

Summary of Duties: Maintains order, enforces laws and ordinances, and protects life and property; issues citations, makes arrests, prepares reports, and provides information to the public and departmental units; works with neighborhood associations and community members as a planner, community organizer, problem solver and information link; and does related work.

Distinguishing Features: As a P.O.S.T. (Peace Officer Standards and Training) Certified individual with previous law enforcement training and experience prior to hire or a L.A.P.D. Line Reserve Officer with Certified Designated Level 1 status, a Police Specialist will receive a condensed version of the classroom and physical training provided at the Police Academy for Police Officer recruits. A Police Specialist will be assigned to work with a training officer in the field as soon as the Police Academy staff determines the officer's readiness. A Police Specialist will spend eighteen months on probation in the class of Police Specialist before receiving a Charter Section 108 transfer to the class of Police Officer.

Work may be performed under hazardous conditions and decisions affecting life and property are often made under stress. The duties of a Police Specialist involve considerable public contact and an employee of this class must be able to deal effectively with citizens and other police employees.

The class of Police Specialist is distinguished from the class of Police Officer in that an entry-level Police Officer does not possess a P.O.S.T. Certificate issued by the State of California prior to hire or have standing as L.A.P.D. Line Reserve Officer with a Certified Designated Level I status.

Examples of Duties: A POLICE SPECIALIST:

Patrol Activities

Patrols an area on foot or in a radio car while looking for signs of illegal activity, traffic violations, road hazards, citizens in need of assistance, wanted persons, or other trouble, in order to decide upon and take necessary actions.

Drives police car in accordance with provisions of the California Vehicle Code and L.A.P.D. policy in order to respond to non-emergency calls or conduct patrol activities.

Evaluates situations before becoming actively involved by considering (when working alone) or discussing with a partner the type of call or observed activity, potential hazards, and tactics.

Talks to victims, witnesses, and persons suspected of

committing crimes or involved in a traffic collision using interview techniques appropriate to the situation to obtain detailed information, determine the role of involved parties, obtain descriptions, and establish grounds for arrest.

Decides whether or not a crime has been committed, based on interviews and evidence, what Penal Code section applies and takes appropriate action such as securing the scene, effecting an arrest, making a crime broadcast, and completing necessary reports.

Secures a crime location by detaining witnesses, collecting and preserving physical evidence to ensure that it is not destroyed or contaminated.

Searches on foot for suspects, victims, and lost children in buildings and outdoor locations.

Writes notes and makes sketches that describe crimes, crime scenes, or suspects, or records statements made by witnesses and suspects which will later be used to prepare formal reports, and make crime broadcast.

Response to Emergencies

Drives a police car in accordance with provisions of the California Vehicle Code and L.A.P.D. policy in order to respond to emergency calls.

Reacts to potentially life-threatening situations by instantly applying knowledge gained through training and experience to take the actions necessary to survive and to protect other officers and the community.

Performs rescues by dragging, carrying, or otherwise physically removing victims from life-threatening situations.

Performs first aid procedures in order to stabilize the victim until paramedics arrive.

Maintaining the Peace

Resolves citizen conflicts such as business, neighbor, family, and traffic-related disputes by separating and interviewing the involved parties, attempting to calm them and mediate a solution to the problem, and determining whether arrests are necessary.

Monitors and controls crowds at scenes of picket lines, demonstrations, traffic collisions, and special events, dispersing crowds if necessary to maintain public safety.

Providing Assistance to the Community

Meets with groups of residents and/or business people to discuss local crime, traffic, and related neighborhood problems, provides information about programs such as Neighborhood Watch and suggests steps citizens can take to combat crime and improve conditions in their community.

Initiates corrective action for problems of urban blight and decay such as vandalized vacant buildings, graffiti,

and/or abandoned vehicles by determining which agency is responsible for handling the situation and notifying them. Assists motorists by performing activities such as giving directions, pushing vehicles constituting a traffic hazard, and freeing a tangled vehicle.

Traffic Enforcement and Control

Recognizes when a traffic violation has occurred, then conducts a traffic stop by checking vehicle information on the MDT (Mobile Digital Terminal), approaching the vehicle in a safe manner, explaining the violation, issuing a verbal warning or written traffic citation, or effecting an arrest.

Recognizes that a citizen observed driving erratically may be under the influence of alcohol or drugs and takes appropriate action by initiating a safe traffic stop, administering a field sobriety test, and if warranted, taking them to the station to conduct breath, blood, or urine tests.

Apprehension and Arrest

Drives police car in pursuit of observed fleeing felons, using red lights, siren, and skilled driving techniques in order to apprehend them.

Initiates a felony stop, based on observation or a radio call, of a stolen vehicle or an armed and dangerous suspect by using Department approved high risk stop tactics to take the suspect into custody.

Pursues fleeing suspects on foot, through buildings and outdoor locations, attempting to anticipate what the suspect will do and using caution to be aware of the environment.

After establishing probable cause, detains and/or takes suspects into custody using Department approved techniques and equipment.

Shoots handgun or shotgun in the field in the event that it becomes necessary to use deadly force.

Court Preparation and Testimony

Signs for subpoenas in order to acknowledge receipt, keeps track of required court appearances, and is held accountable for court attendance or on-call status.

Gathers, ensures the security of, and transports evidence from the location of storage to court and back.

Prepares to testify in court cases and testifies in court regarding arrests, reports taken, evidence recovered, and victims' statements

Reports and Administrative Activities

Writes crime, arrest, vehicle, injury, death, evidence, traffic collision, and other reports by selecting the appropriate form, filling in the relevant information, and

writing narrative descriptions.

Fills out Daily Field Activity Record (DFAR) form by writing brief information on the types of calls assigned, actions taken, location, disposition, and time spent.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following personal characteristics, skills, knowledges and abilities:

Personal Characteristics:

Integrity as required to be honest and straightforward in dealings with others, and decline to use position or authority for personal gain.

Self-confidence and the ability to use personal resources to handle new challenges as they are encountered.

Maturity sufficient to have emotional self-control, to treat others with dignity, to dependably do what is expected, and know limitations.

Persistence and patience sufficient to see a task through to completion, to maintain composure when dealing with difficult people or situations, and to adjust to, or await, change.

Initiative/motivation as required to be productive when working without direct supervision and to look for work that needs to be done rather than wait to be told to do something.

Common sense and sound practical judgment as required to make accountable, mature decisions, often relating to the safety or well being of self or others, independent of direct supervision.

Compassion and concern as evidenced by understanding of the problems of others and a genuine desire to provide assistance.

Adaptability and willingness to adjust to frequent compulsory changes of work shifts, work locations, coworkers, supervisors, equipment, and/or procedures.

Assertiveness sufficient to take control of situations, or to use socially acceptable means (verbal or physical) in causing orders to be carried out.

Oral Communication and Interpersonal Skills

Interpersonal skills/teamwork as necessary to work cooperatively, effectively, and tactfully with coworkers, supervisors, and the public.

Interpersonal skills as required to calm distraught persons, subdue angry or combative persons, or coax ambivalent or uncooperative persons into providing information.

Listening skills, in person and on the telephone, as involved in paying attention to what is being said,

identifying needs and emotions being expressed, and demonstrating an interested attitude through facial expression and body language.

Ability to communicate orally with the public, coworkers, and supervisors in order to:

- provide or obtain information or gain compliance when directing someone to do something;
- develop a sense of teamwork and engender cooperation in the advancement of mutual goals;
- exchange detailed and complex information.

Ethics: Knowledge of

Ethical and moral conflicts such as unethical behavior by a fellow officer, nonenforcement of the law, and acceptance of gratuities.

Appropriate steps to take when aware of violations of ethical or moral standards such as confronting the violator or reporting the violation to a supervisor.

Criminal Justice System: Knowledge of

Structure of the Criminal Justice System.
General conditions of parole and probation.

Community Relations: Knowledge of

Various diverse cultures serviced by the police and the perception of the role of the police in their communities. Department's crime prevention programs sufficient to make an informed presentation to community groups and answer questions from individuals.

Handling Emotional Situations: Knowledge of

Psychological effects of victimization sufficient to interpret emotional states and adapt interviewing techniques.

Behaviors indicative of potential hostility in order to recognize and defuse a potentially violent confrontation. Effects of hate crimes on victims in order to reduce the stress and anxiety experienced by the victims.

Criminal Law: Knowledge of

Concept of "Letter of the Law vs. Spirit of the Law" in order to apply the discretionary arrest powers.

Legal terms related to law enforcement.

Elements and Penal Code sections of the crimes of Accomplices, Accessories, Principals, Conspirators, Attempts, and Solicitations.

Elements and Penal Code sections of the most commonly occurring:

- Crimes Against Property;
- Crimes Against Persons;
- Disturbing the Peace, Public Nuisance, and Disorderly Conduct;

Sex Crimes;
Crime Against the Justice System;
Weapons Law violations.

Circumstances under which a juvenile can be taken into temporary custody and the corresponding section of the Welfare and Institutions Code (WIC).

Laws concerning the secure detention of a juvenile and segregation of adult and juvenile offenders.

Elements and Health and Safety Code sections of the most commonly occurring Controlled Substance violations and the most used Controlled Substances.

Symptoms of use for the most commonly used Controlled Substances.

Methods of drug and narcotics use.

Elements of the most commonly used ABC violations.

Elements of reasonable suspicion and probable cause.

Laws of Arrest sufficient to identify the circumstances under which a peace officer is legally allowed to restrict someone's personal freedom.

Types of searches covered by Search and Seizure Law.

Procedures and legal guidelines relating to conducting field show-ups sufficient to ensure that suspects' rights are not violated.

Laws of Evidence.

Vehicle Operations: Knowledge of

Components of defensive driving and factors which contribute to traffic collisions.

Techniques required to operate a vehicle under emergency conditions.

Effects of fatigue on driving ability.

Department's Vehicle Pursuit Policy.

Exemptions from Vehicle Code for emergency driving and the conditions under which they apply.

Use of Force: Knowledge of

Department's Use of Force Policy including the difference between lethal and nonlethal force and conditions under which each should be used.

Effect of fear (on the part of the officer) in the use of deadly force.

Tactics: Knowledge of

Components of preventative patrol methods.

News media release practices and laws regulating media access to closed areas.

Vehicle pullover techniques.

Proper tactics for searching for a suspect in both an open area and in a building.

Methods for responding to crimes-in-progress.

Proper tactics for reacting to sniper fire and to a firebomb.

Proper tactics for handling a barricaded suspect.

Tactical responsibilities of the primary and cover officers in routine and emergency situations.
Components of dispute management.
Principles of crowd management and crowd control.

Domestic Violence: Knowledge of

Domestic violence laws and the responsibilities of law enforcement in domestic violence incidents.

Unusual Occurrences: Knowledge of

Responsibilities at the scene of an Unusual Occurrence (major disasters, fires, explosions, airplane crashes).
Responsibilities in a missing persons investigation.

Traffic: Knowledge of

Elements and Vehicle Code sections for the most common traffic violations, major moving traffic violations, and alcohol related offenses.
Responsibilities at a traffic collision.

Investigations: Knowledge of

Responsibilities in conducting a/an
preliminary investigation;
investigation regarding evidence;
investigation regarding child abuse;
auto theft or recovered vehicle investigation.
Principles of courtroom testimony.
Responsibilities in taking an individual into custody.

Physical Fitness/Stress: Knowledge of

Effects of stress.
Long and short term effects of alcohol, tobacco, and other potentially abusive substances.
Elements of physical fitness.

Person Searches, Baton, Restraint Devices: Knowledge of

Techniques used for person searches.
Types, uses, and limitations of various Department authorized restraint devices.
Techniques of weaponless defense.
Baton and its use.

First Aid/CPR: Knowledge of

Basic first aid and Cardiopulmonary Resuscitation including treatment for shock, bleeding, cessation of breathing, and drowning.

Firearms: Knowledge of

Names, functions, and operation of the various parts of the handgun and shotgun.
Use of teargas, including protection from chemical agents, treatment for exposure.

The Ability to:

Write legibly and clearly as necessary to fill out logs, forms, or portions of reports.

Use arithmetic to perform activities such as counting money or objects, calculating age from birthdate, translating increments of time into decimals.

Read, comprehend, and apply detailed, complex written materials of a legal nature.

Comprehend spatial relations related to an event.

Visualize and recall an event after the fact in order to construct documentation such as a diagram or a written summary.

Reason as necessary to develop innovative solutions to difficult problems.

Work under pressure sufficient to think clearly and continue to maintain a positive attitude and work ethic in spite of multiple sources of short-term and long-term stress.

React appropriately and immediately to developing urgent situations by instantaneously calling on past experience, training, and knowledge.

Minimum Requirements:

1. Possess a current California Basic P.O.S.T. (Peace Officer Standards and Training) Certificate at the time of application; **or**
2. Standing as a LAPD Line Reserve Officer with Certified Designated Standing Level 1 status.

Age Requirements: At least 21 years of age at the time of hire. Applicants can begin testing at 20 1/2 years old by the date of the interview.

License: A valid California driver's license is required.

Physical Requirements: Candidates for Police Specialist must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe, including height and weight guidelines.

Because this class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

Character Requirements: Candidates for Police Specialist must demonstrate that they respect the law and the rights of others, possess high moral standards of character and integrity, and are dependable, responsible and conscientious. Candidates must have no felony or serious misdemeanor convictions, history of criminal or improper conduct, or poor driving record which may affect suitability for law enforcement work.

Appointment to this class is subject to an eighteen month probationary period as provided by Section 109 of the Los Angeles City Charter. Upon successful completion of the probationary period, employee will be transferred to the class of Police Officer, code 2214.

Fair Labor Standards Act Status:

None of the positions in this class qualify for an exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.