



## **Department of State Hospitals (DSH) Incompetent to Stand Trial (IST) Contracted Evaluator Job Description**

The California Department of State Hospitals (DSH) Incompetent to Stand Trial (IST) Contracted Evaluator will provide:

- IST Re-Evaluation services as referred by DSH
- Court preparation and testimony regarding these evaluations, and
- Attend mandatory related trainings.

These services will be performed primarily remote through telehealth, video conferencing, and other technologies in coordination with DSH, county jails, county and appellate courts and other locations deemed necessary in the performance of services by DSH. These services may also be performed in person when required by DSH.

Contractor shall conduct augmented re-evaluations of competency to stand trial (PC 1368) for jail detainees who have been previously adjudicated as Incompetent to stand Trial (IST) and who remained on the state hospital wait list.

All such testimony shall be based upon Contractor's evaluation and professional determination as contained herein.

Contractor acknowledges that all work is subject to quality assurance and legal review and the Medical Director approves and signs the final report. The Contractor agrees to revise errors and deficiencies in the report in accordance with the recommendations of the quality assurance team, the legal team, and Medical Director within the parameters of ethical and clinical practice.

The Contractor agrees to conduct evaluations in accordance with best forensic psychological or psychiatric practice and in accordance with the standards set by the statute, California Rules of the Court, and the training and policies established by the California Department of State Hospitals.

### **Distinguishing Characteristics**

This classification is distinguished from the Psychologist series in that the incumbent does not provide direct treatment to patients.

## **Tasks and Responsibilities**

Conducts psychological interviews of IST defendants to assess their status of competency and determine if the individual has restored while in jail or is unlikely to restore. Assess whether the IST defendant should be referred to the county for further evaluation for participation in the county diversion program or other outpatient treatment program. Perform evaluations to identify individuals who may need referral for psychotropic medications, a psychopharmacology consultation, or an involuntary medication order. Write a report on the competency status of the individual, and recommendations submitted to the court.

## **Minimum Qualifications**

1. License: Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an educational institution meeting the criteria of Section 2914 of the California Business and Professions Code, or possession of a valid California medical or osteopathic license and completion of psychiatric residency approved by the American Board of Psychiatry and Neurology to practice psychiatry.
2. Certification by the American Academy of Psychiatry and the Law or American Board of Forensic Psychology; or enrolment in or completion of a fellowship in forensic psychiatry or post-doctoral fellowship in forensic psychology; or 20 hours of Competency to Stand Trial Related Training within the past five years. (Up to sixteen of these hours may be waived but must be completed within 6 months of execution.
3. Five years of experience in the practice of psychology or psychiatry involving the evaluation and diagnosis of mental health disorders.
4. Understanding of technology and procedures in the conduct of remote evaluations and video conferencing procedures.
5. Knowledge of the ethical principles and guidelines associated with forensic psychiatric or psychological assessment.
6. Three references for which similar services have been provided within the last five years.
7. Include a Statement of Qualifications (SOQ) with a narrative description of how your experience, training and education meets the above minimum qualifications. The SOQ must be 11-point Arial font, single-spaced, and no more than one page. Writing that exceeds this page limit will not be reviewed.

## **Special Personal Characteristics**

Empathetic and objective understanding of the issues of persons with mental or developmental disabilities; demonstrated leadership ability; tact; patience; keenness of observation; scientific and professional integrity; teachable attitude; dedication to ongoing professional growth; and willingness to receive and integrate performance and quality assurance feedback.

**Training Requirements:**

- Contractor shall ensure attendance at trainings that are required by DSH and approved by the DSH Chief Psychologist.
- Contractor will attend a multi-day on-boarding and training session.
- Contractor will receive the initial on-boarding orientation process, which may include, but is not limited to, classroom training, intensive quality review, additional training as directed by the Chief Psychologist and written examinations.
- Contractor must attend required DSH training by DSH deadlines, which will be provided to the Contractor with advance notice. Required training may include, but are not limited to, training regarding the standardized assessment protocol, risk assessment tools, interviewing practices, report writing, or any other training associated with IST candidates.
- Contractor must complete California Law Enforcement Telecommunication System (CLETS) training. Training is a two (2) hour, online training, with no enrollment fee. DSH will provide the Contractor with the training link. The following timeframes for CLETS training are mandatory as follows:
  1. Initial training within six (6) months of contract execution;
  2. Recertification every two years; and
  3. Provides certificate to the DSH Contract Manager.

Budget Detail is as follows:

**Rate Sheet**

Service*	Rate
Initial IST Re-Evaluation Flat Rate Fee	\$1,800.00 (Per Assignment)
Update IST Re-Evaluation Flat Rate Fee (Court requested within 90 days of the completed initial IST Report)	\$1,200.00 (Per Assignment)
Suspension Rate (Record Review and if Interview was conducted)	\$500.00 (Per Assignment)
Suspension Rate (Record Review only)	\$300.00 (Per Assignment)
Initial Court Prep Time (maximum of 5 hours without prior approval)	\$100.00 (Per Hour)
Testimony Time Per Subpoena (Subpoena document must be provided)	\$150.00 (Per Hour)
Court Wait Time per Subpoena	\$100.00 (Per Hour)