



City of Los Angeles

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City of Los Angeles Personnel Department

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DETENTION OFFICER

Class Code: 3211

Open Date: 03-21-14

ANNUAL SALARY

\$49,548 to \$61,554

Candidates are normally appointed to vacancies in the lower pay grade positions. Higher salaries are paid for night work and authorized bilingual positions.

DUTIES

A Detention Officer is an unarmed civilian employee of the Police Department who processes arrestees, including booking, fingerprinting, and maintaining custody and control. ALL positions include duties, which require the ability to type using a computer keyboard.

REQUIREMENTS

1. Graduation from a high school or the equivalent as established by the G.E.D. test; and
2. Six months of full time paid experience as a security guard, security officer, law enforcement officer, correctional officer, traffic officer, or park ranger, which provides experience safeguarding objects, materials, or people; or
3. Six months of experience as police explorer, police cadet, police aide, Police Student Worker (with the City of Los Angeles), or Community Police Aide (with the City of Los Angeles); or
4. Six months of full-time service, with satisfactory performance, in the United States Armed Forces or one year as a reservist in the United States Armed Forces or as a member of the National Guard, with satisfactory performance that includes completion of basic training and military school; or
5. Completion of 12 semester or 18 quarter units from a recognized college or university; or
6. Completion of the Los Angeles Police Academy Magnet School Program.

NOTES:

1. In addition to the regular City application that includes a job preview, all applicants must complete the Preliminary Background Application (PBA) at the time of filing. Candidates who fail to submit the application, job preview and PBA within the time required will not be considered candidates in this examination and their application will not be processed.
2. The PBA will help you determine whether your background is suitable for the position of Detention Officer.
3. Prior to appointment a thorough and comprehensive **Background Investigation will be conducted by the Los Angeles Police Department.** The information provided in your PBA will be referenced during this investigation. You must not have a history of criminal or improper conduct, including any felony convictions. You must not have poor employment, military, or driving record, which would affect your suitability for law enforcement work. You must have a responsible financial history. You must have displayed a pattern of respect and honesty in your dealings with individuals and organizations. **You must be fingerprinted and have no disqualifying record of law violations or other improper conduct.** Potentially disqualifying violations or conduct includes convictions for more than one minor offense within the past year.
4. Candidates may be required to undergo a **DRUG** and **ALCOHOL** screening test based on City policy.
5. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training in one or more of the following areas. Only persons possessing the following at the time of filing may be considered for appointment to fill such positions.

The ability to speak a language other than English.

WHERE TO APPLY

Applications and the Preliminary Background Application Forms WILL ONLY BE ACCEPTED ONLINE. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

This examination may close without prior notice at any time after a sufficient number of applications have been received. For administrative purposes, filing may close periodically and reopen the following day.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Applicants currently employed by the City of Los Angeles who meet the minimum requirements or are on a reserve list; 2) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from March 21, 2014 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weights: Written Test **Qualifying**
Training and Experience Questionnaire **100%**
Physical Abilities Test **Pass/Fail**

In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for the following competencies: safety focus, and interpersonal and written communication skills. Immediately following the qualifying written test, candidates will be required to complete an essay-based Training and Experience Questionnaire (T&E) in which the following competencies may be evaluated: safety focus, composure, teamwork and written communication skills. Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Detention Officer.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates must pass the qualifying written test to have their essay-based T&E evaluated. Training and Experience Questionnaires of these candidates will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications, as described on the candidate's Training and Experience Questionnaire.

Only those candidates who attain a passing score on the Training and Experience Questionnaire may move forward with taking the Physical Abilities Test (PAT). The PAT is designed to measure physical capabilities and may include measures of muscular strength, muscular endurance, anaerobic capacity, cardiovascular endurance, flexibility, balance, and/or coordination. The PAT will be scheduled periodically based on the Los Angeles Police Department hiring needs. Therefore, not all candidates who pass the T & E will be scheduled. Those candidates who are scheduled for the PAT will be notified by mail of the date, time, and location.

If you receive and accept a conditional job offer, appointment is subject to completing a **MEDICAL EXAMINATION** and **PSYCHOLOGICAL EVALUATION**. Candidates must be determined to be medically and psychologically qualified to perform the essential duties of a Detention Officer. Candidates must undergo a comprehensive medical examination given by a City physician, and a psychological evaluation conducted by a City psychologist that consists of a written test and interview.

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. Candidates must pass the PAT in order to be certified.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at anytime it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. This examination is based on a content validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
5. A final average score of 70% in the Training and Experience Questionnaire portion of the examination is required to be placed on the eligible list.
6. You may take this examination once a year (365 calendar days). Your name may be removed from the eligible list after six months.
7. Candidates who are hired must attend an appropriate Jail Procedures School as determined by the Los Angeles Police Department. The school will include an academic curriculum, physical fitness, and training in defense tactics and control holds for use on especially combative arrestees. Failure to successfully complete this course may result in termination.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.