

# SHELBY COUNTY LAW ENFORCEMENT PERSONNEL BOARD

P.O. BOX 1006  
COLUMBIANA, AL 35051

## RESOLUTION 2025-03-18

A RESOLUTION OF THE SHELBY COUNTY (AL) LAW ENFORCEMENT PERSONNEL BOARD ADOPTING AMENDED WORDING FOR THE DEPUTY SHERIFF AND JAIL DEPUTY CANDIDATE NOTIFICATION LETTERS

WHEREAS, the Shelby County Law Enforcement Personnel Board is responsible for establishing policies and procedures for the recruitment and hiring of law enforcement personnel; and

WHEREAS, the Board seeks to ensure clear and accurate communication with candidates applying for the positions of Deputy Sheriff and Jail Deputy; and

WHEREAS, the Board has reviewed and approved the following wording for candidate notification letters to clarify the certification requirements for exemption from the initial testing process:

### For Deputy Sheriff Applicants:

Thank you for submitting your application for the Deputy Sheriff position to the Shelby County (AL) Law Enforcement Personnel Board. The next step in our process is to have you complete a basic assessment administered through a computerized test. These in-person tests are generally administered on alternating Fridays each month. **Candidates who currently hold APOST Law Enforcement certification or individuals who are active or former law enforcement officers may qualify to apply for the position of Deputy Sheriff without having to take an initial test. Exemption status should be confirmed with the Shelby County Law Enforcement Personnel Board.**

### For Jail Deputy Applicants:

Thank you for submitting your application for the Deputy Sheriff position to the Shelby County (AL) Law Enforcement Personnel Board. The next step in our process is to have you complete a basic assessment administered through a computerized test. These in-person tests are generally administered on alternating Fridays each month. **Candidates who currently hold an APOST Corrections certification OR an APOST Law Enforcement certification, or individuals who are active or former law enforcement officers, may qualify to apply for the position of Jail Deputy without having to take an initial test. Exemption status should be confirmed with the Shelby County Law Enforcement Personnel Board.**

NOW, THEREFORE, BE IT RESOLVED by the Shelby County Law Enforcement Personnel Board as follows:

1. The amended wording for the Deputy Sheriff and Jail Deputy candidate notification letters is hereby adopted.
2. The Shelby County Law Enforcement Personnel Board directs that all future notification letters sent to Deputy Sheriff and Jail Deputy applicants reflect this updated language.
3. This resolution shall take effect immediately upon its adoption.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

X \_\_\_\_\_  
Authorized Signatory (Board Chairman/Board Secretary)

Date: \_\_\_\_ / \_\_\_\_ / 2024