



County of Santa Cruz

Sheriff-Coroner

701 Ocean Street, Suite 340, Santa Cruz, CA 95060
(831) 454-2440 FAX: (831) 454-2353

Mark Tracy
Sheriff-Coroner

May 1, 2001

Agenda: May 22, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: Independent Contractor Agreement, Additional Encumbrance
Law Enforcement Psychological Services Inc.
Central Coast Polygraph

Dear Members of the Board:

The Sheriffs' Office contracts with a number of professionals who provide a wide variety of on-going services in support of our on-going law enforcement operations.

Law Enforcement Psychological Services Inc. conducts pre-employment psychological assessments to help determine the suitability of candidates for employment with the Sheriffs' Office in a law enforcement capacity. This company is eminently qualified to provide this service and provides assessments for most other local law enforcement agencies and several other County Departments as well. They have been providing this service to the Sheriffs' Office for over ten years and we are very satisfied with the quality of their work.

Central Coast Polygraph conducts pre-employment polygraph examinations with selected candidates for law enforcement positions with the **Sheriffs'** Office as part of the Departments background investigation process that all **of our** candidates participate in. These examinations also help determine the suitability of candidates for our law enforcement positions.

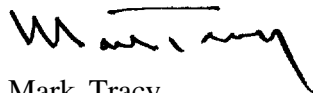
Due to expanded recruitment activities in an attempt to fill the current vacancies in the Sheriffs' Office, it has been necessary to utilize the services of Law Enforcement Psychological Services Inc. and Central Coast Polygraph more than originally anticipated to complete background investigations for prospective candidates for employment with the **Sheriffs'** Office. It is anticipated that Law Enforcement Psychological Services Inc. will conduct an additional 22 assessments, in FY 00/01, at an increased cost of \$6,050. It is also anticipated that Central Coast Polygraph will conduct an additional 20 assessments, in FY 00/01, at an increased cost of \$2,800.

Adequate appropriations currently exist in the Sheriffs' budget to fund the additional expenditures from both contracts through the end of this fiscal year.

It is therefore recommended that your Board take the following actions relating to these two agreements:

1. Approve an increased encumbrance of \$6,050 with Law Enforcement Psychological Services Inc. for the period July 1, 2000 through June 30, 2001 to conduct pre-employment psychological assessments.
2. Approve an increased encumbrance of \$2,800 with Central Coast Polygraph for the period July 1, 2000 through June 30, 2001 to conduct pre-employment polygraph exams.

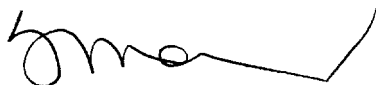
Very truly yours,



Mark Tracy
Sheriff-Coroner

MT/lb

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0105

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Sheriff-Coroner (Dept.)
MT (Signature) 5-02-01 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the Santa Cruz County Sheriff-Coroner (Agency)
and Law Enforcement Psychological Services, 15251 National Ave., #201, Los Gatos, CA (Name & Address)
- The agreement will provide pre-employment psychological assessments for candidates for law enforcement positions with the Sheriffs' Office.
- The agreement is needed because the County does not provide this service.
- Period of the agreement is from 7/1/00 to 6/30/01
- Anticipated cost is \$6,050 (additional) (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Additional encumbrance into C002232. Please see sub-object break out below.

7. Appropriations are budgeted in 661100/3648 - \$5,550 661100/3648
661100/3975 - \$500 (Index#) 661100/3975 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. C002232 Date 5/11/01
are not will be

GARY A. KNUTSON, Auditor - Controller

By P. Stanger Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Sheriff's Office to execute the same on behalf of the County of Santa Cruz (Agency).
County Administrative Officer

Remarks: CH (Analyst) By CH Date 5/13/01

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Yellow
Co. admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer

_____ 19 ____ By _____ Deputy Clerk

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0106

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Sheriff-Coroner
W. T. Ray (Signature) 5-12-01 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the Santa Cruz County Sheriff-Coroner (Agency)
and Central Coast Polygraph, 4444 Scotts Valley Dr., #8, Scotts Valley, CA (Name & Address)
2. The agreement will provide pre-employment polygraph examinations for candidates for law
enforcement positions with the Sheriffs' Office.
3. The agreement is needed because the County does not provide this service.
4. Period of the agreement is from 7/1/00 to 6/30/01
5. Anticipated cost is \$ 2,800 (additional) (Fixed amount; Monthly rate; Not to exceed)
6. Remarks: Additional encumbrance into C002231.
7. Appropriations are budgeted in 661100 (Index#) 3665 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. C002231 Date 5/11/01
are not will be

GARY A. KNUTSON, Auditor - Controller

By P. S. Thompson Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
Sheriff's Office to execute the same on behalf of the County of Santa Cruz
(Agency).

Remarks: _____

(Analyst)

County Administrative Officer
By C. H. H. Date 5/13/01

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Yellow
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

ADM 29 (6/95)

28

State of California)
County of Santa Cruz) ss

I, _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____

_____ 19 _____ By _____ County Administrative Officer
_____ Deputy Clerk