



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Christopher M. Moore

SUBJECT: SEE BELOW

DATE: July 30, 2012

Approved: /s/ Ed Shikada

Date: 8/6/12

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 José Police Department for the period of July 1, 2012 to June 30, 2013 in an amount not to exceed \$231,875; and
2. Execute four additional annual renewal options with the total amount of compensation for the entire contract not to exceed \$1,159,375.

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 José 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

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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.

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 on 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 five consecutive years prior to July 1, 2012.
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.
- 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.

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The initial term of the Agreement is for one year, with four, one-year options for the City Manager to renew. The compensation for the initial term of the Agreement is \$231,875. The total amount of the Agreement including all approved option periods is up to an amount not to exceed \$1,159,375. 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 August 21, 2012, 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 for Police Recruits and Reserves, Communications Dispatchers, and Police Data Specialist candidates.

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COST SUMMARY/IMPLICATIONS

The amount for the initial term of the contract is \$231,875 for one year ending June 30, 2013. A total of \$229,552 has been budgeted for Police psychological services in 2012-2013. The remaining \$2,323 will need to be absorbed by the Police Department's operating budget. Including the four option periods, the Agreement with Law Enforcement Psychological Services, Inc. will cost the City of San José an amount not to exceed \$1,159,375 for providing psychological screening to San José Police Recruit candidates during the period of July 1, 2012, through June 30, 2017.

BUDGET REFERENCE

Fund #	Appn. #	Appropriation Name	Total Appn.	2012-2013 Proposed Budget Page*	Last Budget Action (Date, Ord. No.)
001	0502	Non-Personal/ Equipment - Police	\$24,529,772	p.VIII-247	6/19/12, Ord. No. 29102

* The 2012-2013 Operating Budget was Adopted by the City Council on June 19, 2012; however, the Adopted Budget Document has not been released, so the Proposed Budget Document is cited for reference.

CEQA

Not a Project, File No.PP10-066(a) Professional Services.

/s/

CHRISTOPHER M. MOORE
Chief of Police

For questions, please contact Lisa Perez, Administrative Officer, Police Fiscal, at 408-537-1624.