

December 13, 2011

23743

TO: Board of Acquisition and Contract

FROM: Kevin Cheverko
Commissioner of Correction

RE: **Resolution authorizing the County Of Westchester to execute the second of four renewal options for its agreement with Public Safety Psychology, PLLC to provide psychological testing for correction officer candidates in an amount not to exceed Twenty Thousand Dollars for a one year period commencing January 1, 2012 and terminating December 31, 2012**

Authority is requested for the County of Westchester (the "County") to renew its agreement with Public Safety Psychology, PLLC (the "Contractor") pursuant to which the Contractor will provide psychological testing for correction officer candidates, for which the County will pay the Contractor an amount not to exceed Twenty Thousand (\$20,000.00) Dollars at a rate of \$275 per evaluation, pursuant to an approved budget for the second of four one-year periods commencing January 1, 2012 and continuing through December 31, 2012, renewable at the County's option for up to two additional years.

Your Honorable Board authorized the County to exercise the first of four renewal options in an amount not to exceed \$20,000.00 for the period January 1, 2011 through December 31, 2011 on December 22, 2010. The option was duly executed.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)viii of the Policy.

The goals and objectives of this agreement are to effectively and comprehensively screen potential correction officer candidates for psychological suitability prior to offering employment at the Department of Correction. Through a multi-year contract, DOC benefits from continuity with a vendor that will be familiar with the Department's expectations concerning its workforce.

The goals will be tracked by direct contact between the Special Investigations Unit and the vendor, spot checks of the screening process (i.e. ensuring that candidates are examined for the full duration of time required under the contract), firsthand review of all final reports and invoices generated by vendor by the Deputy Commissioner.

The public purpose is to ensure that the Department of Correction successfully screens all candidates in an effort to ensure that it is offering employment to individuals who are psychologically suited for working in a correctional setting.

Accordingly, approval of the attached resolution is most respectfully requested.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/12/2012 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Correction, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Correction, is authorized to exercise its second of four options to renew its agreement with Public Safety Psychology PLLC (the "Contractor"), pursuant to which the Contractor will provide psychological testing for correction officer candidates, for which the County will pay the Contractor an amount not to exceed Twenty Thousand (\$20,000.00) Dollars at a rate of \$275 per evaluation, pursuant to an approved budget for the one year period commencing January 1, 2012 and expiring December 31, 2012, renewable at the County's option for up to two additional one-year terms; and be it further

RESOLVED that this Agreement is subject to County appropriations; and be it further

RESOLVED that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Hospital, then the Hospital shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED that the County Executive or his authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	35	1000	4380		\$20,000

Budget Funding Year(s) 2012 Start Date 01/01/12 End Date 12/31/12
(must match resolution)

Funding Source Tax Dollars \$20,000

State Aid _____

\$20,000 Federal Aid _____

_(must match resolution)

Other _____

Schedule A-2

SCOPE OF SERVICES

The pre-employment evaluation after a conditional offer of employment involves three phases; psychological testing, individual interview with a licensed psychologist, and a written report.

Psychological Tests/Assessment Phase

Each candidate will be administered a psychological test battery chosen to address the applicant's stability and suitability as a Public Safety officer. The test battery includes one test designed to identify emotional stability, and two other tests intended to identify traits and characteristics considered essential to the performance of police job functions (e.g., Teamwork; Self-Control; Interpersonal Skills). Each test we use produces a unique "Police and Public Safety Selection Report" that is normed upon tens of thousands of public safety job applicants. In addition to the test battery the applicant completes a 300-item Psychological History Questionnaire (PsyQ), as well as a Post Offer Supplemental History Questionnaire addressing psychiatric treatment, substance use and abuse, restraining orders, and legal history. For more details on the psychological instruments, see below.

The testing will be done at your facility and a representative from our firm will be present for the testing. The written portion of the evaluation takes an average of four hours to complete but there is no time limit. If time is of the essence, it is also possible to send a small group of applicants to our office in Albany, where they can be tested and interviewed in one day. There is no extra charge for this one day service.

PSYCHOLOGICAL TEST BATTERY

Our basic test battery includes: (1) The Personality Assessment Inventory; (2) the California Psychological Inventory; (3) the State-Trait Anger Expression Inventory (STAXI); (4) the Psychological History Questionnaire (PsyQ) and (5) the Supplemental Personal History Questionnaire.

(1) The Personality Assessment Inventory: The Personality Assessment Inventory (PAI) was designed to identify psychopathology and is used instead of the MMPI-2. The test contains 344 items that are answered on a four-alternative scale with anchors *False, Slightly True, Mainly True, and Very True*. The 344 items of the PAI comprise 22 non-overlapping full scales: 4 validity, 11 clinical, 5 treatment consideration, and 2 interpersonal scales. Ten of the full scales contain conceptually derived subscales that facilitate interpretation of the clinical constructs.

(2) The California Psychological Inventory (CPI) is one of the most frequently chosen psychological tests for entry level screening of public safety officers. It consists of 434 items across 18 scales that are anchored in normal-range human behavior. The scale constructs have a face valid and empirical relationship to the quality of job performance (e.g., Tolerance, Responsibility, Empathy, Self-Control, Flexibility, Achievement Through Conformance).

(3) The State-Trait Anger Expression Inventory (STAXI) is a 69 item self-report measure that focuses on the very important area of anger expression. Items that are rarely endorsed, and have content clearly related to the job, may be reviewed with the applicant. The STAXI has no specific "cutoff" scores so adverse impact is not an issue, and it does exhibit content validity in terms of its relation to job demands such as "emotional self-control", and "performance during stress situations."

(4) The Psychological History Questionnaire (PsyQ) was designed by Johnson, Roberts and Associates, Inc., as an automated life history review for use in both the background investigation

process, and in the psychological assessment. The PsyQ is an inventory of over 300 questions about various aspects of the applicant's past and current life that are relevant to evaluating his or her suitability for law enforcement work. The subjects covered include education; family, marital and workplace interpersonal relationships; past and current employment, military experience; prior law enforcement experience; financial problems; driving record; illegal drug use and abuse; alcohol use and abuse; and criminal record.

(5) Supplemental Personal History Questionnaire (SPHQ) was designed as an instrument to be administered post offer as it contains mostly ADA sensitive questions. It is useful in that we get clear admissions, in their own handwriting, of each applicants drug use, criminal history, treatment experience as well as a writing sample.

The Oral Interview

Each applicant is scheduled for a forty-five minute face-to-face interview with a licensed psychologist experienced in the field of public safety selection that is conducted in a space provided by the Department of Correction. (We need a private office with a desk and two chairs.) The interviews are structured, following a prescribed format based on the self-report data provided by the applicant on the Psychological History Questionnaire (PsyQ). All applicants are asked the same questions about their early life history, education, work history, arrest history, illegal drug use, alcohol use and abuse, rehabilitation history, financial history, driving history, psychological and psychiatric history, personal relationships, spouse and child abuse, illegal sexual behavior, anger management problems, and restraining orders. Idiosyncratic follow-up questions are asked of each applicant depending on the information that is revealed.

Final Report

During the interview, the psychologist is recording the responses on the computer in a standard report format. The final report and recommendation pools the combined data from testing, interview and background questionnaire into a Psychologist's Rating Form (PRF). The PRF indicates the extent to which an applicant may exhibit psychological traits that are anticipated to interfere with the performance of essential job functions. The structured, job-related, non-clinical style of the PRF and accompanying narrative report makes it easily understandable by the hiring authority's representative. The completed reports are forwarded to the Department within one week of the interviews and verbal feedback is available to a designated employee of the Department if so desired. This feedback can be in person on the day of the interviews or via phone afterwards.

COST PROPOSAL

Test battery

PAI, CPI, STAXI, , PsyQ, SPHQ

\$50

Interview, analysis, and written report \$225

Cost escalation

\$0 per year

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/12/2012 - JOMARY VIEIRA, SECRETARY