

How to complete the 2009-2011 Maintenance requirements for officers reported as deficient in hours:

Reporting training that the officer completed within the 2009-2011 period:

If the officer completed all required training before December 31, 2011, we will need to receive an F15M-Police form for each officer no later than Monday April 27, 2012 to ensure that they do not have their certification(s) recalled as of January 1, 2012. The completed **F15M-Police** form must identify ALL training that has been completed to meet the 84-hour maintenance requirement, in each of the required categories in which the officer is lacking hours. The **F-15M-Police** form is available on our website at www.oregon.gov/DPSST; simply click on Criminal Justice Forms. (Please note that this is not the traditional F-15 Continuing Log of Training with which some of you are familiar. That form is not designed to capture police maintenance training categories.)

Reporting 2011 make-up training taken to reinstate certification:

To ensure that make-up training taken during 2012 to reinstate certification is applied towards the 2009-2011 maintenance training cycle, it must be reported as follows:

- A separate F-6 Attendance Roster will be required to report the training in the usual manner, with ONLY the deficient officer(s) listed. If the training event is one for which a general F-6 roster is also distributed, the officer taking make-up training SHOULD NOT be included on that training roster.
- A note prominently identifying the training as “**2009-2011 Maintenance Make-up**” MUST be written on the roster.
- DPSST will enter the training in the officer’s DPSST record as a make-up course in the required category (firearms/use of force, leadership, other general law enforcement, or CPR/First Aid).
- The actual course title and date will be listed in the officer’s record, with -0- hours’ credit with the title and the 2012 date on which the actual course was taken. The training and actual number of hours will be added as “maintenance make-up training” for the 2009-2011 maintenance period for purposes of addressing the officer’s training deficiencies.
- Along with the F-6 to report the make-up training, the officer must submit a letter from the agency head. Recertification following a recall may be obtained (subject to DPSST approval) if the employing agency head requests recertification, provides justification of why the training was not completed on time, and verifies that the training deficiency has been made up.

If you are unsure which form to use, or think that you may need to report both 2009-11 training and make-up training taken in 2012, please contact Debbie Graves at 503-373-0389 or by email at debbie.graves@state.or.us. Debbie will work with you directly through that process.