

RESOLUTION 2022-W

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,
AUTHORIZING THE EXECUTION OF A BACKGROUND INVESTIGATION
AGREEMENT WITH NATIONAL TESTING NETWORK FOR
PRE-EMPLOYMENT TESTING SERVICES**

WHEREAS, on March 28, 2022 the Town Council approved Resolution 2022-Q, an annual membership agreement with National Testing Network, to test, evaluate and rank Police applicants that did not include background investigation services; and

WHEREAS, National Testing Network also provides background investigation services through the use of qualified, subcontracted background investigators and provides a report containing comprehensive candidate data, criminal history data, personal history data, candidate/reference interviews, neighborhood visit interviews, and other pertinent candidate investigation activities; and

WHEREAS, the Eatonville Police Department does not have the staffing level or staffing qualifications to perform the thorough level of testing that is required before hiring a new officer; and

WHEREAS, National Testing Network has agreed to honor our previous agreement pricing and perform the services for the Town of Eatonville in accordance with Exhibit A, Background Investigation Agreement, for \$1,300.00 per candidate; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Mayor is authorized to execute on behalf of the Town the attached Background Investigation Agreement with National Testing Network.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 23rd day of May, 2022.

David Baublits, Mayor

ATTEST:

Miranda Doll, Town Clerk

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Background Investigation Agreement

1. Scope of Agreement

National Testing Network (NTN) provides Background Investigation Services using qualified subcontracted background investigators. A Background Investigation Report (BIR) containing comprehensive candidate data, criminal history data, personal history data, candidate/reference interviews, neighborhood visit interviews, and other pertinent candidate investigation activities is prepared by a qualified subcontracted background investigator and provided to the agency by NTN.

2. Copyright/Ownership

This BIR is the sole property of NTN. The BIR cannot be forwarded, transferred, or duplicated at any time for any other agency. If another agency requests a BIR(s) from Agency, the Agency will refer requesting agency to NTN. At NTN's sole discretion we can use BIR's for other agency requests once current Agency for this agreement has completed their hiring process.

4. Security

Agency will maintain strict security of these BIR's in accordance with accepted security practices and those incorporated herein. Copies of BIR's for internal Agency use are considered confidential documents to be stored in a secured location and accounted for at all times. Authorized copying of any BIR documents for internal use will be personally monitored by an individual responsible for BIR security.

5. Appropriate Use of Background Information

Agency assumes all responsibility and liability for appropriate and legal (local, state, and federal) use of BIRs, including:

- Informing the applicant regarding information acquired from their consumer report may be used for decisions related to their employment.
- NTN will gain written permission using Delvepoint and / or Employment Screening Services (ESS) Background Check Disclosure and Authorization form from the applicant, which includes a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act: and the credit reporting agency, (ESS), contact information should any adverse action be taken against the applicant.
- Prior to taking any adverse action, agency will give the applicant an opportunity to review the report and verify if the information is correct.
- Follow guidelines on consumer reports as per the Fair Credit Reporting ACT (FCRA).

6. Termination

This Agreement may be terminated in whole in the event that the Agency or NTN breaches any material provision of this Agreement and fails to cure such breach within thirty (30) days after the non-breaching party delivers written notice of such breach to the breaching Party. Upon termination, NTN will be entitled to payment for services performed or rendered per the scope and description listed below

7. Indemnification and Hold Harmless

Agency agrees to hold harmless and indemnify NTN, its employees, agents and representatives or otherwise from any and all liability and expenses (including costs and reasonable attorney's fees) directly or indirectly relating to Agency's breach of Agreement or any wrongful or negligent acts or omissions of Agency, its employees, its assignees, delegates or subcontractors in the performance of this Agreement.

NTN agrees to hold harmless and indemnify Agency, its employees, agents and representatives or otherwise from any and all liability and expenses (including costs and reasonable attorney's fees) directly or indirectly relating to NTN's breach of Agreement or any wrongful or negligent acts or omissions of NTN, its employees, assignees, delegates or subcontractors in the performance of this Agreement.

8. Entire Agreement

This Agreement constitutes the entire agreement of the parties relating to the subject matter hereof and shall supersede any prior oral or written agreements or understandings between the parties as to the subject matter hereof. No further modification of this instrument shall be effective unless in writing and signed by duly authorized representatives of each party hereto.

9. Project Pricing

Agency will be billed upon project completion. Project pricing is outlined in Attachment A of this Agreement below.

Background Investigations Parties to the Agreement

This is a legal agreement between the Agency and NTN. By signing this agreement you are accepting the above language and the terms of this agreement and agree that you have authority to enter in to such an agreement on behalf of the Agency.

Agency

Signature / Date

Print Name

Title

Agency Name

Physical Address

City

State

Zip

Telephone

Email

National Testing Network

Signature / Date

Print Name

Title

Physical Address

City

State

Zip

Telephone

Email

NTN Background Investigation – Eatonville Police

Service	Cost
Candidate Data Collection (online)	Included
Personnel History Questionnaire (online)	Included
Computerized Criminal History Report (CCHR)	Included
Candidate Interviews (virtual or in person)	Included
Reference Checks / Interviews / Agency Checks	Included
Neighborhood / Family Visits	Included
Administrative / Detailed Reports	Included
Contact Agency with “Red Flag” – “Disqualifying Information” for direction to proceed / not proceed	Included
Background Investigation Price per Candidate	\$1,300

- NTN will contact the department upon any notification of disqualifying information obtained. Agency will only be billed for investigation services listed above up to the point of identifying a disqualifying candidate.
- NTN will assign an experienced consultant – Retired Chief of Police Ed Green who will oversee investigator network and be a designated point of contact for agency along with NTN HQ client support staff for the entire project.
- The above pricing is all encompassing for the scope listed and completion of background investigations. Items requested outside of this scope by the agency will be priced on an individual basis.

Employment Background Investigation Services



Who We Are

Ergometrics/National Testing Network (NTN) works with over 2,000 public safety departments across the country offering professional pre and post-employment testing and background investigation services.

Departments Supported

- Fire Departments
- Law Enforcement Departments
- Corrections Departments
- Emergency Communications Departments

Background Investigations

Ergometrics/National Testing Network (NTN) have developed a comprehensive background investigations service program utilizing regional and local investigators. Our program is based on the California POST background guidelines. Our network of investigators offer an average of over 25+ years of law enforcement services, including detailed background investigations, interview/interrogations, and field/tactical experience for a variety of departments and disciplines.

The background investigations services are all encompassing but can also be customized in an “a la carte” menu to allow cost savings for agencies that might be looking for different levels of investigations depending on department requirements and candidate positions.

Additionally, we have focused on developing and partnering with state-of-the-art systems to capture candidate data that include online reporting tools for detailed candidate applications, personal history questionnaire, and computerized criminal history reports. These tools, with tracking options allows our investigator teams to effectively monitor activity before and during the investigation process.

This extensive data foundation and experienced interview and documentation techniques, allows NTN to complete a comprehensive candidate investigation and detailed report that agencies can rely on for final hiring decisions.

NTN's Background Process

Through the use of subject matter experts and proven state agency investigation processes, NTN has developed a very thorough set of standards for our investigator teams to follow:

- Information gathering – candidate application/PHQ
- Computerized Criminal History Report (12 categories)
- Detailed Background Process
- Candidate interview
- Reference Interview
- Documents review (employment/credit/military/taxes, etc)
 - Home/neighborhood visits/interviews
 - Family visits/interviews
 - Detailed final reporting
 - Assessment and recommendations

Direct Department Benefits

At NTN, we are proud to offer these background services to our agency clients. We are confident that our investigator teams and company operations staff will deliver the finest end products to support your final selection process.

- Direct department cost savings – internal staff can focus on core competencies.
- Detailed and clean process creating greater efficiencies and overall more complete backgrounds for quality hires.
- Streamlined investigations creating timely final reports to meet hiring deadlines.
- Ability for Fire or other non-law enforcement agencies to customize process and choose various levels of backgrounds.
- Greater overall candidate satisfaction as we offer dedicated investigators with manageable case files.

Getting Started

Please contact Edgar J. Green, Senior Field Consultant, National Testing Network;

360-821-8443 / edgarg@nationaltestingnetwork.com