

City of Los Angeles
Personnel Department

**POLICE SERGEANT (Code No. 2227)
APPLICATION SUPPLEMENT – 2011**

The examination bulletin for Police Sergeant specifies that all candidates must complete and submit a Police Sergeant Application Supplement with their regular City application at the time of filing.

Please note that candidates who fail to submit these documents within the time required will not be considered further in this examination. Please submit these documents to the following location or other locations listed on the job bulletin (do not mail supplement to “drop box” locations as indicated):

**Personnel Department Building
700 East Temple Street, Room 100, Los Angeles, CA 90012
Monday through Friday, 7:00 a.m. until 4:00 p.m.**

CERTIFICATION STATEMENT

I certify that the Application Supplement and all of my responses are true and complete, and were authored, written, and prepared in their entirety solely by me. I understand that false, misleading or incomplete information shall be sufficient cause for disqualification in this examination or dismissal and other penalties as may be prescribed by law.

NAME: LAST	FIRST	MIDDLE INITIAL
SOCIAL SECURITY NUMBER	E-MAIL ADDRESS	

INSTRUCTIONS

The Police Sergeant Application Supplement consists of two parts. The following parts are described below:

Part I: Verification of Work Experience form (MUST be completed by your immediate supervisor and the Area/Division Commanding Officer). Provide information regarding your experience in an eligible geographic field (patrol) and/or traffic assignment.

Part II: Documentation of Education. Provide information regarding your completion of 30 semester or 45 quarter units from a recognized college or university. List your school name and location, degree (if applicable), total number of semester or quarter units and completion dates in the table provided. **LAPD Personnel Division will verify the education requirement. Verification documents (official transcripts or original degrees) must be submitted to Position Control Section, 100 West First Street, Room 228, for review. DO NOT submit these document to the Personnel Department with this supplement.**

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**POLICE SERGEANT
VERIFICATION OF WORK EXPERIENCE**

Part I:

NOTES TO SUPERVISORS

- Please note, for the purpose of meeting this bulletin requirement, the definition of eligible patrol/traffic experience is: "Any employee who has been assigned to a division or other organizational component which works in the field in uniform. This includes, but is not limited to, employees assigned to patrol, Metropolitan Division, traffic enforcement and collision investigation officers, Special Enforcement Officers, Air Support Division observers, uniformed officers assigned to the Prostitution Enforcement Detail, uniformed officers working a 'school car,' or officers assigned to the 'J-Car' detail who wear uniforms exclusively."
- If you can attest that the individual named below performed duties while either under your supervision or during a previous assignment which meets this definition of patrol/traffic experience, please fill in the information below, sign, and return this form to the candidate.
- *The information below must be signed by BOTH the immediate supervisor and the Area/Division Commanding Officer.*
- **THIS FORM MUST ACCOMPANY THE APPLICATION.**

EXAMINATION TITLE _____

(full name of employee)

(social security number)

1. The candidate performed duties within the above definition of a patrol/traffic assignment between _____ and _____.
month year month year

2. Civil Service class title of candidate when above duties were performed (include paygrade):

3. _____
Signed by Supervisor (Print Last Name) Civil Service Class Title – Work Phone # Date

4. _____
Approved (Area/Division Commanding Officer) (Print Last Name) Civil Service Class Title – Work Phone # Date

City of Los Angeles
 Personnel Department
**POLICE SERGEANT
 DOCUMENTATION OF EDUCATION**

Part II:

DEGREE INFORMATION (if applicable)			
Type of Degree	Major	Name and Location of College or University	Completion Date or Anticipated Completion Date

Courses from a recognized college or university			
Name and Location of College/University	# Units		Completion Date or Anticipated Completion Date
	Semester	Quarter	

EXAMINATION TITLE _____

NAME _____
 Last Name *First Name* *Social Security #*

**THIS COMPLETES THE APPLICATION SUPPLEMENT FOR
 POLICE SERGEANT**