

Board on Public Safety Standards and Training
Executive Committee Meeting
Minutes
November 2, 2010

The Executive Committee of the Board on Public Safety Standards and Training held a telephonic meeting on November 2, 2010 at the Public Safety Academy in Salem, Oregon. Todd Anderson called the meeting to order at 1:35 p.m.

Board Members Present:

Jeff Martin, Chair of the Private Security/Investigators Policy Committee
Rob Poirier, Chair of the Telecommunications Policy Committee
Todd Anderson, Chair of the Corrections Policy Committee

Board Members Absent:

Andrew Bentz, Chair of the Board on Public Safety Standards and Training
Mark Prince, Chair of the Fire Policy Committee

DPSST Staff:

Eriks Gabliks, Director of the Department of Public Safety Standards and Training (DPSST)
Linsay Bassler, Compliance Coordinator
Tina Diehl, Fire Certification Specialist



Chair's Administrative Announcement

“This is a public meeting, subject to the public meeting law and it will be tape recorded.”

1. Minutes of September 9, 2010 meeting

To see complete text of the meeting minutes, please go to the Executive meeting minutes of September 9, 2010, which can be found at:

http://www.oregon.gov/DPSST/BD/Policy_Committee_Minutes/EC_Minutes/Exec9910.pdf

Rob Poirier moved to accept the minutes as written. Jeff Martin seconded the motion. The motion carried with a unanimous vote.

2. *OAR 259-008-0011- Proposed Rule

Minimum Standards for Employment as a Telecommunicator and Emergency Medical Dispatcher
To see complete text, please see addendum A.

Rob Poirier moved to approve filing the proposed language as a temporary rule with the Secretary of State and as a permanent rule if no comments are received. Jeff Martin seconded the motion. The motion carried with a unanimous vote.

It was agreed that there was no significant impact to small business.

3. *OAR 259-008-0060 – Proposed Rule

Public Safety Officer Certification

To see complete text, please see addendum B.

Jeff Martin moved to approve filing the proposed language as a temporary rule with the Secretary of State and as a permanent rule if no comments are received. Rob Poirier seconded the motion. The motion carried with a unanimous vote.

It was agreed that there was no significant impact to small business.

Director Update - Director Gabliks

- Anthony Belli, a retired police officer from California is researching two officers that were killed in the line of duty in Oregon in the 1900s and 1940s. We have asked Mr. Belli to send any documentation so it may be brought before the Corrections or Police Policy Committee.
- A mini grant of \$5,000.00 was awarded to the Chiefs Association for OR-PAT.
- Director Gabliks requested consensus to extend the grant for the APCO NENA requested Suicide Call Handler training to cover the expansion of the class. Consensus was given.
- Cameron Campbell resigned from DPSST. The position will be filled by open recruitment after the first of the year.
- With Steve Winegar retiring, Director Gabliks asked for input on moving this position of Job Task Analyst to the Standards and Certification Program. The Executive Committee was comfortable with Director Gabliks making this decision.
- DPSST staff met with the DAS Budget and Management Team earlier in the week to have their scheduled budget appeal for 2011-2013. DPSST could not provide any details as the process is confidential, but did feel that the session allowed DPSST to share its concerns as well as the impacts on those served by the agency.

4. Next Meeting – December 16, 2010 at 1:30 p.m.

There being no further business to bring before the committee, the meeting was adjourned at 1:55 p.m.

Addendum A.

**Department of Public Safety Standards and Training
Memo**

Date: November 2, 2010

To: Executive Committee

From: Linsay Bassler
Rules Coordinator

Subject: OAR 259-008-0011 – Proposed Rule
Minimum Standards for Employment as a Telecommunicator and Emergency Medical Dispatcher

Issue: The 12th grade writing standard for telecommunicators and emergency medical dispatchers was eliminated by a permanent rule filed December, 2008. The verbiage was inadvertently returned in a subsequent rule filing. Staff is requesting approval to file a proposed rule removing the requirement for a writing test, fixing the error. An additional housekeeping change was made for clarity.

The following revised language for OAR 259-008-0011 contains recommended additions (**bold and underlined**) and deletions (~~striketrough text~~).

259-008-0011

Minimum Standards for Employment as a Telecommunicator and Emergency Medical Dispatcher

(1) On or before the date of employment, each telecommunicator and emergency medical dispatcher shall be fingerprinted on standard applicant fingerprint cards.

(a) The hiring agency, if a public agency, is responsible for fingerprinting and shall forward two (2) cards to the Oregon State Police Identification Services Section for processing and assignment of identification number.

(b) If the hiring agency is a private agency it is responsible for fingerprinting and shall forward two (2) cards to the Department along with the ~~appropriate~~ **appropriate** fee.

(5) Reading ~~and Writing~~ Standard. Before beginning basic telecommunicator or Emergency Medical Dispatcher (EMD) training or challenging basic telecommunicator training, each applicant shall provide evidence to DPSST that the applicant has attained a minimum of a 12th grade reading ~~and writing~~ level in the English language.

(a) The hiring agency is responsible for administering a reading ~~test and writing instrument~~, approved by DPSST, and shall forward the results to DPSST on an application for training (Form F-5) prior to the applicant being admitted to basic telecommunicator or EMD training.

(b) Individuals submitting transcripts verifying that they possess at least a four-year academic degree from an institution recognized by DPSST under the provisions of OAR 259-008-0045 are exempt from completing the 12th grade reading/~~writing~~ test prior to attending a course identified in this section.

ACTION ITEM 1: Determine whether to approve filing the proposed language for OAR 259-008-0011 with the Secretary of State as a proposed rule.

ACTION ITEM 2: Determine whether to approve filing the proposed language for OAR 259-008-0011 with the Secretary of State as a permanent rule if no comments are received.

ACTION ITEM 3: Determine whether there is a significant fiscal impact on small businesses.

Addendum B.

**Department of Public Safety Standards and Training
Memo**

Date: November 2, 2010
To: Executive Committee
From: Linsay Bassler
Rules Coordinator
Subject: OAR 259-008-0060 – Proposed Rule
Public Safety Officer Certification

Issue: This rule update would remove all reference to Forms F-15M (Multi-Discipline Maintenance Log) and F-15T (Telecommunications/EMD Maintenance Log) and replace with Form F-16 (Maintenance Training Log – Tele/EMD/Multi-Discipline). The maintenance process was changed for the 2009 – 2010 maintenance period, but the references in this rule were not updated. This update will also remove obsolete statutory references and update references to OARs.

The following revised language for OAR 259-008-0060 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~).

259-008-0060

Public Safety Officer Certification

(15) The Supervisory Certificate. In addition to requirements set forth in section (1) of this rule, the following are required for the award of the Supervisory Certificate:

- (a) Applicants shall possess or be eligible to possess the Advanced Certificate in the field in which certification is requested.
- (b) Applicants shall have satisfactorily completed no less than 45 education credits as defined in section (10) of this rule.
- (c) Applicants shall have satisfactorily completed the prescribed Supervision Course or an equivalent number of hours of Department approved supervisory level training within five (5) years prior to application for the Supervisory Certificate.
- (d) Applicants shall be presently employed in, or have satisfactorily performed the duties associated with the position of a first level supervisor, as defined in ~~ORS 181.610 and~~ OAR 259-008-0005(~~16~~)(**13**), as attested to by the applicant's department head during the time such duties were performed, for a period of one (1) year. The required experience shall have been acquired within five (5) years prior to the date of application.

(e) Upon request of the employing agency, the Department may waive the requirements of subsection (c) or (d) of this section, provided the employing agency demonstrates that the applicant performs, on a regular basis, supervisory duties.

(16) The Management Certificate. In addition to requirements set forth in section (1) of this rule, the following are required for the award of the Management Certificate:

(a) Applicants shall possess or be eligible to possess the Supervisory Certificate in the field in which certification is requested.

(b) Applicants shall have satisfactorily completed no less than 90 education credits as defined in section (10) of this rule.

(c) Applicants shall have satisfactorily completed the prescribed Middle Management Course or an equivalent number of hours of Department approved management level training within five (5) years prior to application for the Management Certificate.

(d) Applicants shall be presently employed in, and shall have served satisfactorily in a Middle Management position, as an Assistant Department Head, or as a Department Head as defined in ~~ORS 181.610 and~~ OAR 259-008-0005(9), for a period of two (2) years. The required experience must have been acquired within five (5) years prior to the date of application.

(e) Upon request of the employing agency, the Department may waive the requirements of subsection (c) or (d) of this section, provided the employing agency demonstrates that the applicant performs, on a regular basis, management duties.

(17) The Executive Certificate. In addition to requirements set forth in section (1) of this rule, the following are required for the award of the Executive Certificate:

(a) Applicants shall possess or be eligible to possess the Management Certificate in the field in which certification is requested.

(b) Applicants shall have satisfactorily completed no less than 90 education credits as defined in section (10) of this rule.

(c) Applicants shall have satisfactorily completed 100 hours of Department approved executive level training within five (5) years prior to application for the Executive Certificate.

(d) Applicants shall be presently employed in, and shall have served satisfactorily in a Middle Management position, as an Assistant Department Head, or as a Department Head as defined in OAR 259-008-0005 (9) and (19), for a period of two (2) years. The required experience must have been acquired within five (5) years prior to the date of the application.

(e) Upon request of the employing agency, the Department may waive the requirements of subsection (c) or (d) of this section, provided the employing agency demonstrates that the applicant performs, on a regular basis, the duties associated with that of a department head or assistant department head.

(18) Multi-discipline Certification. Upon receiving written request from the department head stating a justified and demonstrated need exists for the efficient operation of the employing agency, the Department may approve

multi-discipline certification for law enforcement officers who meet all minimum employment, training and education standards established in OAR 259-008-0010, 259-008-0025, and this rule, in the disciplines which they are requesting certification. The officer must meet the following requirements for the award of multi-discipline certification:

(a) Basic certification: A law enforcement officer who is certified in one discipline may apply for multi-discipline certification, if employed in or transferred to another discipline within the same law enforcement unit. The applicant must demonstrate completion of all training requirements in the discipline in which certification is being requested.

(b) Higher levels of certification: Law enforcement officers who possess higher levels of certification in one discipline may, upon employment in or transfer to another discipline within the same law enforcement unit, apply for the same level of certification after completion of nine (9) months experience in the discipline in which they are requesting certification, and meeting the requirements for those higher levels of certification as outlined in this rule. This section does not apply to the EMD discipline since it only exists at the basic certification level.

(c) Retention of Multi-discipline certification. In order to maintain multi-discipline certification, each discipline in which certification is held requires successful completion and documentation of training hours by the holders of the certificates every twelve (12) months. The training must be reported to the Department, as follows:

(A) For a law enforcement officer who also holds EMD certification; a minimum of four (4) hours of training, specific to the EMD discipline, must be reported annually as required under OAR 259-008-0064.

(B) For a law enforcement officer who also holds Telecommunicator certification, a minimum of twelve (12) hours of training, specific to the Telecommunicator discipline, must be reported annually as required under OAR 259-008-0064.

(C) A minimum of twenty (20) hours of training, specific to each law enforcement discipline in which certification is held, must be reported annually as required under subsections (h) through (l) of this rule.

(d) The same training may be used for more than one discipline if the content is specific to each discipline. It is the responsibility of the agency head to determine if the training is appropriate for more than one discipline.

(e) The maintenance training cycle for law enforcement officers who are certified in more than one discipline begins on July 1st of each year and ends on June 30th the following year.

(f) The employing agency must maintain documentation of all required maintenance training completed.

(g) If reported on an F-6 Course Roster, required maintenance training must be submitted to the Department by June 30th of each year. Training reported on an F-6 will result in credit for training hours. No training hours will be added to a law enforcement officer's record, unless accompanied by an F-6 Course Roster.

(h) On or after July 1 of each year, the Department will identify all law enforcement officers who are deficient in maintenance training according to Department records and provide notification to the individual and his/her employing agency.

(i) Within 30 days of receipt of the notification in (h) above, the agency or individual must:

(A) Notify the Department of the training status of any law enforcement officer identified as deficient in submitting a Form F-16 ~~F-15M or F-15T~~ to the Department; and

(B) Submit ~~an~~ Form F-16 ~~F-15M, or F-15T~~ if multi-discipline includes certification as a telecommunicator or emergency medical dispatcher, identifying the maintenance training completed during the previous one (1) year reporting period.

(C) Maintenance training hours reported to the Department on an F-15M or F-15T will be used solely to verify completion of maintenance training requirements and will not be added to an officer's DPSST training record.

(j) Failure to notify the Department of completion of any required training for individuals with identified training deficiencies will result in a notification of recall letter being sent to the agency head and the officer.

(k) The Department will recall a law enforcement officer's certification for:

(A) Failure to complete or report any required maintenance training identified in section (c) above on or before June 30th of each year; or

(B) Failure to submit a Form F-16 ~~F-15M or F-15T~~ within 30 days after a warning notification letter has been sent.

(l) A law enforcement officer with a recalled certification is prohibited from being employed in any position that has been recalled.

(m) Upon documentation of compliance with subsection (i) of this rule, a law enforcement officer may reapply for single or multi-discipline certification as outlined by this rule.

[ED. NOTE: Forms & Tables referenced are available from the agency.]

ACTION ITEM 1: Determine whether to approve filing the proposed language for OAR 259-008-0060 with the Secretary of State as a proposed rule.

ACTION ITEM 2: Determine whether to approve filing the proposed language for OAR 259-008-0060 with the Secretary of State as a permanent rule if no comments are received.

ACTION ITEM 3: Determine whether there is a significant fiscal impact on small businesses.