



COUNTY ADMINISTRATOR

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TO: Barbara Levin Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Ronald J. Schebil, Sheriff

DATE: September 2, 1998

SUBJECT: Request authorization for the County Administrator to sign an Amendment to the 1998 Professional Services Contract with J. F. Moore & Associates, to provide Background Investigation Services for the Washtenaw County Sheriff's Department

BOARD ACTION REQUESTED:

The Sheriff's Department is requesting the Board of Commissioners to authorize the County Administrator to sign an Amendment to the Professional Services Contract with J. F. Moore & Associates, to conduct background investigations, for the period of January 1 through December 31, 1998. The current contract included an anticipated compensation amount of \$25,000 for the 1998 year, which has been depleted at this time. This Amendment is to increase the compensation amount to \$61,000, to accommodate for background investigation services through the remainder of the 1998 calendar year.

BACKGROUND:

The background investigation is considered the key element in the hiring process. Although it is expensive and time consuming, only a properly conducted background investigation will provide the in-depth information necessary to make an informed hiring decision. Human Resource experts agree that the best indicator of future

performance is past performance. Therefore, investigations include criminal history checks, contacts with police agencies in jurisdictions where the candidate has lived (not all police contacts or even arrests are in LEIN), interviews with the candidate, family, neighbors, school officials, references and former employers.

Because of the resource intensive nature of background investigations, candidates must pass through an oralboard and two senior management interviews to qualify for the background phase. Even after this extensive interviewing process, however, approximately 20% of candidates are disqualified by the background investigation. Reasons for disqualification have included untruthful statements, unreported police contacts or arrests, unreported disciplinary actions by employers, a history of drug or excessive alcohol use, and marginal or unsatisfactory work histories.

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BACKGROUND: (Continued)

The civil consequences of an inadequate hiring process, especially when an individual will be authorized to use force, including deadly force, can be severe.

Since the agency does not have adequate staffing to assign individuals to conduct background investigations, the Sheriff's Department has had to depend upon contracted services. Jimmy Moore has provided this specialized service for the past few years and has become extremely familiar with the needs of the Sheriff's Department. In addition to having a law enforcement background, Mr. Moore has retained staff with similar backgrounds to assist him with the multiple investigations that are needed.

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DISCUSSION:

The Sheriff's Department has been conducting an unusually large number of background investigations, both to fill open positions and to prepare for future needs, which include up-coming retirements and filling the new Corrections Officer positions for the jail expansion. The Sheriff contracted with J. F. Moore & Associates for the period of January 1, 1998 through December 31, 1998, for the amount of \$25,000, to provide background investigation services.

The current contract with J. F. Moore & Associates has already met its \$25,000 compensation amount. The Sheriff is requesting authorization for the County Administrator to sign an Amendment to the 1998 Professional Services Contract with J. F. Moore & Associates, to increase the anticipated compensation amount for background investigation services from \$25,000 to \$61,000, for the remainder of the 1998 calendar year.

IMPACT ON HUMAN RESOURCES:

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None.

IMPACT ON BUDGET:

No additional County funds are being requested. The additional cost of the contract amendment is \$36,000 and will be absorbed by the department's current budget.

IMPACT ON INDIRECT COSTS:

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There is no impact on indirect costs.

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IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

None.

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CONFORMITY TO COUNTY POLICIES:

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This contract is in conformity with County policies.

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ATTACHMENTS/APPENDICES:

Amendment Letter for Signatures

Copy of 1998 Professional Services Contract with J. F. Moore & Associates

Resolution

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN AN AMENDMENT TO THE 1998 PROFESSIONAL SERVICES CONTRACT WITH J. F. MOORE & ASSOCIATES IN THE AMOUNT OF \$61,000, TO PROVIDE BACKGROUND INVESTIGATION SERVICES FOR THE WASHTENAW COUNTY

Washtenaw County Board of Commissioners

September 16, 1998

WHEREAS, the Washtenaw County Sheriff's Department has been conducting extensive background investigations, as part of its hiring process, in an effort to hire qualified applicants for open positions within the department; and

WHEREAS, the Sheriff's Department entered into a Professional Services Contract with J. F. Moore & Associates, to provide Background investigation Services for the period of January 1, 1998 through December 31, 1998, for an anticipated compensation amount of \$25,000 for the 1998 year; and

WHEREAS, it is necessary for the Department to fill current open positions, as well as prepare for up-coming retirements and fill the new Corrections Officer positions for the jail expansion; and

WHEREAS, due to the number of background investigations being performed, the current contract with J. F. Moore & Associates has, at this time, reached the compensation amount of \$25,000 per year; and

WHEREAS, the Sheriff's Department is requesting authorization for the County Administrator to sign an Amendment to the 1998 Professional Services Contract with J. F. Moore & Associates, for Background Investigation Services, to increase the anticipated compensation amount for these services from \$25,000 to \$61,000, for the remainder of the 1998 calendar year; and

WHEREAS, this matter has been reviewed by the County Administrator's Office, the Finance Department, Corporation Counsel, Facilities Management, Human Resources, and the Ways & Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the County Administrator to sign an Amendment to the 1998 Professional Services Contract with J. F. Moore & Associates, for Background Investigation Services, to increase the compensation amount to \$61,000 for the period of January 1 through December 31, 1998, as on file with the County Clerk.

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