



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



Bulletin No. 770-2703

Posting Date: January 21, 2009

JOB TITLE **CUSTODY ASSISTANT, SHERIFF**

EXAM NUMBER J2749V

FILING DATES January 22, 2009 until needs are met

SALARY \$3,538.45 - \$4,633.55 **MONTHLY**

POSITION INFORMATION

Positions allocable to this class function as paraprofessional support to sworn personnel and are distinguished by the need to exercise independent judgment and initiative while under the direct and/or functional supervision of designated sworn personnel. Incumbents are initially assigned to a Custody facility other than a Type I jail, receive immediate supervision from sworn law enforcement personnel, assist sworn staff in observing inmates and in supervising recreational and work activities of inmates, and may be assigned to assist sworn supervisory staff in a main or dormitory control booth by monitoring inmate movement and controlling entry and exit to a facility, or in the classification process at a custody facility. Upon completion of a one year probationary period within the Custody Division and with a rating of competent, incumbents may be assigned to a Sheriff's Station or Custody Division Type I jail facility. Positions allocable to this class who are assigned to a Station or Type I jail facility receive immediate supervision from the Watch Commander, the Watch Sergeant, or designate supervisory authority. These incumbents have primary responsibility for facility intake and release processes, ensuring the maintenance of order and security in the detention area of a facility, and compliance with administrative regulations, judicial rulings, and the Sheriff's Department Manual of Policy and Procedures.

ESSENTIAL JOB FUNCTIONS

- Assists in supervising the conduct of inmates in sleeping quarters, during meals and bathing, at recreation, and on work assignments.
- Assists in overseeing the work of and instructing a group of inmates assigned to various operational, maintenance, or other rehabilitative activities.
- Assists in processing inmates for court appearances.
- Assists in performing administrative and operations duties such as scheduling, maintaining unit logs and records, preparing reports or memoranda, and other record keeping as directed.
- Controls or assists in the monitoring and control of access of attorney rooms and visiting areas.
- Fingerprints, photographs and/or operates live scan machines or assists in the process of fingerprinting and photographing inmates.
- Issues visitor passes and facility employee identification cards.
- Operates a computer terminal to obtain criminal history information including warrants, or other holds, and updates classification or housing information as necessary.

- Interviews inmates and reviews records relative to the classification process to determine their security level, eligibility for transfer to other facilities, or their status as returnees from other facilities.
- Ensures compliance with Title 15 and/or other legislative or judicial compliance orders, as necessary.
- Distributes and account for facility keys.
- Assigned to a Sheriff's Station or other Type 1 jail facility to assist in receiving and processing prisoners; i.e., searching, booking, photographing, fingerprinting, maintaining prisoner records, and performing additional duties in relation to booking procedures and compliance with administrative regulations and court decisions.
- Secures prisoners and their property and monies, as necessary, in compliance with departmental policy and procedure, including juvenile detention policy and regulations.
- Maintains gate book, station jail reference manual, and/or other booking paperwork.
- Transmits fingerprint cards and/or operates Live Scan equipment as necessary.
- Issues personal hygiene supplies and/or specifically approved medications, as directed.
- Orders, inspects, and serves food to prisoners.
- Maintains sanitary conditions within the jail.
- Responds to public inquiries regarding prisoners.
- Provides opportunity for prisoners to contact the Bail Deviation Unit for possible bail reduction or release on the inmate's own recognizance.

SELECTION REQUIREMENTS

TRAINING AND EXPERIENCE

Age: Must be at least 17 1/2 years of age at the time of filing and at least 18 years of age at the time of appointment (see 'Special Information' section for further information).

Education: Graduation from a U.S. high school or its equivalent, or General Educational Development (GED) Credential*, OR 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.

Training: Successful completion of the mandatory Department sponsored in-service training program is required prior to final appointment. The in-service training is 9 weeks long and is held at the Los Angeles County Sheriff's Department's STARS Center academy in Whittier.

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 Custody Assistant, Sheriff. 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 or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**SPECIAL
INFORMATION**

Special Requirement Information: *To determine if the diploma is equivalent to those of U.S. high schools, the foreign transcripts (high school, college or university) must be evaluated by one of the approved organizations listed on the State of California's Commission on Teacher Credentialing web site, <http://www.ctc.ca.gov/credentials/leaflets/c1635> or the National Association of Credential Evaluation Services, [www.naces.org/current members](http://www.naces.org/current_members). These organizations are private enterprises who charge a fee for their services.

Shift: Various Shifts

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

Candidates must be 17 1/2 years of age at the time of filing. However, their names will be withheld from certification until their 18th birthday and provide proof of graduation from a U.S. high school or its equivalent. All other candidates must submit proof of age and high school graduation or its equivalent at time of filing.

TEST PREPARATION INFORMATION:

There are several 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 can be found at the following sites:

- The Los Angeles County Sheriff's Department's web site, <http://www.lasd.org> has a Study Guide under the Job Opportunities - Professional Staff web page, Custody Assistant link.
- 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.

Candidates must complete the entire examination process within 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.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH AND POLYGRAPH TEST.

Examples of disqualifying factors include:

- Any felony convictions
- Job related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations. (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence)
- Poor credit history
- Poor employment history
- Substance abuse
- Anyone on probation

APPOINTMENT INFORMATION: Candidates who remain on the eligible register, successfully complete backgrounds and are selected for appointment will be extended an offer of employment that is conditional upon the results of their medical examination that 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 and Sheriff Stations.

**EXAMINATION
CONTENT**

This examination will consist of the following:

A qualifying written test covering vocabulary and arithmetic reasoning. Only those applicants who earn a qualifying score on the written test will be allowed to proceed to the interview phase of the examination process.

**THE WRITTEN TEST IS NOT SUBJECT TO REVIEW PER CIVIL SERVICE
RULE 7.19**

A structured interview weighted 100% covering training, experience, oral communication, personal fitness, and general abilities to perform the duties of the position. As part of the interview process, each candidate will be asked to show sufficient ability to give oral commands and/or instructions.

The written test 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.

**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 pre-employment investigation process.

***** IMPORTANT INFORMATION *******APPLICATION
INFORMATION**

Instructions for Filing Online: Applicants may apply online at www.lasd.org. THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME WITHOUT PRIOR NOTICE. Application filing may be suspended at any time without advanced notice.

Instructions for Hard Copy Submission: A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 4:30 p.m. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>. THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME WITHOUT PRIOR NOTICE. Application filing may be suspended at any time without advanced notice.

Applications filed at any other County location will not be accepted if they are not received at the above location by the last day of filing. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Sworn Examination Unit at (323) 981-5800, TTY (323) 260-5291 or 24 hr TTY (323) 267-6669.

**APPLICANTS WILL BE NOTIFIED BY U.S. MAIL OF THE DATE AND TIME
THEY ARE SCHEDULED TO TAKE THE WRITTEN TEST.**

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:

Sheriff's Department
University Centre Building - Sworn Examinations Unit
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**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States.

INFORMATION

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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