



Oregon

Theodore R. Kulongoski, Governor

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Memorandum

DATE: October 1, 2007

TO: Police Agency Heads
Police Agency Training Officers

FROM: Marilyn Lorange, Standards and Certification Supervisor

SUBJECT: Upcoming Maintenance Training Deadline – DRAFT agency report

As we approach the end of 2007, and the end of the second police maintenance training cycle, I want to provide you with two reports:

I. A DRAFT maintenance training report for your agency.

This report reflects training deficiencies based on **F-6** Attendance Rosters that we have processed to date. We have almost completed processing the rosters submitted in August; we anticipate starting to enter September's rosters by next week. The final maintenance training report will be mailed to agencies as soon as we have entered all **F-6** rosters submitted to us through December 31, 2007. We estimate that mailing will take place by late January, 2008.

You may see two lists of names on your draft report. The gray bar above each list identifies whether the names that follow are subject to the "Basic" maintenance requirement or the "Leadership" maintenance requirement. Required hours for each are also listed.

The numbers of hours listed in the report are the hours of training that the officer has completed in each category. However, the report ONLY identifies the names of officers with identified training deficiencies, according to DPSST records. If an officer's name does not appear on the list, it generally means one of two things:

1. Either DPSST records identify that s/he has met all maintenance requirements for the 2005-07 cycle, or
2. The officer's maintenance deadline is in 2008 or later.

If there are no names on your list, it means that if you have officers with a December 2007 maintenance deadline, they have already met their 2005-2007 maintenance requirements.

II. A report of all of your agency's officers who are currently certified (according to our records).

This report identifies:

1. The current maintenance training deadline for each officer.
2. The most current First Aid certificate expiration date.
3. The most current CPR certificate expiration date.

Many of you have requested a list of the maintenance training deadlines for all of your certified officers, rather than just for those who have failed to meet their maintenance requirement as the deadline approaches. Additionally, all police officers are required to maintain current First Aid and CPR certifications at all times. This second report should include the three items above for EACH officer. If there is no line item for either First Aid or CPR, it generally means that we have no record of the officer's completion of that training.

Next Steps:

1. Please continue reporting training for your officers on an F-6 Attendance Roster. **Please remember that there is no grace period following the end of the current maintenance cycle on December 31, 2007.** It is important to have all training rosters for the officers appearing on your draft deficiency report postmarked by December 31st. When we process those rosters, we will send you a final deficiency report with updated instructions about using the F-15M-Police form to report maintenance training and avoid certification recalls for those officers.
2. At the end of next year's (2006-2008) maintenance cycle, we will begin to issue certification recalls for those without current First Aid and CPR certificates, as well as for those who have not met the appropriate 84-hour requirement. However, before we move into an enforcement phase for First Aid/CPR, we want to work with you for the remainder of 2007 and the first part of 2008 to ensure that we have current First Aid and CPR certification information for all of your officers. First Aid and CPR training can be reported to us using the standard F-6 Attendance Roster. Our staff enters the training hours AND lists the expiration dates in the Certification portion of their DPSST record. You can find that information on line for your officers by accessing Snapshot (see below).
3. You can monitor the status of your officers' DPSST records over the Internet through use of the Snapshot program. If you have misplaced either your log-in or password information, please e-mail Summer Amato directly and she will give you that information. Requests for Snapshot access must come directly from the agency head. Summer will also be happy to answer your **F-6** or maintenance training questions. Her e-mail address is summer.amato@state.or.us; her phone number is 503-378-2095.

You can also reach me directly at marilyn.lorance@state.or.us, or by phone at 503-378-2427.