



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2560

Posting Date: May 19, 2008

JOB TITLE **DEPUTY SHERIFF TRAINEE**

EXAM NUMBER J2707N

FILING DATES May 20, 2008 until needs are met

SALARY \$4,565.36 **MONTHLY**
\$4,820.00 (AA/AS DEGREE)
\$5,088.73 (BA/BS DEGREE)

POSITION INFORMATION

Positions in this non-sworn Deputy Sheriff Trainee classification are characterized by participation in a formal law enforcement-training program involving both classroom and practical instruction in subjects such as criminal law, evidence and investigation, patrol and traffic procedures, administration of justice, police/community relations and jail custody and operations. Incumbents must possess the ability to assimilate classroom instructions covering a wide variety of academic and technical subjects as well as physical skill and coordination to become proficient in firearm and weaponless defense techniques. The program is approved by the California Department of Corrections and the California Commission on Peace Officer Standards and Training (POST). For further information concerning this examination, please call **Personnel Administration, Sworn Examinations Unit** at (323) 981-5800, TTY (323) 260-5291 or 24 hr TTY (323) 267-6669.

ESSENTIAL JOB FUNCTIONS

Works in a Custody or Court Services Environment

- Enforces/ensures compliance with Federal and State laws, local ordinances, and judicial compliance orders as necessary
- Guards, transports, and maintains the security and safety of sentenced and pre-sentenced inmates by enforcing detention policies and procedures
- Oversees the work of and instructs a group of inmates assigned to various operations, maintenance, or other rehabilitative activities
- Operates a computer terminal to obtain criminal history information including warrants, or other holds, and updates classification or housing information as necessary
- Secures prisoners and their property and monies as necessary in compliance with departmental policy and procedures including juvenile detention policy and regulations
- Performs various law enforcement duties during a local state of emergency

Drives a radio car patrolling areas to detect criminal activity, protect life and property, and preserve the peace

- Enforces federal and state laws, and local ordinances
- Pursues suspects on foot or in a vehicle
- Subdues resisting suspects utilizing necessary force, including firearms, to maintain law and order and ensure personal and other's safety
- Detains, arrests, books, and transports suspects
- Collects, preserves, and records evidence
- Maintains a log and writes arrest reports
- Makes traffic stops, issues warnings, and writes traffic citations
- Responds to emergency scenes and calls for service to provide assistance and maintain law and order
- Recovers lost or stolen property

Investigates emergent and non-emergent complaints of crimes and conducts follow-up investigations:

- Interviews victims, witnesses, suspects, and informants
- Takes notes, and writes complaint and investigative reports
- Searches for, collects, records, and preserves evidence (including contraband)
- Appears in court to testify in legal proceedings
- Serves civil and criminal process papers

**SELECTION
REQUIREMENTS**

AGE: At the time of filing, applicants must be at least 19 ½ years of age and be at least 20 years of age at time of appointment.

CITIZENSHIP: At the time of filing, applicants must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident alien will be required to submit documentation to prove that the United States Citizenship and Immigration Services (USCIS) has approved his/her application for citizenship, prior to taking the written test.

For more information regarding citizenship requirements, please contact the U.S. Citizenship and Immigration Services (USCIS) of the Federal Government.

EDUCATION: Government Code section 1031 (e): requires applicants to be a high school graduate from a U.S. High School or an accredited nonpublic high school, or pass the General Education Development test (GED) indicating high school graduation level, or pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education.

When the GED is used, a minimum overall score of not less than 450 and a standard score of not less than 410 on any section of the test, as established by the American Council on Education, shall be attained. Per Education Code Section 48412, passage of the California High School Proficiency Examination is the legal equivalent of attainment of a California high school diploma.

PHYSICAL REQUIREMENTS:

VISION: Acuity-At least 20/70 in each eye without correction, correctable to 20/30 in each eye. Successful soft contact lens wearers are not required to meet the uncorrected standard as long as their corrected vision is 20/30 in each eye. Color Perception - Anything other than minor hue impairment is disqualifying.

HEARING: There may be no greater than a 25 dB loss in the better ear as averaged over the test frequencies of 500, 1000, 2000, and 3000 Hz. There may not be a peak loss at any of the test frequencies greater than 30 dB at 500 Hz, 30 dB at 1000 Hz, 40 dB at 2000 Hz, or 40 dB at 3000 Hz.

There may be no greater than a 35 dB loss in the worst ear as averaged over the test frequencies, and no peak loss greater than 45 dB at any of the test frequencies. In the case of a questionable, unusual, or borderline hearing loss, the applicant's record may be reviewed by the Occupational Health Program's Service Consultant for final determination of qualifications.

Physical Class: 4 - Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

PHYSICAL REQUIREMENTS: Applicants must be in good general physical condition, free from any medical conditions that would interfere with the satisfactory performance of the position of Deputy Sheriff Trainee. Although there are no minimum or maximum height requirements, the height-weight relationship of each applicant must either (1) fall within the ranges in the following table or (2) if the applicant's height is not included on the table, be found to be acceptable after individual evaluation. Height measurements are made without shoes. Weight measurements are made without shoes and coat. Applicants whose height falls between any of the measurements shown on the table must meet the weight requirements of the lower height. Individuals who do not meet the standard shall have their body fat measured. Female candidates whose body fat is 33% or less may be qualified. Male candidates whose body fat is 22% or less may be qualified.

MALE				
HEIGHT	WEIGHT		HEIGHT	WEIGHT
5ft. 0in.	110 lbs. to 143 lbs.		5ft. 10in.	144 lbs. to 185 lbs.
5ft. 1in.	112 lbs. to 146 lbs.		5ft. 11in.	148 lbs. to 191 lbs.
5ft. 2in.	115 lbs. to 149 lbs.		6ft. 0in.	152 lbs. to 197 lbs.
5ft. 3in.	118 lbs. to 152 lbs.		6ft. 1in.	156 lbs. to 203 lbs.
5ft. 4in.	121 lbs. to 155 lbs.		6ft. 2in.	160 lbs. to 209 lbs.
5ft. 5in.	124 lbs. to 158 lbs.		6ft. 3in.	164 lbs. to 215 lbs.
5ft. 6in.	128 lbs. to 163 lbs.		6ft. 4in.	168 lbs. to 221 lbs.
5ft. 7in.	132 lbs. to 168 lbs.		6ft. 5in.	172 lbs. to 227 lbs.
5ft. 8in.	136 lbs. to 173 lbs.		6ft. 6in.	176 lbs. to 233 lbs.
5ft. 9in.	140 lbs. to 179 lbs.		6ft. 7in.	180 lbs. to 239 lbs.
FEMALE				

HEIGHT	WEIGHT	HEIGHT	WEIGHT
5ft. 0in.	95 lbs. to 129 lbs.	5ft. 10in.	131 lbs. to 180 lbs.
5ft. 1in.	98 lbs. to 132 lbs.	5ft. 11in.	135 lbs. to 185 lbs.
5ft. 2in.	101 lbs. to 135 lbs.	6ft. 0in.	139 lbs. to 192 lbs.
5ft. 3in.	104 lbs. to 138 lbs.	6ft. 1in.	143 lbs. to 197 lbs.
5ft. 4in.	107 lbs. to 144 lbs.	6ft. 2in.	147 lbs. to 204 lbs.
5ft. 5in.	111 lbs. to 150 lbs.	6ft. 3in.	151 lbs. to 210 lbs.
5ft. 6in.	115 lbs. to 156 lbs.	6ft. 4in.	155 lbs. to 216 lbs.
5ft. 7in.	119 lbs. to 162 lbs.	6ft. 5in.	159 lbs. to 222 lbs.
5ft. 8in.	123 lbs. to 168 lbs.	6ft. 6in.	163 lbs. to 228 lbs.
5ft. 9in.	127 lbs. to 174 lbs.	6ft. 7in.	167 lbs. to 234 lbs.

Licenses: A valid California Class "C" Driver License is required to perform job-related essential functions. All applicants (including out-of-state applicants) are required to show proof of their valid driver's license or any public entity picture identification at the time of testing. All applicants **must possess** a valid California Class "C" driver's license or higher **by the date of hire**.

Special Requirement Information: ACADEMY TRAINING: The Sheriff's eighteen (18) week Academy training program is approved by the California Department of Corrections and the California Commission on Peace Officer Standards and Training. Classes are conducted Monday through Friday and some weekends and holidays. Academy days are generally eight and one half hours long and may be conducted in shifts. Recruits generally spend additional time outside of class preparing for class and studying for exams.

Recruits in the Sheriff's Academy will participate in classroom and other instruction which will include: the interpretation and application of laws; report writing, radio operations; first aid and CPR; defensive tactics; handcuffing and searching techniques; use of the baton, the safe handling, care and use of firearms; and Department regulations and laws regarding the use of force and firearms. Throughout the Academy program, recruits will also participate in regular physical training. Knowledge, skill and task competence will be assessed and academy success determined through multiple choice and true/false tests, role playing exercises, performance tests, physical agility tests, and work sample tests.

SPECIAL INFORMATION

Shift: Any Shift
WORKING CONDITIONS MAY INCLUDE:

- Working prolonged/irregular shifts
- Working day, PM, or early morning shifts
- Having split or varied days off
- Working at locations anywhere in Los Angeles County
- Dealing with people who are hostile, irrational, emotionally distraught, or

- mentally ill
- Dealing with volatile or life threatening situations
- Having to make appropriate split-second decisions in emergent, highly stressful situations
- Working independently and as a partner or team member with a variety of individuals

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

Successful candidates **must complete a thorough background investigation**, including a fingerprint search and a polygraph test. Examples of disqualifying factors discovered during this investigation include: any felony convictions, job related misdemeanor convictions, certain serious traffic convictions, four (4) or more moving violations within the last two years, poor credit history, poor employment history, substance abuse, and anyone on probation.

MILITARY: Those who are enlisted in Active military service (Army, Navy, Air Force, Marine Corps and Coast Guard) and are not going to be discharged within eighteen (18) months of taking the written test will have their passing written test scores held for a period of forty-eight (48) months from the date of the examination. Applicants will continue with the remaining examination process, the interview, upon honorable discharge from military service. During this time, if the examination is revised, updated and/or changed, all military applicants will be required to take the new version of the examination.

APPOINTMENT INFORMATION: Candidates who remain on the eligible register, successfully complete the background investigation, and are selected for appointment will be extended an offer of employment that is conditional upon the results of their medical examination which will include a psychological evaluation.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies located at the Los Angeles County Sheriff's Department, Custodial (Jail) Facilities including the North County area, Courts and Sheriff Stations

**EXAMINATION
CONTENT**

The examinations conducted at University Center Building are as follows:

- Thursdays at 5:00 p.m. by appointment and on a Walk-in basis
- Fridays at 8:00 a.m. by appointment and on a Walk-in basis
- Saturdays (except County holiday weekends) at 8:30 a.m. on a Walk-in basis
- For selected off-site test locations please visit our website at www.LASD.ORG or call 1-800-A-DEPUTY

CANDIDATES MUST ARRIVE AT LEAST 1/2 HOUR PRIOR TO THE EXAM START TIME.

This examination consists of the following:

- **A qualifying written test** covering reading comprehension and writing skills

(only those applicants who earn a qualifying score on the written test will proceed on to the oral interview).

- **An oral interview** (weighted 100%) consisting of an exchange of information in which candidates are rated on a pass/fail basis on their acceptance of the working conditions, reasons for desiring the job, oral communication skills, and poise and composure.

THE STANDARDIZED WRITTEN TEST:

- Is not subject to review, per Civil Service Rule 7.19
- Candidate must achieve a passing score of 70% or higher on this examination in order to be placed on the eligible register
- Can be taken only **once every thirty (30) days**
- Applicants, who are unable to pass the test **three (3) consecutive times, may not reapply for six (6) months**

Candidates must complete the entire examination process within thirty (30) days of taking the written test, unless the Director of Personnel finds that substantial and sufficient reasons exist for the inability to appear per Civil Service Rule 7.12.

TEST PREPARATION INFORMATION: There are web sites that have sample or practice tests that can help you prepare for this examination. They are only guides and do not guarantee that you will pass the examination. These sample tests are located at the following sites:

The Los Angeles County Sheriff's Department web site, www.lasd.org, has a sample test under the Job Opportunities, Sworn web page.

The Los Angeles County Department of Human Resources web site, <http://dhr.lacounty.info/>, has Test Preparation Guides under the Job Information - Employment Test Preparation link located on the left side of the web page.

The Peace Officer Standards and Training (POST) Commission web site, www.post.ca.gov, has a written practice test on their Peace Officer Selection Test web page.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register for a period of eighteen (18) months following the date of promulgation and will be placed into the background process.

***** IMPORTANT INFORMATION *****

APPLICATION INFORMATION

- **Applications in Person:** Applications **must** be submitted **ONLY** on business days between 8:00 a.m. and 4:30 p.m., at the following location: Sworn Examinations Unit, University Centre Building, 101 Centre Plaza Drive, Monterey Park, California 91754, or at designated walk-in test sites prior to the exam.
- **Applications by Mail:** Upon review and acceptance of applications, individuals are notified via U.S. Mail of the date and time they are scheduled to take the Written Test.

- **Applications Online:** Applicants may also apply Online at www.lasd.org and select a testing date during the week, Thursday or Friday.

Applications filed at any other County location will not be accepted if they are not received at the above location. Facsimiles of the application will not be accepted. **THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME.** For further information concerning this examination, please call Personnel Administration, Sworn Examinations Unit at (323) 981-5800, or the Recruitment Unit at (800) A-DEPUTY, (800) 233-7889, TTY (323) 260-5291 or **24 hr TTY** (323) 267-6669.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION: The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

SWORN EXAMINATIONS UNIT
UNIVERSITY CENTRE BUILDING
101 CENTRE PLAZA DRIVE
MONTEREY PARK, CA 91754
(323) 981-5800

DISABILITY ACCOMMODATIONS

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 981-5800.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 981-5800. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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