warning	Written Reprimand	2 days suspension	Dismissal
3. Abuse or misuse of equipment, not causing damages	Warning	Written Reprimand	2 days suspension	Dismissal
4. Conviction of a minor traffic offense while driving a state or public use vehicle	Warning	Written Reprimand	2 days suspension	Dismissal
5. Unauthorized use of telephones, bulletin boards, or other state property	Warning	Written Reprimand	2 days suspension	Dismissal
6. Participation in unauthorized activity of a minor nature at the work place	Warning	Written Reprimand	2 days suspension	Dismissal
7. Late for work (tardiness)/Failure to follow proper call-in procedure	Warning	Written Reprimand	2 days suspension	3 days 5th - 5 days 6th - 10 days 7thDismissal
8. Failure to report to work (unexcused absence)	2 days suspension	3 days suspension	5 days suspension	Dismissal
9. Refusal to sign performance appraisal or other ADOC official documents	Written Reprimand	2 days suspension	5 days suspension	Dismissal
10. Failure to perform job properly, not resulting in actual consequences	Written Reprimand	2 days suspension	5 days suspension	Dismissal
11. Failure to follow supervisor's instructions; non-compliance with policies and procedures	Written Reprimand	2 days suspension	5 days suspension	Dismissal
12. Leaving assigned post and/or work station before the end of the shift/work day without permission from proper authority or proper relief and no serious consequences occur.	Written Reprimand	2 days suspension	5 days suspension	Dismissal
13. Disagreeable behavior, including lack of cooperation and insubordination	Written Reprimand	2 days suspension	5 days suspension	Dismissal
14. Failure to immediately report to proper authority (supervisor) the violation of any rule, practice, or policy that results in minor consequences	Written Reprimand	2 days suspension	5 days suspension	Dismissal
15. Violation of safety/security regulation /procedures when the consequences are serious, but consequences do not occur.	Written Reprimand	2 days suspension	5 days suspension	Dismissal
16. Inattention to the job	Written Reprimand	2 days suspension	5 days suspension	Dismissal
17. Taking into any ADOC facility any article, item, or property which is not authorized by regulation, or without the approval of the Warden/Director	Written Reprimand	2 days suspension	5 days suspension	Dismissal
18. Serious violations of rules, policies, procedures, regulations, laws, or reasonable conduct expectations	Written Reprimand	2 days suspension	5 days suspension	Dismissal
19. Misuse of state equipment or supplies resulting in loss or damage	Written Reprimand	2 days suspension	5 days suspension	Dismissal
20. Use of abusive, profane, or threatening language to other employees, inmates, or the public	Written Reprimand	2 days suspension	5 days suspension	Dismissal
21. Refusal of a supervisor's instruction to remain on duty during a shortage of personnel situation and/or emergency situation	Written Reprimand	5 days suspension	10 days suspension	Dismissal
22. Failure to immediately inform and provide a written report to the Warden/Director or his/her designee, concerning any incident of arrest, conviction, or when required to appear as a defendant in any criminal court except minor traffic violations.	Written Reprimand	5 days suspension	20 days suspension	Dismissal
23. Abusive or misuse of authority, including but not limited to departmental property and/or ADOC identification cards/items.	Written Reprimand	15 days suspension	Dismissal	
24. Leaving assigned post and/or work station before the end of the shift/work day without permission from proper authority or proper relief, resulting in actual consequences.	5 days suspension	15 days suspension	Dismissal	
25. Fighting, assault, physical violence or disruptive behavior	5 days suspension	15 days suspension	Dismissal	

26. Sleeping or giving the appearance of sleeping on duty	2 days suspension	5 days suspension	15 days suspension	Dismissal
27. Abusive or excessive physical force in dealing with inmates	5 days suspension	Dismissal		
28. Harassment or discrimination as defined in Administrative Regulation 206	5 days suspension	Dismissal		
29. Failure to report violation of safety/security rules that result in injury to persons or significant damage to property.	10 days suspension	20 days suspension	Dismissal	
30. Conduct that is disgraceful, on or off the job that does adversely affect an employee's effectiveness on the job	10 days suspension	20 days suspension	Dismissal	
31. Borrowing/receiving money, or other items from, giving money/items to inmate(s) or inmate family members, corresponds with an inmate, or an inmate's family, in any capacity that is not officially required and in the line of duty.	20 days suspension	Dismissal		
32. Theft or unauthorized possession of ADOC or another individual's property	Dismissal			
33. Tampering with a drug screen sample or any similar action that may invalidate or falsify the results	Dismissal			
34. Violations of Code of Alabama, Title (Sexual Misconduct Statute)	Dismissal			
35. Refusal to submit to an alcohol/drug screening	Dismissal			
36. Possession of illegal drugs or appositive drug screen.	Dismissal			
37. Reporting to work under the influence of illegal substances and/or drugs	Dismissal			
38. Failure to meet APOSTC certification and maintain standards	Dismissal			
39. Gross negligence that allows inmate(s) to escape	Dismissal			
40. Refusal to submit to a personal search, or search of personal property, or vehicle on institutional property, when required by proper authority	Dismissal			
41. Giving false information or verbal/written statement in connection with employment, an investigation or injury	Dismissal			
42. Deliberate breach of security that may result in escape or riot	Dismissal			
43. Conviction of a felony that disqualifies the employee in the job classification in which employed	Dismissal			

Table of Infractions/Level of Discipline - Annex H to AR 208 (page 2 of 2)



BOB RILEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



RICHARD F. ALLEN  
COMMISSIONER

October 1, 2009

TO: WARDENS  
DIVISION DIRECTORS  
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1  
ADMINISTRATIVE REGULATION 208

## EMPLOYEE STANDARDS OF CONDUCT AND DISCIPLINE

**PURPOSE:** To address issues that have arisen over enforcing suspensions for twelve hour shift employees and disparity in the penalties by eight hour and twelve hour shift employees; add computer systems and Labor Management System infractions and penalties; add a communication device infraction and penalty; add a DUI/DWI infraction and penalty; and, add a promoting prison contraband infraction and penalty.

CHANGES TO BE MADE:

**Reference:**

**Action Required:**

AR 208, *Employee Standards of Conduct and Discipline*, dated August 17, 2005.

Annex H, Table of Infractions/Level of Discipline.

Delete Annex H, dated June 14, 2005 and replace with Annex H, Table of Infractions and Level of Discipline, dated October 1, 2009.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed. Advise all personnel in your organization of the change to this regulation.

  
Richard F. Allen, Commissioner





Alabama Department of Corrections  
**TABLE OF INFRACTIONS and LEVEL OF DISCIPLINE**

<b>Nbr.</b>	<b>Infraction</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
20.	Use of abusive, profane, or threatening language to other employees, inmates, or the public.	Written Reprimand	2 days suspension	3 days suspension	Dismissal
21.	Refusal of a supervisor's instruction to remain on duty during a shortage or personnel situation and/or emergency situation.	Written Reprimand	2 days suspension	3 days suspension	Dismissal
22.	Conviction of Driving Under the Influence (DUI)/Driving While Intoxicated (DWI).	Written Reprimand	2 days suspension	3 days suspension	Dismissal
23.	Unauthorized use of computer systems.	Written Reprimand	2 days suspension	3 days suspension	Dismissal
24.	Failure to immediately inform and provide written report to the Warden/Division Director concerning any incident of arrest, conviction, or when required to appear as a defendant in any criminal court, except minor traffic violations.	Written Reprimand	3 days suspension	Dismissal	
25.	Abuse or misuse of authority, including but not limited to departmental property and/or ADOC identification cards/items.	Written Reprimand	3 days suspension	Dismissal	
26.	Sleeping or giving the appearance of sleeping on duty.	2 days suspension	3 days suspension	3 days suspension	Dismissal
27.	Failure to report to work (unexcused absence).	2 days suspension	3 days suspension	3 days suspension	Dismissal
28.	Leaving assigned posts and/or work station before the end of the shift/work day without permission from proper authority or proper relief resulting in actual consequences.	3 days suspension	3 days suspension	Dismissal	
29.	Fighting, assault, physical violence or disruptive behavior.	3 days suspension	Dismissal		
				Annex H to AR 208 – October 1, 2009	
			Previous edition is Obsolete		Page 3 of 6



Alabama Department of Corrections  
**TABLE OF INFRACTIONS and LEVEL OF DISCIPLINE**

<b>Nbr.</b>	<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
30.	Abusive or excessive physical force in dealing with inmates.	3 days suspension	Dismissal		
31.	Harassment or discrimination as defined in Administrative Regulation 206, <i>Harassment and Discrimination Policy</i> .	3 days suspension	Dismissal		
32.	Failure to report violation of safety/security rules that result in injury to persons or significant damage to property.	3 days suspension	Dismissal		
33.	Conduct that is disgraceful, on or off the job that does adversely affect an employee's effectiveness on the job.	3 days suspension	Dismissal		
34.	Borrowing/receiving money, or other items from, giving money/items to inmate(s) or inmate family members, corresponds with an inmate, or an inmate's family, in any capacity that is not officially required and in the line of duty.	3 days suspension	Dismissal		
35.	Intentionally falsifying data associated with the Labor Management System	3 days suspension	Dismissal		
36.	The possession of any communication device, or accessories, such as, but not limited to, cell phones, cell phone chargers, SIM cards, MP3 players, land-line phones, link phones, batteries, and walkie-talkies, that are not specifically authorized by regulation or the Warden/Division Director.	Dismissal			
37.	Theft or unauthorized possession of ADOC or another individual's property.	Dismissal			
				Annex H to AR 208 – October 1, 2009	
			Previous edition is Obsolete		Page 4 of 6





The following Immediate Change Notice (ICN) shall be made to AR 208, *Employee Standards of Conduct and Discipline*, dated August 17, 2005,

**effective June 1, 2010.**

Change III. X. To read:

“X. Unexcused Absence: Failure to report to work or reporting to work later than two (2) hours after the start of assigned duty/shift time without prior supervisory approval.”

File this Immediate Change Notice at the back of the regulation after annotating both the index and the regulation to indicate this change has been completed.

Advise all personnel in your organization of this change to the regulation.

This change will be incorporated into the forth coming AR 208, *Employee Standards of Conduct and Discipline*.

This ICN will be posted to the Public Folders.

John R. Jacobs,  
Planning and Evaluation Supervisor  
Policy and Procedures Unit



BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections

301 S. Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130



DONAL CAMPBELL  
COMMISSIONER

November 19, 2004

ADMINISTRATIVE REGULATION  
NUMBER 205

OPR: PERSONNEL

## **SENIORITY**

Correctional Officers I Employees

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for determining seniority for employee in the Correctional Officer I job classification.

### **II. POLICY**

It is the policy of ADOC to provide a fair and equitable seniority plan for selecting and assigning shift duty, off days, and administrative posts to Correctional Officer I employees.

### **III. DEFINITION(S) AND ACRONYM(S)**

- A. COI: An employee in a Correctional Officer I job classification, Class Code 60711.
- B. Continuous State Service: Refers to not being placed in a leave without pay (LWOP) status at any one time for 19 days or more, except in cases of Section V.C. below, military activation and the Family and Medical Leave Act.
- C. Re-employment: Refers to individuals who are rehired after separating their employment with the Department.
- D. Seniority: The length of continuous service in a Correctional Officer I job classification.
- E. Tie Breaker: A factor, statistic, or criterion that is used to differentiate employees with the same employment status.

### **IV. RESPONSIBILITIES**

- A. The Personnel Division shall advise supervisors regarding ADOC procedures for establishing seniority.
- B. Wardens and Division Directors are responsible for ensuring that a fair and equitable seniority plan is provided to all Correctional Officer I employees.
- C. Correctional Officer I employees are responsible for submitting their petition (bid) for shift duty, off days, and administrative post assignments within the time frame allowed by this regulation.

V. **PROCEDURES**

- A. Each year during the month of January only, COI employees shall have an opportunity to select on the basis of seniority:
  - 1. Off Days
    - a. Off-day selection shall be by shift.
    - b. Request shall be in writing to the Shift Commander.
  - 2. Shift Assignment
    - a. Requests to change shifts shall be in writing.
    - b. Requests shall be submitted in accordance with the procedures of the institution.
- B. The seniority date for employees in the COI job classification shall be determined as indicated below:
  - 1. If employed before 5/30/1992, the seniority date is the date the employee entered the COI classification.
  - 2. If employed between 5/30/1992 and 6/30/1996, the seniority date is the date the employee received permanent status in the COI classification.
  - 3. If employed between 07/01/1996 and 8/31/1999, the seniority date is the date the employee advanced from the Training Rate to the COI Rate of pay.
  - 4. If employed after 8/31/1999, the seniority date is the date the employee entered the COI classification.
- C. The seniority date for an employee who had permanent status in the Correctional Officer I classification that was laid off during the ADOC layoff of 1992 shall be the date entered into the COI classification before the layoff provided that:

1. The employee was re-employed as a COI by October 31, 1992.
  2. The employee has had continuous service in the COI classification since October 31, 1992.
- D. The seniority for an individual re-employed in the Correctional Officer I classification shall be the date of re-employment except as indicated in Section V.C. above.
- E. In the event of tied seniority dates, the following tie breakers shall be considered in the order indicated below:
1. Continuous state service.
  2. Disciplinary history for the past 12 months.
  3. Last annual performance appraisal.
  4. Rank of academic score at the Academy.
- F. The assignment of administrative posts (e.g. recreation officer) shall be available for selection when vacancies occur.
- G. The selection of administrative posts shall be based on seniority and such other factors as:
1. Disciplinary history.
  2. Performance appraisal scores.
  3. Work experience related to the post assignment
- H. In an event that shifts and/or off days need to be balanced due to military enrollment or other circumstances, the Warden/Division Director shall balance shift and off-day assignments when necessary using reverse seniority.
- I. A roster shall be posted on all bulletin boards with the number of officers and off days assigned for each shift.

## **VI. DISPOSITION**

There are no forms prescribed by this regulation, therefore, disposition procedures are not necessary.

## **VII. FORMS**

This regulation does not implement any forms.


**VIII. SUPERCEDES**

This regulation supercedes AR 205, dated September 21, 1999, as amended.

**IX. PERFORMANCE**

This administrative regulation updates policy and procedures concerning the selection of Correctional Officer shift, off days, and administrative posts and is based on, but not limited to, the regulations below:

- A. Rules of the State Personnel Board
- B. State Personnel Procedures Manual

  
\_\_\_\_\_  
Donal Campbell, Commissioner





BOB RILEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
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RICHARD F. ALLEN  
COMMISSIONER

July 15, 2008

**ADMINISTRATIVE REGULATION  
NUMBER** 219

**OPR: TRAINING**

## **TRAINING**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the development and implementation of professional training programs that meet federal and state requirements for ADOC employees.

### **II. POLICY**

It is the policy of the ADOC to provide employees and contractual clients with the training and skills necessary to meet the changing correctional environment.

### **III DEFINITION(S) AND ACRONYM(S)**

- A. **ADOC Law Enforcement Personnel:** An employee in one of the correctional officer / law enforcement job classifications, to include: Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain, Correctional Warden I, Correctional Warden II, Correctional Warden III, Associate Commissioner, Deputy Commissioner, Institutional Coordinators, Corrections Training Director, Corrections Community Program Director, Corrections Canine Assistant Handler, Corrections Canine Handler Supervisor, Corrections Canine Handler, Correctional Investigative Services Officer, Correctional Investigation Services Assistant Director, and Correctional Investigative Services Director.
- B. **APOSTC (Alabama Peace Officers Standards and Training Commission):** An agency that was created to ensure that law enforcement officers in Alabama receive training in their vocations, thereby providing better service to the public. These goals are obtained

by empowering the Commission with authority to promulgate rules in the selection, recruitment, and training of law enforcement officers and the work of law enforcement agencies in the State and to prescribe standards for law enforcement officers.

- C. **APOSTC Certification:** A certificate issued by APOSTC attesting to the accreditation of an approved academy, instructor, or law enforcement officer.
- D. **APOSTC Instructor:** An individual who possesses a certificate issued by APOSTC to instruct in an approved academy or Regional Training Center.
- E. **Applicant:** An individual who is seeking admittance to an approved academy for certification as a law enforcement officer.
- F. **CEU (Continuing Education Unit):** The annual twelve (12) hours of continuing education / training required by APOSTC to maintain certification. This does not include annual re-certifications such as firearms, PPCT, CPR / First Aid.
- G. **DD-214, Report of Separation:** The Defense Department issues to each veteran a DD-214 identifying the veteran's condition of discharge – honorable, general, other than honorable, dishonorable or bad conduct.
- H. **Employee:** For the purpose of this regulation, any person employed by the ADOC as a full-time, part-time, conditional or temporary employee, and all other persons such as contractors, vendors, and volunteers in the classified and unclassified service.
- I. **ePost:** A suite of applications within the Alabama Criminal Justice Information Center designed to aid in the management of academy applications, continuing education, employment history, information requests, officer certification and much more.
- J. **FLETC:** Federal Law Enforcement Training Center.
- K. **In-Service Training:** Annual training conducted by certified Regional Training Instructors.
- L. **LEA Uniform:** For the purpose of this regulation, refer to AR 217, *Dress Code*.

- M. **NIC (National Institute of Corrections)**: An agency of the Department of Justice, Bureau of Prisons (BOP) that provides technical assistance, training, and information to federal, state and local criminal justice disciplines throughout the country.
- N. **NOBE**: Notice of Basic Eligibility (GI Bill).
- O. **OJT (On-The-Job Training)**: For the purpose of this regulation, training provided by an experienced worker to a new employee while he or she is at the job site under real life conditions learning the skills and information necessary for productive and satisfactory job performance to enhance their career knowledge and skills.
- P. **PPCT (Pressure Point Control Tactics)**: A research-based training program that specializes in defensive tactics.
- Q. **Prison Rape Elimination Act (PREA) of 2003**: A federal statute enacted in September 2003, to provide for the analysis of the incidents and effects of prison rape in federal, state, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.
- R. **SUB Uniform**: For the purpose of this regulation, refer to AR 217, *Dress Code*.
- S. **Support Employee**: For the purpose of this regulation, any non-law enforcement person employed by the ADOC.
- T. **Trainee**: For the purpose of this regulation, an ADOC employee in the class title of Correctional Officer Trainee, class code of 60710.
- U. **Valid Driver's License**: A driver's license issued by the state the employee resides and has not been suspended, revoked, canceled, denied, or otherwise disqualified. Residents of the state of Alabama must obtain a valid Alabama driver's license in accordance with Code of Alabama 1975 as amended, Title 32-6-1.

#### IV. **RESPONSIBILITIES**

- A. The Commissioner is responsible for ensuring that departmental employees are properly trained to perform their assigned duties.
- B. The Associate Commissioner of Operations is responsible for administering a training program for departmental employees.
- C. Wardens / Division Directors are responsible for:

1. Developing their institutional / divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 219, *Training*.
2. Ensuring that assigned employees complete training prescribed by the Associate Commissioner of Operations and / or the Director of Training.
3. Providing and maintaining building maintenance and necessary resources for the Regional Training Center in their area.
4. Administering an institutional / divisional OJT program and a new employee orientation in accordance with AR 204, *New Employee Orientation*.

D. The Director of Training is responsible for:

1. Ensuring that the Alabama Corrections Academy maintains APOSTC certification.
2. Administering the Basic Academy Training Program (Alabama Corrections Academy) to ensure that the training of law enforcement applicants' is conducted in accordance with federal, state, and APOSTC requirements.
3. Administering the Regional Training Centers to ensure that employee training is conducted in accordance with federal, state, and APOSTC requirements.
4. Developing and maintaining the annual ADOC Master Training Plan, to include, but not limited to, a program and schedule for:
  - a. Basic Academy Training.
  - b. Regional In-Service Training.
  - c. New Support Training.
  - d. Specialized Training Programs.
5. Organizing and planning the annual departmental Executive Leadership Conference.

6. Ensuring that employee training records are accurately maintained.
  7. Providing training statistical data when required.
  8. Selecting and assigning personnel to the Training Division.
  9. Ensuring that adequate facilities and equipment are available to conduct training programs.
  10. Ensuring that law enforcement training is conducted in accordance with APOSTC standards to maintain certification.
  11. Ensuring that APOSTC Instructors are in compliance with APOSTC requirements and departmental policies and procedures.
  12. Submitting recommendations to the Associate Commissioner of Operations to reassign training personnel that are not in compliance with APOSTC requirements and / or departmental policies and procedures.
  13. Designing and implementing evaluation instruments to assess the impact of training programs.
- E. The Academy Training Captain is responsible for supervising the Alabama Corrections Academy.
- F. The Regional Training Captain is responsible for supervising the Regional Training Centers, Residential Training Annex and the Regional PREA Training Program.
- G. The Regional Training Supervisor (Lieutenant) is responsible for:
1. Providing input to the ADOC Master Training Plan as requested by the Director of Training.
  2. Executing the required training per the ADOC Master Training Plan for the institutions / divisions in their designated region.
  3. Ensuring that all assigned employees in their designated region have been scheduled for and complete annual training.
  4. Ensuring that required documentation is maintained in the ePost and Training Division database.

5. Supervising the physical fitness training program for Trainees that are not enrolled in the Academy.
  6. Ensuring that the training facilities and equipment are operational and conducive to training.
  7. Ensuring that employees attending training programs are in compliance with departmental policies and procedures.
  8. Completing and submitting quarterly and annual training reports to the Regional Training Captain.
  9. Ensuring that all in-service training of employees is documented and completed by the fifteenth of November.
- H. ADOC Law Enforcement personnel shall be responsible for successful completion of annual In-Service Training, to include:
1. APOSTC requirements (12-hours of CEUs and handgun requalification).
  2. Departmental requirements (shotgun, specialized training).
- I. It is the responsibility of all employees to adhere to the contents of this regulation.

**V. PROCEDURES**

- A. Training Personnel:
1. Training Personnel assigned to a training position shall successfully complete APOSTC Instructor Certification and departmental requirements within one (1) year.
  2. Training Personnel shall maintain and continue to comply with APOSTC and departmental requirements, to include, but not limited to:
    - a. Basic Training for Trainers / Foundation Skills for Trainers.
    - b. PPCT Instructor Certification.
    - c. NRA, FLETC or FBI Firearms Instructor Certification.

- d. American Red Cross CPR and First Aid Instructor Certification.
  - e. APOSTC Instructor Certification.
3. Training Personnel who are unable to successfully obtain or maintain APOSTC Instructor Certification and departmental requirements shall be reviewed by the Director of Training for appropriate action.
  4. The Director of Training shall make a recommendation to the Associate Commissioner of Operations to remove training personnel from their training assignments.

B. Training Regions:

1. Annual in-service training shall be conducted at Regional Training Centers located geographically around the state.
2. Each training center shall support the following institutions / divisions:
  - a. **Region 01** – Located on the premises of St. Clair Correctional Facility and provides training support to the following:
    1. St. Clair Correctional Facility.
    2. Childersburg Work Release.
    3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
  - b. **Region 02** – Located on the premises of Kilby Correctional Facility and provides training support to the following:
    1. Kilby Correctional Facility.
    2. Tutwiler Prison For Women.
    3. Montgomery Women’s Facility.
    4. Red Eagle Honor Farm.

5. Alexander City Work Release.
  6. Central Office personnel.
  7. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
- c. **Region 03** – Located on the premises of Fountain Correctional Facility and provides training support to the following:
1. Fountain Correctional Facility.
  2. Holman Correctional Facility.
  3. JO Davis Correctional Facility.
  4. Atmore Work Release.
  5. Loxley Work Release.
  6. Mobile Work Release.
  7. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
- d. **Region 04** – Located on the premises of Limestone Correctional Facility and provides training support to the following:
1. Limestone Correctional Facility.
  2. Decatur Community Base Facility / Community Work Center.
  3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
- e. **Region 05** – Located on the premises of William E. Donaldson Correctional Facility and provides training support to the following:
1. William E. Donaldson Correctional Facility.
  2. Birmingham Work Release.



3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
- f. **Region 06** – Located on the premises of Ventress Correctional Facility and provides training support to the following:
1. Bullock County Correctional Facility.
  2. Easterling Correctional Facility.
  3. Ventress Correctional Facility.
  4. Elba Work Release.
  5. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
- g. **Region 07** – Located on the premises of Draper Correctional Facility and provides training support to the following:
1. Draper Correctional Facility.
  2. Staton Correctional Facility.
  3. Elmore Correctional Facility.
  4. Frank Lee Youth Center.
  5. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
- h. **Region 08** – Located on the premises of Bibb County Correctional Facility and provides training support to the following:
1. Bibb County Correctional Facility.
  2. Farquhar State Cattle Ranch.
  3. Camden Work Release.
  4. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.

- i. **Region 09** – Located on the premises of East Thomas Residential Training Annex and provides training support to the following:
  1. Hamilton A&I.
  2. Hamilton Community Base Facility.
  3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.
3. Request to train outside an assigned Regional Training Center:
  - a. An employee may request to attend training outside of their assigned region if the employee's residence is closer to another Regional Training Center.
  - b. The employee must submit a written request by January 15<sup>th</sup> to their Warden / Division Director. The Warden / Division Director shall verify the request and submit their recommendation to the Director of Training.
  - c. The Director of Training shall review the request and notify the Warden / Division Director of the final decision.
  - d. The Warden / Division Director shall notify the employee's supervisor of the final decision.
  - e. The employee's supervisor shall contact the respective Regional Training Supervisor to schedule the employee for training.
  - f. Once an approved request is on file with the Training Division, the Regional Training Supervisor shall review and validate previous approved requests annually.

C. Annual Master Training Plan:

1. The Director of Training shall coordinate with executive leadership, to include Wardens and Division Directors for input, through a needs assessment, to develop an Annual

Master Training Plan.

2. Basic Academy Training:
  - a. The Alabama Corrections Academy basic training program consists of 480-hours of APOSTC approved curriculum.
  - b. The Academy Training Captain shall submit a scheduling proposal and curriculum updates to the Director of Training no later than July 1<sup>st</sup> of each year for the next calendar year.
3. New Support Training:
  - a. The New Support Training program consists of 40-hours of approved curriculum.
  - b. The Regional Training Captain shall submit a scheduling proposal and curriculum updates to the Director of Training no later than July 1<sup>st</sup> of each year for the next calendar year.
4. Regional In-Service Training:
  - a. The Regional Training Captain shall submit a schedule and curriculum proposal to the Director of Training no later than July 1<sup>st</sup> of each year for the next calendar year.
  - b. The proposal shall be divided into categories reflecting all employees.
  - c. Law enforcement employees must complete a minimum of 32 to 40 hours of in-service training annually, as determined by the Director of Training.
  - d. Support employees must complete a minimum of eight (8) hours of in-service training annually.
5. Specialized Training:
  - a. The Director of Training shall arrange and / or facilitate special training programs as needs are identified, or as directed by the Associate Commissioner of Operations.

- b. An employee that is required to acquire annual professional CEUs, such as psychologists, drug counselors, and accountants, shall coordinate course attendance through their immediate supervisor.

D. Basic Academy Training:

1. Prior to Academy Assignment:

- a. The ADOC Personnel Division shall advise the Correctional Officer Trainee of their employment date.
- b. A Trainee shall **not** be assigned to a correctional facility post involving inmate contact without supervision because he / she has not successfully completed the Alabama Corrections Academy and has not been certified as a law enforcement officer.
- c. A Trainee may perform routine tasks and duties under the direct supervision of an APOSTC certified Correctional Officer or Supervisor.
- d. A Trainee shall participate in a physical fitness program that shall be monitored by the Regional Training Center.
- e. Within fourteen (14) calendar days of the Trainee's reporting date, the ADOC Personnel Division shall forward to the Director of Training copies of the following documents in accordance with APOSTC requirements (Chapter 650-X-2), to include, but not limited to:
  - i. APOSTC application and affidavit.
  - ii. Physical examination.
  - iii. High School diploma or GED equivalent.
  - iv. DD-214 or NOBE for military or National Guard members.
  - v. Background check results.

- vi. Valid driver's license
  - f. The Director of Training shall notify the Trainee of their enrollment and reporting date to the Alabama Corrections Academy.
  - g. A Trainee shall complete the Basic Academy Training and receive APOSTC certification within one (1) year of their employment date.
2. During Academy Assignment:
- a. A Trainee shall not work overtime at any institution while enrolled at the Alabama Corrections Academy.
  - b. A Trainee:
    - i. Must achieve a minimum of 70% academic average.
    - ii. That achieves an academic average of less than 70%, but greater than 60%, shall be afforded one (1) additional opportunity to return to the Academy.
    - iii. That achieves an academic average below 60% shall be separated from the ADOC and must wait two (2) years before he or she shall be considered for re-employment.
    - iv. Shall receive law enforcement certification as a Correctional Officer upon completion of the Alabama Corrections Academy.
  - c. After two (2) failed attempts to complete the Academy, a Trainee shall be separated from the ADOC and must wait two (2) years before testing again for the Correctional Officer Trainee position.
  - d. If a Trainee does not pass the Physical Ability / Agility Test, he or she shall be separated from the Academy.
    - i. The Trainee may be afforded one (1) additional opportunity to return to the Academy.

- ii. After two (2) failed attempts to complete the Physical Ability / Agility Test, the Trainee shall be separated from the ADOC and he or she must wait two (2) years before testing again for the Correctional Officer Trainee position.
- e. If a Trainee does not receive the required 70% on the First Aid / CPR and / or Legal exam, they shall be separated from the Academy.  
**NOTE:** These are “**STAND ALONE**” exams that must be passed with a minimum score of 70% in accordance with APOSTC requirements.
- f. A Trainee must pass firearms qualification in order to graduate from the Academy.
  - i. Handgun.
    - (a). A Trainee must pass two (2) of the three (3) attempts with a minimum score of 70% to meet APOSTC standards.
    - (b). If a Trainee passes only one (1) of the three (3) attempts with the handgun, he or she may complete the Academy but must return to the next scheduled Academy class to complete the entire firearms portion of training, passing two (2) of three (3) attempts with a 70% or higher.
    - (c). If a Trainee fails to achieve a qualification score, the Trainee shall be separated from the ADOC and he or she must wait two (2) years before they test again for the Correctional Officer Trainee position.
  - ii. Shotgun.
    - (a). A Trainee must pass one (1) of the

three (3) attempts with a minimum score of 70% to meet departmental standards.

(b). If a Trainee fails to achieve a qualification score, the Trainee shall be separated from the ADOC and he or she must wait two (2) years before testing again for the Correctional Officer Trainee position.

g. A Trainee that is found to be cheating, or involved in any other disciplinary issues, such as, but not limited to, excess demerits or falsifying documents, shall be separated from the ADOC and must wait two (2) years before he or she shall be considered for re-employment.

3. Post Academy Completion:

a. Upon successful completion of the Academy, the Academy Training Captain shall issue an ADOC Form 219-A, *Training Record*. A copy of the information contained in the ADOC Form 219-A shall be maintained at the Alabama Corrections Academy.

b. The Academy Training Captain shall forward the graduates' ADOC Form 219-A to the appropriate Regional Training Center.

c. The Regional Training Supervisor shall forward the graduates ADOC Form 219-A to the respective Warden.

d. The Warden shall ensure that the new officer completes a twelve (12) day OJT training program that is outlined in the ADOC Form 219-A.

i. A new officer shall perform tasks and duties under the direct supervision of an APOSTC certified Correctional Officer or Supervisor.

ii. After each block of training is completed,

the Correctional Officer, Supervisor, and new officer shall sign the corresponding block(s) in the Training Record.

- iii. The Warden or designee shall monitor the OJT program closely and take appropriate action to ensure quality training is achieved during the OJT period.
- iv. The Warden or designee shall ensure that the new officer has completed the OJT program and verify training by signing the officers ADOC Form 219-A as Certifying Official.
- v. The Warden shall return the new officer's certified ADOC Form 219-A to the Regional Training Center within seven (7) days of completion of the twelve (12) day OJT.

4. Refresher Program for Correctional Officers:

- a. A Correctional Officer who is re-employed after a separation of two (2) or more years from the ADOC must complete the 80-hour Refresher Program to update their APOSTC certification.
- b. Upon employment, Correctional Officer Candidates shall be issued the SUB uniform by the Regional Training Center.
- c. The Regional Training Supervisor shall locate the existing ADOC 219-A, *Training Record* for the Correctional Officer Candidate and forward it to the respective Regional Training Center.
- d. Until completion of the Refresher Program, the Correctional Officer Candidate shall **not** be assigned to a post involving inmate contact without supervision because he or she does **not** possess arrest authority.
- e. The Correctional Officer Candidate shall participate in a physical fitness program that shall be monitored by the Regional Training Centers.



- f. Within fourteen (14) calendar days of the Trainee's reporting date, the ADOC Personnel Division shall forward to the Director of Training copies of the following documents in accordance with APOSTC requirements (Chapter 650-X-2), to include, but not limited to:
  - i. APOSTC application and affidavit.
  - ii. Physical examination.
  - iii. High School diploma or GED equivalent.
  - iv. DD-214 or NOBE for military or National Guard members.
  - v. Background check results.
  - vi. Valid driver's license
- g. Upon graduation, the Correctional Officer shall be issued an LEA uniform and badge by the Alabama Corrections Academy.

5. Lateral Entry Program for Correctional Officers:

- a. A Correctional Officer or law enforcement officer that has been separated from law enforcement in another state for **less** than two (2) years may apply for the Lateral Entry Program.
- b. A Lateral Entry Candidate who possesses an **Alabama POST** law enforcement certification shall be required to attend the ADOC 80-hour Lateral Entry Program.
- c. An **Alabama POST** certified Lateral Entry Candidate who has been separated from law enforcement for **more than 2 years** must attend the ADOC 80-hour Lateral Entry Program and the 80-Hour Law Enforcement Refresher course scheduled by APOSTC.
- d. Once a Lateral Entry Candidate becomes ADOC employed, he or she shall be issued the SUB uniform

by the Regional Training Center.

- e. Until completion of the Lateral Entry Program, the candidate shall **not** be assigned to a post to work independently involving inmate contact without supervision because they do **not** possess arrest authority.
- f. The Lateral Entry Candidate shall participate in a physical fitness program that shall be monitored by the Regional Training Centers.
- g. The Lateral Entry Candidate shall successfully complete the ADOC 80-hour Lateral Entry Course within the first twelve (12) months of ADOC employment.
- h. The Director of Training shall review the Lateral Entry Candidate equivalency criteria to include, but not limited to:
  - i. Experience as a Correctional Officer or other law enforcement officer.
  - ii. Basic training hours completed as a Correctional Officer or other law enforcement officer.
  - iii. Post-secondary education.
- i. If the candidate meets the equivalency criteria, the Director of Training shall submit the applicant's documentation and signed letter of recommendation to APOSTC for consideration.
- j. Upon successful completion of the 80-hour Lateral Entry Program, the Academy Training Captain shall issue an ADOC Form 219-A, *Training Record*. A copy of the information contained in the ADOC Form 219-A shall be maintained at the Alabama Corrections Academy.
- k. Upon completion of the 80-hour Lateral Entry Program, a 12-day OJT training shall be conducted in accordance with AR 204, *New Employee Orientation*.

E. Regional In-Service Training:

1. The Regional Training Supervisor shall send a schedule of class dates to all institutions within their region no later than January 22<sup>nd</sup> of each calendar year.
2. The Wardens/Division Directors or designee shall submit to the Regional Training Supervisor a completed schedule of employees to be trained no later than February 5<sup>th</sup> of each calendar year.
3. The Regional Training Supervisor shall report employee absences and any course incompleteness to the respective Warden/Division Director.
4. Firearms Training:
  - a. In accordance with APOSTC and departmental policy, all law enforcement personnel shall complete the approved handgun and shotgun re-qualification courses annually, with a score of 70% or higher.
  - b. Re-Qualification Failures:
    - i. The Regional Training Supervisor shall inform the respective Warden / Division Director when an ADOC Law Enforcement Employee fails to re-qualify after three (3) attempts.
    - ii. The Warden / Division Director shall impose formal disciplinary action(s) in accordance with AR 208, *Employee Standards of Conduct and Discipline*; and, forward a copy of the disciplinary action(s) to the Director of Training.
    - iii. The law enforcement employee shall return to the Regional Training Center within fourteen (14) days of the failed re-qualification date for additional instruction and three (3) additional attempts to re-qualify.
    - iv. If the law enforcement employee fails to

qualify after receiving the additional instruction and three (3) additional attempts to re-qualify, the Regional Training Supervisor shall inform the respective Warden / Division Director.

- v. The Warden / Division Director shall:
  - (1). Relieve the law enforcement employee of all law enforcement duties and reassign him or her to administrative duties;
  - (2). Impose disciplinary action in accordance with AR 208; and
  - (3). Submit a copy of the disciplinary action to the Director of Training and the ADOC Personnel Director.
- vi. The Warden / Division Director shall contact the Academy Training Captain to schedule the employee for remedial firearms training that shall include three (3) additional attempts to re-qualify.
- vii. If the employee fails to re-qualify upon completion of the remedial firearms training, the Director of Training shall submit a recommendation to the Associate Commissioner of Operations in accordance with AR 208.
- viii. The Director of Training shall submit the employee's documentation to the APOSTC Executive Secretary for review.
- ix. Any employee who fails to re-qualify shall be subject to APOSTC certification revocation, which may result in dismissal or reclassification to a non-sworn position, depending on departmental needs.

5. When a law enforcement employee fails to meet training requirements as required by APOSTC (Rule 650-x-12-.02),

due to military activation or medical limitations:

- a. The employee's supervisor shall submit military activation or medical limitation documentation to the Regional Training Supervisor.
  - b. The Regional Training Supervisor shall forward the documentation to the Director of Training.
  - c. The Director of Training shall forward documentation to the APOSTC Executive Secretary and ensure that the employee's training record is updated.
6. The certification of any law enforcement officer, not otherwise exempt, shall be suspended if the law enforcement officer's CEUs become twenty-four (24) hours or more delinquent. The law enforcement officer shall then be required to complete the APOSTC 80-hour Refresher Program before his / her certification may be reinstated.
  7. All annual in-service training shall be documented and completed by the end of the 2<sup>nd</sup> week of November of each calendar year.

F. New Support Training:

1. New ADOC Support Employees shall receive 40-hours of training within the first six (6) months of ADOC employment at their Regional Training Center.
2. New contract personnel shall receive 16-hours of training within the first six (6) months of institutional assignment.
3. Rehired Support Personnel that have been separated from the ADOC for five (5) or more years shall receive 40-hours of training within the first six (6) months of ADOC employment at their Regional Training Center.
4. The immediate supervisor of new support personnel, or new contract personnel, shall contact their Regional Training Supervisor within ten (10) calendar days of employment, or assignment, to schedule training.
5. The institution / division shall conduct an orientation program for new employees in accordance with AR 204, *New*

*Employee Orientation.*

6. The immediate supervisor shall submit a copy of the employee's completed orientation to the Regional Training Supervisor within seven (7) calendar days of the completion date.
7. The Regional Training Supervisor shall issue a Training Record for all support personnel.

G. Specialized Training:

1. The Training Division shall conduct specialized training as the specific need is identified and approved by the Director of Training.
2. The Training Division shall schedule and conduct the New Supervisors Training course in accordance with AR 231, *Training For Supervisors*.
3. The Regional PREA Coordinator shall conduct training of staff and the education of inmates in accordance with AR 454, *Inmate Sexual Offenses and Custodial Sexual Misconduct* as it relates to the Prison Rape Elimination Act (PREA) of 2003.
4. An employee who completes a job-related training course (such as NIC, State Personnel Department, CERT, and FEMA courses) shall forward a copy of the certificate of completion to their immediate supervisor and to the Regional Training Supervisor.
5. An employee who attends training for annual professional CEUs, such as psychologists, drug counselors, and accountants, shall forward a copy of his or her course certificate to the Regional Training Supervisor.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

- A. ADOC Form 219-A, *Correctional Officer Training Record* (See Training Division Standard Operating Procedures).

**VIII. SUPERCEDES**

This Administrative Regulation supersedes, AR 219, *Training*, dated August 11, 2004 and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama as amended, § 32-6-1, § 36-21-40 through 36-21-51.
- B. American Correctional Association (ACA), Standards for Adult Correctional Institutions, Fourth Edition, 4-4073, 4-4074, 4-4075, 4-4078, 4-4080, 4-4082, and 4-4093.
- C. Alabama Peace Officers Standards and Training Commission Administrative Rules and Regulations.
- D. ADOC AR 204, *New Employee Orientation*.
- E. ADOC AR 208, *Employee Standards of Conduct and Discipline*.
- F. ADOC AR 231, *Training For Supervisors*.
- G. ADOC AR 307, *Firearms*.
- H. ADOC AR 454, *Inmate Sexual Offenses and Custodial Sexual Misconduct*.
- I. ADOC AR 639, *Alcohol Sobriety Field Test*.

  
Richard F. Allen, Commissioner



BOB RILEY  
GOVERNOR

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RICHARD F. ALLEN  
COMMISSIONER

August 4, 2009

TO: WARDENS  
HEADS OF STATE AGENCIES  
DIVISION DIRECTORS  
ADMINISTRATIVE REGULATION MONITORS

CHANGE #1  
ADMINISTRATIVE REGULATION 219

## TRAINING

PURPOSE: To add disciplinary actions for a law enforcement employees' failure to adhere to APOSTC and ADOC requirements; and, transfer Camden WR from Region 08 to Region 03.

CHANGES TO BE MADE:

**Reference:**

AR 219, *Training*, dated July 15, 2008.

**Action Required:**

Section V. B. 2. c.

Change to read:

**“Region 03** – Located on the premises of Fountain Correctional Facility and provides training support to the following:

1. Fountain Correctional Facility.
2. Holman Correctional Facility.
3. JO Davis Correctional Facility.
4. Atmore Work Release.
5. Camden Work Release.
6. Loxley Work Release.
7. Mobile Work Release.



8. Regional Division personnel to include, but not limited to I&I, ACI and SRP.”

Section V. B. 2. h.

Change to read:

“**Region 08** – Located on the premises of Bibb County Correctional Facility and provides training support to the following:

1. Bibb County Correctional Facility.
2. Farquhar State Cattle Ranch.
3. Regional Division personnel to include, but not limited to I&I, ACI, and SRP.”

Section V. E. 4. b. ii.

Change sentence to read “The Warden/Division Director shall impose formal disciplinary action(s) **in the form of a Warning** in accordance with AR 208, *Employee Standards of Conduct and Discipline*; and, forward a copy of the disciplinary action(s) to the Director of Training. “

Section V. E. 4. b. iii.

Change sentence to read “The law enforcement employee shall return to the Regional Training Center within **twenty-one (21)** days of the failed re-qualification date for additional instruction and three (3) additional attempts to re-qualify.”

Section V. E. 4. b. v. (1).

Change sentence to read “Relieve the law enforcement employee **from any post in which a firearm is required** and reassign him or her to administrative duties;”

Section V. E. 4. b. v. (2).

Change sentence to read “Impose disciplinary action **in the form of a 5-day suspension** in accordance with AR 208; and”

Section V. E. 4. b. vii.

Change sentence to read “If the employee fails to re-qualify upon completion of the remedial firearms training, the Director of Training shall submit a recommendation **for Dismissal** to the Associate Commissioner of Operations in accordance with AR 208.

File this numbered change at the back of the regulation after annotating both the index and the regulation to indicate changes have been completed. Advise all personnel in your organization of the change to this regulation.

  
Richard F. Allen, Commissioner