to protect
and to serve

BECOMING ONE OF OUR FINEST
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The information in the brochure is current as of September 1, 2003.
Updated information is available at www.lacity.org/per/safety.htm.
It is important to give you a realistic description of the job and its tasks so that you can decide for yourself if the position is truly one in which you have an interest and the ability to do well.

As a Police Officer with the City of Los Angeles, you will be required to perform a large variety of tasks that require "learned" skills and "people" skills. As in any job, some of these may be appealing to you and some may not.

Some of the skills you will need to perform the duties of a LAPD Officer will be taught to you in the Academy, and some will rely on traits you bring with you to the position. We urge you to consider the entire job of Police Officer and not just the exciting or glamorous aspects.

What follows is a realistic preview of the types of tasks required of all Los Angeles Police Officers. They are intended to give you a better understanding of the job and allow you to determine your willingness and ability to perform the job on a daily basis.

This list is not intended to describe every task required of a Police Officer.

- Police Officers are required to fill out many different forms, logs, and reports. Therefore, Officers must write legibly, have a good working knowledge of English grammar, sentence structure, vocabulary, and spelling, and be concise, descriptive and thorough in all written documents.

- Police Officers must testify accurately and credibly in court regarding arrests, reports taken, evidence recovered, and victims’ statements.

- Police Officers constantly communicate with members of the community. It is crucial to initiate contact with members of the community to better understand the needs and problems of a particular area. Police Officers must possess excellent communication and interpersonal skills to interact with the public daily. They must interview and obtain information from victims and witnesses of crimes in a manner appropriate to the situation and culture of the people involved. Many such encounters can be unpleasant.

- Police Officers meet with and make presentations to groups of residents and/or business people from various neighborhoods regarding local crime, traffic, and related problems.

Please take a moment to truly consider whether the job of Police Officer fits you, as well as whether you fit the job of Police Officer.
• Police Officers **may be required to work the front desk** at a police station. This involves numerous activities including answering phone calls, taking reports, explaining the law and LAPD policies, listening and responding to complaints about police service, and handling complaints from citizens who walk into the station.

• Police Officers **must employ excellent listening skills**, in person and on the telephone. Officers must listen closely to what is being said and retain that information, identifying needs and emotions being expressed and demonstrating interest and involvement. This must be done even when the speaker is rude, demeaning and inconsiderate.

• Police Officers **deal with all segments of society**. Some members of the general public may have hostile feelings toward Police Officers and may express their hostility to the Officer in words or actions. A Police Officer must always behave professionally in the face of provocation.

• Police Officers **must attend daily roll call meetings**. In these meetings, vital information is given about planned activities, suspects, suspicious activities, and crimes in their area. Officers must organize this information for use during their shift as well as plan and complete their activities and paperwork in a timely and efficient manner.

• Police Officers **must pay attention to details**, noticing minute elements or components of a particular person or crime scene. Officers must also be able to visualize and recall an event after the fact in order to construct documentation of the event, possibly for future court testimony. Officers also recognize and gather evidence at the scene of a crime, and they are responsible for the safe storage and transportation of this evidence.

• Police Officers **are required to learn and memorize large quantities of complex and detailed material**, including Penal Codes; legal terms; LAPD procedures and policies; Health and Safety Codes; Laws of Arrest; Search and Seizure Law; Laws of Evidence; and more.

• Police Officers **must be able to operate a Mobile Digital Computer (MDC)**. Officers must use the keyboard and special function keys using LAPD call codes and computer language to
access the various types of information needed. Officers also use the MDC to receive assigned coded calls and communications from other units. Officers must be able to accurately initiate and respond to clear, precise communications over the MDC.

- Police Officers **must use problem solving and reasoning skills** in order to initiate innovative solutions to difficult and unique problems, which are faced while on duty.

- Police Officers **resolve citizen conflicts** such as business, neighbor, family and traffic-related disputes. Officers must separate the parties involved, interview them, try to calm them down, and mediate a solution to the problem. These disputes can be loud, emotionally charged, combative, and time-consuming.

- Police Officers **monitor and control crowds** at scenes where tensions may run high, such as picket lines and demonstrations. Officers must observe crowd behavior and communicate with group leaders to keep peace and order among those gathered. Groups are often disrespectful and antagonistic toward Police Officers.

- Police Officers **must exhibit leadership** by taking control of situations, inspiring confidence, delegating tasks, and providing a positive example for others.

- Police Officers **must use their interpersonal skills** to calm distraught persons, subdue angry or combative persons, and coax uncooperative persons into providing information.

**Police Officers may be involved in numerous physically demanding activities. These may include:**

- Pursuit of suspects in a police vehicle or on foot
- Walking foot patrol for up to eight hours
- Controlling crowds
- Physically searching suspects
- Performing rescues by dragging or carrying victims
- Physically subduing and detaining combative suspects
- Performing CPR and first aid procedures
- Serving arrest or search warrants

- Police Officers **must be able to use firearms** in a proficient manner. After Academy training, Officers are required to prove their continued proficiency with firearms by qualifying at the Academy periodically. Handgrip strength is critical to successful use of firearms.

- Police Officers **must be able to respond to calls** for help by using directional information such as north-south, left-right, and so on.

- Police Officers **work in all parts of the City,** under all types of conditions, with all types of people. Officers may be required to search and/or touch suspects who are dirty, neglected, injured or bleeding. Officers also may be required to enter buildings or establishments that are unsanitary or structurally unsound.

- Police Officers, after establishing probable cause, **must detain and/or take suspects into custody.** This involves use of Department-approved techniques and equipment such as verbalization, control holds, batons, guns, and handcuffs to physically subdue suspects while treating them with as much dignity as possible and using the minimum force necessary.
• Police Officers **typically work with a partner.** This means that Officers will often spend eight hours or more per day in a car or on foot patrol with the same person, maintaining a professional working relationship.

• Police Officers **must be able to work under a great deal of pressure and at times endure substantial criticism.** Yet Officers must maintain a clear head, a positive attitude, and a solid work ethic.

• Police Officers **deal with a wide variety of people.** Officers must remain open-minded, fair, unbiased, and sensitive when dealing with people of diverse backgrounds, cultures, and lifestyles.

• Police Officers **may work any hour** of the day, all days of the week, including holidays. Schedules are subject to change and many times overtime is required. Officers must be adaptable and willing to adjust to frequent compulsory changes in work shifts, work locations, and other factors.

• Police Officers **are representatives of the City of Los Angeles.** They are also symbols of stability and trust and must always behave ethically and resolve moral conflicts appropriately, both on and off the job. More is expected of a Police Officer than is expected of most people in other career fields.

• Police Officers **must observe the chain of command** and have a duty **to follow lawful orders.**

• Police Officers must be prepared to **use force when required in the lawful performance of their duties,** including deadly force when necessary.

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**personal considerations**

**the selection process**

All times are approximate and represent amount of time candidates should expect to spend at test site.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Preliminary Background Questionnaire</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Written Test</td>
</tr>
<tr>
<td></td>
<td>2 Hours</td>
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<tr>
<td>Step 3</td>
<td>Oral Interview</td>
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<td>1 Hour</td>
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<td></td>
<td>Physical Abilities Test</td>
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<td>1 Hour</td>
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<td></td>
<td>Polygraph Examination</td>
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<td></td>
<td>3 Hours</td>
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<td></td>
<td>Medical Examination</td>
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<td></td>
<td>6 Hours</td>
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<tr>
<td></td>
<td>Field Investigation (as needed)</td>
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<td></td>
<td>Up to 4 Hours</td>
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<tr>
<td></td>
<td>Psychological Interview</td>
</tr>
<tr>
<td></td>
<td>3 Hours</td>
</tr>
<tr>
<td></td>
<td>Certification and Appointment</td>
</tr>
</tbody>
</table>

For information on Expedited Testing, call **213.847.9060** or go to [www.lacity.org/per/safety.htm](http://www.lacity.org/per/safety.htm)
Step 1 – The Preliminary Background Questionnaire (PBQ)
will identify issues that you should resolve before beginning
the selection process and will tell you if you have a realistic
chance of success in some of the common areas of the
background investigation portion of the selection process. All potential
candidates are encouraged to complete the online, interactive PBQ
prior to taking the written test. Go to www.lacity.org/per/safety.htm
and click on Preliminary Background Questionnaire. If, after receiving
your PBQ results, you wish to take the written test, you should print the
results and bring them with you to the written test site. If you are
unable to take the PBQ online, or if you do not bring the printed
results from the online PBQ to the test site, you will be given a paper
copy to fill out at the written test site.

Step 2 - The Written Test consists of two parts: a multiple choice
section to measure reading comprehension and English usage and an
essay to determine written communication skills (see sample tests on
pages 29-50). Tests are scored pass/fail and you must pass both parts to
advance to the next step. If you do not pass you may take the test
again in 6 months. A passing score is valid indefinitely.

Step 3 - The Oral Interview is a behavior-based review of personal
history, providing an evaluation of problem-solving abilities, respect for
diversity, community service orientation, role adaptability,
communication ability, and motivation. The passing score is 70% or
higher, and the score determines your rank on a hiring list. You may take
the interview once every 12 months. The score is valid for 18 months.

Step 4 - The Physical Abilities Test (PAT) measures strength, agility,
and endurance (see page 25). It is a pass/fail test that is normally
offered twice monthly. You may take this test as often as necessary to
pass. Passing the PAT only indicates the minimum physical ability
required to undertake academy training. Once in the academy, you will
be required to perform at very high physical levels. Just because you
pass the PAT does not mean that you have the strength or conditioning
needed to meet the physical requirements of the academy. The PAT
score is valid for 12 months. (See Physical Preparation on pages 55-64.)

Step 5 - Prior to the Background Interview you will be required to
complete a Personal History Form, which requires the compilation of
extensive biographical information. On the day of the Background
Interview you must complete a comprehensive questionnaire. A
background investigator will review the Personal History Form and
questionnaire and interview you about any issues noted. You will also
be fingerprinted. If, based on the information obtained, it appears that
you meet the City’s background standards, a thorough field
investigation will be conducted. The field investigation includes checks
of employment, police, financial, education, and military records and
interviews with family members, neighbors, supervisors, co-workers, and
friends. The investigation may take from 60 to 180 days to complete.
You will be evaluated on your past behavior and the extent to which
your behavior demonstrates positive traits that support your candidacy
for Police Officer and reflect on your character. The findings of the
background investigation are valid for 12 months.

Step 6 - The Polygraph Examination is conducted to confirm
information obtained during the background interview.

Step 7 - The Medical Examination and Written Psychological Test will
be scheduled after successful completion of the polygraph examination.
Both tests will be conducted on the same day. The medical exam,
conducted by a City physician, is thorough and it is essential that you be
in excellent health with no conditions that would restrict your ability to
do police work. Results may be valid up to 20 months. The Written
Psychological Test consists of personality and life history questionnaires
and is reviewed by staff psychologists in preparation for the oral
psychological evaluation.

Step 8 - Psychological Interview. If you meet the medical requirements
and background standards you will be scheduled for an oral
psychological interview. You are evaluated by a City psychologist on
factors related to successful performance in the difficult and stressful
job of Police Officer. The evaluation includes the Written Psychological
Tests, Background Investigation findings and the Psychological
Interview. The results are valid for 12 months.
Step 9 - Upon passing all test parts, candidates are certified based on their oral interview score and LAPD hiring needs. Appointment depends on the next available class date and selection by LAPD management.

AGE
You must be 21 years of age at the time of hire. However, you may take the written test if you are 20 1/2 on the written test date.

EDUCATION
Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.

A two-year or a four-year college degree from an accredited U.S. or foreign institution may be substituted for the high school requirement.

CITIZENSHIP
The City of Los Angeles requires that a Police Officer candidate be a United States citizen, or that a non-citizen be a permanent resident alien who, in accordance with the requirements of the United States Immigration and Naturalization Service (INS), is eligible and has applied for citizenship.

During the selection process, each non-citizen is required to prove the INS accepted his/her application for citizenship prior to the date the Police Officer written test was taken.

California State law requires that citizenship be granted within three years after the employment application date. For information regarding citizenship requirements, contact the INS.

BACKGROUND
Police Officers are responsible for protecting and serving the public and are entrusted with substantial authority to carry out these responsibilities. The public has the right to expect that such authority is given only to those individuals who have demonstrated by their conduct that they will use the authority given to them in the public's best interests. Past behavior will be closely scrutinized and only candidates with the highest probability of success will be appointed as Police Officers. The background evaluation will include, but is not limited to, the following:

- Your past behavior and the choices you have made must demonstrate positive traits that will support your candidacy for Police Officer and reflect favorably on your character.
- You must have a history of lawful conduct.
- You must possess high standards of honesty and integrity as demonstrated by your dealings with individuals and organizations. Behaviors such as theft from employers or others, deceitful acts whether for personal gain or not, and falsifying, misrepresenting, or omitting information on any document or during the selection process will be closely scrutinized.
- You must respect the rights of all people and have an appreciation for the diversity that characterizes Los Angeles. A history of domestic violence, physical altercations, or discourteous, abusive, or violent treatment of others may indicate a lack of self-discipline, an unwillingness or inability to cooperate, or a disregard for the rights of others.
- You must have a history of making responsible choices regarding the use of drugs and alcohol.
- Your employment and military (if applicable) histories must demonstrate the motivation and success-orientation needed to succeed as a Police Officer.
- Your financial and driving records must demonstrate responsible decisions and appropriate behavior.
To help you determine whether your background may be suitable for the position of Police Officer, a Preliminary Background Questionnaire (PBQ) is available online at www.lacity.org/per/safety.htm. By completing this form, you will be immediately informed of many of the common background issues that may affect you in the Police Officer selection process. If any potential background issues are identified, you will be provided with the contact information for your Case Manager, who will discuss your particular situation with you.

**HEALTH**
You must be in excellent physical, emotional, and mental health with no conditions that would restrict your ability to safely complete Academy training and to perform all aspects of police work.

Good physical condition is necessary, as training in the Academy is rigorous. Failure to be in good physical condition results in delay or disruption of your training and may result in your dismissal from the Academy. To prepare for the physical requirements, see page 55.

**HEIGHT and WEIGHT**
There is no minimum or maximum height or weight limit. Your weight (body fat content) must be appropriate for your height and build.

**VISION**
Your distance vision must not be worse than 20/40, unless corrected by soft contact lenses.

Soft contact lenses must have been worn successfully for at least three months in order to satisfy this requirement.

Most persons who have had refractive surgery will meet the vision standards. However, some may be deferred for several months or disqualified based on an individual assessment of the surgical outcome.

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### FOR POLICE OFFICER CANDIDATES

As a Police Officer candidate, your body fat will be evaluated during the medical examination portion of the selection process. Although there is no weight requirement, a candidate must not exceed the body fat guideline below:

<table>
<thead>
<tr>
<th>Gender</th>
<th>Police Officer Candidate Maximum Body Fat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>30%</td>
</tr>
<tr>
<td>Male</td>
<td>22%</td>
</tr>
</tbody>
</table>

Everyone's body build is different, but you can generally determine if you exceed the body fat requirement based on your height and weight. Refer to the following chart for height/weight guidelines.

<table>
<thead>
<tr>
<th>FEMALE</th>
<th>MALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Height (in.)</strong></td>
<td><strong>Weight (lbs.)</strong></td>
</tr>
<tr>
<td>&lt; 61 subtract 4 lbs. per inch</td>
<td>65 subtract 5 lbs. per inch</td>
</tr>
<tr>
<td>61 128 65 151</td>
<td>66 156</td>
</tr>
<tr>
<td>62 132 66 156</td>
<td>67 162</td>
</tr>
<tr>
<td>63 135 67 162</td>
<td>68 169</td>
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<td>64 139 68 169</td>
<td>69 173</td>
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<td>65 142 69 173</td>
<td>70 177</td>
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<td>66 146 70 177</td>
<td>71 182</td>
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<tr>
<td>67 149 71 182</td>
<td>68 153</td>
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<tr>
<td>69 157 73 193</td>
<td>72 187</td>
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<tr>
<td>70 160 74 198</td>
<td>71 164</td>
</tr>
<tr>
<td>71 164 75 203</td>
<td>72 169</td>
</tr>
<tr>
<td>72 169 76 207</td>
<td>73 173</td>
</tr>
<tr>
<td>73 173 77 215</td>
<td>&gt; 77 add 5 lbs. per inch</td>
</tr>
<tr>
<td>&gt; 73 add 4 lbs. per inch</td>
<td>&gt; 77</td>
</tr>
</tbody>
</table>

Chart on right provides general height/weight guidelines.

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You must be able to accurately and quickly name colors and you must be free of other visual impairments that would restrict your ability to perform law enforcement duties.

**HEARING**
You must be able to understand speech in noisy areas, understand whispered speech, and be able to localize sounds.

**Failure to meet any of the qualifications will result in your disqualification from the Police Officer examination. If you meet the qualifications, you may begin the selection process by completing a Preliminary Background Questionnaire.**

All candidates are encouraged to complete the on-line, interactive Preliminary Background Questionnaire (PBQ) prior to taking the written test. Go to [www.lacity.org/per/safety.htm](http://www.lacity.org/per/safety.htm) and click on Preliminary Background Questionnaire. The on-line PBQ will identify issues that you should resolve before beginning the selection process and tell you if you have a realistic chance of success in some of the common areas of the background investigation portion of the selection process. Those candidates who wish to take the written test after receiving their PBQ results should bring the printed results to the test site. If you are unable to take the PBQ online or do not bring the printed results with you, you will be given a paper copy to fill out when you appear for the written test.

The written test is offered five times each week. Testing is conducted on a walk-in basis. No application is required to take the test.

The testing schedule on page 17 is subject to change.
For more information call 213-847-LAPD or log on to [www.lacity.org/per/safety.htm](http://www.lacity.org/per/safety.htm).

**SATURDAY TESTING**
is held at 8 a.m. (except holiday weekends) at the following location:

Personnel Building
700 East Temple Street
Los Angeles, CA 90012

**EVENING TESTING**
takes place four times each week (excluding holidays) at the following times and locations:

- **Every Monday and Wednesday - 7:00 p.m.**
  North Hollywood Police Station
  11640 Burbank Blvd., North Hollywood, CA 90601
- **Every Tuesday - 7:00 p.m.**
  Wilshire Police Station
  4861 Venice Blvd., Los Angeles, CA 90016
- **Every Thursday - 7:00 p.m.**
  Personnel Building
  700 East Temple Street, Los Angeles, CA 90012
- **First Monday of each month - 7:00 p.m.**
  Constituent Services Center
  8475 South Vermont Avenue, Los Angeles, CA 90044

**EXPEDITED TESTING**
You may be eligible for the expedited Police Officer testing process. Various test parts, including the oral interview, background interview, polygraph examination, physical abilities test, written psychological test, and medical evaluation may be taken in three consecutive days. Call 213-847-9060 or log on to [www.lacity.org/per/safety.htm](http://www.lacity.org/per/safety.htm) for more information.
PAY
Pay starts upon beginning Academy training. New recruits receive a regular salary that is paid biweekly. Initial appointment is normally to Step 1 of Police Officer I.

Persons with college education and/or prior law enforcement experience are placed at a higher salary step. Listed salaries do not include patrol, uniform allowance, bilingual, or other bonuses for which you may qualify.

(NOTE: Advancement from Police Officer I to II is automatic upon completion of an 18-month probationary period. Actual salary depends on the Police Officer I salary at time of advancement.)

ANNUAL SALARY RANGES AND BENEFITS
July 2003 to June 2004
New recruits are hired at Step 1 unless additional education and/or experience apply. Full salary and benefits are provided while a recruit is in training at the Academy. You will advance one step every 12 months.

ADVANCE STEP HIRING INFORMATION
Candidates having at least 60 college units, with an overall GPA of 2.0 or better, are advanced to Step 2. Candidates having a BA/BS degree will advance to Step 3. Note: There is no special consideration for graduate degrees. Candidates with sworn officer experience are advanced one Step for every TWO years of completed service. Note: Military Law Enforcement experience and Reserve Police Officer service are not applicable.

BILINGUAL PREMIUMS
A 2.75%-5.5% additional premium is available to eligible Officers with the ability to speak and/or write in a language other than English (based on the requirements of the position).

UNIFORM ALLOWANCE
An allowance of $850 is paid annually to Police Officers who have completed probation.

PROMOTIONAL SALARIES (as of July 1, 2003)

<table>
<thead>
<tr>
<th>RANK</th>
<th>SALARY</th>
<th>RANK</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detective I to III</td>
<td>$67,588 - $93,646</td>
<td>Commander</td>
<td>$126,992 - $153,948</td>
</tr>
<tr>
<td>Sergeant I to II</td>
<td>$75,397 - $88,719</td>
<td>Deputy Chief I</td>
<td>$131,752 - $163,699</td>
</tr>
<tr>
<td>Lieutenant I to II</td>
<td>$88,719 - $104,316</td>
<td>Deputy Chief II</td>
<td>$154,679 - $192,200</td>
</tr>
<tr>
<td>Captain I to III</td>
<td>$102,228 - $138,162</td>
<td></td>
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</tbody>
</table>

FLEXIBLE WORK SCHEDULE
A flexible work schedule is available for many patrol and special assignment units. Depending on assignment, available schedules include three 12-hour days and four 10-hour days.

HEALTH AND DENTAL PLANS
Excellent health and dental plans are available for Police Officers and their eligible family members/domestic partners. The City subsidizes all plans.
PENSION PLAN
The City has an independent pension system to which both the employee and the City contribute. Employees hired after January 1, 2002, become members of Tier 5 upon graduation from the Academy. Additional information on the pension system may be found at www.lacity.org/pen.

The employee’s contribution is currently eight percent and is not taxable, but is refundable if an employee terminates prior to eligibility for pension. There is no participation in Social Security, but Medicare contributions are withheld.

SICK LEAVE AND DISABILITY BENEFITS
Sworn employees receive 12 days of 100 percent paid sick leave, five days at 75 percent, and five days at 50 percent, upon hiring and each year while employed. Employees may accumulate up to 100 days at 100 percent, 75 percent, and 50 percent paid sick leave. Employees are eligible for a service-connected disability retirement from the date of graduation from basic training.

VACATION AND HOLIDAYS
Sworn employees receive 15 days of vacation per year after one year of service and 22 days per year after ten years. Every sworn employee also receives up to 13 paid floating holidays per year, one day every four weeks.

DEFERRED COMPENSATION
Additional retirement financial planning can be accomplished through regular contributions to a deferred compensation plan. The funds deferred are not subject to State or Federal taxation until withdrawn.

ADVANCEMENT AND PROMOTIONS
Advancement within the Los Angeles Police Department is of two types:

1. Promotion
2. Assignment to a higher pay-grade.

The word “promotion” refers to an advance from one civil service class to another, such as from Police Officer to Detective or Sergeant.

Promotion is always from an eligible list established by the Personnel Department as the result of a civil service examination.

“Assignment to a higher pay-grade” is assignment to a position carrying greater responsibility or expertise, without a change in civil service class. Examples would be reassignments from Police Officer II to Police Officer III or Detective I to Detective II.

Reassignment from Police Officer I to II is automatic upon successful completion of 18 months of service (the Academy training and field probation period). Assignments to higher pay-grades are the result of Police Department internal selection procedures.

After completion of the seven-month Police Academy training, Police Officers are assigned to one of the geographic areas to serve as patrol officers. Probationary officers are assigned to a Training
Officer during their one-year field training. The next two to three years are spent in patrol assignments. Specialized assignments such as METRO Division, Motorcycle Unit, Air Support Division, etc., require extensive experience prior to application. There are many diverse administrative assignments as well.

Promotion from Police Officer may be to either Police Sergeant or Police Detective. A promotion may also be accomplished between Sergeant and Detective.

**Detectives** do specialized or generalized follow-up investigative work. Police Officers may apply for promotion to Detective after a minimum of four years as a Police Officer. Examples of Detective assignments include undercover narcotics, internal affairs, robbery-homicide, and traffic accident follow-up.

** Sergeants** - Most Sergeants serve as field supervisors. Promotional candidates must demonstrate their qualifications in this area. There are also administrative and specialized assignments for Sergeants. A minimum of four years experience as a Police Officer and/or Detective is required to apply for promotion to Sergeant.

Promotion from Sergeant or Detective is to Police Lieutenant. Successive rungs of the promotional ladder are Police Captain and Police Commander. Police Deputy Chiefs are appointed by the Chief of Police. The position of Assistant Chief is a pay grade advancement within the class of Deputy Chief. The Chief of Police is appointed by the Mayor with the approval of the City Council.

Requirements and duty descriptions for higher ranks can be found in job bulletins published by the Personnel Department. Leadership and cutting-edge expertise are critically important to the LAPD.

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**OFFICERS FROM OTHER POLICE DEPARTMENTS**

A lateral entry program is available if candidates have a valid California Basic Peace Officer Standards and Training (POST) Certificate and have successfully completed the probationary period at a California police agency. The salary range for lateral officers is $47,710-$67,588. Where you start within this range will be based on your law enforcement experience and education, as discussed on page 19.

Lateral candidates must meet all requirements for Police Officer and complete all test parts, except the qualifying written tests. The lateral program includes an expedited testing process and an abbreviated training and orientation program. The training is conducted in a manner that recognizes the lateral candidate’s standing as an experienced California peace officer and not a new recruit. **For further information call 213-847-9060.**
THE TESTS

what to expect

WRITTEN TEST
The qualifying written test consists of two parts:

- The multiple-choice test measures reading comprehension and English usage
- The essay determines written communication skills

The tests are pass/fail and you must pass both parts to go forward in the process. If you fail either or both tests, you may retake them after six months. A passing score on the written test is valid indefinitely. Casual, comfortable attire is appropriate for the written test.

THE ORAL INTERVIEW
The Interview Board, which will conduct your Police Officer interview, is usually composed of two members: a Sergeant or Detective from the Los Angeles Police Department and a Personnel Department representative. Interviews last approximately 20 minutes and constitute 100% of the final score in the Police Officer examination. Passing the interview requires a minimum score of 70%. You may take the interview only once every 12 months. Interview results are valid for 18 months. You should present a neat, businesslike appearance for your job interview. Suits for men and pantsuits or skirts for women are appropriate. You should arrive at least 15 minutes prior to your scheduled interview time and allow one hour total for the interview and necessary processing. Be sure to have your completed application and picture identification with you. Ensure that your application is complete and accurate in all respects. False or incomplete statements made or presented during the interview process may be cause for dismissal or disqualification at a later date. If you cannot keep your interview appointment, please call the Public Safety Bureau at 213-847-9060 and you will be rescheduled.

PHYSICAL ABILITIES TEST
Among the most challenging aspects for candidates and recruits are the physical requirements of both the Police Officer examination and the Police Academy.

Physical conditioning is emphasized because of the nature of the job. Police work involves physical activities.

All Police Officer candidates must pass the Physical Abilities Test (PAT) as part of the selection process. The PAT consists of events designed to measure your strength, agility, and endurance. It is a pass/fail qualifying test and you may take the test as often as necessary to pass. Results are valid for one year. The PAT consists of three events administered in the following order:

Side Step - This test measures coordination. You begin by straddling a centerline on the floor. When instructed to begin, you will sidestep or slide to an outer line four feet to your right, then sidestep or slide back across the centerline to an outer line four feet to the left of the centerline, and then back to the right, and so on. You will have 10 seconds to touch or cross the outer lines as many times as you can. You will perform the test twice and your final score will be the average of the two trials.
Cable Pull - This test measures upper body strength. You will stand straight with the handles of the test instrument held chest high and your forearms parallel to the ground. You will have three seconds to pull outward in a horizontal motion as hard as you can. The cable pull will determine how many pounds of force you are able to generate. You will perform the test three times and your final score will be the average of the three trials.

Stationary Bicycle - This test measures muscular endurance. You will have two minutes to pedal as fast as you can against a pre-set resistance. You will perform the test once and your final score will be the number of revolutions you can do in the two minutes.

Passing the PAT only indicates the minimum physical abilities required to undertake academy training. Once in the academy, you will be required to perform at very high physical levels. Just because you pass the PAT does not mean that you have the strength or conditioning needed to meet the physical requirements of the Academy.

BACKGROUND INVESTIGATION
Prior to the Background Interview you will be required to complete a Personal History Form, which requires the compilation of extensive biographical information. On the day of the Background Interview you must complete a comprehensive questionnaire. A background investigator will review the Personal History Form and questionnaire and interview you about any issues noted. You will also be fingerprinted. If, based on the information obtained, it appears that you meet the City's background standards, a thorough field investigation will be conducted. The field investigation includes checks of employment, police, financial, education, and military records and interviews with family members, neighbors, supervisors, co-workers, and friends. The investigation may take from 60 to 180 days to complete. You will be evaluated on your past behavior and the extent to which your behavior demonstrates positive traits that support your candidacy for Police Officer and reflect on your character. The findings of the background investigation are valid for 12 months.

Many candidates are disqualified during the background portion of the selection process as a result of dishonesty. These candidates purposely omit information they think will result in their removal from the selection process, when that may not have been the case. When this information is later discovered during the background investigation, the candidate is disqualified, but not necessarily for the behavior he or she failed to disclose. Rather, the candidate is disqualified for what the failure to provide complete, accurate, and honest information reveals about his or her character. It is in every candidate's best interest to be completely forthcoming and truthful during the background investigation process.

POLYGRAPH EXAMINATION
A polygraph examination is conducted to confirm information obtained during your initial background interview.

MEDICAL AND PSYCHOLOGICAL EVALUATIONS
The medical examination and written psychological tests are administered on the same day and require approximately five to six hours to complete. The medical exam, conducted by a City physician, is thorough and it is essential that you be in excellent health, with no conditions that would restrict your ability to do
police work. Medical exam results are valid for up to 20 months, at the discretion of the City’s medical staff.

The written psychological test consists of several personality and life history questionnaires. The results are evaluated by staff psychologists in preparation for the oral psychological evaluation.

**PSYCHOLOGICAL INTERVIEW**
The psychological interview consists of an interview and evaluation by a City psychologist on factors related to successful performance in the difficult and stressful job of Police Officer. The information evaluated includes the written psychological test results and the background findings.

**CERTIFICATION AND APPOINTMENT**
Certification and Appointment are the final steps in the selection process. To be considered, you must have successfully completed all steps in the process. Certification of a candidate’s name to the Police Department does not guarantee appointment to the Police Academy. More names are provided to the Police Department than there are vacancies so that the Department can select those best qualified for appointment. Appointments to the Police Academy are made by the Police Department from the civil service eligibility list.

**PRE-EMPLOYMENT SUBSTANCE SCREENING**
In accordance with City Policy, a pre-employment substance screening for drugs and alcohol may be required prior to appointment because this classification has been designated as Safety Sensitive.

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**PREPARING FOR THE TESTS**

**WHAT TO EXPECT**

**PREPARING FOR THE MULTIPLE CHOICE TEST**
The multiple choice test consists of questions that evaluate English usage and reading comprehension skills. For each question there is a best answer.

The following sample test is followed by the correct “best answers” for the 50 questions. We suggest that you answer all questions before checking the correct answers to see how well you did. If you selected the wrong answer for 15 or more questions, you may wish to take steps to improve your skills by taking classes at a local community college or adult education center before you take the Police Officer written test. Classes in English grammar, literature, and composition may be helpful to you.

*Note: The questions are designed to measure your reading comprehension and English usage skills, not your knowledge of police work. The questions on the written tests may or may not pertain to police subjects.*

**THE MULTIPLE CHOICE TEST**
*(Answers are provided at the end of this test)*

The following six (6) questions show four ways of expressing the same idea. Select the one that best expresses the idea clearly and effectively in English appropriate for a written report.
A. Defensive driving techniques should always be used while on patrol.
B. Defensive driving techniques on patrol should always be used.
C. Defensive driving should always be done on patrol.
D. While on patrol, one should always drive defensive.

A. Community based policing requires that Officers have learned about the neighborhood problems.
B. Community based policing requires that Officers become familiar with problems confronting the neighborhood.
C. Community based policing Officers must learn about the neighborhood’s problems.
D. Community based policing requires that the neighborhood learned about the Officer’s problems.

A. The man was hysterical when he approach the front desk and ask the Officer to find his lost child.
B. The man hysterically approached the front desk and ask the Officer to find his lost child.
C. The hysterical man approached the front desk asking the Officer to find his lost child.
D. The man was hysterical when he approached the front desk and asked the Officer to find his lost child.

A. Officer Davis read the suspects there rights.
B. Officer Davis read the suspects their rights.
C. Officer Davis read the suspects’ their rights.
D. Officer Davis read the suspects they’re rights.

A. The suspect drove her car on the sidewalk in an attempt to avoid arrest.
B. The suspect drove her car on the sidewalk in an attempt to avoid arrest.
C. The suspect has drived her car on the sidewalk in an attempt to avoid arrest.
D. The suspect has drove her car on the sidewalk in an attempt to avoid arrest.

In the following question, select the sentence that is capitalized correctly.

A. A copy of the report was sent to The Mayor of The City of Los Angeles.
B. A copy of the report was sent to the mayor of the City of Los Angeles.
C. A copy of the report was sent to the Mayor of the City of Los Angeles.
D. A copy of the Report was sent to the Mayor of the cityof Los Angeles.

In the following 18 questions, select the word(s) which fill the blank(s) in order to complete the sentence in English appropriate for a written report.

8. Of the three reports, the arrest report was the ________ to complete.
A. harder C. more hard
B. hardest D. most hard
The assignment will be given to ________ is most capable.
A. whichever employee
B. whoever is the employee who
C. whomever is the employee who
D. whosoever is the employee who

We are glad to have you as our client, ________ whenever you need assistance.
A. and we hope that you will call us
B. and please call us
C. however please call us
D. but please call us

Bertha or Yolanda ________ in charge when the supervisor is gone.
A. is the one
B. are the one
C. is the ones
D. are the ones

When the suspect saw the Officers approaching, he ________ around the corner and down the street.
A. runned
B. run
C. running
D. ran

When the intoxicated man became verbally abusive, ________ remained calm and continued to talk to him.
A. sgt. smith
B. Sgt. Smith
C. sgt. Smith
D. Sgt. smith

Sergeant Miller gave the radios to Officer Sanchez, ________ .
A. you, and I
B. you, and me
C. you, and myself
D. myself and you

In my absence ________ will have to finish the assignment.
A. he and her both
B. she and him, they
C. he and she
D. he and her

The purpose of a criminal investigation is to ________ who was responsible for committing the crime.
A. decide
B. determine
C. develop
D. figure

Following graduation from the Police Academy, a new Officer works under the ________ of an experienced Officer.
A. supervision
B. instruction
C. cooperation
D. participation

A trained and disciplined group of ________ can be effective at controlling a potentially disruptive situation.
A. officers
B. officer's
C. officers'
D. officer
19 As soon as he ________ the dog, he ________ away.
   A. seen - ran
   B. seen - run
   C. saw - run
   D. saw - ran

20 Station Officers ________ arrestees for booking as one of ________ assigned tasks.
   A. except - their
   B. accept - there
   C. except - there
   D. accept - their

21 Officer Chu and ________ will meet with Officer Dominguez and ________ in the alley behind the bar.
   A. I - them
   B. me - they
   C. I - they
   D. me - them

22 Nobody ________ able to help the victim resolve ________ problems with her husband.
   A. was - her
   B. were - her
   C. was - their
   D. were - their

23 The distribution of the additional work ________ the three workers ________ a temporary arrangement.
   A. among - are
   B. among - is
   C. between - are
   D. between - is

24 As Officer Mikalovich handcuffed the ________ wrists, her partner searched ________ pockets.
   A. prisoners’ - their
   B. prisoner’s - their
   C. prisoners - their
   D. prisoners - there

25 If Uri ________ done it, he ________ written it down.
   A. had - would of
   B. had of - would of
   C. had - would have
   D. had of - would have

The remaining questions require you to read a paragraph, then choose which of four statements best answers a question about the paragraph. You should not be concerned with the truth or accuracy of the information given in the paragraph. You are to select the statement which best answers the question about information contained in the paragraph. Read each question completely with your full attention to its meaning before you answer.

26 Thousands of automobiles are stolen every year in this country. The cars are taken apart and parts are interchanged and then reassembled. The altered product is finally sold by a dealer, who may also sell a few cars from rightful owners.

According to the above paragraph, many stolen automobiles are
   A. difficult to identify.
   B. disposed of at auction sales.
   C. disposed of through honest dealers.
   D. taken apart and sold for spare parts.
The ballistic panels of body armor vests are composed of multi-layers of Kevlar or Spectra Shield which provides a Threat Level or Protection Level of IIA. Body armor vests have been found to be very effective in protecting the wearer from blunt force trauma, sharp objects, low and medium energy handgun bullets, shotgun pellets, and “slashing” type knife attacks. They are not designed to protect against rifle fire.

According to the above paragraph, the ballistic panels of the body armor vests are made of
A. coils of Spectra Shield.
B. Kevlar or Spectra Shield.
C. multi-layers of nylon.
D. Protection Level of IIA.

With the exception of Earth, all of the planets in our solar system are named for gods and goddesses in Greek or Roman legends. This is because the other planets were thought to be in heaven like the gods, and our planet lay beneath.

According to the previous paragraph, all the planets except Earth
A. were part of Greek and Roman legends.
B. were thought to be in heaven.
C. are part of the same solar system.
D. were worshiped as gods.

The Constitution guarantees the right to privacy to us all. This right to privacy is especially important to those who are HIV-infected or have AIDS. Ignorance about the disease has caused widespread discrimination against persons who are HIV-positive or have AIDS. Some have been abandoned by their families and others have been physically attacked.

According to the above paragraph:
A. AIDS is a disease caused by ignorance and education would help eradicate it.
B. The Constitution protects the ignorant from having their privacy rights violated.
C. Protecting individuals’ right to privacy may prevent violence based on ignorance.
D. The families of people who are HIV-positive or have AIDS have been attacked by people who are ignorant of the problems these families face.

Body oils, perspiration, and other substances combine on the fingers to be deposited in patterns every time a person touches an object. These patterns are formed by the unique arrangement of friction ridges in the skin. This fact makes fingerprints unsurpassed as evidence of identification. Even a clear partial print can identify a suspect and place that person at the scene of a crime.

According to the previous paragraph:
A. Fingerprints can be very valuable in proving that a person could have been involved in a particular crime.
B. If someone washes his/her hands before touching something, there will be no oils and perspiration to leave a fingerprint.
C. Automobile mechanics leave the clearest fingerprints because they work with oil.
D. Even a single fingerprint can be used to identify someone, provided it is a complete print.
31 If you want your tools to be in good repair, you will need to develop good maintenance habits. These, like all other habits, are formed by repetition. Remember: 1) Cleaning and lubricating tools makes them last longer and work better; 2) sharpening tools makes your work easier; and 3) storing them in the proper place lets you find them when you need them and helps prevent safety hazards.

According to the above paragraph, tools will last longer if:
A. sharpened regularly.
B. stored in a cool place.
C. cleaned regularly.
D. replaced at set intervals.

32 The Supreme Court was established by Article 3 of the Constitution. Since 1869 it has been made up of nine members, the chief justice and eight associate justices, who are appointed for life. Supreme Court justices are named by the President and must be confirmed by the Senate.

According to the above paragraph, the Supreme Court:
A. was established in 1869.
B. consists of nine justices.
C. consists of justices appointed by the Senate.
D. changes with each Presidential election.

33 Officers should use extreme caution in the presence of a person believed to be under the influence of PCP, as violence may erupt without provocation. If an altercation occurs, officers should be aware that since PCP diminishes pain, many approved methods might be worthless in controlling the suspect. A person believed to be under the influence of PCP should be approached slowly and calmly. The person should be handcuffed immediately and treated with the same care as a mental patient.

According to the previous paragraph, an officer attempting to apprehend a suspect believed to be under the influence of PCP should:
A. approach him/her calmly.
B. call for assistance immediately.
C. render the person unconscious.
D. take no special precautions.

34 The “frisk” or “pat down” search is used when checking a suspect for weapons. A search of this type is a search of the outer clothing. The objective is to determine if the suspect has a weapon that might be used against the Officer. These searches are not performed as a matter of routine but are based on an Officer’s reasonable suspicion that a suspect might be armed.

According to the above paragraph:
A. Because Officer safety is a primary consideration, a frisk search should be conducted on all suspects.
B. Pat down searches are useful when it is suspected that an individual has concealed contraband, such as narcotics paraphernalia, on his/her person.
C. A frisk search of a suspect should only be conducted by an Officer of the same gender as the suspect.
D. It is an Officer’s responsibility to determine if a pat down search is warranted in a given situation.

35 In a major earthquake, expect loud noises. Sound will come from the motion of the ground, the structure of the building, breaking glass, falling objects, etc. The rolling and roaring may terrify you, but unless something falls on you, the sensations probably won’t hurt you.
According to the previous paragraph, during a major earthquake
A. most people will experience hearing loss due to the loud noises.
B. the rolling and roaring will cause injuries.
C. your sensory skills won’t be affected.
D. the loud noises and movement that occur can be terrifying.

Even in quite comparable situations, individuals differ widely in the rate at which they return to normal after excitement. One person may recover from a violent fit of anger in a few minutes, while another is disturbed and irritated for hours. Similarly, of two persons caught in a terrifying accident, one may be haunted by it for days while the other forgets it emotionally almost as soon as it is over.

According to the above paragraph:
A. The tendency to stay excited once emotionally aroused varies with the individual.
B. A person with a very hot temper will probably cool off very slowly.
C. Accidents that haunt one person and terrify another are comparable, although the individuals concerned may differ widely.
D. Departure from and return to normalcy are invariable among individuals.

Few drivers realize that steel is used to keep the road surface flat in spite of the weight of buses and trucks. Steel bars, deeply embedded in the concrete, are sinews which take the stresses so that the stresses cannot crack the slab or make it wavy.

According to the previous paragraph, a concrete road
A. is expensive to build.
B. usually cracks under heavy weights.
C. looks like any other road.
D. is reinforced with other material.

Fear is probably the most common emotion Police Officers see and have to understand in others. It is very similar to anxiety. The main distinction between fear and anxiety is that fear is what a person more often feels when a clearly palpable and present danger presents itself. The dangers are not the vague sort you more normally associate with anxiety.

According to the above paragraph, the situation which is most likely to generate fear rather than anxiety is
A. threat of floods after three days of rain.
B. worry about loved ones after a major earthquake.
C. entering a building where a bomb may be placed.
D. facing an angry person with a knife.

Although communication is something we have done all our lives, we are often less effective at it than we think. Communication is a highly complex process which few people do naturally well. Improving your communication skills helps enhance street sense, for these skills give you access to the minds and emotions of others. Without this capability, your capacity to respond to the needs of the people you meet will be limited.

According to the previous paragraph:
A. Most people are better communicators than they realize.
B. Good communication skills help people to help others.
C. Without good street sense, communication skills are useless.
D. People who communicate often communicate more effectively.
Pure LSD is so potent that an average dose cannot be seen by the naked eye. Therefore, the drug is combined with other ingredients to obtain bulk for packaging. The ingredients with which the drug is combined contribute the color, taste, and odor. The powder form may be white or have a light blue tint. LSD is also sold in liquid form, usually tinted light blue; but it can be any color and may be sold in any type of bottle or container. It may also be mixed with any type of substance, such as sugar, salt, flour, or orange juice.

According to the above paragraph, LSD is usually combined with other ingredients
A. so it can be measured and packaged easily.
B. because it is chemically unstable.
C. to increase the potency of the drug.
D. because powders are easier to handle than liquids.

The X-ray has gone into business. Developed primarily to aid in diagnosing human ills, the machine now works in packing plants, in foundries, in service stations, and in a dozen ways contributes to precision and accuracy in industry.

According to the above paragraph, the X-ray
A. was first developed to aid business.
B. is being used to improve the functioning of industry.
C. is more accurate in packing plants than in foundries.
D. increases the output of such industries as service stations.

There are a number of active faults in California that can cause damaging earthquakes. Most of these active faults will be sources of intermediate size earthquakes and will affect portions of the area as did the October 1, 1987, Whittier Narrows Earthquake. In addition, there are faults that can cause region-wide destruction, such as the northern section of the San Andreas Fault along which the 1906 San Francisco 8.3 magnitude earthquake occurred.

According to the above paragraph:
A. Some faults can affect portions of an area while others can cause region-wide destruction.
B. The 1906 San Francisco earthquake caused damage in isolated areas.
C. Most earthquakes in California occur on the San Andreas Fault.
D. Most active faults will cause region-wide destruction.

Every crime consists of a group of elements laid down in the law which define the offense. The sum of these elements is known as the corpus delicti. Proof of the corpus delicti is complete when there is evidence of the existence of every element of the offense even though there is no evidence as to who committed it.

According to the above paragraph:
A. The identity of the person who committed a crime is part of the corpus delicti.
B. The corpus delicti of the crime of murder is the existence of a dead body.
C. If the corpus delicti has been proved, the defendant should be convicted.
D. If the corpus delicti consists of five elements and only four of them have been proved, the defendant cannot properly be convicted.

A survey to determine the subjects that have helped students most in their jobs shows that typewriting leads all other subjects in the business group. It also leads
among the subjects college students consider most valuable and would take again if they were to return to high school.

According to the above paragraph:
A. The ability to type is an asset in business and in school.
B. Students who return to night school take typing.
C. Students with a knowledge of typing do superior work in college.
D. Success in business is assured those who can type.

When responding to a burglary, Officers should turn off the lights of their vehicle just prior to arrival at the location of the call. They should not stop directly in front of the location of the call but should park several houses away, making as little noise as possible so as not to alert the burglar. If possible, the officers should deploy diagonally at opposite corners of the location so that each can see two sides of the location.

According to the above paragraph, responding officers should take special precautions in order to
A. avoid alerting a suspected burglar.
B. catch a suspect in the act of burglary.
C. ensure that a burglar cannot escape.
D. protect themselves from a cornered suspect.

The shotgun is perhaps the most lethal weapon authorized for use by Officers. Each time the shotgun is fired, it delivers multiple projectiles to the intended target. In incidents when the likelihood of confronting an armed suspect is high, such as a robbery-in-progress, Officers may need the extra firepower of the shotgun to ensure control of the situation.

According to the above paragraph:
A. Because of lethal nature of the shotgun, it is only used for robbery-in-progress calls.
B. The advantage of the shotgun lies in its ability to deliver a very large projectile to the intended target.
C. The shotgun is provided to Officers to increase their firepower when confronting an armed suspect.
D. A shotgun should never be removed from the patrol car until it is confirmed that the Officer is in a deadly force situation.

In the business districts of cities, collections from street letter boxes are made at stated hours and collectors are required to observe these hours exactly. Anyone using these boxes can rely with certainty upon the time of the next collection.

According to the above paragraph:
A. Mail collections in business districts are more frequent during the day than at night.
B. Mail collectors are required to observe safety regulations exactly.
C. Mail collections are made often in business districts.
D. Mail is collected in business districts on a regular schedule.

While Officer safety should always be a prime consideration in tactical situations, any steps taken by an Officer to improve his/her own safety conditions must not create unsafe conditions for innocent citizens. Therefore, Officers should not request citizens to step outside if it would place citizens at risk. Citizens may be at risk at a variety of calls, such as “shots fired,” “prowler there now,” or “domestic violence.” Citizens may also have personal reasons for not wanting contact with the Police and may request that Officers not make contact. These requests should be honored.
According to the previous paragraph:
A. When responding to a domestic violence call, Officers must not reveal who requested their presence.
B. Officers must make sure that their actions when responding to a call do not jeopardize innocent citizens.
C. Officer safety is the primary consideration in determining the proper response to a call.
D. Unless citizens specifically request that they have no contact with Police, Officers should make every effort to have citizens meet them when they respond to a call.

49 The Africanized Honey Bees can best be described as sensitive but aggressive. They look the same as the common honey bee and have the same capability of stinging only once. However, these bees have the ability to detect vibrations or a disturbance up to 150 feet away; and when disturbed, their hive can empty in seconds, sending out thousands of enraged bees. Because of this aggressive nature, they have been known to pursue a victim up to one-half mile.

According to the previous paragraph, an Africanized Honey Bee is characterized as
A. relatively fierce.
B. capable of multiple stinging incidents.
C. very productive honey producers when compared to the common honey bee.
D. very venomous.

50 What Officers say is often as important as what they do. Even though you may be in uniform, do not take for granted that the suspect knows that you are a Police Officer. A suspect may be facing away from you or distracted. “Police” or “Police Officer” should preface all commands. This statement establishes your authority as well as your identity.

According to the above paragraph:
A. After giving a command to a suspect, identify yourself as a Police Officer to ensure compliance.
B. If a suspect is facing you and can see your uniform, it is not necessary to tell them you are a Police Officer.
C. A Police Officer’s uniform and weapon establish his/her identity and authority.
D. Never assume that everyone you come in contact with will know that you are a Police Officer.
You will have 30 minutes to prepare an essay one to two pages (8 1/2” x 11”) in length. Your essay will be evaluated based on how well you respond to the question, including the organization, development, and clarity of your response. If any of these factors are affected by deficiencies in spelling, grammar, and/or punctuation, your essay will be evaluated accordingly.

In preparation, we suggest you write essays in response to the following sample questions and then ask someone to read your essays. Ask if what you wrote was clear and if he or she understood why you chose to write about the persons or topics you selected.

The following two questions are indicative of the type of essay question you will be asked to respond to as part of the Police Officer written test.

**Sample Question 1:**
Describe the person who has had the greatest influence in your life and explain how this person influenced you.

**Sample Question 2:**
Describe your dream vacation and explain what would make it so special.

One method of narrative writing that is widely used and easy to remember is the A, B, C method.

A is for the Attractor. B is for the Body. C is for the Conclusion.

**A = Attractor:** The Attractor is the opening sentence that lets the reader know what the essay is about.

**Sample Question 1:**
Identify and describe the person you are going to write about.

**Sample Question 2:**
Identify where you want to go and what you want to do on your dream vacation.

**B = Body:** The Body describes and explains your topic. It supplies information about the who, what, when, where, why, and how.

**Sample Question 1:**
What made the person that influenced you what he or she is? Was his or her influence on you something that happened a long time ago or recently or over a period of time? Why were you so influenced by him or her? What did he or she do, or not do, that so influenced you? Ask yourself these and other questions in formulating your response to Sample Question 1.

**Sample Question 2:**
What kind of vacation do you envision; a guided tour, a road trip, outdoor activities, just plain relaxation, or something else?
What is it about your dream vacation that attracts you? What time of year would you want to make the trip and why? Who would you like to accompany you and why? These are the types of questions you may want to consider in answering Sample Question 2.

C = Conclusion: The Conclusion should not simply summarize your essay, but should explain what you have gained or hope to gain from a particular person, place, or experience. Tying your conclusion to your attractor can often bring your essay full circle and reinforce what you introduce in your opening sentences. Try not to use stock phrases. “In conclusion,” “In summary,” “To conclude,” etc. are not the best way to close a well-written narrative essay.

Sample Question 1:
How did the person that influenced you help make you the person that you are today? How would you be different without that person’s influence? These are the types of questions you may wish to consider for your conclusion to Sample Question 1.

Sample Question 2:
What do you hope to accomplish on your vacation? Why can this be better accomplished on vacation than at home? Ask yourself these and other questions in formulating your conclusion to Sample Question 2.

THE ORAL INTERVIEW
The impression you make during the interview will be largely determined by your conduct. Your courtesy, alertness and self-confidence are important. Speak in a self-assured tone, smile occasionally, and look the interviewers in the eye as you listen and talk. Sit erect and be prepared to answer the questions that are likely to be asked.

The board members realize that it is normal for candidates to feel nervous in this situation, and they will discount a certain amount of nervousness. However, avoid doing obvious things such as drumming your fingers, twisting a handkerchief, or chewing gum. You will be better prepared and less apt to be nervous if you review your application and this brochure immediately before the interview to make sure the information is fresh in your mind.

The interview follows a simple question and answer format. Your ability to answer quickly and accurately is important, but don’t rush it. If your answers become confused or contradictory, you will not do well. The best way to avoid contradictory answers is simply to tell the truth. A frank answer, even if it seems unfavorable to you, is better than exaggeration, which may confuse you in a follow-up question.

Be prepared to explain what you have learned from your experiences, good and bad. Avoid “yes” or “no” answers whenever possible. Expand on your answers. Volunteering information is often helpful in showing how you qualify for the position. It is also important to know when to stop answering a question. You should avoid repeating yourself, rambling, giving information that is unrelated to the question, or talking too much on any one point.
If you do not understand a question, ask the interviewers to repeat or rephrase the question. It is important to get your good points across to the interviewers. If you are describing your best qualities, give concrete examples and explain how these qualities have helped you and your former employers. This is where your preparation will pay off.

It is well established that past behavior is the best predictor of future behavior and, by extension, future performance. The oral interview has been designed to elicit from each candidate examples of actual past behavior related to six factors that have been determined to be critical to job success as a Police Officer. During your interview, you will be asked to demonstrate, through your past behavior, why you are qualified to be a Police Officer. You are not expected to have had previous training or experience in police work.

**The first factor is job motivation.** Police Officer is not just a 9-to-5 job. A career as a Police Officer requires a lifetime commitment. Be sure to have an accurate understanding of what a career as a Police Officer will be like, what can be accomplished during a career as a Police Officer, and what you expect to derive from it. Plan to talk about how your education, prior employment, or other life experiences have given you this understanding and have prepared you for the duties and responsibilities of a Police Officer, many of which are discussed in this brochure.

**The second factor is personal accomplishment.** Police Officers must always be success-oriented. Think about how you have demonstrated personal effectiveness through achievement and success in work, education, or other areas, how you have set and achieved personal goals, and the achievements in your life that you are most proud of.

**The third factor is role adaptability.** Police Officers must be able to work alone, responsible only for their own actions; with a partner, where responsibility is shared; as a member of a team, capable of following the orders of others and working cooperatively with other team members; or as a leader, taking control of a situation and directing or helping others. And they must be able to assume these different responsibilities at appropriate times and as circumstances change, often during a single work shift or even during a single event. Plan to talk about your past behavior and how it has prepared you to adapt to this behavioral flexibility.

**The fourth factor is community service orientation.** Police Officers do more than just catch the bad guys. They are the City's most visible face in the community and on the front lines of efforts to improve or maintain a community's quality of life. Think about your past behavior and how it has demonstrated your commitment to community service.

**The fifth factor is respect for diversity.** Los Angeles is one of the most diverse cities in the world. Police Officers must deal effectively with all people, treating each with courtesy, dignity, and fairness. To do this, you must have a profound appreciation for human diversity itself. Try to recall your interactions with people of various backgrounds, attitudes, opinions, and beliefs in various situations and the effectiveness of those interactions.

**The sixth factor is problem solving.** This has long been part of what a Police Officer does on a daily basis. In community policing, it becomes even more important. Police Officers are
expected to recognize small problems and solve them before they become big problems. They must note trends and develop preventive solutions to potential long-term problems. Think about problems you have confronted in the past and how you approached them. Why did you do what you did? Would you do it again?

There are no right or wrong answers to the questions you will be asked to elicit the information needed to evaluate your qualifications for each of the factors discussed above. Each candidate’s responses will be unique to that candidate, based on his or her life experiences. Prior to your interview you may want to spend some time reviewing the many events and incidents that make up your personal history and that have helped make you who you are today. Which of these many experiences have prepared you for the position of Police Officer and the factors on which you will be rated?

Remember that your interview panel will consist of a trained Interview Specialist and a Sergeant or Detective from the Los Angeles Police Department. They will ask many follow-up questions as they delve into your qualifications. If you choose to invent or embellish experiences related to the factors discussed above, in all likelihood your attempts to inflate your qualifications will become obvious. We all have a lifetime of experiences to draw from without making things up. You just need to demonstrate how those experiences have prepared you for the duties and responsibilities of a Police Officer.

To help you prepare for the Oral Interview, LAPD offers an Oral Interview Seminar and Class on the first and last Wednesday of each month (excluding holidays). The class is held from 6 to 8 p.m. in the Parker Center Auditorium, 150 Los Angeles Street. Call 866-444-LAPD for more information.

**PHYSICAL PREPARATION**

**THE FOUR-MONTH PRE-ACADEMY FITNESS PROGRAM** that follows was designed to help candidates who want to work on their own to develop strength and fitness levels that will help them be successful in the Academy. The physical training in the Academy includes flexibility and strength training, endurance runs, calisthenics exercises, an obstacle course, and self-defense. It is a fact that candidates who enter the Academy lacking physical conditioning are prone to injuries that can result in removal from the Academy. And, even if you do not ultimately become a Los Angeles Police Officer, this program can be the start of a commitment to fitness that will benefit you throughout your life.

It is very important to get a full medical examination and a doctor’s approval before starting any physical activity program. It is recommended that each candidate set goals and adjust the level of this program according to their capabilities.

**Warm-up / Stretching**

No matter what your level of fitness, you should always begin an exercise session with an appropriate amount of time allocated to warming-up. A warm-up prior to exercise stimulates the cardiovascular system and various muscle groups, which increases performance and reduces your risk of injury.

Warm-up should be gradual and strenuous enough to increase your core temperature and muscle temperature without causing fatigue or excess stress on the body. This could be walking, cycling, stair stepping, etc. Begin at a slow pace and then gradually increase the intensity. The duration of the warm-up will depend on the primary activity, the intensity of the activity,
and your age and level of fitness. However, as a general rule, five to 10 minutes will be sufficient. After you have warmed-up, stretch all major body parts. It is important that you do not stretch until you are warmed up.

**Running**

The running component of the Four-Month Pre-Academy Fitness Program is designed to meet the minimal running standards at the Police Academy. It will increase your endurance and speed, and is a great way to improve your cardiovascular system. There is nothing easier than putting on a pair of running shoes and heading out the door for fresh air, sunshine, and exercise. But while doing it is easy, if you've never run before, you'll quickly realize how strenuous it can be. It takes time to build up the endurance to run for even a short period of time.

If you are new to running, you should ease into the program. If you are unable to run at a slow pace continuously for 30 minutes you should begin your program with a walk/run routine, alternating five minutes of fast walking with five minutes of running. Gradually build up your running time to a 30-minute self paced run. Always complete your workout with a five-minute slow-paced cool-down and stretching of the calves, hamstrings, hip flexors, and back.

It is very important that you have a good pair of running shoes. Unlike cross trainers, running shoes are designed to allow your foot to strike the ground properly, reducing the amount of shock that travels up your leg and causes injuries. They are also made to fit your foot comfortably, which reduces the slipping and sliding that can lead to blisters.

The running portion of this program is not designed to be done on a treadmill. A treadmill “pulls” the ground underneath your feet, and you do not meet any wind resistance, which makes running somewhat easier. However, many treadmills are padded, making them a good option if you're carrying a few extra pounds or are injury-prone and want to decrease impact. To better simulate the effort of outdoor running, you can always set your treadmill at a one percent incline.

While you are building up your running stamina, practice good running form:

1. Run tall with good posture. Your trunk will lean forward from the hips slightly, but try to lengthen your body, lift your chest, and hold in your abdominal muscles.

2. Let your arms swing at a 90-degree angle between the chest and hipbone, not crossing them over your body. Your arm swing should complement your stride. Relax your wrists and hands. Do not clench your fists.

3. Power your stride from your thighs, hips, and buttocks muscles. Plant your heel on the ground first and roll onto the toes.

4. Stay relaxed.

When you can jog continuously for 30 minutes, you can begin the running portion of the Department’s Four-Month Pre-Academy Fitness Program.
Calisthenics / Strength

The Department's strength training is based on a calisthenics platform. Calisthenics develop the ability to squat, reach, twist, lunge, jump, land, push, and get up and down. These are the types of actions demanded of law enforcement officers during a routine patrol watch. Calisthenics build strength and promote endurance without the repetitive motion that often leads to overuse injuries. Finally, these exercises improve mobility by progressively taking the major joints through a full, controlled range of motion. Calisthenics also demand the attention to detail that conveys physical readiness and discipline. You should do the calisthenics exercises every day. It is important that you adjust the level of activity according to your individual fitness level and gradually progress at your own pace with every workout.

Cool down

The cool-down is just as important as the warm-up. Abrupt cessation of vigorous activity leads to pooling of the blood and sluggish circulation. It may also contribute to cramping, soreness, or more serious problems. It is recommended that you complete your workout with a five-minute slow-paced cool-down, and stretch for ten minutes following your workouts. It is important to remember to stretch while your muscles are still warm.

Hydration

Most people do not drink enough water. Water is essential to survival. Every function and movement of an officer's body requires water. During hot weather or strenuous exercise, a larger amount of water is eliminated through perspiration in order to regulate body temperature. Therefore, it is critical to drink more water during hot weather or while exercising. It is recommended that you drink several cups of water before exercising. If the exercise is prolonged or vigorous, you should drink small quantities of water every 10 to 15 minutes during the activity. A guideline for consumption of water is 64 ounces of water per day.

STRETCHING ROUTINE

Stretching Tips

1. Always warm up for 5-10 minutes prior to stretching. Suggestions - stationary bike, running in place, stair machine, or treadmill.

2. Move slowly when stretching. Take this time to relax and focus on your breathing.

3. Depending on what you choose, music can help energize or relax you.

4. When lying on your back, move your legs one at a time. Sudden movements with both legs can strain the muscles of the lower back.

5. Stretch to the point of gentle tension. If something hurts, stop immediately. Stretching should feel good. Hold each stretch for 30 seconds.

6. Stretch daily. This workout can take as little as 7-10 minutes, or as long as you’d like. A few minutes every day can improve your performance, prevent injuries, and help you relax.
STRETCHING PROGRAM

Neck Rotation. Turn your head to the side, stretching your chin toward your shoulder. Turn head back to center and repeat to the other side.

Shoulder Stretch. Stand with feet shoulder width apart. Raise one arm overhead and stretch as far as you can without bending the torso. Repeat with opposite arm.

Forearm Stretch. Extend your right arm straight out in front of you, palm downward. With the left hand, grasp the fingers of the right hand and pull back gently, stretching the wrist and forearm. Repeat with the left arm.

Triceps Stretch. Raise one arm straight up, so your upper arm is near your ear. Bend at the elbow and let your hand fall to the back of your neck. With the other arm, reach behind your head and place your hand on top of the bent elbow. Gently pull down and back on the elbow. Repeat with other arm.

Trunk Stretch. Stand with your feet a little more than shoulder width apart. Reach your left arm overhead and bend to the right at the waist. Repeat on opposite side.

Torso Twist. Stand at arm's length from the wall, with the wall at your side. Reach one arm out and place your hand on the wall. Reach the other arm around the body, stretching the hand to the wall. Repeat on opposite side.

Chest Stretch. Stand with your feet shoulder width apart. Clasp your hands behind your back and gently press your arms upward, keeping your arms straight.

Back Stretch. Lie on your back and bring one knee to your chest. Hold the knee with both hands and gently pull in. Alternate knees and repeat.

Hip Roll. Lie on your back and bend your knees, feet flat on the floor. Let your knees fall to the right while reaching both arms across your body to the left. Hold the stretch, then roll the hips over to the left, stretch arms to the right and repeat the stretch.

Lower Back Reach. Sit on the floor with your legs straight out in front of you. Reach forward toward your toes, keeping your chin up and lower back slightly arched. Try not to round the back or tuck the chin in - this decreases the effectiveness of the stretch.
**Butterfly Stretch.** Sit on the floor, bend your knees out to the sides and bring the soles of your feet together. Place your hands on your knees and gently press the knees toward the floor. Keep your back straight.

**Lateral Hip Stretch.** Sit on the floor with both legs straight in front of you. Bend your left leg and place the left foot over the right knee. Place your right hand on the outside of the left knee and gently pull the knee toward your right shoulder, twisting the torso to the left, until you feel the stretch in your left hip. Repeat with opposite side.

**Hamstring Stretch.** Stand with legs shoulder width apart and the left leg slightly in front of the right. Shift your weight to the back leg (the right) and bend the knee, turning the knee and toe to the right. Extend the left leg and place the heel on the floor, toes in the air. Keep the back straight and bend forward at the hips until you feel the stretch in the hamstring of the left leg. Repeat with the opposite leg.

**Standing Hamstring Reach.** Stand with one foot crossed over the other. Bend at the hips, reaching toward the floor and keeping the knees slightly bent. Repeat with the opposite foot crossed in front.

**V-Stretch.** Sit on the floor with your legs extended to either side so they form a “V”. Bend forward, grasp your toes or ankles, and stretch your chest toward the floor. Try to go a little lower each time you perform the stretch.

**Leaning Calf Stretch.** Stand about 2 1/2 feet from a wall. Place your hands on the wall and lean in, gently pushing your hips forward. Keep your legs straight and heels flat on the floor.

**Standing Calf Stretch.** Stand with your feet together. Extend one leg in front of you and place the heel on the floor, toes in the air. Keeping the back straight, bend forward at the hips until you feel the stretch in the calf. Repeat with the opposite leg.

**Quadriceps Stretch.** Lie face down and reach back with your right arm to grasp your right ankle. Pull your foot toward your buttocks. Be sure to keep your hips and pelvis on the floor. Repeat with left leg.

**Standing Quad Stretch.** From a standing position, reach back to grasp your right ankle with your right hand. And pull your foot toward your buttocks. Place your other hand on a wall or chair if you need balance support. Repeat with left leg.
### WEEK ONE
- **Warm-up / Stretching**
- **Cool-down / Stretching**
- Light aerobics 5-10 minutes
- Stretching routine

- **Run**
  - 1/2 mile
  - 6 to 8 minutes on shock absorbing surface, i.e. track
  - One day of rest
  - No Treadmills

- **Calisthenics / Strength**
  - Push-ups 10-20 reps - 2 sets
  - Sit-ups 20-25 reps - 2 sets
  - Pull-ups 3-10 reps - 2 sets
  - Leg-lifts 10-20 reps - 2 sets

- **Week 1:**
  - **Run**
    - 1/2 mile
    - 6 to 8 minutes on shock absorbing surface, i.e. track
    - One day of rest
    - No Treadmills
  - **Calisthenics / Strength**
    - Push-ups 10-20 reps - 2 sets
    - Sit-ups 20-25 reps - 2 sets
    - Pull-ups 3-10 reps - 2 sets
    - Leg-lifts 10-20 reps - 2 sets

### WEEK SIX
- **Warm-up / Stretching**
- **Cool-down / Stretching**
- Light aerobics 5-10 minutes
- Stretching routine

- **Run**
  - 1/2 miles
  - 11 to 12 minutes per miles
  - Shock absorbing surface
  - One day of rest
  - No Treadmills

- **Calisthenics / Strength**
  - Push-ups 15-25 reps - 2 sets
  - Sit-ups 25-30 reps - 2 sets
  - Pull-ups 3-10 reps - 2 sets
  - Leg-lifts 15-25 reps - 2 sets

### WEEK SEVEN
- **Warm-up / Stretching**
- **Cool-down / Stretching**
- Light aerobics 5-10 minutes
- Stretching routine

- **Run**
  - 2 miles
  - 11 to 12 minutes per miles
  - Shock absorbing surface
  - One day of rest
  - No Treadmills

- **Calisthenics / Strength**
  - Push-ups 15-25 reps - 2 sets
  - Sit-ups 25-30 reps - 2 sets
  - Pull-ups 3-10 reps - 2 sets
  - Leg-lifts 15-25 reps - 2 sets

### WEEK EIGHT
- **Warm-up / Stretching**
- **Cool-down / Stretching**
- Light aerobics 5-10 minutes
- Stretching routine

- **Run**
  - 2 miles
  - 11 to 12 miles per minutes
  - Shock absorbing surface
  - One day of rest
  - No Treadmills

- **Calisthenics / Strength**
  - Push-ups 15-25 reps - 2 sets
  - Sit-ups 25-30 reps - 2 sets
  - Pull-ups 3-10 reps - 2 sets
  - Leg-lifts 15-25 reps - 2 sets

### CANDIDATE ASSISTANCE PROGRAM
To further assist candidates, the Los Angeles Police Department offers the Candidate Assistance Program, physical training classes geared to increasing physical proficiency. The physical training classes are free to all candidates who have taken and passed both parts of the written test, and take place on Tuesday and Thursday evenings from 6 p.m. to 9 p.m. All classes are held at the Los Angeles Police Academy, 1880 N. Academy Drive, Los Angeles. Participants should wear workout gear and suitable running shoes.

This physical training class is NOT mandatory and is only designed to assist you as a Police Officer candidate. Participation in the class does not automatically qualify you to be hired. All candidates must pass the civil service Physical Abilities Test.

Before beginning any training program, it is recommended that you receive a thorough medical examination from your own physician.

For more information about these classes and for a current schedule, call the Department’s Recruitment and Employment Division at (866) 444-LAPD. DO NOT CALL the Police Academy about this class.

This training is subject to change without notice. Classes are not held on holidays.

### ACADEMY TRAINEE PROGRAM
In an effort to ensure the success of recruits entering the Police Academy, the Los Angeles Police Department (LAPD) offers the Academy Trainee (AT) program to candidates who have been offered appointment by the LAPD, but who may need to...
improve their fitness or strength, or would benefit from other
preparation, prior to commencing the rigorous Academy training.
Police Officer candidates are eligible for the AT program after they
have successfully completed all steps in the selection process.

The AT program is a five-week program that exposes participants to
the physical, academic, and emotional demands of Police Officer
training. It is available to candidates who have successfully
completed the selection process and have been offered
appointment to LAPD. Academy Trainees are paid a monthly salary
commensurate with their duties while being trained in subject areas
identified as critical for success in the Academy. Training includes:

- Physical Training and Conditioning
- Counseling in Job Expectations
- Assertiveness
- Support Networks Development
- Self Defense Techniques
- Stress Management
- Firearms Orientation
- Equipment Care
- Uniform Inspection
- Basic English
- Patrol and Administration
- Investigative Duties

Academy Trainees are required to meet and maintain minimum
standards in physical training, academics, and general demeanor.
However, recruits, especially women, who participate in this
program have a substantially increased success rate upon entering
the Academy. Candidates who have demonstrated during the
rigorous selection process their potential to succeed as a LAPD
officer should strongly consider taking advantage of this
opportunity to ensure that likelihood of success.

IN THE ACADEMY

what to expect

TRAINING

The Los Angeles Police Academy is a Basic Course, accredited by
the California Commission on Peace Officer Standards and
Training (POST). It is a 28-week, non-residential course of study.

As a newly appointed recruit Police Officer, you will be required
to purchase recruit uniforms and shoes, physical training clothing
and running shoes, notebooks, and other items. You should
expect to spend between $500 and $750 for items needed during
training. If you require financial assistance, unsecured signature
loans are available from the Los Angeles Police Federal Credit
Union. Upon completion of training you will be issued uniforms
and safety equipment such as firearms, ballistic vests, helmets,
and utility belts.

The first 16 weeks of training are held at the Ahmanson Recruit
Training Center (ARTC) near the Los Angeles International
Airport. Most of the training at the ARTC is conducted in a
lecture format, along with physical training, and some firearms
and tactics training. At the 17th week, the class moves to the
Davis Training Facility in Granada Hills. Most of the training at
Davis focuses on live fire weapons training and practical training
exercises. The Community Policing philosophy is an integral part
of the entire program.

The instruction covers a wide range of issues and situations
encountered by law enforcement officers. The general areas of
instruction include:
Academics encompasses arrest and booking procedures, preliminary investigation techniques, radio and communications, report writing, traffic investigation, and traffic enforcement. (230 hours)

Driving includes the Emergency Vehicle Operations Course, which covers defensive driving, pursuit policy, and safe vehicle handling. (40 hours)

Firearms training includes weapon care and safety, marksmanship, tactical manipulation with the sidearm and shotgun, and chemical agents handling. (113 hours). Police candidates are strongly discouraged from seeking firearms instruction prior to entering the Police Academy. The LAPD has a nationally recognized state-of-the-art firearms instruction program. Without proper instruction, poor marksmanship habits may be developed that are difficult or impossible to overcome.

Human Relations includes cultural sensitivity training, sexual harassment issues, media relations, stress management, disability awareness, community relations, tactical communications, hate crimes, missing persons, and domestic violence. (100 hours)


Physical Training builds strength and endurance through physical conditioning while promoting a positive attitude toward a fitness lifestyle. It also encompasses training in physical arrest techniques, controls, and weaponless defense. (142 hours)

Tactics covers patrol techniques and procedures, crimes in progress, building searches, vehicle stops, use of deadly force, and shooting policy. (98 hours)

LAPD Specific Training is in addition to the POST required courses. This training portion includes a variety of enrichment classes and additional training that is either specific to the Department or has been identified as a priority for Los Angeles Police Officers. Some of these are Advanced Tactical Training, Mobile Field Force Tactics, Patrol Ride-Along, Mobile Digital Computer (in-car computer) Training, Alcohol Abuse, Administration of Discipline, Cultural Diversity, K-9 Operations, Air Support Operations, Bomb Squad, Community Policing and Problem Solving, Spanish Language, Civil Liabilities, and Sexual Harassment Training.

The Academy training staff makes every effort to ensure that recruit Officers have the opportunity to succeed, and remedial training is provided to assist recruits with problem areas.

Testing occurs throughout the training, and recruits are required to pass all segments of the training program in order to graduate.

Each recruit class has an immediate supervisor who is a Police Officer and is called the Class Coordinator. The Class Coordinator monitors the progress of the recruit officers and facilitates the training program. Recruit officers follow a paramilitary protocol during their Academy training. They address everyone as “Sir” or “Ma’am,” march in formation, call cadence, and maintain a sharp uniform appearance.
PHYSICAL REQUIREMENTS

California Peace Officer Standards and Training (POST) and the Los Angeles Police Department require recruit officers to fully participate in and successfully complete 80% of all physical conditioning classes - currently 30 out of 36 sessions. Each session lasts at least 60 minutes. The physical training in the Academy is designed to serve two purposes: to enable the recruit to pass the POST Physical Fitness Examination and to prepare the recruit for police work. To measure progress, recruits must complete a Physical Fitness Qualification (PFQ) three times during Academy training. The PFQs are given in the first, fifth and 11th weeks of training.

The first PFQ consists of four events. It is not scored, and serves as a benchmark for future progress. The four events are push-ups, sit-ups, pull-ups, and 1 1/2 mile run on a flat track. A fifth event, the timed obstacle course, is added to the second and third administrations of the PFQ.

During the administration of the PFQ, recruit officers are scored according to how fast the events are completed. The faster recruits complete an event, the more points are given. Recruits must achieve a minimum score to pass.

All recruits are required to pass the five-event POST Physical Fitness Examination. This is a state-mandated examination and you cannot be a California law enforcement officer without meeting these standards. This exam is given between the 12th and 14th week of training. It consists of the following:

- A 99-yard obstacle course that includes simulated curbs, weaving courseways of right and left turns, wooden horse jump, and 40-yard sprint
- A 165-pound body drag for 32 feet on a flat surface
- A 6-foot chain link fence climb
- A 6-foot solid wall climb
- A 500-yard run on flat track

Like the PFQ, the faster the events are completed, the more points are given. Recruits must achieve a minimum score to pass.

As mentioned, the first physical fitness test occurs during the first week of the Academy. This is why it is critical that candidates begin a physical conditioning program as soon as they apply.

ACADEMY PHYSICAL TRAINING PROGRAM

The recruit physical fitness training follows a program similar to the one given below. The program is indicative of what is expected of recruits from the day they enter the Academy. Candidates should either start the Four Month Pre-Academy Fitness Program on their own or participate in the Candidate Assistance Program (CAP) offered by the LAPD or both to be prepared for the physical demands of the Academy.

Warm-Ups

Warm up and stretching exercises are performed for approximately 30 minutes. These may consist of:

- Neck Circles
- Shoulder Stretches
- Trunk Twists
- Standing Calf Stretching
- Seated Toe Touch
- Seated Groin Stretch
- Seated Quadriceps Stretch

Endurance Run

After the warm up, recruits participate in a two-to-five mile run that starts at 10 minutes per mile and increases to 8 minutes per mile.
Runs are up and down hills as well as on flat ground. The runs are progressive both in distance and pace.

**Calisthenics**

The workout concludes with a calisthenics session that lasts approximately one hour, during which the entire workout is performed twice. The following are included:

- **Push-ups** - 30 Repetitions
- **Sprint One Lap**
- **Abdominal Curls** - 30 Repetitions
- **Sprint One Lap**
- **Abdominal Leg Lifts** - 30 Repetitions
- **Sprint One Lap**
- **Leg Lunges** - 30 Repetitions
- **Sprint One Lap**
- **Grass Drill** - 30-Second Repetitions
- **Two-Lap Recovery Jog**

**Agility and Strength Preparation**

These events are part of the specific preparation for the PFQ and POST tests:

- **Wall Scale** - Run 25 yards, then scale a 6-foot wall
- **Pull-ups** - Do as many as possible unassisted and then partner-assisted. Do enough to total 10.
  Rest and repeat.
- **Dips** - Do as many as possible on dipping bars if correct technique is used; on benches if not.

Before getting discouraged, be aware that with proper preparation none of these events is overly difficult.

If you start the Four-Month Pre-Academy Fitness Program at the outset of the selection process, you will go a long way toward meeting the goal of being ready for the Academy.

Training will be enhanced if you attend the Candidate Assistance Program offered at the Police Academy (refer to information on Page 65). If the schedule prohibits you from attending the entire CAP, you are encouraged to attend one or two sessions to acquaint yourself with the program and the type of training you will encounter in the Academy.

**THREE SPECIAL EVENTS** mark the transition through Academy training:

**Family Orientation** - A week before a new Academy class begins, new members and their families are invited to the Academy for an orientation to the training program. The information is designed to help them adjust to the law enforcement lifestyle.

**Badge Day** - In the 25th week of training, the Commanding Officer presents each recruit with a new badge. Families are invited to the ceremony and have an opportunity to tour the Academy.

**Graduation Day** - at the end of the 28th week, the Chief of Police inspects the graduating class and presents their diplomas. This is a formal event which the Mayor, City Council Members, Police Commission, and Department Staff may attend.