

TULARE COUNTY PSYCHOLOGICAL TESTING PROCEDURES

Pursuant to Section 1031 of the Government Code of the State of California, all peace officer applicants are required to undergo and successfully complete a psychological evaluation prior to being hired. In addition, certain designated non-peace officer law enforcement positions in Tulare County are required to take and pass a psychological evaluation. The following information is given regarding the psychological evaluation process.

PLEASE READ THIS INFORMATION CAREFULLY. SIGN THE LAST PAGE OF THIS DOCUMENT. DETACH THE LAST PAGE AND RETURN IT ALONG WITH YOUR APPLICATION.

RETAIN THESE PROCEDURES FOR REFERENCE

I. PSYCHOLOGICAL EVALUATIONS - WHO MUST UNDERGO TESTING

- A. Peace Officer and designated Non-Peace Officer Law Enforcement Candidates:**
All applicants for peace officer and certain non-peace officer law enforcement candidates applying through the open recruitment process, and all re-employment and reinstatement applicants, shall be given a Psychological Evaluation and, prior to the date of hire, be found free of any emotional and mental condition which might adversely affect the exercise of the powers of a peace officer or other designated non-peace officer position.
- B. Current County Peace Officer/Employees:** Regular and probationary employees of Tulare County employed in peace officer positions or designated non-peace officer positions, who are promoted within their current department and class series, are exempt from the Psychological Evaluation process. However, regular, probationary, or extra help hire, shall undergo a Psychological Evaluation. Prior to the date of hire, the employee shall be found free of any mental or emotional condition which might adversely affect the exercise of the powers of a peace officer or designated non-peace officer. Failure of the psychological examination in the instance may affect the individual's standing in his/her current position.

II. PSYCHOLOGICAL EVALUATION - TESTING TIME FRAMES

- A.** Psychological testing is comprised of two components:
1. Written Tests
 2. Interview with Psychologist
- Written tests are usually administered by the Personnel Department. They normally consist of at least (2) personality tests, a social history questionnaire (or similar history statement) and, in some instances, a sentence completion test. Total time for the battery of tests normally does not exceed 4 ½ hours.

The interview with the psychologist is usually completed at the Personnel Department and lasts thirty minutes to one hour. Interviews are conducted not less than (5) days following the written examination.

- B. The psychological testing sequence which is administered by the Personnel Department will begin after a conditional offer of employment has been made to the candidate by the hiring department.

Each applicant will be notified in writing and/or by phone by the personnel department of the time, date, and place for the psychological written examination and psychological interview. Notification will be made at least (5) days prior to the written examination.

Applicants should not call the hiring department for testing times. Candidates who are unable to attend the written test or psychological interview must notify the Personnel Department (3) days prior to the test/interview. Failure to do so will result in the candidates removal from the employment list. The Personnel Department will attempt to reschedule candidates when feasible.

III. TEST RESULTS NOTIFICATION

- A. All applicants will be notified in writing as to the results of the Psychological Evaluation (Acceptable/Unacceptable). The personnel department will mail notices of results to applicants within (2) weeks from the date of the interview. **Applicant's should not contact the hiring department or personnel for results.**
- B. Applicants are responsible for insuring that the personnel department has the applicant's correct address and/or phone number.

IV. APPEALS and RETESTING

- A. **INFORMAL REVIEW:**
Disqualified candidates may, at their option and within (10) days of receiving written notification of the results of their psychological evaluation, contact the personnel department and request an informal review of their evaluation results with the examining psychologist. This review will normally be done by phone (some psychologists may prefer a meeting). The psychologist shall confirm with the personnel department the date the informal review phone call/meeting took place.
- B. **FORMAL REVIEW:**
Disqualified candidates may, within (10) days of the informal review of the evaluation results with the psychologist, request a formal appeal of the finding. Such requests shall be filed with the personnel department on such forms as may be prescribed by the personnel director. The appellant shall select a psychologist from a panel approved by the County. The expense of this second evaluation shall be borne by the appellant. The appellant shall deposit with the personnel director an amount equal to the fee charged by the selected psychologist at the time the appellant files the appeal. If the results of the second evaluation are in opposition to the first, the appellant will undergo a third evaluation by the remaining psychologist on the appeals panel at County expense. The results of

the third evaluation shall be binding on the appellant and the County.

C. RETESTING:

Candidates **MAY NOT** directly petition the Personnel Department for a pre-employment psychological retest. However, in the event a DEPARTMENT requests that a disqualified candidate be re-evaluated, the candidate shall be allowed to retake the pre-employment psychological evaluation no earlier than (6) months after having received notification of disqualification based on the results of the pre-employment psychological evaluation.

All questions regarding Psychological Examination should be directed to:

Personnel & Training
559-733-6246