

## MINIMUM REQUIREMENTS

- 21 years of age or older at the time of hire
- Be a U.S Citizen or be eligible
- High School Diploma or equivalent
- Valid California Driver's License
- No Felony Convictions
- Willingness to work a flexible schedule, including any shift and day of the week, holidays, and weekends.

## HIRING PROCESS

### Online Application

The first step of the process is to complete an online employment application. Applicants need to apply at [www.lausdjobs.org](http://www.lausdjobs.org). Once there, scroll down to the bottom of the webpage and on the right side of the screen click on “**jobs open to the public**” located under the category “**quick links**”. This will open a separate web page showing all job postings.

If this is your first time applying to a position with LAUSD, you will first need to “**create an account**”. If you need further assistance in how to create an account, click on the “**how to apply**” video tutorial which can be found on the bottom webpage of [www.lausdjobs.org](http://www.lausdjobs.org).

\*\*\*It is important to be thorough and complete when filling out your online employment application. Any missing or incomplete information may delay the hiring process\*\*\*

### Written Exam

Once your application is reviewed, you will receive an e-mail invitation to take the written exam. Applicants will receive details on the test date(s), time(s) and designated location(s) that the written test will be administered. The e-mail will also include any required documents that you must bring to the test. It is recommended that applicants arrive early and with the required documents to the testing site. Failure to do so may be grounds for disqualification from the hiring process. Applicants should allow 2-3 hours to complete the written exam. The written exam contains only multiple choice questions which covers topics in reading, vocabulary, writing and reasoning.

### Physical Agility Test

Applicants who pass the written test will then be invited to the Physical Agility Test (P.A.T.). The P.A.T. is pass/fail only. Applicants need a minimum passing score of 160 points out of 400 points possible. It is required that applicants score 40 points or more in each event. Please refer to the [PAT Requirements Form](#) for the total point breakdown.

The P.A.T. consists of the following events:

1. **Push-ups:** Minimum of 24 push-ups for males and 11 push-ups for females in 2 minutes
2. **Sit-ups:** Minimum of 32 sit-ups for both males/females in 2 minutes
3. **300-meter sprint:** Males must complete this event in 59 seconds or less/ Females must complete this event in 71 seconds or less
4. **1 ½ mile run:** Males must complete the run in 14 minutes and 29 seconds or less. Females must complete the run in 15 minutes and 26 seconds or less to receive a passing score.

\*\*\*It is highly recommended that applicants begin a physical training program as soon as possible preferably CrossFit training. The police academy is physically demanding and follows a paramilitary training program. \*\*\*

## **Oral Interview/Writing Exercise**

Once an applicant successfully passes the written and physical agility test, they will be invited to an oral interview. The interview panel will consist of two sworn members of the Los Angeles School Police Department. The panel will ask a series of questions in regards to the applicants work experience, life experience, job preparation, judgment, stress tolerance, communication skills, and interpersonal skills. Applicants will also need to complete a short computer typed exercise. The purpose of this exercise is to get an understanding of the applicants writing ability and critical thinking skills.

## **Background Intake**

Upon successful completion of the oral interview, applicants will be invited to a background intake. Applicants will receive through e-mail a Personal History Statement Background Form and a list of required documents needed on the day of the background intake. The PHS shall be completed and the required documents ready to be given to background detectives. Applicants will be required to complete an additional Background Questionnaire during the background intake. Background detectives will then review the forms and documents with the applicant and go over any questions or concerns they may have. An applicant's background packet will then be submitted to the background unit supervisor where a recommendation will be made if the applicant proceeds in the hiring process.

## **Polygraph/Background Investigation**

A polygraph examination will be conducted on applicants who are successful in the background intake. If the applicant is successful in the polygraph examination, a background investigator will be assigned to them and the background investigation will begin.

CA Peace Officers Standards and Training (CA POST) sets the minimum standards for peace officers in the State of California. POST guidelines provide the following five (5) major categories that we consider during the hiring process:

- **Moral Character:** integrity, impulse control/attention to safety, substance abuse and other risk taking behavior
- **Handling Stress and Adversity:** stress tolerance as well as confronting and overcoming problems, obstacles and adversity
- **Work Habits:** conscientiousness, dependability and attention to detail
- **Interactions with Others:** interpersonal skills and teamwork
- **Intellectually-Based Abilities:** decision making and judgment, learning ability and communication skills

## **Medical Evaluation**

Applicants must undergo a medical evaluation prior to being hired as a police officer. A district designated doctor will conduct a thorough examination to determine the applicants physical condition and suitability in performing the duties of a police officer.

## **Psychological Evaluation**

Applicants who successfully complete the background investigation and medical evaluation will move on to the next step of the hiring process which is a psychological evaluation. This step of the hiring process consists of a psychological written test and an oral interview conducted by a certificated police psychologist. A psychological evaluation assists in determining an applicant's suitability of becoming a police officer.

Once an applicant successfully completes the background investigation, medical and psychological evaluations, a conditional offer of employment pending the successful completion of the chiefs oral interview.

## **Chief's Oral Interview**

Once an applicant is successful with the above steps of the hiring process, they will be invited to an interview with the Chief of Police. The chief reviews the applicants hiring process paperwork and their preparation in becoming a police officer with the Los Angeles School Police Department. The chief makes the final decision of the hiring of applicants.