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Chief Executive Officer

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CHIEF EXECUTIVE OFFICE
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Occupational Health Programs

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REVIEW/APPEAL OF DISQUALIFICATION

Under Civil Service Rules, you may initially request a **Review of Original Evaluation** and then an **Appeal of Psychological Disqualification**; or immediately request the **Appeal**.

YOUR REQUEST TO REVIEW MUST BE RECEIVED BY OUR OFFICE WITHIN 30 DAYS OF YOUR RECEIPT OF THE DISQUALIFICATION NOTICE OR IT WILL BE DISMISSED.

Instructions for **Review of Original Evaluation**

To obtain a **review** of the original evaluation, complete and return only the “**Authorization to Review**” as instructed on the form. Be sure the form is legible.

The **review** provides you feedback about the conclusions reached by the psychologist who conducted your initial evaluation. It does not serve as a basis for overturning the disqualification. It presents clarification about the cause(s) for the disqualification and may help you determine whether it is worthwhile for you to request an appeal. If you decide to **APPEAL** the disqualification, please refer to the next instructions.

Do not send both Review and Appeal requests at the same time.

IF YOU CHOOSE TO APPEAL, THE REQUEST MUST BE RECEIVED BY OUR OFFICE WITHIN 30 DAYS OF THE DISQUALIFICATION LETTER AND THE ENTIRE APPEAL PROCESS MUST BE COMPLETED WITHIN 90 DAYS OF YOUR RECEIPT OF THE DISQUALIFICATION LETTER, OR YOUR APPEAL WILL BE DISMISSED. THIS INCLUDES OUR RECEIPT OF THE REPORT FROM YOUR INDEPENDENT PSYCHOLOGIST.

Instructions for Appeal of Psychological Disqualification

1. Complete and submit only the "**Authorization for Appeal**" as instructed on the form. Be sure the form is legible; complete all parts of the authorization form, including the name and address of the independent licensed psychologist to whom we are to send the records. This form notifies us of your intent to appeal and authorizes us to send your confidential information to the psychologist you select to conduct your independent assessment.
2. Select a licensed psychologist who agrees to review your case and conduct an independent assessment of your suitability for the position sought.

Selecting a psychologist and the cost of the independent assessment is your responsibility. If applying for a law enforcement position (including probation), it is recommended that you seek the assessment from a psychologist familiar with law enforcement positions and the State's mandated screening requirements (Peace Officer Standards and Training – P.O.S.T.).

You may choose from the "List of Licensed Psychologists" on this website or you may consult the online directory of the Los Angeles County Psychological Association at www.lapsych.org or use any other source available to you. You are responsible to provide the correct address for the independent psychologist you have chosen.

3. After the psychologist has received and reviewed your records, your independent assessment should be scheduled. **Be sure the psychologist conducting the assessment addresses the concerns raised in the original evaluation.**
4. Authorize your psychologist to send the independent assessment report, including copies of all test results, within the aforementioned 90 days deadline to:

CEO, County of Los Angeles
Chief of Psychological Services
Occupational Health Programs
3333 Wilshire Blvd., Suite 1000
Los Angeles, CA 90010

5. When we receive the independent report and supporting documents, our office will evaluate your appeal. We may ask you to appear for a final interview with one of our licensed staff psychologists. Granting a final interview is done at our discretion and is not based solely on the recommendation of the psychologist who conducted the independent assessment. You will be notified in writing of the final appeal decision.