



POLICE MAINTENANCE TRAINING Frequently Asked Questions

Q: What will happen if we don't report all required training completed by December 31st?

A: After December 31 each year, DPSST will notify agencies of the officers whose DPSST records indicate have not completed the training, based on the **F-6** rosters submitted through 12/31 of that year. Agencies will then have 60 days to complete an **F-15M-Police** form for those officers, to report training that they completed prior to December 31st.

Q: What will happen if an officer can't get all required training completed by December 31st?

A: DPSST will recall the certification(s) of any officer who does not complete and report the maintenance training within the required time. 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.

Q: What is the process for submitting training and other documents for certification re-instatement after a recall?

- A:**
- 1) To ensure that training received after the maintenance deadline is applied towards the prior maintenance training cycle, training must be reported as follows:
 - **An F-6 Attendance Roster should be completed for the training in the usual manner.**
 - **Prominently identify on the F-6 "20XX-20XX [identify the maintenance cycle] Maintenance Make-up".**
 - **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, or other general law enforcement).**
 - 2) Along with the **F-6** to report the make-up training, the officer must submit the letter from the agency head, as identified above.
 - 3) Training that was completed, but not reported to DPSST before December 31st should be reported either on an **F15M-Police** form or on **F-6** Attendance rosters, following the instructions on each of those forms.

It will also be critical for employing agencies to internally identify make-up courses that those recalled officers take during the following year, so that you don't include these courses as you track your officers' progress towards their next maintenance cycle.

Q: What about maintenance training for officers who have been or are still on leaves of absence?

A: A rule is in place to "freeze" the maintenance training requirements for officers who are on approved leave from their agencies for a period of more than six months. When the officer returns to active service with his/her agency, the maintenance training deadline will be adjusted as needed so that the officer and agency are held harmless for the period that the officer was on leave.

Q: My agency has officers who are/were on leave whose name(s) still show up on the maintenance report. How do I fix this?

A: The names of officers who are, or have been, on leave during the current maintenance training period may show on your report for several reasons:

- 1) The officers' leave of absence and/or return from leave may not have been reported to DPSST as required. If that is the case, send the needed **F-4** Personnel Action Form(s) to us as soon as possible and we will update the officer record(s) to reflect the current information.
- 2) DPSST may have overlooked the need to update their maintenance period. These officers may still be eligible for an extension of their maintenance deadline. Contact Julie Johnson at 503-378-2353 to determine if they qualify for an extension.
- 3) The officer is currently on leave and their maintenance period may be adjusted when they return depending on the amount of time the officer is on leave.
- 4) Their period of leave was for less than six months, so their original maintenance deadline still applies.

Q: What are the maintenance training requirements for police officers returning from leave?

A: These requirements are spelled out in our Administrative Rules:

259-008-0065

10) Maintenance Training Requirements for Police Officers on Leave.

- (a) A police officer who is on leave for any period between 90 to 180 days will have the same maintenance training deadline as the date established prior to the officer's leave date.
- (b) A police officer who is on leave for more than 180 days, but less than one year, will receive a one year extension from the maintenance training deadline established prior to the officer's leave.
- (c) A police officer who is on leave for more than one year will receive an extension of the maintenance training deadline established prior to the officer's leave. The extension will be prorated, based on the duration of the officer's leave. Upon the officer's return to work, the officer must complete the mandatory eight hours of annual firearms/use of force maintenance training within 30 days of the officer's return to work, as follows:
 - (A) Qualification with the appropriate duty weapon(s); and
 - (B) Completion of sufficient additional firearms and use of force refresher training to total eight hours.
- (d) Failure to meet the requirements of subsection (c) of this section will result in a warning notification or recall of a police officer's certification as described in subsection (4) or (5) of this section.

(11) Maintenance Training Requirements for Previously Certified Police Officers. Any police officer who has not been employed as a police officer for between one year and five years must complete the mandatory eight hours of annual firearms/use of force maintenance training within 30 days of the officer's return to work, as follows:

- (a) Qualification with the appropriate duty weapon(s); and
- (b) Completion of sufficient additional firearms and use of force refresher training to total eight hours.

Q: How do I report maintenance training for police officers returning from leave who need to complete Firearms/Use of Force training within 30 days?

A: To report completion of this training, submit F-6 Attendance Roster(s) to report the required eight hours of training. Include a statement on the roster(s) that the training is being submitted to comply with return from leave training requirements. It will be helpful if that statement is highlighted or otherwise emphasized. The Training Records Specialist will then prioritize the data entry for the roster(s).

Q: We don't think your records of our certified personnel are accurate. Either my report includes officers who are no longer with my agency, or we hired someone that I think should be on the report and their name doesn't appear on the list. How should we handle this?

A: This is a great opportunity to ensure that your agency has fully updated DPSST about personnel changes. You can use Snapshot to identify all certified personnel that our records identify as part of your agency. If any of this information is not correct, simply send us an F-4 Personnel Action Form with the correct information. Contact **Marie Gueths at 503-378-2318** for help with the F-4 process, or the Debbie Graves at **503-373-0389** for help with Snapshot.

Q: I think that my officer(s) have had enough of the required "firearms/use of force" or "leadership" training, but the hours may have been entered as "other general law enforcement" instead. How do we get that fixed?

A: You can either print a training record from Snapshot or request one from dpsst.records@state.or.us, and identify the classes and hours you believe should be credited to the "firearms/use of force" or "leadership" categories. If the totals don't match the totals on your draft maintenance report, please contact us. We will review our database records to ensure that training is entered in the appropriate categories on a consistent statewide basis.

Q: How do I report maintenance training for an officer who transferred from another Oregon agency if the other agency did not report his/her training to you on F-6 rosters?

A: If this officer's name appears on your deficiency list, the **F-15M-Police** form that we have developed may be the best option for reporting the maintenance training that the officer received. This form has been posted on our website. You or your officer will need to obtain a copy of the training records from the officer's prior agency. With that documentation, you can use the **F-15M-Police** form to record the training that your officer received at both the prior and current agencies to meet the maintenance requirements.

Q: What maintenance requirements do officers who obtained their first Leadership (i.e. Supervisory, Management, Executive) certification(s) during the current maintenance period have to meet?

A: Officers who obtain their first Leadership certification in one maintenance period will not have to meet the Leadership maintenance training requirement until their NEXT maintenance cycle. If, for example, an officer in a 2009-2011 maintenance cycle was granted Supervisory Certification in 2009, the officer will have to comply with the Leadership maintenance requirement beginning with the 2012-2014 cycle. For the 2009-2011 cycle, the officer will still have to comply with the "Basic" maintenance requirements.

Q: What is the next maintenance training cycle?

A: The answer to this question is "it depends." Because maintenance periods are on a rolling three-year basis, depending on the year of initial certification, your agency may have some officers whose three-year cycle ends in every calendar year.

The safest way to know that your officers will not have maintenance deficiencies is to ensure that they receive at least 28 hours of training each year. Of the total, eight hours of firearms/use of force training must be completed annually. Those with leadership certifications need to also receive 24 hours of leadership training as part of their 84 hour requirement each three-year maintenance cycle.

Q: Why aren't the old F-15 Continuing Log of Training forms being processed?

A: Unfortunately, many agencies and officers use both **F-6** Attendance Rosters and **F-15** Continuing Logs of Training to report the same training. This has resulted in an ever-increasing risk of duplicate training credit being granted for the same class. There is no effective way to cross-check "Approved In-State Training" hours from an **F-15** against training submitted on **F-6** rosters, to ensure that training submitted on one form has not already been credited on the other form. To help increase the accuracy of our records, we must hold **F-15**'s until we know that virtually all **F-6** rosters have been submitted for that year.

Due to limited staffing, DPSST is not currently entering training reported on F-15 forms. We must process F-6 rosters as a priority for police maintenance requirements. Individuals applying for upper levels of certification that need hours reported on an F-15 should send the F-15 along with the F-7 Application for Certification to receive training credit.

MAINTENANCE TRAINING CONTACT INFORMATION

For a copy of an officer's training record, contact Rebecca Hannon at 503-378-2328, or by e-mail at dpsst.records@state.or.us

For an updated maintenance report, information about **F-6** Attendance Rosters, or the **F-15M-Police** form, contact the Debbie Graves at 503-373-0389, or by e-mail at DPSST.trainingrecords@state.or.us

For information about an officer's status with your agency, or help with the F-4 Personnel Action Form, contact Marie Gueths at 503-378-2318, or by e-mail at marie.gueths@state.or.us

For information or help regarding an officer who is or has been on leave of absence, contact Julie Johnson at 503-378-2353, or by e-mail at julie.johnson@state.or.us

For general program questions, contact Debbie Graves, S&C's Administrative Operations Supervisor, at 503-373-0389, or by e-mail at debbie.graves@state.or.us