



DPSST FORMS F-4 AND F-5 COMPLETION

NEW EMPLOYEE AND SUPERVISOR

SECURITY SERIES ONLY

1. **DPSST PERSONNEL ACTION REPORT F-4**
2. **DPSST APPLICATION FOR TRAINING F-5**

1. DPSST PERSONNEL ACTION REPORT F-4

New Employee: Complete all of section A, check "Corrections" in box 8a.

Complete all of section B.

Your supervisor or security manager will sign and date section E.

Supervisor: Complete section B, box 15, date you submitted applicant's fingerprints to Oregon State Police I.D. Services.

2. DPSST APPLICATION FOR TRAINING F-5

New Employee: Complete the form down to, and including, shirt size (2 pages). Read and complete the Applicant Signature section. Sign and date on the applicant signature/date lines. Give the form to your supervisor or security manager along with the F-4 form.

Supervisor: Review the F-4 and F-5 information with the new employee. Check the box (halfway down the form) verifying that the employee is certifiable, Sign and date the form. Department is "Oregon Department of Corrections". Submit both forms to the institution security office/DPSST.