

Application for Recognition of Equivalent Middle Management Training

Last Name	First	MI	DPSST #
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Agency Name:

COURSE CONTENT	Hours
(See back of application form for specific areas of instruction tasks to each topic below. List course title, location and hours on attached Equivalent Training Information form. Training must be completed within 5 years of application.)	Must total at least 80 hrs
▪ Community Interaction	
▪ Budget Oversight	
▪ Communication	
▪ Personnel Management	
▪ Professional Work Environment	
▪ Planning	
▪ Daily Service, Delivery, Oversight	
▪ Major Incident Response	
Total Hours	

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

COURSE INSTRUCTORS	Yes - No
Each instructor met at least one of the required criteria (See back of application form 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

Instructions:

- Complete this form to apply for course equivalency for the state-mandated Oregon Public Safety Middle Management Course. **Training must be completed within 5 years of application.**
- The agency head determines if the courses are equivalent to DPSST Middle Management course. 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 80-hour DPSST Middle Management course.
- The applicant and the applicant's agency head must sign the application.

State Minimum Standard:

Content: Based on the Job Task Analysis completed in Year 2000, the duties and tasks within the duties detailed below are the standard for Oregon Public Safety Training. A course OR courses may be broader in content, **However, the titles and subjects delineated below must be covered.**

Hours: The minimum number of hours for this course is 80. Training over 80 hours must be reported on an F-6, Attendance Roster, and will be recorded on the officer's training record.

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

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

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

Community Interaction	<ul style="list-style-type: none"> ▪ Determining community requirements ▪ Participating in community meetings ▪ Responding effectively to community concerns 	<ul style="list-style-type: none"> ▪ Providing community problem-solving training ▪ Developing good interagency working relations ▪ Fostering good community relations ▪ Representing agency
Budget Oversight	<ul style="list-style-type: none"> ▪ Preparing sound budgets ▪ Writing appropriate/effective grants ▪ Tracking budget expenditures 	<ul style="list-style-type: none"> ▪ Writing expenditure reports ▪ Projecting future budget requirements ▪ Writing budget justifications
Communications	<ul style="list-style-type: none"> ▪ Developing good verbal communications ▪ Developing good written communications ▪ Providing communications training ▪ Developing good listening skills 	<ul style="list-style-type: none"> ▪ Ensuring effective 2-way communications (vertical/horizontal) ▪ Developing good interagency communications
Personnel Management	<ul style="list-style-type: none"> ▪ Producing objective personnel evaluations ▪ Providing relevant quality training ▪ Hiring competent employees ▪ Mentoring employees for career development ▪ Making effective recommendations for employee promotions/transfers 	<ul style="list-style-type: none"> ▪ Fostering team development ▪ Conducting appropriate review for disciplinary or correction action ▪ Maintaining pertinent employee information ▪ Documenting pertinent employee information ▪ Fostering employee participation ▪ Providing effective supervision
Professional Work Environment	<ul style="list-style-type: none"> ▪ Maintaining high ethical standards ▪ Providing relevant training ▪ Providing written guidelines ▪ Providing leadership by example 	<ul style="list-style-type: none"> ▪ Providing bias-free/harassment-free work environment ▪ Fostering mutual respect ▪ Fostering positive work attitude ▪ Recognizing good work
Planning	<ul style="list-style-type: none"> ▪ Conducting data analysis ▪ Conducting pertinent research ▪ Reviewing pertinent research 	<ul style="list-style-type: none"> ▪ Recommending development improvement of programs ▪ Evaluating new technology
Daily Service, Delivery, Oversight	<ul style="list-style-type: none"> ▪ Providing adequate resources to perform job/workload ▪ Establishing service expectations ▪ Recommending improvements 	<ul style="list-style-type: none"> ▪ Evaluating effectiveness of service or tasks ▪ Addressing all inquiries/complaints ▪ Implementing improvements
Major Incident Response	<ul style="list-style-type: none"> ▪ Managing critical incidents ▪ Implementing ICS or other command structures ▪ Developing contingency plans 	<ul style="list-style-type: none"> ▪ Providing training to agency personnel ▪ Developing mutual aid agreements ▪ Developing interagency training ▪ Implementing mutual aid agreements

