

February 23, 2012

Jim Unland
President
San Jose Police Officers' Association (SJPOA)
1151 North Fourth Street
San Jose, CA 95112

RE: Notice Regarding Potential Outsourcing of Backgrounding Services

Dear Jim:

I am writing to provide you advance notice that the Police Department will be conducting a Request For Proposals (RFP) for potential outsourcing of the backgrounding services within the Police Department.

As you know, the Personnel Unit/Background Detail is responsible for conducting thorough background investigations on both sworn and non-sworn members of the Police Department, as well as outside vendors and contractors who require clearance to conduct business at or associated with the Police Department's main campus as well as its satellite facilities.

Sworn personnel assigned to the Background Detail conduct background investigations on a year-round basis. Background investigations that generally do not follow a consistent or reliable yearly pattern include, in part, civilian clerical recruitments/placements, Communications and Records personnel, contract employees, vendors, custodians and laboratory technicians. With regards to sworn personnel backgrounds (Police Officers), in the past members of the Background Detail would conduct their background investigation cycles with the knowledge that entry-level police academies would commence in January and July of each year. Depending on the final number of individuals authorized by the city for hire, a number of temporary duty (TDY) officers would be reassigned to the Background Detail for a period of approximately four (4) months. Depending on the size of the academy this could be anywhere from 6 to 15 TDY officers. These individuals would be pulled from random Units and Bureaus throughout the Police Department. Since it takes anywhere from four to five background investigations to yield one qualified candidate, the TDY officers were brought in to absorb some of the investigatory case load.

Due to the lack of personnel, the ability to TDY officers for four months from other Bureaus is no longer a practicable option. As such, the City is considering outsourcing services to supplement existing backgrounding staff.

The Department is planning to conduct a September Academy and requires a minimum of 30 cadets to be through the hiring and background process by the end of August. In order to meet this goal, the background process must begin the week of March 26th and be completed by June 30th.

Due to this short timeframe, as has been discussed with you by Chief Moore, the Police Department is moving forward with an RFP for backgrounding services. However, no contract will be awarded or signed without providing you an opportunity to meet and confer.

Please let us know by March 5, 2012, if you would like to meet and confer with the City over this issue.

Sincerely,



Alex Gurza
Deputy City Manager

c: Chris Moore, Chief of Police
Rikki Goede, Assistant Chief of Police
Phan Ngo, Deputy Chief of Police
Gregg Adam, SJPOA General Counsel