

Juvenile Probation Commission

Meeting Date: January 10, 2024

Re: JPD Contracts for Commission Review & Approval

The Juvenile Probation Department requests delegated authority from the Juvenile Probation Commission to approve the following contractual agreement(s):

Contractor	1) Lacuna Ergonomic	2) Law Enforcement Psychological Services	3) Bilingva
Action	First Amendment	New Agreement	New Agreement
Description	Ergonomic evaluations and training for JPD staff	Pre-employment psychological evaluations	Document translation
Term	Extend the original 12-month term by 10 months, for a revised total term of 32-months.	12-months	12-months
Not-to-Exceed-Amount	\$9,999 (no change)	\$9,999	\$9,999
Contracting Authority	SF Admin Code 21.5(a), Under \$10k	SF Admin Code 21.5(a), Under \$10k	SF Admin Code 21.5(a), Under \$10k
Court-Ordered Service	No	No	No*

**Welfare and Institutions Code sections 16001.9 and 16501.1 require that, when a youth is entitled to receive a copy of their court report, case plan, transition to independent living plan, or Foster Youth Bill of Rights, the social worker or probation officer shall ensure those items are translated in the youth's primary language, if English is not their primary language.*

Contractor 1) Lacuna Ergonomic
Action First Amendment
Description Ergonomic evaluations and training for JPD staff

JPD currently contracts with Lacuna Ergonomics to provide ergonomic evaluations and training to JPD staff, as outlined in Contract ID 1000027550. The original contract was approved by the Commission on October 12, 2022.

Contractor 2) Law Enforcement Psychological Services
Action New Agreement
Description Pre-employment psychological evaluations

The Contractor shall provide pre-employment psychological evaluations of sworn peace officer positions as required by Section 1031(f) of the California Code of Regulations.

Contractor 3) Bilingva
Action New Agreement
Description Document translation

The Contractor shall provide translation of Court reports, case plans, and other documents that contain confidential information protected by state law, such as juvenile case file information, as required by California law. JPD will provide the youth copies of their court report, case plan, TILP, and Foster Youth Bill of Rights, and ensure those items are translated in the youth's primary language, if English is not their primary language.