



CITY OF DURHAM

AF 2012 # 16

**To:** Thomas Bonfield, City Manager  
**From:** Jose L. Lopez, Sr., Chief of Police   
**Date:** January 4, 2013  
**RE:** **Request to use Federal Asset Forfeiture and/or Controlled Substance Tax Distribution Funds in an amount up to, but not to exceed, \$115,000 for the promotional testing and assessment process.**

**Executive Summary:**

The Police Department proposes to use forfeiture funds to pay for professional services and incidental costs toward police promotion testing and assessment for the ranks of Corporal, Sergeant, and Lieutenant in 2013. The total cost will not exceed \$115,000.00.

**Recommendation:**

Staff recommends that the City Manager authorize the use of forfeiture funds in an amount not to exceed \$115,000 for the promotional testing and assessment process.

**Background:**

The Police Department has been nationally accredited for nearly 20 years. Accreditation standards require that promotion eligibility lists be the product of a valid, nondiscriminatory, and job-related process. To retain our accreditation, we must comply with those standards.

The current promotion eligibility lists for the ranks of Corporal, Sergeant, and Lieutenant will expire in late September, 2013, but it is likely that the Sergeant's list and possibly the Lieutenant's lists will be depleted long before the lists expire.

Test validation and assessment services are delivered by specialized business entities with the expertise and experience to ensure that the product and the process are resistant to exposure to civil liability. In addition, the professional services delivered will result in identifying the best and most capable cadre of leaders from among all candidates. Because the process is so specialized, the City's best course is to rely on the expertise of a consultant with proven leadership in the field. Accordingly, an RFP was issued this Fall and a vendor has been identified who will complete the services needed prior to September 2013.

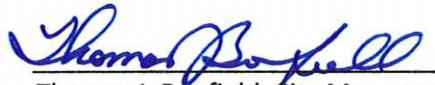
**Financial impact:**

The current available balance in Asset Forfeiture and Controlled Substance Tax Distribution Funds is \$616,509.76, which would be reduced by as much as \$115,000 with approval of the current request.

**SDBE:**

This is a request to use funds for the purposes indicated. The Purchasing Department will follow SDBE guidelines and proper procurement procedures in making the actual purchase.

Approve     Do Not Approve     Requires Further Discussion

  
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Thomas J. Bonfield, City Manager

1/7/13  
Date