

Form Q-5**Kentucky Law Enforcement Council***PSYCHOLOGICAL EXAMINATION APPROVAL*

MAIL: Kentucky Law Enforcement Council
Funderburk Building
521 Lancaster Ave
Richmond, KY 40475

Phone: 859-622-6218 **Fax:** 859-622-5943

INSTRUCTIONS: This form must be completed if your agency chooses to use a psychologist other than the one the Kentucky Law Enforcement Council uses to conduct pre-employment psychological examinations.

We are hereby requesting approval from the Kentucky Law Enforcement Council (KLEC) of the following proposed Psychological examination for the purposes of selection and hiring of peace officers and telecommunications. I believe this examination meets or exceeds the minimum standards as set forth by KLEC.

Attached is a copy of the administrative guidelines, including standards and procedures; which this agency will use for conducting this test.

- I understand that this agency is not required to conduct its own tests and that KLEC testing may still be utilized.
- I understand that testing procedures and all test records are subject to review and audit by the KLEC and its agents.
- I understand that:
- 1) psychological screening must be comprised of test instruments which measure a broad spectrum of abilities, personality characteristics and related constructs (integrity, conscientiousness, vocational preference, etc.) relevant to job performance;
 - 2) the assessment battery should contain at least two independent and objectively scored psychometric tests/measures (constructed and validated in accordance with the Uniform Guidelines for Psychological Tests as published by the American Psychological Association);
 - 3) normative statements and/or performance predictions should be based on data derived from similar populations (demographic, economic, cultural and social characteristics) but with individual test results that can be shown to be minimally adverse in their impact on specific racial, gender or cultural groups;
 - 4) the assessment process should be administered in accordance with the Uniform Guidelines for Psychological Testing as published by the American Psychological Association with special care demonstrably given to the assurance of physical security of test results and reports to authorized personnel and purposes only; and that
 - 5) contractors should have substantial experience in law enforcement suitability assessment for interpretive consultation.

I further understand that this form must be resubmitted if the agency changes the procedures, guidelines or standards contained herein.

Signed this _____ day of _____, 20_____.

Signature of Agency Hiring Authority or Designee

Printed Name of Agency

Printed Name of Agency Hiring Authority or Designee

Agency Phone Number

