

APPENDIX B

STATEMENT OF WORK

PYSCHOLOGICAL SERVICES

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APPENDIX B

STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

- 1.1 The County of Los Angeles ("County") Sheriff's Department ("Department") requires the services of one or more Qualified Contractors to provide Psychological Services to the Department's Personnel Administration Bureau's Pre-Employment Unit on an intermittent, as-needed basis.
- 1.2 Contractor shall provide psychological services to the Department as described herein that include, but are not limited to, the provision of clinical interview and psychological evaluation of law enforcement applicants for the Department positions of Deputy Sheriff Trainee, Reserve Deputy Sheriff, Custody Assistant, and Security Officer (collectively, "Applicants"). Contractor shall comply with California Government Code Section 1031(f) and Regulation 1955 (Peace Officer Psychological Evaluation) set forth in Section C (Personnel and Selection and Training) of the Peace Officer Standards and Training (POST) Administrative Manual ("POST Regulation 1955"). POST Regulation 1955 can be accessed online at: <http://www.post.ca.gov/peace-officer-selection-requirements-regulations.aspx#c1955>.
- 1.3 Contractor shall be solely responsible for the clinical interview portion of the pre-employment psychological evaluation of an Applicant.

2.0 PSYCHOLOGICAL EVALUATION AND CLINICAL INTERVIEW

- 2.1 Contractor shall administer to all Applicants and score the Psychological History Questionnaire, Minnesota Multiphasic Personality Inventory-2 (MMPI-2) and the California Psychological Inventory (CPI), prior to conducting Applicant's clinical interview.
- 2.2 Contractor shall conduct the psychological evaluation and clinical interview using the Psychological History Questionnaire in combination with a completed background information package in accordance with Subparagraph 3.2.4 of this SOW, provided to the Contractor by the Department. Psychological evaluation and clinical interview criteria shall be based on each Applicant's prospective job duties, powers, demands, and working conditions as defined and provided by the Department. This information will be provided to Contractor so as to allow the Contractor to make a psychological suitability determination.

- 2.3 Contract shall review background information package (refer to Subparagraph 3.2.4 of this SOW), prior to conducting Applicant's clinical interview.
- 2.4 Contractor shall conduct a clinical interview for each Applicant referred to Contractor by County. Such interview shall not be less than twenty (20) minutes in duration.
- 2.5 Contractor shall use evaluation instruments approved by County, such as the Minnesota Multiphasic Personality Inventory-2 (MMPI-2) and the California Psychological Inventory (CPI), as part of the psychological evaluation and clinical interview process. All evaluation instruments to be used must be pre-approved by County Project Manager prior to use by Contractor.
- 2.6 Contractor shall not use any supplementary psychological test unless prior approval is obtained from the County Project Manager.
- 2.7 Contractor shall utilize professional discretion to explore concerns uncovered during the clinical interview.
- 2.8 Department reserves the right to change or modify the clinical interview format used by Contractor.
- 2.9 Contractor shall rate all applicants according to the following rating:
 - 2.9.1 "A" – Acceptable/Pass "Medical Class A"
 - 2.9.2 "D" – Disqualified "Medical Class D"
- 2.10 As discussed in POST Regulation 1955(d)(2), Contractor shall evaluate each Applicant, at a minimum, against the following job-related psychological constructs as defined in POST Peace Officer Psychological Screening Dimensions:
 - 2.10.1 Social Competence
 - 2.10.2 Teamwork
 - 2.10.3 Adaptability/Flexibility
 - 2.10.4 Conscientiousness/Dependability
 - 2.10.5 Impulse Control
 - 2.10.6 Integrity/Ethics

- 2.10.7 Emotional Regulation/Stress Tolerance
- 2.10.8 Decision Making/Judgment
- 2.10.9 Assertiveness/Persuasiveness
- 2.10.10 Avoiding Substance Abuse and other Risk-Taking Behavior

2.11 Notification of Interview Results

2.11.1 Following each clinical interview conducted, Contractor shall complete Exhibit J (Record of Non-occupational Injuries and Illnesses) of the Master Agreement. Contractor shall rate all Applicants according to the following recommendation ratings:

2.11.1.1 "A" (Acceptable/Pass) shall be reported as "Medical Class A," which means qualified; or

2.11.1.2 "D" (Disqualified) shall be reported as "Medical Class D," which means disqualified.

2.11.2 Within seventy-two hours of completion of a clinical interview, Contractor shall hand deliver the completed Exhibit J (Record of Non-Occupational Injuries and Illnesses) of the Master Agreement, in a sealed envelope to the following addresses:

(1) Occupational Health Programs
Attention: Chief of Psychological Services
3333 Wilshire Boulevard, Suite 1000
Los Angeles, California 90010

(2) Los Angeles Sheriff's Department
Personnel Administration Bureau
Pre-Employment Unit
Attention: County Project Manager
101 Centre Plaza Drive
Monterey Park, California 91754

2.12 Reports

2.12.1 Record of Non-Occupational Injuries and Illnesses

Contractor shall notify County Project Manager of all "A" (Acceptable/Pass) and "D" (Disqualified) ratings of Applicants by

submitting a written report for each clinical interview in a professional diagnostic format, utilizing Exhibit J (Record of Non-Occupational Injuries and Illnesses) of the Master Agreement. Contractor shall justify the rating based on job relevant concerns, as stated in Paragraph 2.10 of this SOW, and in the manner set forth in Paragraph 2.11 (Notification of Interview Results) of this SOW. This screening shall comply with both California Government Code 1031(f), and POST Regulation 1955.

2.12.2 Pre-Employment Psychological Evaluation Report

Contractor shall prepare a non-clinical written summary report utilizing Exhibit K (Pre-Employment Psychological Evaluation Report) of the Master Agreement. The report shall justify the rating based on the job-related psychological constructs listed in Paragraph 2.10 of this SOW. The report shall contain appropriate language, in layman terms, so that it may be interpreted by the Department. As indicated on Exhibit K (Pre-Employment Psychological Evaluation Report) of this Master Agreement, the report minimally includes the following:

1. Results of clinical interview and psychological test; and
2. Reasons for recommendation rating of disqualification.
3. The Pre-Employment Psychological Evaluation Report shall be stored at Contractor's office and shall be available for County Project Manager review upon request. Contractor shall maintain the confidentiality and integrity of these reports.

2.12.3 Oral Reports

In the event that the information contained in Exhibit J (Record of Non-Occupational Injuries and Illnesses) and/or Exhibit K (Pre-Employment Psychological Evaluation Report) of the Master Agreement is unclear, Contractor may be required to provide an oral report regarding the evaluation and hiring recommendation to the County Project Director or designee upon request by the County Project Manager. Such oral report shall be in addition to the written reports described in Paragraph 2.10 (Reports) of this SOW.

3.0 COUNTY RESPONSIBILITIES

3.1 Clinical Interview Authorization

Department will authorize Contractor to conduct a psychological evaluation and clinical interview utilizing Exhibit N (Request for Clinical Interview) of the Master Agreement. These forms will be e-mailed, faxed, or hand delivered to Contractor on an as-needed basis when requesting Contractor services.

3.2 Scheduling Clinical Interviews

3.2.1 Upon notification of Contractor's schedule of availability as discussed in Paragraph 4.1 (Scheduling of Interviews) of this SOW, the County Project Manager will schedule clinical interviews of Applicants.

3.2.2 Department cannot guarantee that the number of clinical interviews scheduled will actually take place due to non-appearance of Applicants.

3.2.3 Department will notify Contractor of any scheduled clinical interviews which are canceled by Applicants, within three (3) Business Days before the interview time scheduled, if such notice is feasible.

3.2.4 Department will provide Contractor within 2-3 days, prior to clinical interview, a background information package, including but not limited to:

1. Background jacket documents (personal history, credit, employment, residence, financial, autobiography form, etc.);
2. MMPI 2 "blank" (Minnesota Multiphasic Personality Inventory-2);
3. CPI "blank" (California Psychological Inventory written exam);
4. Sentence Completion Form;
5. Psychological Screening Consent and Release of Information form.

4.0 CONTRACTOR RESPONSIBILITIES

4.1 Scheduling of Clinical Interviews

Upon Contractor's receipt of Exhibit N (Request for Clinical Review) of the Master Agreement from County, Contractor shall provide Department with a proposed schedule of availability, for the purpose of conducting clinical interviews, two (2) weeks prior to the interview dates. Interview days and times shall be based upon the estimated number of appointments Department requires.

4.2 Clinical Interviews

4.2.1 Contractor shall conduct clinical interviews of Applicant(s) as authorized by County Project Manager at Contractor's office.

4.2.2 Clinical interviews shall be conducted in a manner which meets all recognized professional standards set forth in POST Regulation 1955 as further discussed in Section 2.0 (Psychological Evaluation and Clinical Interview) of this SOW.

4.3 Unanticipated Clinical Interviews

Contractor shall conduct, with less than twenty-four (24) hours advance notice, unanticipated/unscheduled clinical interviews for Applicants upon request by the County Project Manager. Such requests are limited to unusual situations; i.e. out-of-area Applicant.

4.4 Legal Testimony

Contractor shall, when required by summons or other legal process, or at the request of Department, provide legal testimony on the psychological screening services provided under this Master Agreement, refer to Appendix A, Exhibit C (Rate of Compensation).

4.5 Miscellaneous Projects

4.5.1 Upon request by County Project Director or County Project Manager, Contractor shall be prepared to participate in any kind of research or study involving the psychological evaluation and interview process at no additional cost to the Department.

4.5.2 Contractor shall make available, upon request of the Department, all Applicant records involving the psychological evaluation and interview process. Contractor shall maintain the confidentiality and integrity of such records.

4.6 Non-Appearance or "No-Show" of Applicant

Contractor shall be paid for the non-appearance of an Applicant at a clinical interview appointment or "no-shows" according to the rate stated in Exhibit C (Rate of Compensation) of the Master Agreement.

4.7 Equipment

Contractor shall provide any equipment necessary to meet all Work requirements.

4.8 Contractor's Office

4.8.1 Contractor shall maintain an office in Los Angeles County or adjoining Counties with a telephone in the Contractor's name where Contractor conducts business. When the office is closed, an answering service shall be provided to receive calls. Contractor shall respond to calls received by the answering service within two (2) hours of receipt of the call.

4.8.2 Contractor shall provide a cellular telephone number where Contractor may be reached twenty-four (24) hours a day.

4.8.3 All business overhead costs and charges in connection with Contractor's offices, furnishings, telephone, mail, and supplies shall be borne by Contractor.

4.9 Vehicles/Travel

Contractor shall be responsible for all vehicles, transportation, and insurance costs pertaining to this Master Agreement.

5.0 HOURS/DAYS OF WORK

Contractor's Work days and hours may vary, depending on the needs of the Department.

6.0 APPLICANT REQUEST TO APPEAL

6.1 Upon an Applicant's request to Occupational Health Programs (OHP) to appeal receipt of a "Medical Class D" rating and resulting disqualification from continuing in the Department hiring process, Contractor shall release the records of Applicant's pre-employment psychological evaluation, or a photocopy thereof, to the Chief of Psychological Services of OHP.

6.2 Contractor shall provide OHP with copies of all Applicant data including but not limited to: psychological test results and written psychological report.

6.3 Applicant's records shall be immediately forwarded to OHP through U.S. Mail at the address set forth in Subparagraph 2.11.2 of this SOW.

7.0 RECORDS

7.1 Records and Documentation of Work Performed

Contractor shall maintain copies of all information including all reports, supporting notes, documentation of the interviews, test interpretations, and test results for each Applicant evaluated under the Master Agreement.

7.2 Retention of Applicant Files

Applicant information shall be kept in a discrete, separate file for each Applicant. Applicant files shall be retained by Contractor for seven (7) years from the date of the Exhibit K (Pre-Employment Psychological Evaluation Report) of the Master Agreement. Applicant files shall be kept in a safe and secure location to ensure confidentiality. At the end of the seven (7) years, Applicant information shall be forwarded to the County Project Manager for disposition.

7.3 Records Requested by OHP

Contractor shall provide any requested records and materials to OHP within the time frame specified by OHP.

8.0 ORIENTATION / MEETINGS

Contractor shall meet with County Project Director, County Project Manager, and other command personnel of the Department as deemed necessary by the Department. Contractor shall be available for meetings, training, and presentations as deemed necessary by the Department. Contractor shall participate in such orientation and/or meetings at no charge to the County.