

Application for Recognition of Equivalent Supervision Training

Last Name	First	MI	DPSST #
Agency Name:			

- I attended the DPSST 40-hour Supervision Course on _____
My 40 hours of electives are listed below. (Date)
- I am applying for recognition of 80 hours of equivalent supervisory training.

List course title, location and hours on attached Equivalent Training Information form. Training must have occurred within 5 years of this application.

40 hour Supervision Course (See reverse for course detail)	Hours Must total at least 40 hours	40 Hours of Electives (See Reverse for course detail)	Hours Must total at least 40 hours
Orientation & Evaluation	2 hrs	Planning	
Principals, Values & Ethics	4 hrs	Administration	
Strength Deployment Inventory	2 hrs	Management	
Critical Incident Command	4 hrs	Staff Development	
Federal Civil Rights	4 hrs	Communications	
Federal Employment Laws	4 hrs	Promoting the Agency	
Media Relations	4 hrs		
Psychological Survival	4 hrs	Other:	
Managing Employee Substance Abuse	4 hrs		
Internal Investigations & FLSA	4 hrs		
		Total Hours	

COURSE TESTING MEASURES	Yes - No
At least one of the required testing measures was used. (See instructions for tasks to each topic)	

COURSE INSTRUCTORS	Yes - No
Each instructor met at least one of the required criteria (See instructions for tasks to each topic)	

Applicant for Equivalency Training: I affirm the above information is true and correct. I understand that falsification of this document is subject to penalty under ORS 162.055, et .al. and ORS 162.305 and is cause to deny or revoke my public safety certification(s).

Print Name of Applicant *Signature* Date

Applicant's Agency Head: I affirm the above information is true and correct. I understand that falsification of this document is subject to penalty under ORS 162.055, et.al., and ORS 162.305 and is cause to deny or revoke my public safety certification(s).

Print Name of Applicant's Agency Head *Signature* Date

40 Hour Supervision Course

Orientation, Overview & Evaluation (4 hrs)

- * Course goals
- * Student evaluation

Principals, Values & Ethics (4hrs)

- * Promoting ethical behavior
- * Promoting quality work product
- * Promoting open respectful dialogue
- * Fostering public support

Strength Deployment Inventory (2 hrs)

- * Providing motivational atmosphere
- * Promoting open respectful dialogue
- * Fostering team work

Critical Incident Command (4 hrs)

- * Managing critical incidents
- * Fostering team work

Federal Civil Rights, Employment & Vicarious Liability (4 hrs)

- * Promoting a safe work environment
- * Ensuring compliance with state and

Federal employment laws Labor Relations for Supervisors (4 hrs)

- * Ensuring compliance with state and Federal employment laws
- * Disciplining personnel
- * Terminating personnel
- * Documenting employee performance

Media Relations (4 hrs)

- * Responding to media inquiries

Psychological Survival in Public Safety (4 hrs)

- * Providing motivational atmosphere
- * Fostering teamwork
- * Managing critical incidents
- * Providing feedback

Managing Employee Substance Abuse (4 hrs)

- * Providing employee feedback
- * Documenting employee performance

Internal Investigations & FLSA (4 hrs)

- * Ensuring employee performance

Elective Tasks For Supervision

Planning

- * Securing future funding
- * Measuring program performance
- * Analyzing statistical data
- * Presenting analysis to groups
- * Promoting fiscal partners
- * Securing grant proposal

Administration

- * Managing critical incidents
- * Administering union contract
- * Administering policies & procedures
- * Promoting community satisfaction
- * Promoting a safe work environment
- * Ensuring safety of community
- * Promoting interagency cooperation
- * Ensuring compliance with state & federal employment laws

Management

- * Scheduling staff & resources
- * Purchasing equipment
- * Hiring personnel
- * Managing other funds
- * Preparing budget
- * Monitoring daily activities
- * Terminating personnel
- * Disciplining personnel

- * Providing staff training
- * Promoting ethical behavior
- * Providing motivational atmosphere
- * Fostering teamwork
- * Providing feedback
- * Documenting employee performance
- * Participating in promotional process
- * Promoting quality work product

Communications

- * Promoting open respectful dialogue
- * Ensuring quality of written documents
- * Conveying departmental expectations
- * Determining community satisfaction
- * Conducting public speaking

Promoting the Agency

- * Oral presentations to council, etc.
- * Responding to media inquiries
- * Supporting agency mission & goal
- * Fostering public support

F-21, APPLICATION FOR RECOGNITION OF EQUIVALENT SUPERVISION TRAINING

The purpose of this form is to recognize equivalent training in lieu of attending the DPSST supervision course. This form may be used to meet this requirement in two ways:

1. The supervision course consists of 40 hours of classroom training in Monmouth and another 40 hours of elective leadership courses. This form may be used to document the 40 elective hours. Examples of subject matter courses meeting the elective requirement are listed on the back of this form. This is not an exclusive list. The agency head determines which courses meet the elective requirement.
2. Training completed in lieu of attending the 40-hour DPSST supervision course and approved as equivalent by the agency head is documented on this form. This training must be equivalent to the subject areas and hours listed on this form. It is the responsibility of the applicant to provide supporting documentation as proof that they have met the equivalencies for the 40-hour DPSST supervision course. The 40-hour elective hours must be documented on this form as described in (1) above.

If the equivalencies are met, the officer is eligible to apply for supervisory certification provided the training and education requirements are also met. **Training must have occurred within 5 years of application.**

Instructions:

- All portions of this form applicable to the equivalency applied for must be completed.
- The applicant and the applicant's agency head must sign the application.
- List course name, location and hours on the attached Equivalent Training Information Form. Provide supporting documentation if applicable.

State Minimum Standard 40-Hour Supervision Course:

Content: Based on the Job Task Analysis completed in Year 2000, the duties and tasks detailed on the F-21 are the standards for Oregon Public Safety Training. A course OR courses may be broader in content, however, the titles and subjects listed below, must be covered.

Hours: The minimum number of hours must be met for each subject equivalency.

The following information must be provided for both the 40-Hour Supervision equivalent courses and 40 hour elective courses:

Instructors: Each instructor met at least one of the following criteria:

- 3-years public safety experience
- Adjunct instructor at higher education facility
- Subject matter expertise in topic instructed, such as attorney teaching employment law
- Educational degree in topic instructed

Testing Measures: The testing measures in each topic must include one of the following:

- Evaluated Journal
- Written Exam
- Evaluated Oral Presentation
- Question and Answer
- Evaluated Scenario or Role Play

