

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.

POST deals primarily with two types of contracts: those requiring background investigations of the individual contracted with, and those for which background investigations are not required.

B. Required Background Investigations

1. Background investigations are required for individuals not currently attached to a law enforcement agency making initial application to perform services as instructors, graders, or role player for the POST academy, or as investigators for the POST Office of Professional Responsibility (OPR).
2. 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.
3. Background investigations are required annually for all contractors providing services listed in B.1 who are not currently attached to a law enforcement agency at the time an expired contract is renewed. The background investigations are initiated during the renewal process in section E. Contract Renewal, page 3 of this procedure.

C. Initial Background Investigation

1. Following the contractor's interview, information from the completed application is submitted by the OPR manager/training manager/designee to the ISP Human Resources Office (HR) to conduct a multi-part background inquiry and an ISP Security Form is initiated. For OPR investigators, fingerprints are also submitted to HR for processing as part of the initial background investigation.
2. 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.
3. ISP reviews the background inquiry information and informs the OPR manager/training manager/designee of approval or disapproval.
4. After receiving background approval, the training manager/designee may approve the individual for contract. 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 initiate the contract.

D. Processing Contracts

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1. For role players, graders, and instructors, the training manager/designee provides the contracts manager with necessary information and approval in writing to initiate the contract:
 - a. the contracts 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 contracts 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 contracts manager.
6. The contracts 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 the electronic file 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.
 - 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. Near the end of each fiscal year the contracts manager reviews files of previous contractors.

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2. The contracts 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.
3. 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.
4. The BOS obtains a list of OPR investigators for contract renewal from the OPR manager.
5. The contracts manager creates a list of the names of contractors requiring an annual background investigation and sends the list to HR:
 - a. for each person on the list HR performs a background inquiry, (fingerprints are not required for any contractors for renewal);
 - b. the background investigation and contracting process from section D.1.a.- D.7 above, is repeated.
6. When the documents signed by the contractor are returned, the appropriate processes from section D.2.- D.7 are repeated.
7. 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 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 on behalf of POST for equipment, supplies, or services not specified above are governed by ISP procedure 02.16, Contracts and Agreements.
3. POST student two-year agreements are governed by POST procedure 12.14. POST Two-Year Agreements.