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PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CA 90012

Margaret M. Whelan
GENERAL MANAGER

December, 2003

To Police Service Representative Candidates:

Thank you for your interest in the Police Service Representative examination. Along with this letter, you should have retrieved from our Website a bulletin, City application, and Job Preview.

The testing process is as follows:

1. Complete the application and the Job Preview carefully and completely.
2. Bring the **completed** application and Job Preview with you to the written test. You will **not** be permitted to take the written test without a properly completed application and Job Preview. These materials will be collected from you at the test site.

WHEN: 1st Friday of each month. Next test dates:

<u>WRITTEN TEST</u>	<u>TYPING TEST</u>	<u>INTERVIEW</u>
Friday, January 2, 2004	Saturday, February 7, 2004	Week of February 23, 2004

The **qualifying written test** will be administered at **8:00 a.m.** and **12:00 p.m.** on the above date, and given on a **first come, first serve** basis. If you arrive for the 8:00 a.m. administration of the qualifying written test and it is already full, you may have to wait until the 12:00 p.m. administration. If you arrive for the 12:00 p.m. administration and it is already full, you may have to come back at a later date.

If you pass the qualifying written test administered on January 2, 2004, you will be notified by mail that you have been scheduled for a qualifying typing test administered on Saturday, February 7, 2004. If you do not come or fail that test, you may be scheduled for a second attempt, administered on Thursday, February 12, 2004.

WHERE: All tests will be administered at the Personnel Building, 700 East Temple Street in Los Angeles.

PLEASE NOTE: The written testing session will last approximately one-half day. On weekdays do **not** park your vehicle at a 2-hour parking meter; you will **not** be allowed to leave the building to put money in the meter. Please allow enough time to find parking at a 10-hour meter, in a parking lot, or take public transportation.

