

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.05 CONTRACTS AND AGREEMENTS

A. General

This procedure supplements ISP procedure [02.16 Contracts and Agreements](#), governing POST's specific practices for initiating and routing contracts and other agreements.

B. Required Background Investigations

1. Initial background investigations are required for all contractors making initial application to perform services as instructors, graders, or role players for the POST academy, or as investigators for the POST Office of Professional Responsibility (OPR). This requirement may be waived if the contractor holds a current and valid POST certification and is currently employed by a law enforcement agency.
2. Initial background investigations are required for any person performing any other contracted services at the ISP/POST campus while unescorted by POST or ISP personnel.
3. A letter from the previous law enforcement employer, stating the individual retired in good status, is required for retired law enforcement professionals making initial application to perform services as instructors, graders, or role players for the POST academy.
4. Automatic disqualifying factors include any type of violent or felony crime and current court-ordered probation (unsupervised or supervised) for any crime. Other disqualifying factors may be applied to any contract by the reviewing authority.
5. After the initial background investigation is completed, the contractor will be approved for campus access and issued an access card from ISP enabling campus access for one year. All campus access will be terminated if for any reason the contract is terminated before the year has elapsed.
6. Subsequent annual background investigations are required for all contractors to renew campus access each year. The renewal background investigations are initiated automatically. This requirement may be waived if the contractor holds a current and valid POST certification and is currently employed by a law enforcement agency. Fingerprint results and photographs from the initial background investigation are good for five years. They do not need to be re-submitted as long as there has been no termination of access and it has been less than five years since the initial background investigation.

C. Initial Background Investigation

1. Following the contractor's interview and POST approval:
 - a. A link to an online Application for Unescorted Access is sent to the contractor via email by the OPR Manager/Training Manager/designee.
 - b. The contractor must complete the form and submit it electronically back to the OPR Manager/Training Manager/Designee. The OPR Manager/Training Manager/Designee will complete the department use fields on the form and forward the form electronically to HR.
 - c. A photo of the contractor is taken in accordance with ISP policy and provided to HR.

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- d. If the contractor is not currently attached to a law enforcement agency and holding a current and valid POST certification, a fingerprint card must be submitted to HR.
2. ISP reviews the background inquiry information.
 - a. If the contractor is approved the form is sent to IT who creates an access card for the contractor that will allow them access to required areas on campus. IT will complete the electronic form and send the access card to the originator of the request.
 - b. If the contractor is not approved, HR will complete the form and send it back to originator.
 - c. If the individual is not approved by ISP, POST may conduct an administrative review to determine if extenuating circumstances are sufficient to seek an exception and request approval from the ISP HQ Hiring Captain to initiate the contract.

D. Processing Contracts

1. For role players, graders, and instructors, the Training Manager/designee provides the contract manager with necessary information and approval in writing to initiate the contract:
 - a. the contract manager creates the appropriate contract from stored data relating to the contractor's certifications and other pertinent information; and
 - b. Emails a pdf copy of the contract to the contractor, along with a letter requesting any further information required.
2. Signed contracts are returned to the POST contract manager who records them and forwards contracts to the POST business operations specialist (BOS).
3. The POST BOS:
 - a. reviews each contract ensuring it is complete, accurate and within budget;
 - b. verifies the contractor's employment status; and
 - c. forwards the contract to the ISP Financial Services Office (FSO) for assignment of the fiscal year contract number and final approval signature pursuant to ISP procedure 02.16 Contracts and Agreements.
4. FSO:
 - a. assigns the fiscal year contract number;
 - b. obtains the approving authority's signature; and
 - c. returns a pdf copy of the fully executed contract to the POST BOS.
5. The POST BOS forwards the pdf copy of contracts to the contract manager.
6. The contract manager:
 - a. retains a file copy of the contract;
 - b. emails the contractor a copy of the fully executed contract and permission to begin the approved activity when assigned by POST;
 - c. forwards a copy of the contract to staff to scan into the contractor's electronic file; and
 - d. updates Academy Integration to reflect the contract number and contractor's status as eligible for use.
7. For OPR investigator contracts, the OPR manager provides the BOS with the necessary information.

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- a. The BOS creates the appropriate contract and emails a pdf copy to the contractor.
- b. The signed contract is returned from the contractor to the BOS.
- c. The BOS forwards the contract to FSO, where it is assigned a contract number and routed for the approving authority's signature.
- d. FSO returns a pdf copy of the fully executed contract to the BOS, who then forwards a copy to the contractor and the OPR manager.

E. Contract Renewal

1. In January of each year contract templates are reviewed and updated as necessary. They are then submitted to the ISP Deputy Attorney General for final review and approval.
2. Near the end of each fiscal year the contract manager reviews files of previous contractors.
3. The contract manager:
 - a. performs a claim reimbursement search to identify instructors, graders, and role players who have submitted claims within the current fiscal year; and
 - b. contracts of those submitting claims are automatically renewed, with the exception of individuals who separated from their employment with outside law enforcement agencies under undesirable circumstances during the fiscal year, or any individuals designated by the training manager as non-renewal.
4. The contracts manager reviews the status of those who have not submitted claims within the fiscal year, and those who failed to return a completed contract:
 - a. contractors with specialized skills in subjects not taught every year may be automatically renewed;
 - b. contractors for whom the training manager/designee requests renewal may be renewed; and
 - c. contracts are not renewed for contractors who have not submitted a claim for reimbursement during the current fiscal year, or do not meet "a" or "b" above.
5. The BOS obtains a list of OPR investigators for contract renewal from the OPR manager.
6. The contracting process from section D.1.a.- D.3 above, is repeated.
7. The BOS extends the request for facility access for another year for each renewed contract using the Non-ISP Access Request form. HR will then complete an annual background investigation. (Fingerprints and the Application for Unescorted Access forms are not required for contract renewals.)
8. The contracting process from section D.4.- D.7 above, is repeated.
9. Contracts are monitored by the BOS to stay within the current fiscal year budget.

F. Other Agreements for Services or Goods

1. POST enters into a variety of agreements such as MOUs, facility use agreements, and equipment use agreements, which are not subject to the full process outlined in sections B. – D. of this procedure.
2. Vendors wishing to enter into agreements with POST for equipment, supplies, or services not specified above are governed by ISP procedure 02.16, Contracts and Agreements.

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3. POST student two-year agreements are governed by POST procedure 12.14. POST Two-Year Agreements.

