



COUNCIL AGENDA: 2-12-08
ITEM: 2.9

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Robert L. Davis

SUBJECT: SEE BELOW

DATE: January 25, 2008

Approved

Christine J. Shippin

Date

1-29-08

COUNCIL DISTRICT: City-wide

SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH LAW ENFORCEMENT PSYCHOLOGICAL SERVICES, INC. FOR THE PROVISION OF PSYCHOLOGICAL SERVICES FOR THE SAN JOSE POLICE DEPARTMENT

RECOMMENDATION

It is recommended that the City Council adopt a resolution authorizing the City Manager to:

1. Execute an Agreement with Law Enforcement Psychological Services, Inc. related to providing psychological services to the San Jose Police Department for the period of February 1, 2008 to June 30, 2008 in an amount not to exceed \$83,500; and
2. Execute four additional annual renewal options with an annual adjustment rate per the Consumer Price Index up to an amount not to exceed 7 percent with the total amount of compensation for the entire contract not to exceed \$1,036,023.

OUTCOME

Approval of this Agreement will enable the City to enter in to an Agreement with Law Enforcement Psychological Services, Inc. to conduct psychological testing of Police Recruit, Police Reserve, Public Safety Dispatcher, and Police Data Specialist candidates.

BACKGROUND

The San Jose Police Department utilizes contractual psychological services for the screening and evaluation of sworn and selected civilian candidates for hire as well as evaluations for fitness for duty. With the expiration of the existing consultant contract, it is necessary to award a new agreement in order to maintain the availability of psychological services to the Department. An evaluation panel selected Law Enforcement Psychological Services, Inc. as the consultant to provide psychological testing as the result of a Request for Proposal (RFP) process coordinated with the Department of Finance.

ANALYSIS

As part of the Police background investigations process for hiring sworn, communications dispatcher and Police data specialist classifications, the Department requires a psychological evaluation. Psychological evaluations are also required for fitness for duty purposes. In addition, the Police Department uses a pre-employment exam for qualifying applicants to continue in the candidate testing and selection process. Since the Department does not have internal resources for conducting these examinations and evaluations, external consultant services are necessary. The Police Department sought a psychological services consultant with the following qualifications:

1. Attained a Post-Graduate degree, consisting of either a Masters Degree in a related field, a Doctor of Philosophy (Ph.D.) or a Doctor of Medicine (M.D.)
2. Rendered similar psychological testing services for a law enforcement agency for a period of not less than 5 consecutive years prior to July 1, 2007.
3. Demonstrates a solid understanding of Police Officer Standards and Training (P.O.S.T.) regulations and law enforcement psychological testing.
4. Demonstrates a deep knowledge of the psychiatric assessment model and various psychological testing tools.

Coordination between the Department of Finance, the Police Fiscal Unit, and the Police Personnel Unit in conducting an RFP process resulted in the selection of the current proposed provider, Law Enforcement Psychological Services, Inc. to provide the following services:

- Conducting pre-employment psychological screenings on Police Recruit, Police Reserve, Police Data Specialist and Public Safety Dispatcher applicants. Screenings will include comprehensive psychological testing, individual personal interviews and examination and evaluation of background data.
- Consulting training officers, line supervisors, and command officers in the psychological aspects of supervision and evaluation of personnel.

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- Assisting in the development and coordination of training programs.
- Screening candidates to determine suitability for assignment to specialized units.
- Designing and conducting jointly with the City an ongoing program to evaluate and refine the predictive validity of the psychological assessment procedure.
- Providing counseling therapy and crisis intervention for those employees referred for evaluation and treatment as the result of involvement in traumatic events which could have an adverse psychological impact on their ability to function as effective employees.

The initial term of the Agreement is for five months, with four (4) one-year options for the City Manager to renew. The compensation for initial term of the Agreement is \$83,500. Each one-year option period includes a cost of living adjustment not to exceed 7 percent. The total amount of the Agreement including all approved option periods is up to an amount not to exceed \$1,036,023. Approval of this contract will ensure the hiring process for Police Recruit, Police Reserve, Public Safety Dispatcher, and Police Data Specialist candidates is not delayed.

EVALUATION AND FOLLOW-UP

After the contract is signed, no follow-up by Council is necessary until the expiration of the last option to renew, and approval of a contract with a new provider is needed.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This contract meets Criterion 1; this memo will be posted on the City's website for the February 12, 2008, Council Agenda.

COORDINATION

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This memorandum has been coordinated with the Office of the City Attorney and the City Manager's Budget Office.

FISCAL/POLICY ALIGNMENT

The Agreement will ensure the Department will be able to continue the hiring process of Police sworn and communications dispatcher as well as data specialist candidates.

COST SUMMARY/IMPLICATIONS

The amount for the initial term of the contract is \$83,500 for five months ending June 30, 2008. During the previous one year contract term, the Department expended over \$173,000 for psychological services. The new contract also includes the cost for pre-screening and evaluating Police Data Specialist candidates as well as additional sworn candidates to meet hiring needs. This has increased the overall cost of psychological testing and evaluation.

A total of \$154,300 has been budgeted for Police psychological services in 2007-2008, however, only \$69,000 is currently remaining for services through June 30, 2008. The Department will need to absorb \$14,500 in additional costs to be able to encumber the full amount of \$83,500 for the first term of the contract through June 30, 2008. Including the four option periods, the Agreement with Law Enforcement Psychological Services, Inc. will cost the City of San Jose an amount not to exceed \$1,036,023 for providing psychological screening to San Jose Police Recruit candidates during the period of February 1, 2008, through June 30, 2012.

BUDGET REFERENCE

Fund #	Appn. #	Appropriation Name	Total Appn.	2007-2008 Adopted Budget Page	Last Budget Action (Date, Ord. No.)
001	0502	Non-Personal/ Equipment - Police	\$22,254,347	VIII-112	10/16/07, Ord. No. 28143

CEQA

Not a project.

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for ROBERT L. DAVIS
Chief of Police

For questions, please contact Joe Kulas, Analyst II, Police Fiscal, at 277-3496.

RLD: JK