

CAREER OPPORTUNITIES
County of Los Angeles - Sheriff's Department

Bulletin Number: 770-2749

Bulletin Posted: August 26, 2009

REBULLETIN:

THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE EXAMINATION CONTENT, SPECIAL REQUIREMENT INFORMATION, AND ELIGIBILITY INFORMATION, AND SUPERSEDES THE ANNOUNCEMENT FOR SECURITY OFFICER, SHERIFF BULLETIN NO.: 770-2743 POSTED ON JUNE 3, 2009 WITH AN ORIGINAL FILING DATE OF MAY 8, 2009.

PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 18 MONTHS NEED NOT RE-APPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

HOW TO APPLY:

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. The application should be complete and accurate. All information supplied by applicants is subject to verification. Applications that do not meet the selection requirements will be rejected.

- **Applications in Person:** Applications **must** be submitted **ONLY** on business days between 8:00 a.m. and 4:30 p.m., at the following location: **Sworn Examinations Unit, University Centre Building, 101 Centre Plaza Drive, Monterey Park, California 91754.**
- **Applications as Walk-in:** Applications may be submitted at designated walk-in test site prior to the exam.
- **Applications Online:** Applications may be submitted Online at <http://www.lasd.org>.
- **Applications by Mail:** Qualified applicants who have submitted application in person or by mail will be notified via U.S. Mail of the date and time they are scheduled to take the written test.

For examination locations and testing schedule, please visit our website at <http://www.lasd.org>.

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

Supplemental url: <http://www.lasd.org>

Sheriff's Department
Los Angeles County Sheriff's Department
University Centre Building, Sworn Exams Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 981-5800

SECURITY OFFICER, SHERIFF

SALARY: \$2,681.91 - \$3,503.91 **MONTHLY**

EXAM NUMBER: J2828L

POSITION INFORMATION:

Positions allocable to this group are non-peace officers positions assigned to provide security in and around County facilities or Community Colleges. Positions in this class are distinguished from the lower level class of Security Assistant, Sheriff by the **requirement to carry a firearm** while in the performance of their duties. Incumbents generally operate a fixed post but may be assigned to designated patrol areas.

ESSENTIAL JOB FUNCTIONS:

- Works a fixed post, or tours inner/outer perimeter of a facility or campus to detect or prevent individuals or groups from committing acts which are injurious to others or to property within or around a facility.

- Intervenes to terminate injurious acts, conducts searches of individuals for weapons, illegal devices, or contraband and detains individuals for further investigation or arrest where circumstances and conditions warrant such action.
- Investigates questionable acts of behavior observed or reported on premises and questions witnesses and suspects to ascertain or verify facts.
- Pursues, apprehends and detains persons observed injuring others or damaging property, and detains suspects pending transportation and booking by local enforcement agency.
- Participates, with sworn personnel, in securing facilities and conducting searches.
- Intervenes on behalf of lower level security personnel and/or assists them in the absence of a supervisor or sworn personnel.
- Ensures that only authorized employees, vendors or other appropriately identified persons are permitted access to closed or restricted areas and detains unidentified or unauthorized persons.
- Responds to reports of ill or injured visitors or employees and notifies supervisors or other appropriate personnel if additional assistance is necessary.
- Explains and interprets organizational procedures and practices to lower level security personnel.
- Utilizes fixed and hand-held scanning devices to detect unauthorized weapons or devices.
- Monitors alarm systems, electronic surveillance equipment and responds to locally activated fire, burglary or other alarms.
- Relays reports of bomb threats to the appropriate law enforcement jurisdiction and participates in organized searches.
- Reports safety hazards, malfunctioning equipment and other such matters to appropriate personnel.
- Writes daily activity, incidents and non-employee injury reports.
- Operates miscellaneous equipment and/or motor vehicles including use of bicycles as required or to report to alternate assignment posts in accordance with emergent staffing needs.
- Issues non-moving citations for routine infractions such as parking violations, as needed.

SELECTION REQUIREMENTS:

AGE: Must be 18 years of age at the time of filing.

EDUCATION: Graduation from high school or its *equivalent.

SPECIAL REQUIREMENT INFORMATION:

*A General Educational Development (GED) certificate, OR pass the California High School Proficiency Examination (CHSPE), OR equivalent foreign transcripts. To determine if the diploma is equivalent to those of U.S. high schools, the foreign transcripts must be evaluated by one of the approved organizations listed on the State of California's Commission on Teacher Credentialing website, <http://www.ctc.ca.gov/credentials/leaflets/cl635> or the National Association of Credential Evaluation Services, <http://www.naces.org/members.htm>. These organizations are private enterprises who charge a fee for their services.

Per Education Code Section 48412, passage of the California High School Proficiency Examination is the legal equivalent of a California high school diploma.

Training: Successful completion of the mandatory Department sponsored in-service training program is required prior to final appointment. The in-service training is 5 weeks long and is held at various Los Angeles County Sheriff's Department sites.

License Information: Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE LAST YEAR WILL NOT BE APPOINTED.**

LICENSE:

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

All applicants (including out-of-state applicants) are required to show proof of their valid driver's license or any public entity picture identification at the time of testing.

PHYSICAL CLASS: 4 - Arduous:

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

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

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

SPECIAL INFORMATION:

APPOINTEES MAY BE REQUIRED TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS, WILL BE REQUIRED TO WEAR A LOS ANGELES COUNTY SHERIFF'S DEPARTMENT APPROVED UNIFORM, AND MUST COMPLY WITH THE DEPARTMENT'S APPROVED UNIFORM STANDARDS.

Successful candidates **must complete a thorough background investigation**, including a fingerprint search. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (three (3) moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence), poor credit history, poor employment history, substance abuse, and anyone on probation.

VETERANS' INFORMATION:

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

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

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

DISABILITY ACCOMMODATIONS:

Applicants who require special testing arrangements such as readers or interpreters must provide advance notice of their disability and required accommodation. Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 981-5800. Hearing impaired applicants with telephone

teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

EXAMINATION INFORMATION:

This examination will consist of a written test covering vocabulary, reading comprehension, writing clarity, spelling, grammar, deductive and inductive reasoning, and data interpretation weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

APPLICANTS WHO FAIL THE WRITTEN EXAMINATION MAY RETAKE THE WRITTEN TEST ONCE EVERY THIRTY (30) DAYS, NOT TO EXCEED FOUR (4) TESTS WITHIN A 12-MONTH PERIOD.

Applicants who receive a letter of disqualification as a result of their background investigation will not be allowed to reapply or retake this examination for a period of 12 months from the date of notice.

INFORMATION FOR CANDIDATES WHO PARTICIPATED IN THE WRITTEN TEST FOR SECURITY

ASSISTANT, SHERIFF, EXAM NO., J28270: If you have taken the written test for Security Assistant and scored 30 or more correct answers, your written score from that examination may be transferred to this examination. To transfer your score, please notify the Sworn Examinations Unit, **IN WRITING, AT THE TIME OF FILING.**

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

The Los Angeles County Sheriff's Department website, <http://www.lasd.org>.

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

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies throughout the Los Angeles County Sheriff's Department.

ELIGIBLE INFORMATION:

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

Candidates who are on the eligible register may not reapply for this exam more than once every 18 months.

EMPLOYMENT ELIGIBILITY INFORMATION:

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

LOS ANGELES COUNTY CHILD SUPPORT COMPLIANCE PROGRAM:

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

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

07/09