# Los Angeles Unified School District - Job Opportunity

## Job Posting Title
Police Officer-4221-11/22 (Entry Level & Lateral)

## Reference code
JP22-203-XA1

## Minimum Salary
$ 30.33 Hourly

## Maximum Salary
$ 37.74 Hourly

## Application Open Date
11/07/2022

## Application Close
01/24/2023

### Information about LAUSD

**New employees hired on or after October 1, 2021 must be fully Covid-19 vaccinated and must provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site; this includes current employees who are being promoted to a new job class.**

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future. Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. With over 1,000 job titles to choose from, build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career!

The Los Angeles School Police Department (LASPD) was established in August of 1948 to create a safe and tranquil environment for the students, teachers and staff of the Los Angeles Unified School District. The men and women of the LASPD have accepted this duty with an unyielding commitment that has not wavered for over seven decades.

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The LASPD provides police services to the second largest school district in the nation. The department has operational jurisdiction of 710 square miles, 24 hours a day. The members of this vital department are responsible for the safety of all students and staff of this district.

PLEASE NOTE:
As a candidate you MUST go through a COMPREHENSIVE BACKGROUND INVESTIGATION AND POLYGRAPH EXAMINATION; followed by a Medical and Psychological Evaluation.

PLEASE READ THIS COMPLETE JOB BULLETIN before you APPLY FOR THIS POSITION.

For more information about the Los Angeles School Police Department, please visit [http://www.laspd.com](http://www.laspd.com).

Project

We are now offering a Written Test Exemption:
We accept California PELLET B written exam "T-scores" with a "T-score" of 42 or higher, as an exemption to the written test.
To receive consideration for exemption from the LAUSD Police Officer written test, you must attach a valid and legible copy of your T-Score letter to your online application.
Per P.O.S.T regulation, the T-Score letter must be issued on Agency Letterhead and must list the type of test, test date and the test result, and the score section breakdown (written, reading and total T-Score).
It is the applicant's responsibility to attach proof of the written exam results to your online application.
Once your PELLETB T-Score letter has been verified you will receive an email approving the waiver of the written test and you will be invited to the Physical Agility Test (PAT).

NEW: We are now offering a Physical Agility Test Exemption:
We are accepting successful Physical Agility equivalency test scores from CA POST Accredited Academies in lieu of the LAUSD Physical Agility tests.
To receive consideration for exemption from the LAUSD PAT, you must attach your Academy Certificate (for Academy graduates) to your online application profile and must upload a letter indicating that he/she is requesting that their successful Academy Physical Agility Test (PAT) score be utilized and provide the name of the Academy, Director, and email and phone number.
LAUSD School Police staff will reach out to the Academy Director to verify this information. It is the applicant’s responsibility to attach the certificate or letter, which contains proof of successful completion or Cadet status to their online application profile.

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Once your certificate/Academy cadet status and successful score has been verified, you will receive an email approving the waiver of the LAUSD Physical Agility Test score and you will be invited to the Interview.

Benefits

Training: Department pays for the CA P.O.S.T. accredited academy and upon the first date of hire, employee is paid a monthly salary.

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

CALPERS Safety Members Retirement 2.7% at 57 formula

Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

Job Duties/Responsibilities

A Police Officer patrols or is assigned to District schools, offices, and other property; apprehends suspects; investigates crimes; and makes recommendations for the disposition of criminal and related matters involving the security of District facilities, personnel, or students.

The Ideal Candidate for this job will be able to read, comprehend and interpret written materials and possess exceptional listening skills. He/She must have the ability to work in emergency situations and handle stressful events well. We are looking for a candidate that makes sound judgments and decisions and thinks clearly and logically. He/She must be able to maintain complete and accurate records and prepare clear, concise, and grammatically correct police reports. This candidate must handle situations with a high degree of professionalism and integrity and be prepared to meet the physical demands of police work.

The typical duties of a Police Officer are as follows:

* Patrols or is assigned to, stakeouts, and responds to intrusion alarm reports at District schools, offices and other facilities;
* Maintains law and order at District facilities, including prevention and control of incidents of violence directed against District facilities, personnel, or students;
* Enforces violations of California vehicle codes and penal codes, and all other violations of city, county, State, and federal law and statutes as necessary;
* Contacts and cooperates with local law-enforcement agencies in the prevention, control, and investigation of antisocial or illegal activities by persons or groups directed against District facilities, personnel, or students;

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*Apprehends and interrogates those suspected of committing or attempting to commit crimes affecting district facilities personnel, or students;
*Investigates crimes affecting District facilities, personnel, and students.

Note: This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Minimum Requirements

Education: Graduation from high school or evidence of equivalent educational proficiency.

Experience: None.

Special Physical Requirements:
• Visual field and depth, color, and hue perception
• Hear normal voice-range frequencies
• Agility and strength to make apprehensions and to protect self from attack.

Special Notes:
• A valid California Driver License and the use of an automobile will be required at the time of appointment. Business mileage will be reimbursed.
• All appointees must be citizens of the United States or permanent resident aliens who are eligible for and have applied for citizenship.
• Ability to speak and understand Spanish is preferable.
• Appointment is subject to fingerprinting, a review of conviction record, and a comprehensive background investigation.
• All appointees must be at least 21 years of age at the time of appointment.
• All appointees must successfully complete a California Peace Officer Standards and Training (CA P.O.S.T) accredited academy
• All employees must qualify, periodically, with a departmentally approved firearm at a specified police or sheriff's range.

Employment Selection Process

The selection process for Police Officer will consist of a Scored Preliminary Background Questionnaire, a Written Test, a Physical Assessment Test (PAT), a Background Questionnaire and an Oral Interview. Those that are successful on all parts will then undergo a comprehensive Background Investigation, a polygraph test, a Medical Examination, and a Psychological Battery.

You are only allowed to take the Written Test, Physical Assessment Test

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(PAT), and an Oral Interview once every four (4) months. You will automatically be disqualified if you have taken these test parts within the last four (4) months.

It is important that you are aware of all the testing dates before you apply for the Police Officer position as we will NOT be giving any special administrations for any of the following tests.

IMPORTANT TEST DATES ARE AS FOLLOWS:
Written Test: Wednesday, February 1, 2023.
Background Questionnaires, Writing Project & Oral Interview: Wednesday, March 1, 2023.
Police Intake/Background: Tuesday, March 14, 2023, Wednesday, March 15, 2023 and/or Thursday, March 16, 2023.
Disclaimer: the testing schedule may be amended, if necessary.

Please note: You may waive the Written Test if you meet the following requirements:

Waiver Option #1
Written Test Exemption:
We accept California PELLET B written exam "T-scores" with a "T-score" of 42 or higher, as an exemption to the written test.

To receive consideration for exemption from the LAUSD Police Officer written test, attach a valid and legible copy of your T-Score letter to your online application.

Per P.O.S.T regulation, the T-Score letter must be issued on Agency Letterhead and must list the type of test, test date and the test result, and the score section breakdown (written, reading and total T-Score).

It is the applicant's responsibility to attach proof of the written exam results to your online application.

Once your PELLETB T-Score letter has been verified you will receive an email approving the waiver of the written test and you will be invited to the Physical Agility Test (PAT).

Waiver Option #2.
Lateral Candidates (who have been employed as a sworn, full-time Peace Officer with a California P.O.S.T. accredited law enforcement agency within the last three years) AND possess:
1) a valid California Basic P.O.S.T. Certificate or
2) a valid California Basic P.O.S.T. course waiver or
3) have obtained a valid California P.O.S.T. re-qualification course completion certificate as described in California P.O.S.T. regulations. 
NOTE: Lateral Candidates will complete a Lateral Waiver during the Background Investigation.

YOU WILL NEED TO SHOW US A COPY OF YOUR POST CERTIFICATE, so please obtain a copy as soon as possible to be emailed to Monica Topete, HR Specialist-in-charge.

Check the Los Angeles Unified School Police Department for specific Physical Agility Test and Polygraph/Background Investigation requirements: [https://achieve.lausd.net/Page/15635](https://achieve.lausd.net/Page/15635) (click on Hiring Process.)

IF YOU ARE UNSUCCESSFUL ON THE WRITTEN TEST, PHYSICAL ASSESSMENT TEST, OR WRITING PROJECT & ORAL INTERVIEW, YOU MUST WAIT AT LEAST FOUR (4) MONTHS FROM THE DATE OF THE TEST TO RE-APPLY FOR THIS POSITION.

ANY CANDIDATE WHO IS DISQUALIFIED DURING THE LOS ANGELES SCHOOL POLICE DEPARTMENT'S BACKGROUND PROCESS, MUST WAIT ONE (1) YEAR FROM THE DATE OF DISQUALIFICATION TO BE ELIGIBLE TO REAPPLY FOR THIS POSITION.

The following documents are required for the Police Intake/Background check process if you are successful on all prior test parts. Please start to gather this information as soon as possible to avoid any delays in the event you are invited to the Police Intake/Background position of our process.

1. Driver License
2. Social Security Card
4. Naturalization or Citizenship Documents
5. Marriage Certificate*
6. Divorce Decree*
7. High School Diploma or G.E.D. Certificate
8. Official copy of High School Transcripts or G.E.D Certificate (sealed/unopened)
9. Official copy of transcripts from all colleges and universities that you have attended (sealed/unopened)
10. College Degree*
11. Court Judgments (Civil Action / Bankruptcy)*
12. Military Discharge (Form DD-214)*
13. Selective Service System Registration Acknowledgment*

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14. Auto Insurance Declaration Page (full policy)
15. Last three years of Performance Rating(s)/Evaluation(s)*
16. Reports involving discipline and/or suspensions*
17. DMV Official Driving Record-K4 (certified original needs to be obtained in person at the DMV; need three year history)
18. A sealed current credit profile from EXPERIAN ((formerly known as TRW). You may order your EXPERIAN CREDIT PROFILE online at www.experian.com. You may also order your credit profile by phone at: (888) 397-3742. A fee is charged by Experian, which may be paid by check, money order, or credit card. Only FULL credit reports will be accepted. Experian Credit Report – they must be sealed / unopened to qualify

Those applicants who are now or have previously been peace officers or reserve peace officers shall also submit the following documents if applicable:

20. Basic Academy Certificate. (the original and a copy)
21. Basic, Intermediate, and/or Advanced P.O.S.T. Certificate(s). (the original and a copy)
22. Last three years of performance ratings/evaluations. (a copy only)
23. All commendations. (a copy only)
24. All training certificates and notices. (the original and a copy)
25. Reports involving conferences, discipline, or suspensions. (a copy only)

* If there is an (*) next to the item it means, “if applicable” to you.

For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at http://www.lausdjobs.org

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?
Please call 213-241-3455, weekdays 8:00AM-4:30PM or email us at helpmeapply@lausd.net.

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org

*Please note that our application system is only compatible with Internet Explorer and FireFox*

RECEIVING COMMUNICATION ABOUT THE SELECTION PROCESS
Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren’t accidentally placed into your

Visit us at www.lausdjobs.org
spam/junk e-mail folder. Also, all correspondence related to this employment selection process (invitation & results letters) will be sent through email:

IMPORTANT NOTE: Once your application has been received, a confirmation email will be sent to your email address to confirm receipt of your application. If you do not receive a confirmation email, your application has not been submitted.

For CURRENT LAUSD EMPLOYEES:
Correspondence will be sent to your WORK EMAIL account. Please make sure you check your work email for all the correspondence related to this recruitment.

For NON-LAUSD employees, including LAID-OFF, FORMER LAUSD EMPLOYEES:
Correspondence will be sent to the email address you indicated in your candidate profile. Please check your email frequently to ensure you receive the most up-to-date information.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility lasts for 12 months or more or until the list is exhausted. In addition, the hiring list resulting from this assessment process may be used to fill open positions in related job classifications.