



COUNCIL AGENDA: 2-12-08
ITEM: 2.10

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Robert L. Davis

SUBJECT: SEE BELOW

DATE: January 22, 2008

Approved

Christine J. Shipper

Date

1-29-08

COUNCIL DISTRICT: City-wide

SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CENTRAL COAST POLYGRAPH ASSOCIATES, INC. FOR THE PROVISION OF POLYGRAPH EXAMINATIONS 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 Central Coast Polygraph Associates, Inc. related to provide polygraph examinations to the San Jose Police Department for the period of February 1, 2008 through January 31, 2009 in an amount not to exceed \$82,000; and
2. Execute up to four additional annual renewal options for the periods and amounts not to exceed the amounts for the periods as follows:
 - a. \$86,000 for the period of February 1, 2009 through January 31, 2010,
 - b. \$90,000 for the period of February 1, 2010 through January 31, 2011,
 - c. \$90,000 for the period of February 1, 2011 through January 31, 2012,
 - d. \$92,000 for the period of February 1, 2012 through January 31, 2013, and
 - e. the total amount of compensation for all periods of the contract not to exceed \$440,000.

OUTCOME

Approval of this Agreement will enable the City to enter into an Agreement with Central Coast Polygraph Associates, Inc. to conduct polygraph examinations of Police Recruit, Police Reserve, Public Safety Dispatcher, and Police Data Specialist candidates for the purpose of completing background investigations prior to hiring.

BACKGROUND

The San Jose Police Department utilizes contractual polygraph services for the screening of sworn and selected civilian candidates for hire. With the expiration of the existing consultant contract, it is necessary to award a new agreement in order to maintain the availability of polygraph services to the Department. An evaluation panel selected Central Coast Polygraph Associates, Inc. as the consultant to provide polygraph examinations as the result of a Request for Proposal (RFP) process coordinated with the Department of Finance.

ANALYSIS

As part of the Police backgrounding process for hiring sworn, communications dispatcher and Police data specialist classifications, the Department requires a polygraph examination. Polygraph services are also required for investigative purposes. Since the Department does not have internal resources for conducting these examinations, external consultant services are necessary. The Police Department sought a consultant with the following qualifications:

- prior experience of interviewing law enforcement applicants to law enforcement agencies employing no less than 1,000 employees.
- graduated from a polygraph school that is certified with the American Polygraph Association (APA), must have completed a field project internship as a polygrapher, and must be in possession of a final polygraph certificate from an APA certified school.

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 proposed provider, Central Coast Polygraph Associates, Inc. to provide polygraph services for the Police Personnel Unit for background investigation purposes, and for the Internal Affairs Unit as well as the Bureau of Investigations as required. The polygraph consultant will conduct examinations and follow-up, will provide written reports, and will testify in court for administrative or criminal hearings as necessary to support the findings of any of the polygraph tests given.

The term of the Agreement is for one year, with four one-year options for the City Manager to renew. The compensation for initial term of the Agreement is \$82,000. The total amount of the Agreement including all approved option periods is not to exceed \$440,000. Approval of this

January 25, 2008

Subject: Agreement with Central Coast Polygraph Associates, Inc.

Page 3

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 does not meet the above criteria; however, this memo will be posted on the City's website for the February 12, 2008, Council Agenda.

COORDINATION

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 selected civilian candidates.

COST SUMMARY IMPLICATIONS

The amount for the initial term of the contract is \$82,000. The Agreement with Central Coast Polygraph Associates, Inc. will cost the City of San Jose an amount not to exceed \$440,000 for

HONORABLE MAYOR AND CITY COUNCIL

January 25, 2008

Subject: Agreement with Central Coast Polygraph Associates, Inc.

Page 4

providing polygraph examinations to San Jose Police Recruit candidates during the period of February 1, 2008, through January 31, 2013. A total of \$30,000 in savings from the current year agreement will off-set a portion of the initial cost of the new agreement with Central Coast Polygraph Associates, Inc. since the first term of the new agreement extends into the next fiscal year.

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.

A/C Kulas
for ROBERT L. DAVIS
Chief of Police

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

RLD:JK