



(Board Copy)
Washington Metropolitan Area Transit Authority
**METRO ELECTRONIC ACTION
DOCUMENT**

IDENTIFICATION			
MEAD ID:	99106	ACTION:	Initiate & Award
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)	Operating Funds	CONTRACTOR:	
LAST MODIFIED:	11/21/2005		

DESCRIPTION	
SUBJECT:	Consultant Services for Pre-Training and Promotional Testing for Metro Transit Police Personnel
PURPOSE:	To initiate and award a competitively negotiated contract for pre-training and examinations for promotion of Metro Transit Police personnel to the grade of Sergeant, Lieutenant and Captain.

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
DAVID SHAW on 11/09/2005			Approved by HANSON , POLLY 11/21/2005		
PHONE:	202-962-2162	OFFICE:	MTPD	DEPT:	Independent Offices

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
MTPD (1810)	HANSON, POLLY	Approved 11/21/2005
MTPD (1830)	SHAW, DAVID	Approved 11/22/2005
AUDT (7210)	STEWART, JAMES	Approved 11/22/2005
CFO1 (2110)	WOODRUFF, HARRY	Approved 11/29/2005
COUN (1410)	O'KEEFFE, CAROL	Approved 11/30/2005

FINAL APPROVALS	
OFFICE	NAME/ACTION
BEMR	Approved w/ Comments for by HAROLD BARTLETT on 12/02/2005
GM	Approved for GMGR by GMGR CEO on 01/13/2006
BOARD	BOARD WMATA (Not Yet Approved)



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NARRATIVE

DISCUSSION:

Metro Transit Police assessments for promotion to Sergeant, Lieutenant and Captain are given every two years. An eligibility for promotion list is established and is valid for a two year period, after which a new list must be created.

The last eight promotional assessments were managed by professional contractors specializing in personnel and testing matters. The process in each instance was meaningful, well received by the participants and resulted in numerous promotions of outstanding candidates to ranks of higher responsibility.

Prior to contracting with a specialist, MTPD administered all promotional testing. On those occasions, the validity of the process was challenged, both through legal channels and through the labor union. Although in each case the Metro Transit Police Department was able to answer the challenges successfully, the process involved significant delays and substantially affected morale.

Our experience and that of other law enforcement agencies is that testing by an expert contractor is less likely to be challenged by candidates participating in the process. It is normal for some candidates to believe that management has a preconceived idea as to who will be promoted, especially when the process is completed in-house. The contract requires liability, objectivity and development of a process that is cross-cultural and gender sensitive.

The examination will test candidates for reading comprehension, task analysis, priority recognition, sensitivity recognition, writing skills, job knowledge and command appraisal requirements.

The contractor will be expected to prepare and present training to all candidates eligible for promotion to sergeant, lieutenant and captain. The training is designed to improve candidate skills in testing and advise them of the material from which the assessment will be formulated. The contractor will test all candidates, evaluate the results and furnish the Chief of Police with a final list of candidates recommended for advancement in order of merit based on assessment results.

ALTERNATIVES:

Promote members without any testing or use Department created tests. Both of these alternatives could lead to favoritism, diminished morale and delays due to challenges brought by the union.

FUNDING IMPACT:

Budget: Professional and Technical Services, Fiscal 2006
 Office: Metro Transit Police Department (1800)
 Account: Services - Other (5039999)
 Page Number: 67
 This Action: \$70,000.00

Prior Approvals:

None.

AFFIRMATIVE ACTION REQUIREMENTS:

EEO Requirements - Contractor will be required to comply with Executive Order 11246, as amended, Revised Order #4 if contract is \$50,000.00 or more and the contractor has 50 or more employees.

DBE Requirements - DBE goals are not set for contracts less than \$100,000.00.

RECOMMENDATION:

That the Board approve this action to initiate and award a competitively bid contract for pre-training and promotional testing for Metro Transit Police personnel.