



## CITY OF PORTLAND, OREGON



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## PRE-OFFER NON-MEDICAL PSYCHOLOGICAL SCREENING: DISCLOSURE & INFORMED CONSENT STATEMENT

David M. Corey, Ph.D., ABPP and Casey O. Stewart, Psy.D.  
Police & Public Safety Psychologists

### Overview of Evaluation

The hiring agency requires that you undergo a non-medical psychological suitability screening as one part of the comprehensive selection process for the public safety position to which you are applying. This suitability screening is conducted before the hiring agency considers giving a conditional offer of employment (COE) and involves the assessment of normal range psychological attributes, such as honesty, reliability, attitude, self-awareness, restraint, problem solving, social skills, tolerance, and adaptability, all of which have been judged by experts to be associated with the essential functions of public safety work. The purpose of this screening is to assist the hiring agency in selecting applicants who are best qualified for employment in public safety positions.

It is important to note that this pre-COE suitability assessment does not assess medical or psychological disorder or disability. Therefore, at this pre-COE stage you will not be asked any questions regarding past or present psychological/psychiatric treatment; use of any medication to treat psychological or medical problems; or other similar questions. In most cases, after the pre-offer suitability screening is complete, if you are given a conditional offer of employment, you will be advanced to the next phase and required to undergo a more comprehensive psychological evaluation that does evaluate for psychological disorder among other things. All data from the non-medical suitability screening can and likely will be used in subsequent phases of the selection process.

Dr. David Corey and Dr. Casey Stewart are licensed psychologists experienced in conducting the aforementioned types of assessments and one or both will conduct the psychological assessment (i.e., analyze and interpret data, and report findings to the agency). The assessment consists of written standardized non-medical testing measuring the above mentioned normal range psychological attributes and background data covering information such as education; family, marital and workplace interpersonal relationships; past and current employment and military experience; prior law enforcement experience; financial problems; driving record; illegal drug use; spousal-romantic partner assault and other violent acts; and criminal record. The background data may consist of information provided by you and by collateral or other third-party sources. The assessment also may include a review of prior non-medical screenings if you were previously evaluated by the psychologists. The evaluation will consider public and private aspects of your life. These inquiries are necessary to adequately assess whether your psychological traits satisfy the non-medical requirements of the position for which you have applied. If at any time you wish to inquire about the relevance of any question asked, please ask your background investigator. *As with any job application procedure, you have the right to terminate the assessment at any time.*

### Limits of Confidentiality

Although the hiring agency is the psychologists' client, not you, the psychologists nevertheless will be mindful of their duty to conduct the assessment with fairness and objectivity. Following the completion of the assessment, the hiring agency requires a report of pertinent findings and conclusions, including an assessment of the level of risk associated with your attributes in this position.

In the event that you are hired, the hiring agency may authorize release of the records associated with this assessment, including any written report, to any other qualified professional. Circumstances leading to such an authorization may include a mandatory fitness-for-duty evaluation, disability claim, or other medical evaluation. State law also may require disclosure of otherwise confidential information for reasons associated with, but not limited to, child abuse, a threat of serious harm to yourself or others, or court order. Additionally, in the event that you sign a waiver permitting access to this information as part of your application to another public safety employer, we may release the data to the psychologist contracted by that agency. Finally, some or all of the information you provide may be used for psychological research concerning test validation, recruitment, selection, and performance of public safety employees. All such research will include procedures to ensure that your identity is protected.

### Report of Findings and Conclusions

Following the completion of the screening, the psychologists will give the hiring agency a report of relevant findings and conclusions relating to their opinion about your suitability for this position. This report is necessary to fulfill the purpose for which you are being assessed. By agreeing to participate in this suitability assessment, as affirmed by your signature at the bottom, you authorize Dr. Corey and/or Dr. Stewart to release their conclusions, opinions, and recommendations as to your suitability. You will not receive information from the psychologists about the results of the suitability screening.

### Copy of Report

This assessment is conducted solely to aid the hiring agency in determining your qualification for hire. All information obtained in the course of the screening is the property of the agency. You will not be provided a copy of the results or any report the psychologist provide the hiring agency concerning your suitability. Because the hiring agency is the psychologist's client, your authorization will not permit them to release or disclose the results or report to you or any third party, except as described above.

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Biographical Summary

Dr. Corey is a licensed psychologist in Oregon (#1187), Washington (#PY-1941), Hawaii (#PSY-847), California (#PSY-11389), Utah (#6271762-2501), and Arizona (#4050). He is board certified in Forensic Psychology with the American Board of Professional Psychology. Dr. Stewart is a licensed psychologist in Oregon (#2091) and New York (#018500).

Payment for Services

The hiring agency is compensating the psychologists for their services. However, they will remain objective and neutral assessors. As such, they will have sole control over the screening and their resulting opinions, conclusions, and recommendations.

Potential Outcomes and Uses of the Screening Results

As a result of this non-medical screening, which includes an assessment of various risks associated with the screening findings, the hiring agency may advance you to the next phase of the hiring process or, alternatively, may remove you from further consideration. The hiring agency determines the standards and degree of risk it is willing to accept for purposes of qualification. Regardless of the conclusions Dr. Corey and Dr. Stewart reach and communicate in their report, the hiring agency may choose not to rely on the psychologists' findings and recommendation, in whole or in part, when deciding on your status. Alternatively, the hiring agency may rely entirely on the psychologists' report. Thus, depending on their ultimate conclusions and recommendations concerning your suitability, and depending on the hiring agency's consideration of their conclusions and recommendations, the results of this screening may have a significant impact on your application.

*The psychologists' opinion concerning your psychological qualification or suitability for this position is NOT a statement or opinion about your general psychological health or emotional stability, nor is it a statement about your suitability for this position with a different agency or for a different position with the same agency. Rather, it is a statement only about the degree to which the full range of assessment information available to them provides evidence at this time of the non-medical (i.e., normal) psychological traits and competencies required for the position.*

Regarding Your Freedom to Decline to Participate

You are free to decline participation in this assessment. However, your decision not to participate will mean that the required pre-offer suitability screening will not take place. This fact may have implications for your application for employment, but this is a determination that will be made by the hiring agency.

Redisclosure

The psychologists have advised the hiring agency to maintain the report in a confidential personnel file and that the information should be made available only to persons who have a bona fide need to know the information included in the report. Nevertheless, there is the possibility that the hiring agency could redisclose this information. By agreeing to participate in this suitability assessment, as affirmed by your signature at the bottom, you will expressly release Dr. Corey and Dr. Stewart from any liability for the disclosure.

Questions

Should you have any questions or concerns about the pre-offer employment suitability screening, you may contact the background investigator assigned to you or the human resources person assisting in this assessment.

Consent & Signature of Applicant

I have read, understand, and agree to all of the terms of the above two-page Disclosure & Informed Consent Statement.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_ County of \_\_\_\_\_,

State of \_\_\_\_\_.

Signature of Notary: \_\_\_\_\_ My commission expires on (date): \_\_\_\_\_

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