

Sheriff's Department
University Centre Building - Sworn Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 981-5800
LAW ENFORCEMENT TECHNICIAN

SALARY: \$3,210.00 - \$4,198.00 MONTHLY EXAM NUMBER: J2745K

POSITION INFORMATION:

Positions allocable to this class assist sworn personnel by independently performing technical law enforcement-related service and support functions in the Sheriff's Department.

ESSENTIAL JOB FUNCTIONS:

- * Prepares requisitions for unit supplies, maintains inventory of supplies in a computer system, and determines replacement or restocking needs; picks up unit supplies and vehicle parts as needed and bends, stoops, or does occasional heavy lifts in the performance of such duties as needed.
- * Ensures that departmental vehicles are inspected, serviced, and maintained to meet the operational needs of the facility or unit; and completes reports to record monthly mileage usage, gas and oil inventory, and credit card usage.
- * Coordinates maintenance and repairs of facility vehicles, and maintains vehicle maintenance and repair records.
- * Receives telephone and in-person requests for services, including 911 emergencies and fire calls, citizen's complaints, and general inquiries; differentiates between routine, priority, and emergency requests; and initiates and follows through on responses or advises supervisory personnel as required.
- * Assigns, coordinates, and dispatches field units in response to requests for services; advises responding units of possible problem areas and monitors field units activities, including Code 3 and emergency responses.
- * Monitors emergency communications of other police and fire agencies to determine needs for assistance, and ensures that assigned calls and other relevant information are entered into the station computer.
- * Acts as liaison between station personnel, other law enforcement agencies, emergency service organizations, and the Sheriff's Radio Center as directed.
- * Assumes full radio dispatching responsibility on an assigned frequency in the event of power failure or other emergency situations at the Sheriff's Radio Center.
- * Issues station file control numbers to track official reports; reviews the contents of these reports to ensure that they are complete and accurate; and performs various routine desk functions, including compiling and entering statistical data in law enforcement databases to prepare crime and other reports.
- * Assigns and oversees work performed by inmate laborers under the general supervision of sworn personnel.
- * Receives, lists, catalogues, stores, and releases personal and/or evidentiary property at a patrol station in compliance with established departmental policy, practices, and procedures.
- * Transports, loads, and unloads large, bulky and/or heavy personal and/or evidentiary property to a warehouse or other locations as directed.
- * Assists patrol station personnel with crime prevention functions acting as liaison to other public agencies and private prevention organizations involved in crime prevention; maintains inventory of crime prevention resources; distributes crime prevention materials and resources; and participates in maintaining station crime prevention budget needs.

* Assists in the investigation of alleged violations of laws and regulations by gathering, assembling, and examining a variety of records and data pertinent to the case being investigated.

SELECTION REQUIREMENTS:

Two years' paid experience working for a public safety agency* performing law enforcement-related service and support duties - OR - completion of 30-semester or 45-quarter units from an accredited college.**

Successful completion of a three (3) week Public Safety Dispatcher basic course is required prior to the completion of the candidate's probationary period. This course is provided by the Los Angeles County Sheriff's Department. Alternate training, of the above dispatcher course, may be provided by a community college and successful completion may be accepted by the Sheriff's Department.

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.

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.

REQUIREMENT INFORMATION:

*Public safety agencies include departments such as sheriff, police, and fire.

** To receive credit for college courses, or a college degree, such as an Associate, a Bachelor, or a Master degree, (for qualifying under the educational option) you must attach a legible copy of your official diploma or official transcripts with your application.

Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are accepted references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions 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.pdf>

<<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>> or by the National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc. These organizations are private enterprises who charge a fee for their services.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements." Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SPECIAL INFORMATION:

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

Study guides are available to help candidates prepare for the written test. Copies may be obtained from our employment office at the University Centre Building, Professional Examination Unit, 101 Centre Plaza Drive, Monterey Park, CA 91754. Copies may also be downloaded from the California P.O.S.T. website: <http://www.post.ca.gov/> <http://www.post.ca.gov/selection/dispatcher_examinee.pdf> . Once on the website, click under Hiring, Dispatchers, and POST Entry-Level Dispatcher Selection Test Battery Examinee Guide.

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. (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence)
- * Poor credit history
- * Poor employment history
- * Substance abuse
- * Anyone on probation

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 which includes verbal, reasoning, memory, and perceptual abilities weighted 100%.

If you have taken and passed the California Commission on "Peace Officer Standards and Training's (POST) Entry-level Dispatcher Selection and Test Battery" for 1) the Law Enforcement Technician, Exam #J2745K; 2) the Public Response Dispatcher, Exam J2450D; or 3) a State of California law enforcement agency within the last 24 months, your passing written test score from that examination may be transferred to this examination. To transfer your score, please advise the Sworn Examinations Unit, in writing at the time of filing.

If you wish to retake the test rather than transfer your score, THE LATEST WRITTEN TEST SCORE WILL APPLY. All transferred test scores are subject to verification by POST's Standards and Evaluations Services Bureau.

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

Applicants who fail the written examination may not compete in this examination more than once every two (2) months, and not to exceed four (4) times within a twelve-month period.

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

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

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 in the order of their score group for a period of twelve (12) months from the date of promulgation.

Candidates who are on the eligible register may not reapply for this examination more than once every twelve (12) 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.

To apply online click this link:

https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=707

<https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=707> .

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER