

CITY OF LOS ANGELES, CALIFORNIA



POLICE OFFICER FORMS AND INFORMATION



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COMMUTING TO THE PERSONNEL DEPARTMENT

Directions to the Personnel Department:

Traffic and locating parking in downtown Los Angeles can be a challenge. For that reason, we encourage the use of public transportation to avoid the inconveniences of traffic congestion and having to find parking. Listed below are several websites where you may obtain additional information on the public transportation options available to you, as well as information on parking lots (costs will vary) and directions to our location.

Metered parking, which requires quarters, is available Monday through Saturday along the streets surrounding the Personnel Building. However, please be aware that available meters can be difficult to locate on weekdays and citations are issued for vehicles parked past the metered time limit. Therefore, we again encourage the use of public transportation or public parking lots, information for which has been provided as follows:

Public Transportation Options:

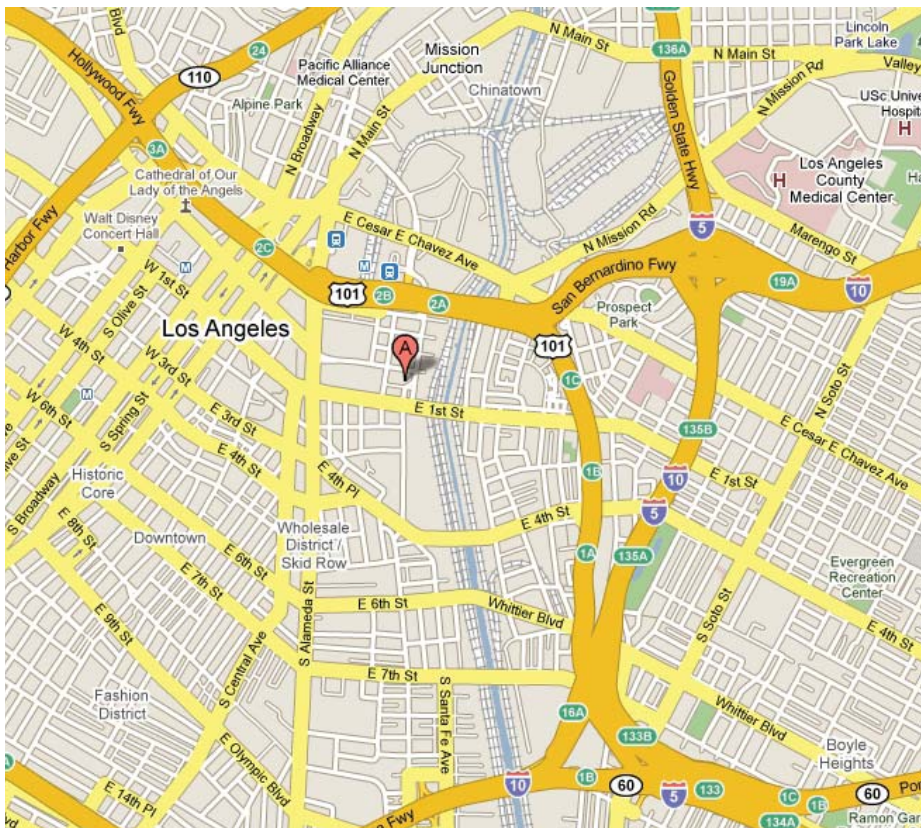
Trains	
www.metrolink.com	www.amtrak.com

Bus Lines		
www.ladottransit.com	www.metro.net	www.foothilltransit.org
www.omnitrans.org	www.bigbluebus.com	www.LBtransit.com

Driving Directions:

For specific directions from your location, please visit one of the following websites:

http://maps.google.com	http://www.mapquest.com	http://maps.yahoo.com
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Directions to the Personnel Department: 700 E. Temple Street, Los Angeles, CA 90012

From **EAST** of Downtown, take either 5 North, 60 West, or 10 West to the 101 North, just before downtown. Take the Alameda exit, make an immediate right on Commercial Street and Left on Alameda, then a left on Temple. Our building is approximately two blocks down.

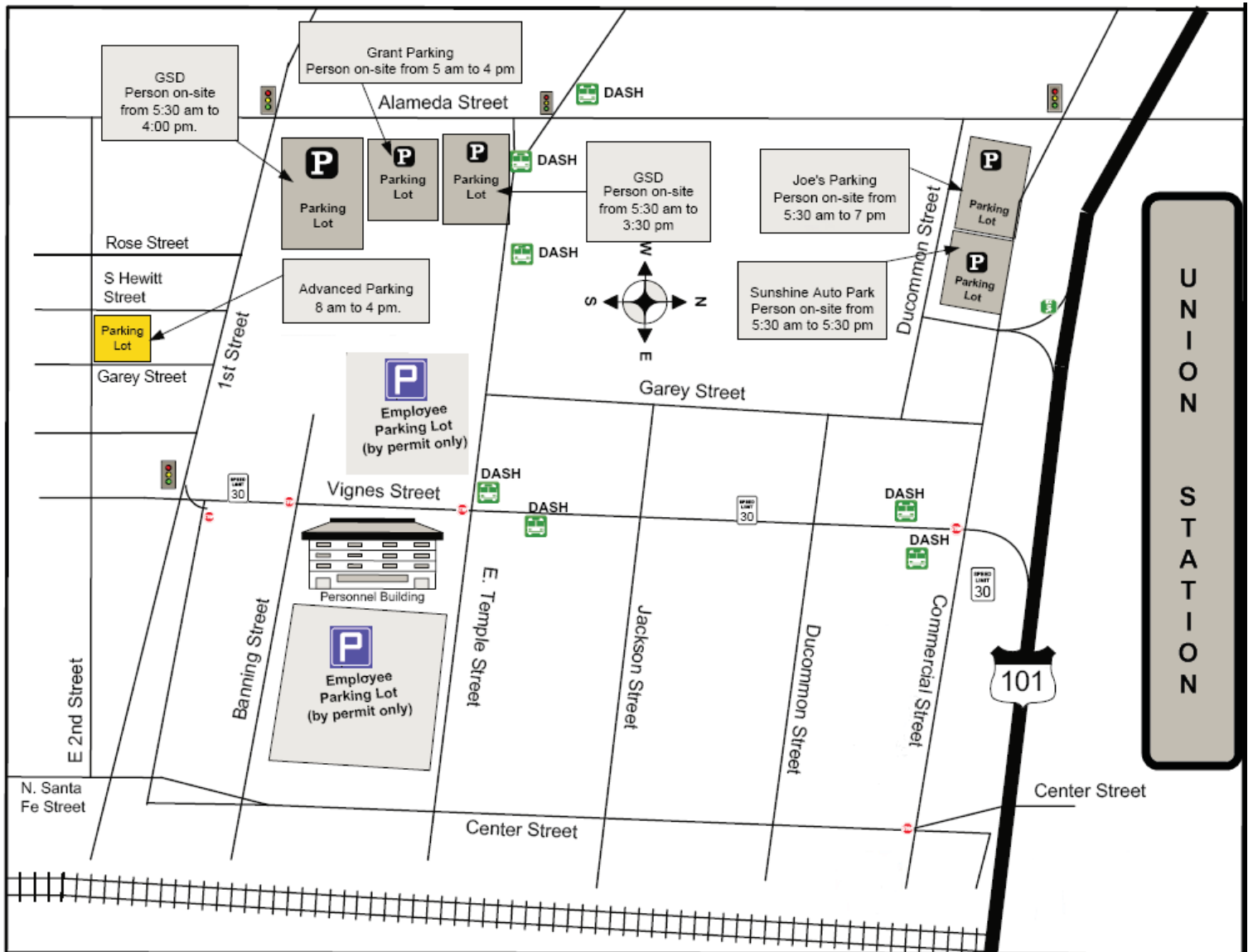
From **WEST** of Downtown, take the 10 East to the 110 North. Exit 4th Street, which is one way. Drive across downtown to Alameda. Turn left on Alameda. Turn right on Temple Street. Our building is approximately two blocks down.

From the **VALLEY**, take the 101 to Los Angeles, when you reach downtown stay in one of the left three lanes. You will be following the freeway signs for the 10 East / 5 South. Exit Los Angeles Street (right turn only), make a left on Temple. Our building is approximately two blocks east of Alameda.

From **SOUTH** of Downtown, if using 110 North, exit 4th Street, which is one way. Drive across downtown to Alameda. Turn left on Alameda. Turn right on Temple Street. Our building is approximately two blocks down.

– OR –
If using the 5 North, continue to the 101 North, just before downtown. Take the Alameda exit, make an immediate right on Commercial Street and Left on Alameda, then a left on Temple. Our building is approximately two blocks down.

From **NORTH** of Downtown, (Pasadena/Glendale area), take the 110 South and exit on Hill Street. Continue on Hill Street until reaching Temple. Make a left on Temple. Our building is approximately two blocks east of Alameda. (Glendale and other northern areas off the 5 freeway must take the 5 South to the 110 South.)



CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



PHYSICAL ABILITIES TEST INTRODUCTION

In this section you will find information on the Physical Abilities Test (PAT). The PAT is designed to measure your strength, agility and endurance. It is not an indicator of your overall health or your potential success in the police academy. If you haven't already, you should begin adjustments to your diet and exercise program now in preparation for a career in law enforcement. The goal is not to lose enough weight to meet the minimum requirements, but instead to begin living a healthy lifestyle today that will make your transition into the police academy smoother, prevent potential injuries resulting from the physical nature of police work and put you on the path to overall good health.

Exercise and nutrition are a large part of preparing yourself for the police academy. To support this effort, the Los Angeles Police Department offers the Candidate Assistance Program (CAP), a physical fitness program that is available for free to LAPD candidates currently in the testing process. More information on CAP can be found and online at JoinLAPD.com. To support physical fitness efforts, a Fitness Log is also available for download from the JoinLAPD.com website, with a copy enclosed for LAPD candidates.

Enclosed you will find a Nutrition Guide, which is also available for download from the website. The Nutrition Guide will provide additional information in greater detail concerning healthy eating habits, weight management, how to read food labels and much more. A fundamental part of the Nutrition Guide is the daily food diary. You will use the food diary pages to document your eating habits in an effort to document your lifestyle and help you to make better food choices. This should begin the day you receive your Nutrition Guide and throughout your time at the academy.

Your passing of the Physical Abilities Test, participation in the Candidate Assistance Program (for LAPD candidates) and proper nutrition monitoring will set you on a path toward success and achievement of the ultimate goal, appointment to the police academy.

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



PHYSICAL ABILITIES TEST (PAT)

After passing the Personal Qualifications Essay (PQE), you will be required to take a Physical Ability Test (PAT). Please note that the physical fitness program at the Academy is intensely rigorous, and passing the PAT **does not** guarantee that you will be fit enough to successfully complete the Police Academy.

The Physical Abilities Test (PAT) consists of two portions. The first portion (PAT I) is designed to measure strength, agility, and endurance. It consists of three basic exercises:

Side Step (Agility) - This test measures coordination. You begin by straddling a centerline on the floor. When instructed to begin, you will sidestep or slide to an outer line four feet to your right, then sidestep or slide back across the centerline to an outer line four feet to the left of the centerline, and then back to the right, and so on. You will have 10 seconds to touch or cross the outer lines as many times as you can. You will perform the test twice and your final score will be the average of the two trials.

Cable Pull (Strength) - This test measures upper body strength. You will stand straight with the handles of the test instrument held chest high and your forearms parallel to the ground. You will have three seconds to pull outward in a horizontal motion as hard as you can. The cable pull will determine how many pounds of force you are able to generate. You will perform the test three times and your final score will be the average of the three trials.

Stationary Bicycle (Endurance) - This test measures muscular endurance. You will have two minutes to pedal as fast as you can against a pre-set resistance. You will perform the test once and your final score will be the number of revolutions you can do in the two minutes.

The second portion (PAT II) measures aerobic capacity and it will be administered usually at the time of the medical evaluation.

Treadmill - This test measures aerobic capacity. The treadmill is programmed to SIMULATE running 1.5 miles in 14 minutes on a track. During the test, the speed and incline of the machine will vary and, as a result, the actual test time is 10 minutes and 20 seconds. The pass/fail score for this test is based upon your completion of this test for the specified period.

Both portions of the PAT are pass/fail. For LAPD candidates only, if you fail the first portion of the PAT, you will be required to take the Physical Fitness Qualification test during the Candidate Assistance Program (CAP) in order to schedule another appointment.

Many applicants prepare for this test either by participating in the free Candidate Assistance Program (CAP) offered by the LAPD or by using the fitness log to guide their own regular workout. Even after passing the PAT successfully and/or with ease, it is highly recommended that applicants continue to train in preparation for the Academy.

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LAW ENFORCEMENT OFFICER PHYSICAL ABILITIES TEST I (PAT I) PERFORMANCE RECORD & PARTICIPATION FORM

DATE: _____

I.D.: _____

STATE: _____

TIME: _____

EXPIRATION DATE: _____

PLEASE FILL OUT AND BRING THIS FORM TO THE TEST SITE

SOCIAL SECURITY NO.		
NAME: LAST	FIRST	MIDDLE
PRESENT ADDRESS: NUMBER	STREET	APT. NO.
CITY	STATE	ZIP CODE
HOME PHONE: ()	WORK PHONE: ()	
CELL : ()	PAGER: ()	

DO NOT WRITE BELOW THIS LINE

SCORE SHEET

	<u>Trial 1</u>	<u>Trial 2</u>	<u>Trial 3</u>		SCORE	INITIAL
1. SIDE STEP	_____ Lines +	_____ Lines	= _____/2 = _____ X		= _____	_____
2. CABLE PULL	_____ lbs. +	_____ lbs. +	_____ lbs. = _____/3		= _____	_____
3. BIKE			_____ Miles X		= _____	_____
			FINAL SCORE (Total 1-3)		= _____	_____

PAT PARTICIPATION FORM

Do not eat heavily before taking the test. If you drink coffee, tea or other caffeinated beverages prior to taking the test, we recommend you consume them in moderation.

Do not engage in vigorous exercise the day of the test.

Do not take any self-prescribed medications, especially decongestants and antihistamines prior to the test.

If you have been injured recently or you do not feel well, do not take the test today. We will be glad to reschedule you for a later testing date, as the Physical Ability Test is normally given twice per month.

Clothing and shoes should be appropriate for athletic activities.

To reschedule your appointment call (213) 473-9060.

Please report to: **City of Los Angeles Personnel Department
700 East Temple Street, 1st Floor Lobby**

The Physical Abilities Test for Law Enforcement Officer consists of the following three (3) events, administered in the following order:

- 1. SIDE STEP (Agility):** You will have 10 seconds to move from one side of a center line to the other side as many times as possible – performed twice.
- 2. CABLE PULL (Strength):** You will have five seconds to pull a pair of handles apart as hard as possible in a horizontal motion – performed three times.
- 3. STATIONARY BICYCLE (Endurance):** You will have two minutes to pedal as many revolutions as possible against a pre-set resistance – performed once.

The score for this test is based upon the cumulative scores of all three test parts. Each test part is given a weight. That weight is then multiplied by performance score, resulting in the event score. The first two test parts are performed more than once; therefore averaging the attempts derives the performance score.

Note: This is the first portion of the PAT. You must successfully complete this PAT and any other required test parts of the examination process in order to be scheduled for the second portion of the PAT.

I have read this description of the Physical Ability Test and understand that the test involves physical activity which should be entered into by a person who is in fit condition. I am in suitable condition for this test.

Applicant's Signature
(Signed in the presence of a proctor)

Date

LAW ENFORCEMENT OFFICER PHYSICAL ABILITIES TEST II (PAT II) PERFORMANCE RECORD & PARTICIPATION FORM

DATE: _____

I.D.: _____

TIME: _____

STATE: _____

EXPIRATION DATE: _____

PLEASE FILL OUT AND BRING THIS FORM TO THE TEST SITE

SOCIAL SECURITY NO.		
NAME: LAST	FIRST	MIDDLE
PRESENT ADDRESS: NUMBER STREET APT. NO.		
CITY	STATE	ZIP CODE
HOME PHONE: ()		WORK PHONE: ()
CELL : ()	PAGER: ()	

DO NOT WRITE BELOW THIS LINE

SCORE SHEET

PERFORMANCE TIME

SCORE

INITIAL

TREADMILL

_____ mins _____ seconds

Pass/Fail

PAT II PARTICIPATION FORM

- Do not eat heavily before taking the test. If you drink coffee, tea or other caffeinated beverages prior to taking the test, we recommend you consume them in moderation.
- Do not engage in vigorous exercise the day of the test.
- Do not take any self-prescribed medications, especially decongestants and antihistamines prior to the test.
- If you have been injured recently or you do not feel well, do not take the test today. We will be glad to reschedule you for a later testing date.
- Clothing and shoes should be appropriate for athletic activities.
- Bring a bottle of water with you on the test date.

Please report to:

**City of Los Angeles Personnel Department
Medical Services Division
520 East Temple Street
(213) 473-6960**

The second portion of the Physical Abilities Test for Law Enforcement Officer consists of a Treadmill Test designed to measure aerobic capacity. The treadmill is programmed to SIMULATE running 1.5 miles in 14 minutes on track. During the test, the speed and incline of the machine will vary and, as a result, the actual test time is 10 MINUTES AND 20 SECONDS. The pass/fail score for this test is based upon your completion of this test for the specified time period.

I have read this description of the Physical Ability Test and understand that the test involves physical activity which should be entered into by a person who is in fit condition. I am in suitable condition for this test.

Applicant's Signature
(Signed in the presence of a proctor)

Date

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



BACKGROUND INVESTIGATION INTRODUCTION

The Background Investigation begins with the completion of a Personal History Statement which requires compilation of extensive biographical information, fingerprinting, and an interview with a background investigator. If you meet the City's standards, a thorough background investigation will be conducted. It will include checks of employment, police, financial, education, and military records and interviews with family members, neighbors, supervisors, co-workers, and friends.

In this section, you will find information including:

- List of Required Documents
- Resource Directory of Required Documents
- Background Standards
- Instructions on completing the **Personal History Statement**
- Personal History Statement Frequently Asked Questions
- **Release and Waiver Form (NOTARY REQUIRED)**
- **Child Support Obligation Agreement**
- **Reimbursement of LAPD Police Academy Training Costs Agreement**

Along with the PHS, the forms bolded above are to be submitted during your Initial Background appointment. Begin gathering all required information listed in the PHS Instructions, and start thinking about your behavior in areas where you believe you may have issues. **Any error, even an inadvertent omission, can call your overall level of honesty into question, substantially delay your consideration, and/or compromise your chances of employment altogether. It is your responsibility to provide honest and complete answers to each question asked.**

On the day of the Initial Background appointment, you will turn in your completed Personal History Statement and the Release and Waiver. A background investigator will review the Personal History Statement and interview you about any issues noted. You will also be fingerprinted. If, based on the information obtained, it appears that you may meet the City's background standards, a thorough field investigation will be conducted. The field investigation includes checks of employment, police, financial, education, and military records and interviews with family members, neighbors, supervisors, co-workers, and friends. The investigation may take from 60 to 180 days to complete. You will be evaluated on your past behavior and the extent to which your behavior demonstrates positive traits that support your candidacy for an entry-level law enforcement position. The findings of the background investigation are valid for 12 months.

Honesty is the best policy. Everyone has done things they're not proud of, but the worst possible action is to try to cover it up.

Helpful Tips:

- Make a copy of your PHS before you begin to use as a rough draft as you collect information or as a back up in case you make a mistake.
- Type or print neatly using black ink when filling out your Personal History Statement (PHS).
- You must do the research necessary to provide accurate answers in every area. "I do not remember" is not an acceptable answer on your PHS.
- Make a copy of your completed PHS for your own records.
- Be well rested and have a good meal before you appear for your initial background appointment. Hunger and thirst can distract you.
- Dress business attire or in Military Class C Uniform
- Arrive at least 30 minutes prior to your scheduled initial background appointment time.
- For parking during regular business hours, there are 10-hour meters in the areas surrounding the Personnel Department (bring change). There are also paid parking lots within walking distance (Temple & Alameda) of the Personnel Building for a nominal fee.

It is in every candidate's best interest to be completely forthcoming and truthful during the background investigation process. Many candidates are disqualified during the background portion of the selection process as a result of dishonesty. These candidates purposely omit information they think will result in their removal from the selection process, when that may not have been the case. When this information is later discovered during the background investigation, the candidate is disqualified, but not necessarily for the behavior he or she failed to disclose. Rather, the candidate is disqualified for what the failure to provide complete, accurate, and honest information reveals about his or her character.

*** INCLUDED IN THIS BOOKLET IS A RELEASE AND WAIVER FORM NEEDED FOR YOUR INITIAL BACKGROUND. THE WAIVER NEEDS TO BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC. IF YOU RESIDE OUTSIDE THE STATE OF CALIFORNIA, YOU CAN GET THE WAIVER NOTARIZED IN YOUR HOMETOWN. PLEASE SUBMIT THE NOTARIZED WAIVER FORM WITH YOUR DOCUMENTS AT YOUR SCHEDULED INITIAL BACKGROUND.**

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



**CANDIDATE INFORMATION ON THE
BACKGROUND INVESTIGATION PROCESS**

Now that you have established your eligibility, you are being scheduled for a background investigation. You will be required to submit a variety of documents, fill out written questionnaires, and answer many personal questions about your past behaviors. It is to your advantage to give substantial thought to your answers before starting the background process - begin now to gather all required information and to think about your behavior in areas where you believe you may have issues. Any error, even an inadvertent omission, can call your overall level of honesty into question, substantially delay your consideration, and/or compromise your chances of employment altogether. It is your responsibility to provide honest and complete answers to each question asked.

Background Investigators will gather information regarding your past behaviors from a variety of sources. Information gathered is reviewed by Personnel Department Case Managers and members of the hiring department. These separate reviews ensure that every applicant receives both a quality investigation and an impartial evaluation of his/her record.

Based on the information you provide and information developed during the investigation, you may be asked to provide additional information and to clarify issues of concern. If serious background issues which compromise your eligibility for a position as a peace officer become evident, you will be removed from the selection process. Please remember that being removed from the selection process is not intended as a personal attack nor a comment on your fitness or suitability for other types of employment. Review of your background is focused on the likelihood of your success in performing the duties of a peace officer. You have been provided with a copy of the City of Los Angeles Public Safety Background Standards. We ask that you review the standards and critically assess your own background before deciding to continue in the process.

Specific instructions for the completion of your PHS are provided at:

(http://per.lacity.org/psb/lapd_pershhistory.htm)

Review them thoroughly before you begin to fill out the form. After you complete your PHS, you may wish to make a copy for your records. Your background investigator will retain the original documents.

LAW ENFORCEMENT CANDIDATE INFORMATION FOR INITIAL BACKGROUND REVIEW

LIST OF REQUIRED DOCUMENTS:

The following is a list of documents, which if applicable, you must obtain before appearing for your Initial Background Review. Since the documents may not be readily accessible to you and may take some time to obtain, it is best that you immediately begin the process of gathering them:

- Valid motor vehicle operator's license
- Social Security Card
- Certified Copy of your Birth Certificate
- High School Diploma or GED Test Score
- Certificate of Naturalization or accepted application for citizenship
- Proof of auto insurance for all vehicles that you operate

The following documents will not be needed until you are assigned a Background Investigator. However, you may wish to start assembling these documents as well:

- Sealed High School transcripts
- Sealed College transcripts (for all institutions attended, unless records were all transferred to one institution)
- Certified copy of marriage certificate(s)
- Military DD214
- Divorce decree(s)
- Selective Service Number (for Men)
- Bankruptcy records and/or proof of resolution of derogatory financial accounts
- Civil Suit Records
- DMV Driving Record(s) – H6 form (10 year history)
- Name change records
- Color passport-size photographs (4)
- Arrest Records*
- Academy certificate(s) and State law enforcement certificate(s) (only applies to POST-certified candidates)
- Specialized law enforcement training course certificate(s) (only applies to POST-certified candidates)

*All records related to any arrests or convictions (juvenile or adult), or other legal matters such as restraining orders, or child custody issues, including police reports, court papers, or similar documents.

DO NOT MAIL ANY OF THE ABOVE DOCUMENTS. They will only be reviewed at various stages during your background investigation.

WEBSITES:

<http://www.lacity.org/per/safety.htm>

<http://www.joinlapd.com> (LAPD)

<http://www.lapdonline.org/> (LAPD)

<http://lawa.org/police/default.cfm> (LAX)

http://www.portofla.org/about_portpolice.htm (PORT)

<http://www.lacity.org/GSD/security.htm> (GSD)

RESOURCE DIRECTORY OF REQUIRED DOCUMENTATION

DEPARTMENT OF MOTOR VEHICLES (DMV)

www.dmv.org

1-800-777-0133

Call the phone number above or go to the web site to locate the office nearest you. The closest office to this building is located at: 3615 South Hope Street, Los Angeles, CA 90007

SOCIAL SECURITY ADMINISTRATION

www.ssa.gov/

1-800-772-1213 7AM to 7PM

Call the phone number above or go to the web site to locate the office nearest you. The closest office to this building is located at: 2600 Wilshire Blvd, Suite 102, Los Angeles, CA 90057

INFORMATION FOR INITIAL BACKGROUND REVIEW

LOS ANGELES COUNTY RECORDER

http://lavote.net/recorder/birth_death.htm

Certificate Information.....(562) 462-2137

Birth, Death and Marriage Records Section – for birth and marriage certificates

P.O. Box 53120, Los Angeles, CA 90053-0120

Call the phone number above or go to the web site to locate the office nearest you. The closest office to this building is located at: 4716 East Cesar Chavez Avenue, Los Angeles, CA 90022-1210

LOS ANGELES COUNTY TRAFFIC COURT

www.lasuperiorcourt.org/traffic/

1945 South Hill Street, Los Angeles, CA 90007

(213) 744-4155

LOS ANGELES SUPERIOR COURT

www.lasuperiorcourt.org

(213) 974-5171 or (213) 974-5192

- Divorce Decree: Record information for divorce filings is available at the Superior Court where the divorce was filed.
- Criminal Conviction Record: Go to web site to obtain information on how to retrieve copies of records.
- Civil Suit Records: Go to web site to obtain information on how to retrieve copies of records.
- Name Change Records: Go to web site to obtain information on how to retrieve copies of records.

Call the phone number above or go to the web site to locate the office nearest you. The closest office to this building is located at: County Courthouse - 111 North Hill Street, Los Angeles, CA 90012

U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

www.uscis.gov/

1-800-870-3676

California residents seeking Naturalization status should send completed N-400 forms to the following address: USCIS California Service Center, Attention N-400 Unit P.O. Box 10400, Laguna Niguel, CA 92607-0400

GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE

www.acenet.edu/cill/ged/

Dr. Mark Fetler – gedoffic@cde.ca.gov

GED Administrator, State GED Office

California Department of Education

1430 N Street, Suite 5408, Sacramento, CA 95814

(916) 445-9405 or (800) 331-6316

LOS ANGELES UNIFIED SCHOOL DISTRICT, DIVISION of ADULT and CAREER EDUCATION

www.lausd.k12.ca.us (213) 241-3150 or (213) 745-5516

Please contact the California Department of Education or LAUSD to obtain copies of your GED transcript. If you attended school prior to 1995, please contact LAUSD Microfilm Unit at (213) 241-1080 or mail a request for high school transcripts to:

LAUSD, Microfilm Unit

P.O. Box 3307, 9th Floor, Beaudry

Los Angeles, CA 90051

SELECTIVE SERVICE - Registration Information Office

www.sss.gov

Selective Service System, Data Management Center

P.O. Box 94638

Palatine, IL 60094-4638

Phone: 847-688-6888

Go to the web site or contact by phone to register for Selective Service.

TRANSUNION

www.transunion.com

1-800-916-8800 Monday through Friday 8:30 AM to 4:30 PM

Consumer Solutions

P.O. Box 2000, Chester, PA 19022-2000

Go to the web site, contact by phone, or mail to the above address to dispute charges on your Transunion report.

INFORMATION FOR INITIAL BACKGROUND REVIEW

CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING (POST)

www.post.ca.gov

(916) 227-3909

Commission on POST

1601 Alhambra Boulevard, Sacramento, CA 95816-7083

Go to the web site or contact by phone to get information regarding your POST records or to obtain POST requirements.

LOS ANGELES POLICE DEPARTMENT (LAPD)

www.lapdonline.org

(213) 486-8300

LAPD, R&I Division

100 West 1st Street, P-1

Los Angeles, CA 90012 (in person between 9:00 a.m. and 4:00 p.m. Monday through Friday)

ATTN: Watch Commander

P.O. Box 30158

Los Angeles, CA 90030 (by mail)

LOS ANGELES SHERIFF DEPARTMENT (LASD)

www.lasd.org

(562) 465-7825

LASD, Records and Identification Division

12440 E. Imperial Highway, Suite 400 West

Norwalk, CA 90650 (in person between 8:30 a.m. and 4:00 p.m. Monday through Thursday)

Go to web site or contact by phone to get information regarding your arrest records. If you have been arrested in multiple jurisdictions, it is recommended that you request your criminal history records from the California Department of Justice (DOJ) instead of requesting arrest summaries from multiple localities. For recorded DOJ arrest summary information, call 916-227-3822.

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



PUBLIC SAFETY POSITIONS - BACKGROUND STANDARDS

The Background Standards for public safety positions in the City of Los Angeles reflect the very high standards demanded of candidates for public safety job classifications and safety sensitive positions within City service. They are designed to identify the kinds of behaviors which are required of public safety officers serving the citizens of the City of Los Angeles. Each candidate's past choices, judgements, and behaviors will be compared to these demanding standards. Candidates who fall short of demonstrating consistently sound decision making, maturity, and responsible past behaviors in each of these areas will not be further considered for employment in these critical positions.

Each Standard represents an area that is essential for success in public safety employment. The City identifies and selects only those individuals with the highest chance of success in their training and in continuing employment in these critical positions. These are highly competitive examinations, with many more candidates than there are positions available in City service. Candidates who are disqualified from employment in these critical positions are asked to remember the highly competitive nature of these examinations and the demanding criteria described below. In each category, some examples of potentially disqualifying behavior are identified. These examples are designed to give candidates a sense of what behavior will be judged as inappropriate, and are not designed to be an all-inclusive listing of disqualifying behavior. **Candidates are asked to critically assess their own background in light of these Standards before beginning the examination process.**

THE STANDARDS

INTERPERSONAL SKILLS, SENSITIVITY, AND RESPECT FOR OTHERS

Public safety officers must be able to draw on extraordinary levels of tact and diplomacy to achieve their goals while dealing with the diverse population of the City of Los Angeles. They must be able to use advice, appropriate warnings and persuasion to engender cooperation from the public. Additionally, they must be able to work effectively either as an individual or as a member of a larger team. Each candidate shall demonstrate an understanding of the skills necessary to deal effectively with others in a cooperative and courteous manner. Desired behaviors may include, but are not limited to:

- Understanding the impact of words and behavior on others, and modifying one's own behavior, comments, or course of action accordingly
- Concern for the feelings and perspectives of others
- Demonstration of impartiality in dealing with issues of age, gender, sexual orientation, race or ethnicity, religion, and cultural diversity
- Use of tact and diplomacy to achieve goals, resolve disputes, and to diffuse or deescalate conflict
- Ability to work effectively as a member of a team, making appropriate contributions and recognizing the achievements of others

PUBLIC SAFETY POSITIONS - BACKGROUND STANDARDS

Examples of Potentially Disqualifying Evidence -- Incidents of domestic violence; use of verbal or physical abuse or violence toward others indicating a lack of self-control; inability to get along with others in work or personal life; failure to listen effectively; use of derogatory stereotypes in jokes or daily language; making rude and/or condescending remarks to or about others; use of physical force to resolve disputes; demonstrated overreaction to criticism; inability to work effectively as a "team player"; disruptive/challenging to authority; use of harassment, threats, or intimidation to gain an advantage.

DECISION MAKING AND JUDGEMENT

Public safety officers must possess extraordinarily good sense and must demonstrate through their past behavior that they can analyze a situation quickly, make sound and responsible decisions, and take appropriate action. Desired behaviors may include, but are not limited to the ability to:

- Critically analyze options and determine an appropriate course of action in a given situation
- Act assertively and without hesitation, but without overreacting
- Make quick, responsible decisions under pressure
- Persuade others to own point of view or to desired course of action
- Know when to make an exception; exercise appropriate discretion
- Prioritize competing demands
- Simultaneously and appropriately address multiple tasks
- Make appropriate choices without constant supervision or detailed instructions
- Creatively develop innovative solutions to problems

Examples of Potentially Disqualifying Evidence – making poor choices given known circumstances; indecision when options are not clear-cut; failure to take action when appropriate or demonstrating insecurity about making a decision; behavior indicating poor judgement or failure to consider appropriate options; failure to learn from past mistakes; inability or unwillingness to modify a position; rigid adherence to rules without consideration of alternative information; failure to see or consider all options; succumbing to peer pressure.

MATURITY AND DISCIPLINE

Public safety officers must present a background which demonstrates maturity and readiness for such employment. Their past choices must be free from behavior inappropriate to the position being sought. A significant degree of personal discipline must be displayed to ensure that candidates can consistently refrain from taking actions which may be detrimental to their own health and well-being or the health and well-being of others. They must be able to maintain their composure and stay in control during critical situations, maintain a positive attitude, and accept constructive criticism without becoming defensive. Desired behaviors may include, but are not limited to the ability to:

- Refraining from engaging in conduct which, by its very nature, would reflect poorly on the City and limit a public safety officer's ability to do his or her job effectively
- Adhering to legal and societal constraints and requirements of conduct
- Considering the consequences prior to taking an action
- Accepting responsibility for past actions and mistakes
- Taking proper precautions and avoid unnecessarily risky behavior
- Using constructive criticism to improve performance
- Working well in unstructured situations with minimal supervision

PUBLIC SAFETY POSITIONS - BACKGROUND STANDARDS

Examples of Potentially Disqualifying Evidence – use of illegal drugs; abuse of alcohol or prescription medications; failure to follow all laws and common rules of conduct; associating with individuals who break the law; being argumentative, defensive, or blaming others (or circumstances) for mistakes made; past behavior which indicates a tendency to resort to use of force to gain objectives; overbearing in approach to resolving problems; unnecessarily confrontational taking unnecessary personal risks; placing others at risk through one’s own actions; reacting childishly or with anger to criticism or disappointment.

HONESTY, INTEGRITY AND PERSONAL ETHICS

Public safety officers are required to demonstrate the highest possible personal integrity through their honesty and ethical conduct. They must be able to maintain high standards of personal conduct, abide by the law, and demonstrate attributes such as truthfulness and fairness in relationships with others. Each candidate must demonstrate a willingness to work within “the system”. Examples of behaviors which meet this standard include, but are not limited to:

- Being truthful in dealings with others
- Fully cooperating and being completely forthcoming during the pre-employment selection process
- Admitting and understanding past mistakes
- Refraining from using employment or a position of authority for personal gain
- Refraining from “bending” rules or otherwise trying to “beat the system”
- Accepting responsibility for one’s own actions

Examples of Potentially Disqualifying Evidence – makes false and/or misleading statements or intentionally omits relevant information; purposefully withholds information; minimizes past mistakes or errors; blames others/makes excuses for mistakes; attempts to induce others to give false information; “bends” the rules or uses a position of authority for personal gain; refuses to accept responsibility for improper actions; condones the unethical behavior of others through silence; engages in illegal or immoral activities of such a nature that would be offensive to contemporary community standards of propriety; theft; fraud.

SETTING AND ACHIEVING GOALS

Public safety officers are required to demonstrate the ability to set and achieve personal and professional goals. Candidates for public safety positions can best position themselves for positive consideration through continuing achievement in the workplace, educational environment, volunteer activities and/or community involvement. Each candidate must demonstrate initiative and the ability to follow through on all commitments without constant supervision and detailed instruction. Candidates have the opportunity to demonstrate their ability to set and achieve goals, their ability to work in a diligent, reliable, and conscientious manner in accordance with specific rules and policies, and their readiness for, and commitment to, public service through the following:

- Advancement in the workplace through promotion or increased responsibilities
- Completing work as required and on schedule
- Meeting high standards for punctuality and attendance
- Meeting family obligations
- Educational achievement
- Involvement in volunteer or community improvement activities
- Easily meeting unpredictable or unexpected challenges

PUBLIC SAFETY POSITIONS - BACKGROUND STANDARDS

Examples of potentially disqualifying evidence -- failure to meet commitments to work, school, family, volunteer or community activities.

RECORD CHECKS

Candidates for public safety positions are held to exacting standards of behavior throughout all aspects of their lives. Candidates can expect specific inquiry to be made into their past behavior regarding:

- The exercise of fiscal responsibility and acceptance of responsibility for financial obligations
- Employing safe driving practices
- Maintaining stable employment
- Obeying laws, rules, regulations, and orders
- Military accomplishments

Examples of potentially disqualifying evidence -- past due accounts, discharged debts, late payments, collection accounts, civil judgements and/or bankruptcy; failure to exercise fiscal responsibility commensurate with income; failure to follow all traffic laws; numerous moving and non-moving violations; at fault traffic accidents; terminations or suspensions from work; reprimands or counseling for poor work performance (including Military service); failure to meet obligations (for example, auto insurance, auto registration, selective service registration, IRS requirements, child support obligations, etc.); law enforcement contacts, arrests, and convictions (as appropriate); other than Honorable discharge from the military.

INSTRUCTIONS FOR COMPLETING PERSONAL HISTORY STATEMENT

The next step in the examination process for law enforcement employment is the completion of your background investigation.

http://per.lacity.org/psb/phs_interactive.pdf

1. You must fill out the PHS before you appear for your initial background appointment. Do not leave blank spaces in any section.
2. **Type or print neatly** using black ink.
3. You must do the research necessary to provide accurate answers in every area. "I do not remember" is not an acceptable answer.
4. If an area of questioning does not apply to you, write "Does not apply" or "Not applicable" in the space provided.
5. After you complete your PHS, you may wish to make a copy for your records. Your background investigator will retain the original documents.
6. The instruction sheet of the PHS list specific documents that you will need to provide during your initial background appointment, and subsequently to your Background Investigator, should you progress in the background investigation process. Begin now to gather these documents. You will need to provide both the original and a photocopy of each document that pertains to you. Documents on this list must be submitted to your background investigator once you progress in the background investigation process. Any significant delay in obtaining these documents will delay your consideration for employment.
7. Appear at least 30 minutes prior to your scheduled initial background appointment time. The initial background may last up to three hours without any scheduled breaks in between. It is therefore recommended that you be well rested and have a good meal before your scheduled appointment. For parking during regular business hours, there are 10-hour meters in the surrounding areas of the building (bring change) and also parking lots within a couple of blocks of the Personnel Building available for a nominal fee. The recommended attire is business attire.
8. Report directly to Room B-22 in the Personnel Building at 700 East Temple Street. You do not need to check in at Room 150.

IF YOU ARE UNABLE TO KEEP YOUR SCHEDULED INITIAL BACKGROUND APPOINTMENT FOR ANY REASON, PLEASE CALL (213) 473-9060 TO CANCEL AND/OR RESCHEDULE YOUR APPOINTMENT.

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



FREQUENTLY ASKED QUESTIONS
PERSONAL HISTORY STATEMENT

The information listed below is presented to assist you in completing your Personal History Statement (PHS) package. While not all-inclusive, the information does address the most frequently asked questions about the PHS, which follows the last page of these FAQ's. The headings and page numbers listed after each heading, correspond to the headings and page number(s) on the PHS form. You should print this document, along with the PHS, and have it available as you complete the PHS.

SECTION 2: RELATIVES AND REFERENCES (Page 2 through 6)

I have not seen or had personal contact with my dad/mom/brother/sister/other for 15 years.

What should I do?

It is important that your background investigation include contact with your adult family members. Please make every effort to get contact information for all required family members. Other family members are often the best source of such information.

I am divorced and have no idea where my former spouse is living/working. What should I do?

Please make every effort to provide your investigator with contact information. Family members, including former in-laws, are often the best sources for this information. For certified copies of Los Angeles County marriage certificates, contact http://lavote.net/recorder/birth_death.htm. There are several Internet sites that might be helpful (<http://whitepages.com>, <http://yellowpages.com>, and search engines such as Google and Yahoo may also be helpful. Final divorce decrees are also required, and they can be obtained from the county where the divorce was granted.

I don't know the phone/addresses of some of my references. What should I do?

It is important that you provide this information. Family members, other friends or work associates, or employment records may be helpful. You may also want to make Internet inquiries for this information.

SECTION 3: EDUCATION (Page 6 through 8)

I do not meet the minimum education requirement. What should I do?

If you need to obtain your General Education Development certificate, you should contact The GED Testing Service at <http://www.cde.ca.gov/re/sd/>, or www.acenet.edu .

You may also satisfy the minimum education requirement if you hold a college degree from a recognized college or university. To see if your institution is certified, check with the Western States Association of Schools and Colleges at www.acswasc.org .

FREQUENTLY ASKED QUESTIONS

PERSONAL HISTORY STATEMENT

SECTION 4: RESIDENCE HISTORY (Page 8 through 10)

I don't remember some of my addresses. What should I do?

I don't remember the names/contacts of my landlords. What should I do?

I don't remember some of the dates of my residency periods. What should I do?

These sources of information are vital for a complete background investigation. Family members, old tax records, and current or former employers (find old employment applications that required residence information, etc.) are your best sources. Official documents (wedding/birth/divorce) from those time periods often required residence information. Also, legal documents (police/arrest/court) reports are often good sources.

NOTE RE: QUESTION 24. LIST OF HOUSEMATES (Page 9 to 10): You are NOT required to list the nature of the relationship with your housemate. Answering that portion of the question is voluntary.

SECTION 5: EXPERIENCE AND EMPLOYMENT (Page 11 through 17)

Yes. Your background investigation will be very detailed and your investigator is required to investigate your entire employment history. If you do not provide the information, your background could be delayed.

Do I really have to list every job I have had?

I don't remember all of the jobs I have held. What do I do?

Please make every effort to locate the requested information. You might use old tax records, old personal telephone records, information from friends or relatives, etc. There are also several Internet sites that might be of assistance, including the Social Security Administration (<http://www.socialsecurity.gov/online/ssa-7050.pdf>).

I don't remember all of my supervisors and co-workers. What do I do?

Please provide as much information as you can. You might consider contacting your former employers directly or referring to any paperwork (employee evaluations or write-ups) you have from that employment.

I don't remember the dates of all of my unemployment periods. What should I do?

Please refer to your old tax records or unemployment benefit documents. If you received unemployment benefits in California, you may contact <http://www.edd.ca.gov/> for assistance.

SECTION 6: MILITARY EXPERIENCE (Page 17 to 18)

I did not register with the Selective Service System. What should I do?

If you are over the age of 25 and were required to register, please be prepared to discuss with your background investigator your failure to register. If you are under the age of 26, please contact the Selective Service Administration at www.sss.gov/.

I served in the military, but I do not have my Form DD214 reporting my military service. What should I do?

You will be required to provide a copy of your Form DD214 (Page 4, Long Form) before your background investigation can be completed. You can learn about obtaining a free copy of your Form DD214 at www.archives.gov/veterans/military-service-records/get-service-records.

SECTION 7: FINANCIAL (Page 18)

I don't remember all of my problem credit accounts. What should I do?

The City uses the Trans Union Credit Reporting Corporation. You can obtain a copy of your credit report from Trans Union at <http://www.transunion.com/> .Under some circumstances, this copy is free of charge.

Be prepared to discuss your financial problems and provide copies of any documents related to a bankruptcy, including final discharge.

Some of my debts really belong to my former spouse what should I do?

I have a bankruptcy. Will this disqualify me from becoming a police officer?

I am in bankruptcy right now. Should I withdraw from the process?

A bankruptcy will not automatically result in a disqualification, and each candidate will be evaluated based on their own unique circumstances.

SECTION 8: LEGAL (Page 19 through 23)

Do I have to list all criminal conviction information, even from when I was a juvenile?

Yes. You must provide all of the relevant information, including copies of all related documents. Most counties provide Internet access to such information. For Los Angeles County court information, you should start with www.lasuperiorcourt.org.

SECTION 9: MOTOR VEHICLE INFORMATION (Page 24 to 25)

I don't remember all of my citations/accidents. What should I do?

You may want to contact the concerned department of motor vehicles (most states have Internet sites). Your background investigation will include checks with other states' DMV offices. For California information, contact DMV at www.dmv.ca.gov .

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



RELEASE AND WAIVER (NOTARY REQUIRED)

TO WHOM IT MAY CONCERN

Having made application for employment with the City of Los Angeles ("City"), I hereby authorize for one year from the date of execution hereof, any authorized representative of the City bearing this release, or a copy of it, to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations and disciplinary records, including any files which are deemed to be confidential and/or sealed. I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, and police reports.

I hereby direct you to release this information upon request of the bearer. I further authorize the City to make photographic copies of these records. This release is executed with full knowledge and understanding that the information is for the official use of the City of Los Angeles.

I hereby grant consent for the City to furnish the information described above to third parties including, but not limited to appropriate law enforcement agencies or authorities, in the course of fulfilling its official responsibilities.

I hereby acknowledge and agree that I waive any right or opportunity to read or review any of the information provided in response to this investigation. I also waive any right or opportunity to read or review any background investigation report prepared by the City.

I hereby acknowledge and agree that if I am hired, information provided in response to this investigation and all related reports prepared by the City (collectively "background investigation files") will remain confidential and will not become part of my "personnel file" for purposes of the Peace Officers' Procedural Bill of Rights (Cal. Gov't Code section 3300 et. seq).

I also acknowledge and agree that if I seek employment with a different law enforcement agency (either within the City or outside), my background investigation files will be disclosed to that agency for the limited purpose of determining my eligibility for employment as a peace officer under California Government Code Section 1031. I further acknowledge and agree that if my background investigation files are disclosed to a prospective employer solely for such limited purpose, the files will remain confidential and will not become part of my personnel file. I further agree that in the event these materials are provided to another agency pursuant to this paragraph, that I waive any right to see such materials (or any summaries thereof) in that agency's possession regardless of how that agency treats such documents internally.

I hereby release you, as my employer, former employer, prospective employer, or representative thereof and any police agency, school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, or retail business establishment including any of their officers, employees, or related personnel, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, or my assigns because of compliance with this authorization and request to release information, or any attempt to comply with it.

If further information regarding this request is needed, please call the Background Investigation Division of the Public Safety Bureau, Personnel Department at (213) 473-0100.

FULL NAME: _____ (Signature) SSN: _____

FULL NAME: _____ (Print Name) DATE: _____

CURRENT ADDRESS: _____

PHONE NUMBER: Day () _____ Evening: () _____

CONFIDENTIALITY OF STATEMENTS MADE BY PRIOR EMPLOYERS TO BACKGROUND INVESTIGATORS

Statements made by a former employer obtained during a background investigation of a police officer applicant by a law enforcement agency are absolutely privileged and, therefore, cannot give rise to a claim of slander. O'Shea v. General Telephone Co. (1987) 193 Cal. App. 3d 1040, 1048.

California Government Code, Section 1031, subdivision (d) provides that each class of public officer or employees declared by law to be peace officers shall meet all of the following minimum standards: "Be of good moral character, as determined by a thorough background investigation..." Id. (Emphasis added). As such, the O'Shea Court pointed out that inquiries and responses are protected by Civil Code section 47, former subdivision (2), the predecessor to the current Civil Code section 47, subdivision (b). Id. (citing Williams v. Taylor (1982) 129 Cal. App. 3d 745, 753-754, Imig v. Ferrar (1977) 70 Cal. App. 3d 48, 54).

Concluding its opinion, the O'Shea Court stated that, "As a matter of law, there is an absolute privilege, and in fact a duty, for citizens to communicate openly and freely with an investigation officer seeking background information on a candidate for employment with a public law enforcement agency. The privilege under these circumstances is a necessary element of the need for law enforcement to hire persons who are qualified to protect the public". Id at 1048-49.

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A Notary Public, or other officer completing this certificate, verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____, before me, _____ personally appeared
Date Name and Title of the Officer (e.g., "Jane Doe, Notary Public")

Name(s) of Signer(s)

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(Notary Seal)

THIS RELEASE AND WAIVER IS VALID FOR A PERIOD OF ONE CALENDAR YEAR FROM THE DATE OF EXECUTION

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



CHILD SUPPORT OBLIGATION

On February 13, 1999, Los Angeles City Ordinance No. 172401 (Los Angeles Administrative Code Section 10310) went into effect. This ordinance requires that all applicants for employment with the City of Los Angeles acknowledge their responsibility to comply with any court-ordered child support obligations. It also requires that all applicants for employment with the City of Los Angeles be advised that the City assists the efforts of the Los Angeles County District Attorney to enforce court-ordered child support obligations by reporting to the District Attorney the names of all employees and retirees. The District Attorney uses this report to identify those employees and retirees subject to Wage and Earnings Assignment Orders and Notices of Assignment and may establish court orders for support, where appropriate. The City provides the names of employees and retirees annually, but will provide the information on a more frequent basis should the District Attorney so request.

On the back of this sheet is an Acknowledgment of Child Support Obligations form. Applicants are to submit their signed Acknowledgement of Child Support Obligations form to the Background Investigation Division of the Personnel Department, at the time of their initial background review.

If you have any questions regarding the Ordinance, you may contact (213) 473-9060.

CHILD SUPPORT OBLIGATION

CITY OF LOS ANGELES

ACKNOWLEDGEMENT OF CHILD SUPPORT OBLIGATIONS

As an applicant for employment with the City of Los Angeles, I, _____, hereby acknowledge my responsibility to comply with any court-ordered child support obligations. I also understand that, should I accept an offer of employment with the City of Los Angeles, my name and any other pertinent information requested will be provided to the Los Angeles County District Attorney, along with the names of all other City employees and retirees, to assist the District Attorney's child support enforcement activities.

Signature

Date

CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



**REIMBURSEMENT OF POLICE ACADEMY
TRAINING COSTS**

To All Police Officer (LAPD) and Police Specialist Candidates Only:

On March 29, 1997, Los Angeles City Ordinance No. 171522 [Los Angeles Administrative Code 4.1700] went into effect, requiring that the costs of Police Academy training be subject to reimbursement by a Police Officer or Police Specialist, on a pro-rated basis, payable to the City of Los Angeles, if the Officer leaves the employment of the Los Angeles Police Department within sixty months of completing Academy training and, within one year of leaving the employ of the Los Angeles Police Department, accepts a position with any other law enforcement agency. The Los Angeles City Council found it necessary to institute this ordinance to address the monetary loss which the City incurs when a Police Officer or Police Specialist leaves employment with the Los Angeles Police Department soon after completion of Academy training to work for another law enforcement agency.

Attached to this memoranda are the following three documents: Acknowledgement of Los Angeles Police Department's Intent to Seek Reimbursement Costs of Basic and Lateral Training and Agreement to Repay Pro-Rated Costs of Training; Schedule of Repayment and Reimbursement for Training Costs; and a copy of Ordinance No. 171522. The Schedule of Repayment and Reimbursement for Training Costs reflects the training costs at the time you receive this document. Prior to appointment to an Academy Class, you will be advised of current Academy training and reimbursement costs.

It is important that you take the time to read these documents. As stated in the Acknowledgment and Agreement Form, you are being provided with at least seven calendar days to review these materials prior to signing that form. The requirement to reimburse the City of Los Angeles for training costs, on a pro-rated basis, is considered a term and condition of employment. If you have any questions regarding the Ordinance, you may call (213) 473-9060.

REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS

ORDINANCE NO. 171522

An Ordinance amending Section 4.1700 of the Los Angeles Administrative Code to require that the costs of Police Academy training be subject to reimbursement by a Police Officer or Police Specialist, on a pro-rated basis, payable to the City of Los Angeles, if the officer leaves the employment of the Los Angeles Police Department within sixty months of completing Academy training and, within one year of leaving the employ of the Los Angeles Police Department, accepts a position with any other law enforcement agency.

THE PEOPLE OF THE CITY OF LOS ANGELES DO ORDAIN AS FOLLOWS:

Section 1. Chapter 17. Section 4.1700 of the Los Angeles Administrative Code is hereby amended to read as follows:

REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS

Sec. 4.1700

(a) Requirements For Employment for Police Officer Candidates.

1. Any Police Officer of the Los Angeles Police Department who receives basic recruit training and any Police Specialist who receives lateral training at the Los Angeles Police Department Police Academy shall reimburse the Police Department for the estimated costs for that training should he/she voluntarily leave the Department before having served sixty continuous months following successful completion of such training and, within a year thereof, become employed by another law enforcement agency.

2. Upon application to the Los Angeles Police Department for a position as a Police Officer or Police Specialist, an applicant shall sign a written agreement stating that he/she intends to maintain employment with the Los Angeles Police Department for at least sixty continuous months, commencing with the date of successful completion of the Police Academy training. The agreement will also provide that should the applicant voluntarily leave the Police Department before the end of the sixty months, and within the following year accept employment at another law enforcement agency, he/she will notify the Police Department in writing with ten days of such acceptance. The agreement will further require any officer who leaves the Police Department with sixty months after successful completion of training and who becomes employed by another law enforcement agency within a year thereafter to reimburse the Police Department for the direct and indirect costs of the training he/she received while at the Police Academy.

3. The applicant will be given a copy of this Section and of the agreement with a reimbursement schedule attached to it. He/she should review the documents and consult with an attorney, if necessary. The applicant will then be required to acknowledge his/her understanding of the terms of this Section and of the reimbursement agreement and further knowledge that he/she is subject to them. The original will be retained in the Personnel Department file under the name of the applicant.

4. Neither the provisions of this Section nor the provisions of the agreement shall apply to a Police Officer or Police Specialist who has been rejected on probation or otherwise terminated from employment with the Los Angeles Police Department.

(b) Police Commission May Modify Amount of Reimbursement.

If a Police Officer or Police Specialist subject to the terms of this Section resigns from the Los Angeles Police Department within the sixty month period, as described above, and begins employment with another law enforcement agency within one year thereafter, the Police Officer or Police Specialist will be required to reimburse the City of Los Angeles for the

REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS

estimated direct and indirect costs related to the Police Academy training on a pro-rated basis according to the amount of time the Police Officer or Police Specialist was employed in that classification by the Police Department. The Costs of the Academy training will be determined on an annual basis by the Board of Police Commissioners and may be modified more frequently, if necessary, to reflect changes in training costs.

(c) Legal Costs and Attorneys Fees.

In the event the Police Department incurs any fees or costs in an effort to collect money owed by a Police Officer or Police Specialist pursuant to this Section, the former employee shall pay such costs, including, but not limited to, legal interest on the amount of reimbursement funds due, in addition to the portion of the reimbursement obligation then due.

(d) Grievance and Arbitration Not Available

Any question as to the interpretation of this Section, or relating to payment made or due under this Section or under the reimbursement agreement, shall not be subject to either a grievance or an arbitration under any Memorandum of Understanding applicable to the affected Police Officer or Police Specialist.

(e) No Modification of Any Other Terms of Employment.

The provisions of this Section shall in no way modify any other terms and conditions of employment, and all such pre-existing terms and conditions of employment shall remain unchanged. All Civil Service and Los Angeles Police Department rules, regulations, and Memoranda of Understanding that relate to Los Angeles Department sworn personnel remain in full force and effect. The provisions of this Section in no way alter, amend, or have any effect upon the authority of the Los Angeles Police Department to invoke disciplinary action.

(f) No Rights Created

This section in no way guarantees any right of continued employment to any Police Officer, Police Specialist or recruit. Nor does this Section create a property right in any affected Police Officer, Police Specialist or recruit.

Sec. 2. If any subsection, sentence, clause, phrase or portion of this Ordinance, is for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council of the City of Los Angeles hereby declares that it would have adopted this Ordinance and each subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS

SCHEDULE OF REPAYMENT AND REIMBURSEMENT FOR TRAINING COSTS

MONTH/YEAR OF TRAINING CLASS GRADUATION DATE: ____/____

This schedule of recruit training costs reimbursement applies to all recruits entering into the Police Academy .

An Officer will be given credit for each full calendar month of service following the month of his/her class's graduation, and will be required to pay for each month less than the required 60 months post-graduation. For the purposes of this schedule of repayment, the repayment is calculated by full month or portions thereof, and there is no modification or "rounding" of months. A month is calculated as a full month, regardless of what day of the month the officer leaves the employ of the Police Department.

Months of Service	Amount Due
1	\$60,000
2	\$59,000
3	\$58,000
4	\$57,000
5	\$56,000
6	\$55,000
7	\$54,000
8	\$53,000
9	\$52,000
10	\$51,000
11	\$50,000
12	\$49,000
13	\$48,000
14	\$47,000
15	\$46,000
16	\$45,000
17	\$44,000
18	\$43,000
19	\$42,000
20	\$41,000
21	\$40,000
22	\$39,000
23	\$38,000
24	\$37,000
25	\$36,000
26	\$35,000
27	\$34,000
28	\$33,000
29	\$32,000
30	\$31,000

REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS

Months of Service	Amount Due
31	\$30,000
32	\$29,000
33	\$28,000
34	\$27,000
35	\$26,000
36	\$25,000
37	\$24,000
38	\$23,000
39	\$22,000
40	\$21,000
41	\$20,000
42	\$19,000
43	\$18,000
44	\$17,000
45	\$16,000
46	\$15,000
47	\$14,000
48	\$13,000
49	\$12,000
50	\$11,000
51	\$10,000
52	\$9,000
53	\$8,000
54	\$7,000
55	\$6,000
56	\$5,000
57	\$4,000
58	\$3,000
59	\$2,000
60	\$1,000

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REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS (LAPD CANDIDATES ONLY)

ACKNOWLEDGE OF LOS ANGELES POLICE DEPARTMENT'S INTENT TO SEEK REIMBURSEMENT OF COSTS OF BASIC AND LATERAL TRAINING AND AGREEMENT TO REPAY PRO-RATED COSTS OF TRAINING

I, _____, an applicant for employment as a Police Officer or Police Specialist with the Los Angeles Police Department, on (date) _____, acknowledge that the Los Angeles Police Department desire and intends to hire only Police Officer Recruits and Police Specialists who agree to remain employed with the Los Angeles Police Department for a minimum of 60 months, calculated from the calendar month in which the officer successfully completes his/her training at the Police Academy. I further acknowledge that I have been given a copy of Los Angeles Administrative Code 4.1700, have read it, and understand that I will be subject to all of its terms, including the requirement for reimbursement of the costs of my Police Academy training if I leave the employ of the Los Angeles Police Department prior to the completion of 60 months of service, calculated from the calendar month in which I successfully complete my Academy training, and accept employment with another law enforcement agency within one year thereof.

If I am hired as a Los Angeles Police Officer or Police Specialist with the Los Angeles Police Department:

1. I hereby agree to remain in the employ of the Los Angeles Police Department for a minimum of 60 months, commencing from the month in which I successfully complete my Academy training, and to not leave and accept employment with another law enforcement agency within one year of leaving the Los Angeles Police Department. I understand that I am not bound by this agreement should I be rejected on probation, discharged, required to terminate employment due to a disabling injury or illness, or given the option to resign in lieu of discharge.
2. I agree that if I resign from the Los Angeles Police Department within 60 months from successful completion of Academy training and accept a position with another law enforcement agency within one year thereof, I will give written notice of this fact to the Chief of Police within 10 days of my accepting employment.
3. I agree that if I resign from the Los Angeles Police Department within 60 months from successful completion of Academy training and accept a position with another law enforcement agency within one year thereof, I will reimburse the City of Los Angeles for the pro-rated costs related to my Police Academy training. I have received a Schedule of Reimbursement for Training Costs applicable to the costs of the training I am to receive, and hereby agree to be bound by this Schedule. I understand that the pro-rated costs of training will be paid to the Los Angeles Police Department, within six (6) months of my accepting employment with another law enforcement agency, unless the exclusive option of the Police Department, a payment schedule is agreed upon.
4. I further agree that should it become necessary for the City of Los Angeles to institute legal action in order to collect the pro-rated training costs which are due, I will pay all costs of such litigation, including, but not limited to, attorney fees incurred by the Los Angeles Police Department and the City of Los Angeles, as well as interest allowed at the legal rate on the amount of training costs owed by me.
5. I acknowledge that no other terms and conditions of my employment other than those expressly covered by Los Angeles Administrative Code 4.1700 are affected by the Code section or this Acknowledgement and Agreement and that neither the Code section nor this Acknowledgement and Agreement guarantees me any right of continued employment.

REIMBURSEMENT OF POLICE ACADEMY TRAINING COSTS

6. I have been provided a copy of this Acknowledgement and Agreement, a copy of Los Angeles Administrative Code 4.1700, and a Schedule of Reimbursement for Training Costs, and have been advised by a representative of the City of Los Angeles that I may consult with an advisor or attorney before signing this document.

7. I have read and fully understand the terms and conditions of this Acknowledgement and Agreement, and I agree to each and every term and condition contained herein.

Print Name

Signature

Social Security Number

Date

Serial No.

(To be provided after the applicant becomes
an employee, for filing purposes.)

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CITY OF LOS ANGELES
LAW ENFORCEMENT EMPLOYMENT



POLYGRAPH & DEPARTMENT INTERVIEW INTRODUCTION

The Polygraph examination is conducted to confirm information obtained during your initial background review. For some, this is the most frightening part of the examination. Relax, be yourself, and tell the truth.

Helpful Tips:

- You must have had at least 6 hours of sleep the night before your exam. Eight is better!
- If it takes you over one hour to drive to Los Angeles, please consider coming into the City the day before your appointment and staying at a local hotel or arriving well ahead of your appointment. You must be well rested for your exam.
- Have a good meal. Hunger and thirst can distract you.
- Dress comfortably. Wear a short-sleeved, polo style shirt/blouse. (Business Casual)
Do not wear a suit, tie, long sleeves, jeans, or high heels.
- Do not park at Erwin Piper Technology Center (Piper Tech). You may park across the street (one block North) at Patsaouras Gateway Transit Center. A fee is required to park in this area.
- Due to limited space, please do not bring large items with you to the exam.
- Do not take the polygraph test if you are ill.
- Remember to relax and be honest. Do not take steps to “help” yourself pass or attempt to beat the polygraph. Listen only to the examiner’s instructions at the time of your polygraph.

The Department Interview will be conducted by a panel to assess your personal accomplishment, job motivation, continuous learning orientation, instrumentality, interpersonal skills, and oral communication skills. **As of January 2010, candidates (LAPD only) are required to submit their Fitness Logs as part of the Department Interview, as it will be considered in your evaluation. Only those candidates who are selected during this part of the process will move forward in the selection process.**

If you fail, you may retake the interview after 3 months. If you subsequently attend an Oral Prep Seminar, you will not be required to wait 3 months for another interview.

Visit the hiring department’s website listed at the bottom of the first page of this booklet for any available Oral Prep Seminars.

CITY OF LOS ANGELES

LAW ENFORCEMENT EMPLOYMENT



MEDICAL AND PSYCHOLOGICAL ASSESSMENT

The medical examination and written psychological tests may be administered on the same day and require approximately five to six hours to complete. Candidates must be in excellent physical, emotional, and mental health with no conditions that restrict the ability to safely perform the essential functions of the police officer job. Good physical condition is necessary as training in the Academy is rigorous. Failure to be in excellent physical condition may delay or disrupt training and result in a dismissal from the Academy.

Medical Evaluation

A City physician performs a thorough medical evaluation. It is essential for candidates to be in excellent health, with no medical conditions that restrict the ability to safely perform the essential functions of the police officer job. A cardiac stress test or a treadmill may be performed as part of the medical evaluation.

If you have received prior treatment or a major injury, request copies of your medical records from your doctor in advance of your appointment and bring your records with you to the examination. Failure to provide medical records and the subsequent wait to receive records may significantly delay your progress in the selection process.

Body Fat

Each candidate will have their percent of body fat determined during the medical evaluation process. A candidate must not exceed the current body fat percentage standard. The current standard is: Female 30% and Male 22%.

Vision

Vision must be at least 20/30 in each eye with the following exceptions. If glasses are worn, vision must be at least 20/30 in each eye while wearing the glasses and uncorrected distance vision must not exceed 20/70 in either eye and the better eye must be at least 20/40. If soft contact lenses are worn, they must have been worn for at least three months and vision must be at least 20/30 in each eye tested with the contacts in. If a LASIK procedure (refractive surgery) was performed, vision must be at least 20/30 in each eye. In addition, candidates must be able to accurately and quickly name colors, and must be free from other visual impairments that would restrict the ability to perform law enforcement duties.

Hearing

Candidates must be able to understand speech in noisy areas, understand whispered speech, and localize sounds. Specialized testing methods are used to determine hearing capability. Although hearing aid use is not automatically disqualifying, additional specialized tests will be administered to determine if the use of hearing aids will be permitted.

Psychological Evaluation

The Psychological Evaluation consists of an individual oral interview and evaluation by a City psychologist on factors related to successful performance in the difficult and stressful job of Police Officer. The information evaluated includes the written psychological tests completed during the medical evaluation along with information obtained in the background investigation process

Psychological Factors of Concern

Candidates with a history or prior diagnosis of a psychological or psychiatric condition, including learning disabilities or Attention Deficit Disorder, or who have been treated with psychotropic medication or therapy, will be asked to provide relevant medical records before a final psychological determination can be made.

Certain conditions that have been suspected or diagnosed such as most learning disabilities or Attention Deficit Disorder, with or without hyperactivity, may require additional testing and review of relevant medical records. In some cases, these conditions/diagnoses are accompanied by functional limitations that might necessitate a psychological disqualification.

Conditions such as bipolar disorder, recurring major depression, with or without psychotic features or suicidal ideation, recurring anxiety disorders, with or without panic attacks, obsessive/compulsive disorder, and most diagnoses leading to a psychiatric hospitalization require review of relevant medical records. These conditions are frequently accompanied by functional limitations that are difficult to manage, and as a result, tend to result in a psychological disqualification. Be assured, each candidate receives an individualized assessment of his or her unique circumstances, and no condition or diagnosis is automatically disqualifying.

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