



POLICE CORPORAL

Vestavia Hills and Irondale

2025 Test Date:

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Test Information Guide for Candidates

Contact Person:

Caroline Swiney, M.S.
Assessment & Development Specialist
Caroline.Swiney@pbjcal.org

Test Check-In Location:

2nd Floor Testing Facility
Personnel Board of Jefferson County
2121 Rev. Abraham Woods Jr. Blvd
Birmingham AL 35203

Study Materials at www.pbjcal.org/ExamsAndRegisters:

Jefferson City Policy and Procedure Manual

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Police Corporal Test Information Guide Overview

Congratulations on your eligibility for the Police Corporal examination! The Personnel Board of Jefferson County (PBJC) is pleased you are interested in a job as a Police Corporal with the City of Vestavia Hills and Irondale within the Jefferson County Merit System. The PBJC has created this information guide to familiarize you with the position of Police Corporal and the testing procedures for the job class. This guide is designed to provide you with an overview of the Police Corporal position; the competencies being measured by the Police Corporal examination; a description of the test components and the test administration; test scoring and report notification information; PBJC rules related to testing; what to bring and what not to bring to the exam; and how to prepare and what to expect from the Police Corporal examination.

This Test Information Guide provides valuable information that will allow you to be more familiar with the Police Corporal position and the examination process. It is strongly recommended that you thoroughly review this guide and utilize the information provided. Reading the entire guide will ensure you understand what will occur during the examination. Reviewing and understanding the descriptions provided will ensure you are prepared for the types of questions and scenarios that you will encounter. A thorough familiarity with the examination process will eliminate uncertainty and reduce anxiety that can sometimes be experienced in testing situations.

Please remember the material in this guide is designed to help you prepare for the Police Corporal examination. You will not be allowed to use this guide while you take the exam. **Therefore, you will not be allowed to carry this booklet into the test site.**

Overview of the Police Corporal Position

The following information is provided in order to assist you in determining whether you are able and willing to perform the job of a Police Corporal. An individual's expectations of the job before s/he is selected for the position often differ from what s/he experiences once on the job, which can result in low levels of job satisfaction. This information is designed to help applicants make more accurate judgments about their interest in working as a Police Corporal.

The following information was gathered through a process (known as job analysis) of interviews, meetings, and surveys with Police Corporal supervisors from the City of Vestavia Hills and Irondale. Through this effort, the PBJC explored what is typically done on the job, as well as the knowledge, skills, abilities, and other characteristics (KSAOs) that a person needs to possess in order to successfully perform the work. Although not for everyone, a career as a Police Corporal is both challenging and rewarding. If you decide to pursue a career in this rank, you will be expected to perform the work behaviors described in this section.

The Police Corporal job class is a Grade 20 position located in two (2) jurisdictions within the Merit System, the City of Vestavia Hills and the City of Irondale. You can check the current salary ranges at <http://www.pbjcal.org/employment/schedules>. Please note salary ranges are subject to change due to cost-of-living adjustments.

The major duties performed by Police Corporal employees that were determined to be critical during the most recent job analysis include:

- Apprehends/Arrests suspects by activating cameras, giving verbal commands, identifying suspects, searching suspects, reading Miranda Rights, and transporting suspects in police vehicle.
- Assists sergeant in supervising officers by evaluating officer performance, providing leadership and guidance to officers, documenting issues related to performance, and verifying compliance with federal/state/local laws.
- Completes and reviews reports and written documentation submitted by subordinates to ensure accuracy, monitor progress, and to communicate information to subordinates, supervisors, other agencies, and citizens.
- Conducts maintenance and preparatory activities by attending roll call at beginning of shift, inspecting personal equipment, replacing worn or damaged equipment, and logging into technology.
- Coordinates with outside agencies and/or departments by providing back up, receiving/directing complaints, making referrals, and initiating notifications in order to resolve police cases.
- Enforces and regulates traffic and motor vehicle rules by assisting stranded motorists, monitoring for traffic law infractions, observing driver behavior, and issuing traffic citations.
- Handles disputes and conflicts by observing, separating, restraining, and interviewing persons involved to take photographs of injuries and take written statements to include with report.
- Interacts with juveniles by dispersing congregating juveniles, investigating reports of a lost child/child abuse/neglect, and contacting parents or legal guardians when consent for medical assistance is needed.
- Manages and monitors activities at crime/incident/accident scenes by relaying information to dispatch, ensuring the safety of persons and property, securing and preserving evidence to assist victims, preserve the scene and maintain the integrity of evidence.
- Manages crowds by directing pedestrian and vehicle traffic, controlling the flow of people in and out of an area, and ensuring that everyone adheres to safety protocols.
- Manages hazardous situations by notifying emergency response agency, establishing/maintaining a safe perimeter, identifying hazardous materials, and following guidelines for incident command system.
- Manages jail operations and tends to inmates by taking persons into custody, searching inmates/prisoners for weapons, patrolling municipal complex, and transporting or escorting inmates/prisoners and defendants to various locations (e.g., courtrooms, attorneys' offices, medical facilities).

- Participates in training activities by developing and conducting training sessions, selecting subordinates to receive training, offering instruction on the use of equipment and form completion, and submitting training completion information to maintain subordinate certification.
- Performs actions designed to de-escalate a potentially violent situation and reduce the immediacy of threat by gaining voluntary compliance and cooperation of subjects, reducing the need to use physical force and resolving the situation without compromising safety and order.
- Performs court-related activities by explaining the details of the case to prosecuting attorneys, assisting prosecutor in case preparation, ensuring chain of custody for evidence, and providing testimony in court.
- Performs investigative functions by gathering information from witnesses and suspects, interpreting laboratory analysis, conducting surveillance, and conducting background investigations.
- Performs policing and routine patrol activities by driving or walking through patrol area, monitoring radio transmissions, observing businesses and public places, and enforcing laws.
- Provides medical assistance by evaluating the scene of the incident, assessing the condition of the individual, administering first aid, and relaying information to medical personnel.
- Responds to calls for service by listening to radio transmissions, informing dispatch of availability to respond to call, receiving information via laptop or dispatch, and evaluating the scene of an incident.
- Works as a team with other officers by coordinating actions, directing additional units arriving on scene, and informing officers about conditions in patrol areas.

Minimum Qualifications

Minimum qualifications (MQs) are descriptions of specific types of experience, education, and/or training that have been demonstrated to be job-related and are both critical to job performance and needed on day one of the job for the Police Corporal position. MQs focus on those competencies that are so critical to job performance that without them a person could not perform the job even at a minimally acceptable level, regardless of the possession of other competencies. The MQs for the Police Corporal position are listed below:

Promotional Requirements:

- Must currently be employed as a Police Officer with the City of Irondale or the City of Vestavia Hills with Regular Employee status (i.e., having completed a one-year probationary period) by the closing date of the announcement.
- One (1) additional year (for a total of 2 years) of verifiable full-time experience as a sworn Police Officer with the City of Irondale or the City of Vestavia Hills by the closing date of the announcement.

***Please note that eligibility and seniority points are calculated using the announcement closing date as the end date (which was August 1, 2024).*

Your application will be reviewed to determine if you meet the minimum qualifications for this job. Individuals determined to be eligible will be invited to complete the remaining test components scheduled to be administered on **Tuesday, September 23, 2025** at the Personnel Board's testing facility. Each phase of the testing process is described in detail below.

Competencies Being Measured

As stated previously, job analysis is a systematic process that the PBJC uses to collect, analyze, and interpret data about a job in order to identify the work requirements (i.e., work behaviors and tasks) and people requirements (i.e., knowledge, skills, abilities, and other characteristics) for the job. The process results in a determination of the duties and tasks which are critical for job success and the knowledge, skills, and abilities (KSAs) that are required to perform those duties.

During the test development process, PBJC analysts clustered, or grouped, the KSAs determined to be critical for the Police Corporal job into related categories, or competencies.

The following are the competencies and KSAs that are being measured by the Police Corporal examination process:

Adaptability & Flexibility

- The ability to adjust to changing work demands, procedures, technology, and/or priorities.
- The ability to assess the importance of, and consequences associated with, tasks in order to set priorities in light of competing demands.

Customer Service

- Ability to anticipate the needs and interests of customers and clients.
- Ability to balance interests of clients and the department/organization and respond to pressing and changing client demands.
- Ability to identify means of compromise while adhering to rules and policies in order to resolve conflicts.

Leadership & Management

- Ability to assign and monitor the work of subordinates.
- Ability to commit, entrust, or transfer tasks or responsibilities to another.
- Ability to guide and direct the accomplishment of work through subordinate staff.
- Ability to influence, motivate, and inspire employees.
- Ability to motivate and encourage others to a course of action or goal.
- Ability to review work and evaluate it against established standards, procedures, laws, or codes to determine any discrepancies between how the work was performed and how it should be performed.

Learning & Memory

- Ability to learn unfamiliar material/information quickly and accurately.

- Ability to maintain mental stamina and focus over long period of work and/or during times of high stress.
- Ability to mentally store and retrieve work-related information for use at a later time.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.

Oral Communication & Comprehension

- Ability to attend to information presented verbally and actively ask questions to fill identified areas of missing or unclear information.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to orally communicate information and ideas so others will understand.
- Ability to speak clearly so others can understand you.
- Skill in verbally delivering information in a clear and concise manner to an audience.

Planning & Organizing

- Ability to obtain and allocate the appropriate equipment, facilities, and materials to complete work.
- Ability to plan activities to achieve short- or long-term goals designed to achieve overall mission.
- Ability to schedule activities, meetings, resources, or other work-related matters.
- Skill in managing one's own time and the time of others.
- Skill in organizing information, materials, and/or documentation in a systematic and logical manner.

Problem Solving & Decision Making

- Ability to analyze a problem from different perspectives and generate potential solutions that are practical and effective.
- Ability to analyze information and draw valid conclusions.
- Ability to combine information in order to form logical conclusions or to identify relationships between different pieces of information.
- Ability to identify new processes or improvements to existing processes that allow work to be performed more efficiently or effectively.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Professionalism & Integrity

- Ability to demonstrate honest behavior in all work tasks and responsibilities.
- Ability to follow safety procedures and practices in a variety of novel and everyday work tasks/situations.
- Ability to maintain confidentiality of information (e.g., applicant, client, customer, patient).
- Ability to work in an environment that requires strict adherence to instructions, standards, and/or procedures.
- Skill in conducting oneself in a calm and professional manner in stressful situations.

Researching & Referencing

- Ability to identify appropriate materials and sources of needed information, to includes referencing, cross referencing, and evaluating the pertinence of information.
- Ability to conduct research using various sources of information (e.g., databases, internet, books) in order to identify and compile needed information.

Reviewing, Inspecting & Auditing

- Ability to pay close attention to detail in order to ensure the completeness and accuracy of work.

Self-Management & Initiative

- Ability to maintain awareness of safety procedures and practices in a variety of novel and everyday work tasks/situations.
- Ability to manage one's time in order to accomplish objectives within given timeframes.
- Ability to perform work in a manner that is careful, attentive and vigilant.
- Ability to see a need for and take constructive action at work without being prompted or urged.
- Ability to stay abreast of developments in the field/industry.
- Ability to work productively and effectively under conditions of high stress, such as tight deadlines, heavy workloads, or emergency situations.
- Ability to work without close supervision or significant amounts of direction/guidance.

Training and Facilitation

- Ability to teach or train individuals with regard to new information, procedures, processes, and/or equipment.
- Skill in instruction of individual and group exercise.

Teamwork & Interpersonal

- Ability to develop networks and builds alliances, engage in cross-functional activities, and collaborate across boundaries.
- Ability to influence others to change their minds or behavior.
- Ability to manage and resolve conflicts with coworkers and/or customers.
- Ability to work collaboratively with a group or team in an effort to achieve a common goal.
- Skill in maintaining a positive working relationship through comfortable and appropriate interpersonal interaction.
- Skill in working through differences in goals or interests with an individual/group.

Written Communication & Comprehension

- Ability to communicate information and ideas in writing to a variety of audiences in a clear, concise, and organized manner, free from spelling, grammar, and punctuation errors.
- Ability to read and understand information and ideas presented in writing.
- Ability to review written material and identify errors with regard to spelling, grammar, punctuation, and formatting.

Code of Alabama, Title 13A (Criminal Code) (Against People) (Chapter 11 & 12)

- Knowledge of Code of Alabama, Title 13A (Criminal Code), Chapter 6: Offenses Involving Danger to the Person
- Knowledge of Code of Alabama, Title 13A (Criminal Code), Chapter 10: Offenses Against Public Administration
- Knowledge of Code of Alabama, Title 13A (Criminal Code), Chapter 11: Offenses Against Public Order and Safety
- Knowledge of Code of Alabama, Title 13A (Criminal Code), Chapter 12: Offenses Against Public Health and Morals
- Knowledge of Code of Alabama, Title 13A (Criminal Code), Chapter 13: Offenses Against the Family
- Knowledge of Code of Alabama, Title 13A (Criminal Code), Chapter 14: Miscellaneous Offenses

Code of Alabama, Title 32 (Motor Vehicles and Traffic)

- Knowledge of Code of Alabama, Title 32 (Motor Vehicles and Traffic), Chapter 1: General Provisions
- Knowledge of Code of Alabama, Title 32 (Motor Vehicles and Traffic), Chapter 5: Regulation of Operation of Motor Vehicles, etc., Generally
- Knowledge of Code of Alabama, Title 32 (Motor Vehicles and Traffic), Chapter 5A: Rules of the Road

Code of Alabama, Title 15 (Criminal Procedure)

- Knowledge of Code of Alabama, Title 15 (Criminal Procedure), Chapter 10: Arrests
- Knowledge of Code of Alabama, Title 15 (Criminal Procedure), Chapter 20: Sex Offenders
- Knowledge of Code of Alabama, Title 15 (Criminal Procedure), Chapter 23: Alabama Crime Victims
- Knowledge of Code of Alabama, Title 15 (Criminal Procedure), Chapter 5: Searches and Seizures

Constitutional Law

- Knowledge of Constitutional Law as it refers to Miranda Rights.
- Knowledge of constitutional law as it refers to Terry Stop.
- Knowledge of constitutional law as it refers to the Exclusionary Rule.
- Knowledge of court rulings for stopping vehicles.

De-escalation

- Knowledge of de-escalation concepts, techniques and resources.

Technical Skills

- Ability to question and elicit information from individuals.
- Ability to read and understand information presented in diagrams, blueprints, maps, specifications, or other pictorial displays.
- Ability to understand data and/or information contained in tables, charts, and graphs.
- Skill in maintaining and operating firearms.

Emotional/Social Intelligence

- Knowledge of emotional intelligence concepts, principles, and practices.
- Knowledge of social intelligence concepts, principles, and practices.
- Knowledge of court ordered mental health assessments.

Handling Complaints

- Knowledge of department policies and procedures on handling complaints (e.g., customer, citizen, etc.).

The table below illustrates the competencies/KSAs that each test component measures.

Competency	Report Review & Roll Call Presentation	Structured Interview
Adaptability & Flexibility	X	X
Customer Service		X
Leadership & Management	X	X
Learning & Memory	X	X
Oral Communication & Comprehension	X	X
Planning & Organizing	X	X
Problem Solving & Decision Making	X	X
Professionalism & Integrity	X	X
Researching & Referencing	X	X
Reviewing, Inspecting & Auditing	X	X
Self-Management & Initiative		X
Teamwork & Interpersonal	X	X
Training and Facilitation	X	X
Written Communication & Comprehension	X	X
Code of Alabama, Title 13A (Criminal Code) (Against People) (Chapter 11 &12)	X	X
Code of Alabama, Title 15 (Criminal Code) (Criminal Procedure)		X
Code of Alabama, Title 32 (Motor Vehicles and Traffic)		X
Constitutional Law	X	X
De-escalation		X
Technical Skills	X	X
Emotional/Social Intelligence		X
Handling Complaints		X

Description of the Police Corporal Test Components

This section of the guide provides you with descriptions of the test components that you will complete during the Police Corporal examination. The test components were developed based on the job analysis data gathered from supervisors, referred to as subject matter experts.

Multiple methods were used for gathering job data, including site observations, individual interviews, critical incidents, technical panels, subject matter expert (SME) meetings, and job analysis questionnaires. Through these methods, analysts were able to determine the critical duties, tasks, and KSAs for the Police Corporal position. The MQs and test components are designed to assess the KSAs deemed important and needed on day one of the job by Police Corporal subject matter experts.

The Police Corporal promotional test for Vestavia Hills and Irondale was developed through extensive input of experienced Vestavia Hills and Irondale law enforcement officers in the rank of Captain or higher. The content of the examination is designed to relate directly to the duties performed on the job and assess the important knowledge, skills, and abilities needed to perform those duties.

Your Role

During the Police Corporal test, you will assume the role of Corporal Pat Candidate, a recently promoted Police Corporal. A detailed description of the tasks you will perform as part of the exam is provided below.

Phase I: Report Review and Roll Call Presentation Preparation

In Phase I you will be escorted to a classroom where you will (1) review some incident/offense reports, and (2) prepare for a Roll Call Presentation. You will have 60 minutes to complete both tasks, and this will include any time you spend reading the instructions or other materials provided to you.

In your Participant Manual, you will find an email and documents related to the tasks you must perform and potential issues you must handle. You should thoroughly read all materials contained in the Participant Manual. The tasks that you must complete during Phase I include:

Task 1: Report Review

You will review two incident/offense reports submitted to you by your officers for errors. You should review the reports for omissions/missing information. (e.g., missing Officer's or suspect's name, boxes not checked), errors/incorrect information (e.g., boxes checked that do not match narrative, wrong Alabama Criminal Code number used), and spelling and/or grammatical mistakes.

Task 2: Preparation for Role Call Presentation (Phase II)

You will receive documents related to the Roll Call Presentation during the preparation period. During this time, you should thoroughly review the information provided to you and prepare for the Roll Call Presentation. You may take notes during Phase I and you will be allowed to use your notes during your presentation.

Once you have completed Phase I of the exam, you will be escorted to an individual testing room where you will complete the rest of the exam. You will bring all of your materials and any notes you prepared from Phase I to the individual testing room. The individual test room contains video and audio recording equipment. The table in the room contains a flat screen video monitor. All of your instructions and questions will be presented by a narrator on this

video screen. The room will also contain writing utensils and all of the materials you will need to reference during those phases of the exam.

Phase II: Roll Call Presentation – Simulated Meeting

The roll call presentation is considered “simulated” because a group of officers will appear on your screen, but it will not be a live feed, therefore they will not speak or respond to your presentation. However, you should still deliver your presentation as if they were physically present. During this exercise, you will have a specified period of time to deliver your roll call presentation. A countdown timer on the video monitor will keep you aware of the time remaining to complete your roll call presentation.

Please note, for this simulated meeting you should disregard the uniforms worn by the officers pictured and deliver your presentation as if they were dressed like Vestavia Hills or Irondale officers.

Phase III: Structured Interview Scenarios – No Preparation

The third and final phase of the exam will be the Structured Interview. For this phase, you will remain in the individual testing room where you’ll be presented with a series of structured interview scenarios. You will be asked questions about various situations that a Police Corporal would be expected to handle. You will not have advanced time to prepare your responses to these questions. As each scenario is presented, you may take notes, but you must answer each question by responding **aloud**. Your responses to the questions will be recorded and will be scored by trained assessors at a later date. Any written outlines or notes you may take will not be scored.

The room will also contain writing utensils and any additional materials you may need to reference during the structured interview, including a JCPD Policies and Procedures Manual (containing only a subset of policies) and a copy of the Alabama Criminal Codes. You will have a defined amount of time to provide your **verbal** response to each structured interview scenario. The test video will provide a timer on the screen that will help you to monitor your time as you respond to each structured interview question.

Description of the Police Corporal Test Administration

The examination for the job of Police Corporal will be administered on **Tuesday, September 23, 2025** at the Personnel Board of Jefferson County. The Personnel Board works with your Chief to schedule candidates’ check-in times for the test day.

The Police Corporal exam is designed to simulate tasks and scenarios that a Police Corporal would be exposed to on the job. **Your actions throughout the examination should comply with the Jefferson City Police Department Policies and Procedures.**

Please note that because we are unable to allow candidates to utilize electronic copies of JCPD Policies and Procedures, a Jefferson City Policy and Procedure Manual will be printed for your use during the test. This document is available online at pbjcal.org/ExamsandRegisters.

On Tuesday, September 23, 2025, you should report to the 2nd floor of the Personnel Board located at 2121 Reverend Abraham Woods Jr. Boulevard in downtown Birmingham, for check-in. Upon arrival, you will first be asked to provide a valid government issued photo identification (e.g., driver's license, passport). Then, you will be checked into the exam. Additionally, you will be asked to read and sign a confidentiality statement. After checking in, you may have a short wait BEFORE you begin the examination process.

It is necessary that you arrive to participate in the examination at your scheduled check-in time. **If you miss your scheduled check-in time, you will not be allowed to make up the exam.** The examination will take approximately 2 hours to complete; however, you should plan to be on site at the testing facility for **2.5 to 3 hours**. Each phase of the testing process is listed below.

Check-In Period: 2nd floor, 2121 Rev. Abraham Woods, Jr. Boulevard, Birmingham

Phase I: Report Review and Roll Call Presentation Preparation

Phase II: Roll Call Presentation – Simulated Meeting

Phase III: Structured Interview Scenarios – No Preparation

Check-Out Period

After completing the final phase of the examination, you will be escorted to the check-out room. You will be asked to check-out so we can confirm you completed the entire examination process. After check-out, if the final check-in time has passed, you will be allowed to exit the building. If the final check-in time has not passed, you will be escorted to a waiting room for the remainder of this time. It is important you do not discuss the examination components or processes with anyone. Providing information about the examination to anyone would be unfair to you and others taking the Police Corporal exam. In addition, revealing information about the examination could result in your disqualification from the process and further disciplinary action within the Merit System.

EXAM LOCATION: The examination check-in room for Police Corporal will be on the **2nd floor of the Personnel Board** located at 2121 Reverend Abraham Woods Jr. Boulevard in downtown Birmingham, AL 35203 (formerly 8th Ave North).

PARKING: Given the amount of time you may be taking the test, **DO NOT** park in a metered space unless it is an 8-hour meter. Your best option is to park at the Birmingham Parking Authority (BPA) Deck 2 located next to the Boutwell Auditorium. The current parking rates for BPA Deck 2 are \$2.00 for the first hour and \$1.00 for each additional hour, up to \$9.00 per day or \$10.00 per day for the special event parking rate. For more information about the parking deck and rates, please go to the BPA website at https://www.bhamparking.com/parking_lots/deck-2/.

The Personnel Board **DOES NOT** validate parking, nor are we responsible for costs incurred by candidates related to parking, including parking fees, fines and tickets. Allow plenty of time to travel, find appropriate parking, pass through any security checkpoint and arrive at the check-in area on time. **If you arrive late to the candidate check-in location, you will NOT be permitted to enter the facility and take the test!**

SECURITY PROCEDURE: The public as well as all Merit System employees, may only enter the 2121 Building through the main entrance on the Reverend Abraham Woods, Jr., Blvd (formerly 8th Avenue North) side of the building. On test day, you may be asked to present a photo ID to a security guard in the building lobby and subsequently will be directed to test check-in (on the 2nd floor). On test day, these procedures may create some delays; therefore, please allow yourself extra time to go through this process. The Personnel Board will not extend the grace period, so if you arrive at check-in more than 15 minutes past your scheduled check-in time you will not be allowed to take the test. In other words, your arrival time to the building does not matter; you must arrive at the designated check-in location by your check-in time.

Test Scoring & Results Notification

As stated previously in this Guide, all of your verbal responses to test questions and exercises that are made out loud in an individual test room will be recorded. All materials will be scored over the course of a week (typically two or three weeks after the test) by a group of well-trained volunteer assessors who possess backgrounds and training in law enforcement. We use such individuals to assess your performance for several reasons:

- a. because they are not from the local area and therefore will not know local job candidates (or be able to influence and assist local candidates unfairly);
- b. because their training/education and law enforcement experience prior to our assessment ensures they fully understand the Police Corporal job; and
- c. because, as volunteers, we can ensure they are available for a full week of assessment without interruption.

All assessors are trained by the PBJC staff to ensure consistent, reliable, and accurate ratings for all test components.

Once the assessment is complete, you will be notified of your score by email. The score notice will contain several pieces of information such as your test score along with your seniority points and promotional rank. Ranked lists for promotional jobs are established by ranking all passing candidates (by final score with seniority points added) who work for the jurisdiction requesting the list. Therefore, your *promotional rank* is your placement on the ranked list. Please note that seniority points are calculated using the closing date of the announcement as the end date; therefore, seniority points are awarded using the date of August 1, 2024.

Four (4) business days from the date the score notices are emailed constitutes the appeal period for this examination. If you have any questions about your test score or rank, please contact Caroline Swiney at 205.279.3458 or Caroline.Swiney@pbjcal.org. If after speaking with this staff member you still have concerns about your test score, you may submit a written appeal to Jeff Crenshaw, the Personnel Board Director outlining your concerns. All appeals are treated seriously and reviewed thoroughly before making a determination. Appeals related to the content of the test, however, are not considered. Procedural matters related to test administration, assessment, or score calculation are legitimate areas for appeal. For example, if you feel that you received different treatment than all other candidates, you may appeal this.

But if you don't like a particular question or do not feel that it is related to the job, you may not appeal this matter.

If you successfully pass the exam, your name will be added to an eligible register of candidates. Your name will be placed on the list, in rank order, according to your score on the exam. Names will be sent to the City of Vestavia Hills or the City of Irondale according to rank on the test. (Keep in mind that your rank will improve as other individuals are selected and hired off of the eligible register.) After a period of time, if you would like to see if your rank has changed, you may call our Applicant Services department at 205.279.3540, select option 1.

Once they receive the register, the City of Vestavia Hills and City of Irondale may wish to conduct background checks, criminal record checks, or further selection procedures to review candidates. After the eligible register has been released, you must contact them for further information about your status in the selection process. Please note that in some cases, a specific jurisdiction may require you to participate in additional interviews or other selection processes before hiring you.

Description of Rules Related to Testing

Electronic Devices are Prohibited: Electronic devices include cell/smart phones, radios (including work radios), smart watches, tablets, Bluetooth devices, MP3 players, e-readers, calculators, laptop computers, etc. ***Candidates bringing such devices will not be allowed to check-in, and will be required to return such items to their vehicles.*** If a candidate misses his/her check-in time while returning an electronic device to their vehicle, s/he will not be permitted into the test. ***There are no exceptions to these rules.***

Grace Period: You should report to the Police Corporal exam promptly at your scheduled check-in time. The fifteen (15) minutes following the check-in time constitutes the "grace period" during which candidates will still be permitted to check-in to the examination. Also, during this time, candidates who brought outside materials, electronic devices or other prohibited items will be asked to return those items to their vehicles. However, if those candidates do not make it back to the check-in area before the grace period closes, they will not be permitted to take the exam. The grace period closes at precisely fifteen minutes after the scheduled check-in time.

Make up Exams: No make-up examinations will be given. The sole exception to this rule will be for eligible candidates who are on active military duty on the day of the exam, in compliance with USERRA guidelines established by the federal government. Traffic emergencies, family emergencies, illness or other incidents, regardless of whether or not they are outside your control, do not constitute grounds for a make-up exam.

If you have any questions or concerns pertaining to participation in the promotional examination process, please contact Sarah Freed at sarah.freed@pbjcal.org or 205.279.3599.

Cheating: The Personnel Board has a strict no cheating rule. If you are caught cheating during any component of the examination, you will receive a zero and be immediately disqualified and

escorted from the premises. In addition, you may be barred from taking any future merit system examinations (Rule 9.14). There are no exceptions to this rule.

Smoking/Vaping: Smoking/Vaping breaks will not be accommodated under any circumstances. Candidates found attempting to smoke/vape in restrooms will be disqualified from the examination.

Emergency Calls: If anyone needs to contact you while you are taking the Police Corporal examination, please have him/her contact the front desk of the Personnel Board at 205.279.3500, select 1. A message will be taken and the information will be relayed to the test administrators who will then notify you. **Note: THIS IS FOR EMERGENCY CALLS ONLY.**

What to Bring / What Not to Bring

BRING a government issued PHOTO ID to the exam location. You will not be allowed to enter the exam location nor take the Police Corporal exam without your PHOTO ID.

BRING a cooler with any food and/or beverages that you might need during the test period. Remember, you may be at the Personnel Board for **2.5 to 3 HOURS**. You will not have access to food and beverages. If you anticipate wanting food or beverages (including coffee and water), please bring these items yourself.

DO NOT BRING any communication devices or electronic devices such as **cell/smart phones, smart watches**, tablets, radios (including work radios), Bluetooth devices, e-readers, mp3 players, calculators, laptop computers, etc. If you have these items with you at check-in, you will be required to return them to your vehicle as these items are NOT permitted on the testing floor. **The Personnel Board will not hold them for you, nor will we take responsibility for items lost or damaged.** If you miss your check-in time due to this, you will **not be allowed** to take the exam.

DO NOT BRING any outside reading materials to the examination, including magazines, newspapers, books, or study materials. Any personal reading materials brought to the test will be confiscated and discarded prior to entry to the check-in area. There are no exceptions to this rule.

How to Prepare for the Police Corporal Examination

✓ *Come prepared.*

Bring all the materials you will need, such as your picture ID. **You must bring a government issued PHOTO ID** to the exam location. You will not be allowed to enter the exam location nor take the Police Corporal exam without your **PHOTO ID**. Being prepared will also help you focus on the task at hand. **Leave all electronic devices at home or in your vehicle. You will not be allowed to enter the testing facility if you have any electronic devices with you.** Please **DO NOT BRING** any cell phones, smart watches, tablets, radios, or other electronic communication devices. If you bring any such device with you, you will be asked to return the item to your vehicle before you can check in.

✓ *Remember the following when responding to the test exercises:*

1. Your responses will be evaluated by trained assessors against a defined set of performance standards.
2. More detail is better than less detail when making your responses.
3. The assessors will not “read into” what you are saying, so be explicit.
4. You should respond to all items that are presented.
5. Be sure to talk and/or write about what needs to be done and why.
6. You do not have to have actual experience as a Police Corporal to successfully respond to the test exercises.

✓ *Have a positive attitude.*

Approach the test as you would approach a difficult task. It might be tough, but you can do it! A positive attitude goes a long way toward success. Remind yourself that you are well prepared and are going to do well.

✓ *Read the study materials thoroughly.*

Along with this Test Information Guide, this test has **one** additional guide you should reference when preparing for this exam: the Jefferson City Policy and Procedure. This Test Information Guide has been provided to you to help you prepare as much as possible for the various components of the Police Corporal exam. This guide will provide some insight into the testing process, what to expect on the test day, as well as the job duties, knowledge, skills and abilities that are important for the Police Corporal position.

✓ *Get plenty of rest.*

The night before the test, you should get to bed early. In fact, get a good night’s sleep for several nights in a row before the test. Remember, your brain and body need sleep to function well, so do not stay up late!

✓ *Eat breakfast.*

You think more clearly when you have a full stomach; therefore, do not skip breakfast the morning of the test.

✓ *Dress comfortably.*

Be sure to dress comfortably when you come to the exam. You may be there for **2.5 to 3 hours**. You will not be evaluated based on your appearance, although professional attire may help put you in the appropriate mindset for the exam.

✓ *Arrive early for your scheduled check-in time.*

Allow adequate time for parking at the test facility. Candidates who arrive late for their check-in time will not be permitted to take the test.

✓ *Make sure you have all necessary materials.*

Before the test begins, make sure you have everything you will need to successfully complete the examination process. Also, make sure you have all pages of the test instructions, so you understand what to do.

✓ *Listen to and read all instructions.*

Listen to all instructions from the test administrators and **read all instructions** contained in the test materials. You want to make sure you are performing the tasks correctly. If you cannot hear or understand the instructions, ask one of the administrators to repeat the information.

✓ *Stay relaxed and confident.*

Do not let yourself become *anxious*. If you feel anxious before or during a test, take several slow, deep breaths to relax. Do not get worried or frustrated.

✓ *Focus your studying.*

You should spend time reviewing the Competencies Being Measured section of this guide and think about the parts of the test in which each dimension is measured. This will help you focus your studying and preparation, particularly during the week of the exam.

What to Expect During the Police Corporal Examination Process

You will be given periodic opportunities to use the restroom throughout the exam. You should use these opportunities as necessary. Once the exam begins, you will not be permitted to use the restroom. During the examination and any waiting periods, candidates must seek permission from a Personnel Board staff member to leave their assigned room for any reason.

You will not be permitted to open your exam or preparation booklets until you are instructed to do so.

Candidates making any disturbances or caught cheating will be disqualified from the test.

You must not leave the rooms where you are taking the different components of the exam unless you are told that you may do so. Once the exam begins, you must remain in your room. There will be Test Administrators nearby at all times, and they will be available to assist you if you have any problems or questions.

Test Administrators will **not** interpret or explain test questions for you; however, they can assist you with any problems, such as mechanical difficulties or equipment breakdowns or problems with your writing utensils.

There will be video cameras in the rooms in which you complete the structured interview. These video cameras will be used to record your verbal responses. Your recorded performance will be assessed at a later date by trained assessors. Additionally, the Personnel Board records ALL rooms in the test facility at all times during the examination for security purposes.

You should speak in a normal speaking voice when you are required to give spoken responses to questions. Please refrain from shouting or whispering. A normal conversational tone should be more than sufficient.

The actual test exercises will take approximately 2 hours to complete. However, due to facility and staffing limitations, only a certain number of candidates will be able to go through the testing process at any one time. Therefore, you may have to wait for a short period BEFORE you begin the test. Please be patient and understand that there will be NO EXCEPTIONS to the procedures set by the Personnel Board for the administration of this examination. You will NOT be allowed to leave the test site once you arrive at check-in unless you disqualify yourself and withdraw from testing. This includes leaving to feed a parking meter, purchase food, or make phone calls.

Contact Information

Should you have any questions or concerns regarding this material or the examination process, please contact any of the individuals listed below.

Caroline Swiney, M.S.
Assessment & Development Specialist
Email: Caroline.Swiney@pbjcal.org
Phone: 205.279.3485

Stacey Lange, Ph.D.
Industrial & Organizational Psychologist
Email: Stacey.Lange@pbjcal.org
Phone: 205.279.3607

Sarah Freed
Test Administration & Assessment Coordinator
Email: Sarah.Freed@pbjcal.org
Phone: 205.279.3599

ADA Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact Allysa Singer at 205.279.3603 or at Allysa.Singer@pbjcal.org.