

F-22 Application for Recognition of Mid-Management Training Instruction Page

Purpose

The purpose of this form is to identify training obtained to meet the requirement of OAR 259-008-0025(4) to complete prescribed mid-management training within 12 months of appointment or promotion:

(4) Middle Management Course. All law enforcement officers, telecommunicators, and emergency medical dispatchers promoted, appointed, or transferred to a middle management position must satisfactorily complete the prescribed Middle Management Course within 12 months after initial promotion, appointment, or transfer to such position. This section shall apply whether the individual is promoted or transferred to a middle management position within a department, or employed from outside a department and appointed to a middle manager position without having completed a prescribed middle management course within the preceding five (5) years.

A Job Task Analysis completed in 2000 identified the essential tasks for an Oregon public safety manager. The subject areas identified on the F-22 reflect those essential tasks. A course OR courses may be broader in content; however, the subjects listed must be covered and the minimum number of hours must be met for each subject.

Requirements

To be recognized as satisfying the requirement, training must meet the subject area and minimum hour requirements listed on this form. It is the agency's responsibility to retain documentation of training events and content and to make them available to DPSST when requested. It is the applicant's responsibility to provide supporting documentation of training obtained to DPSST as requested.

This application is not an application for Management Certification. An individual who has also met the training, education, and experience requirements for Management Certification must complete an F-7 Application for Certification if applying for Management Certification.

Definition of Training:

- 1) An event that develops, refreshes, augments, or enhances knowledge, skills and abilities to perform the job effectively; and
- 2) The event must include instruction from a qualified third party, whether the instruction is provided in person or in media format (video, written material, etc); and
- 3) A training event must be at least 30 minutes long to be eligible for inclusion in an officer's DPSST training record.

NOTE: Roundtable discussions and meetings do not qualify as reportable training events.

Instructions:

- The applicant and the applicant's agency head must sign the application.
- List course names, locations and hours on the attached F-22 form. Provide supporting documentation if applicable.

Training Records: The hours reported on this form will not be added to your training record unless you submit the training on an F-6 Course Attendance Roster. At the time an individual is appointed to a management position, DPSST will add **Mandatory Mid-Management Training** "required" to their training record, unless approved management training had been completed and reported within the past five years. . Once training has been completed and the F-22 has been submitted and approved as meeting the mid-management training requirement, DPSST will change the training record entry from "required" to "completed." As always, agencies will be able to view these training entries for their employees through the Snapshot program.

Return your completed form to:
DPSST, Standards & Certification Program
4190 Aumsville Hwy SE
Salem, OR 97317

QUESTIONS? Call 503-378-2353

Last Name	First	MI	DPSST #
Agency Name:			

Training is defined as an event that develops, refreshes, augments or enhances knowledge, skills and abilities and must include instruction from a qualified third party, whether instruction is provided in person or in media format. Roundtable discussions and meetings do not qualify as reportable training events.

To fulfill Mid-Management course requirements, course titles must be from the Leadership section of the DPSST Standardized Course List. The list is available at:

<http://www.oregon.gov/DPSST/SC/docs/2009OnLineCourseList.xls>

For assistance, contact Debbie Graves at 503-373-0389 or at Debbie.graves@state.or.us

Each of the following mandated topics must be taken with at least the minimum number of hours. Hours in excess of the minimums can be counted toward the 40 hours of electives. (Additional reporting area on page 3)

SUBJECT AREA	Course Detail	Minimum Required Hours
Communicating with Others	Effective managers are able to communicate in a variety of circumstances, with diverse groups of people, for a number of purposes. This topic must look at various functions or roles of a manager's communication, including interaction with co-workers or constituents, establishing effective communication networks, formal and information communication channels, and communicating up within organizations.	8
Course Title	Location	Date

SUBJECT AREA	Course Detail	Minimum Required Hours
Organizational Change	The environment in which public safety organizations operate is constantly changing, and public safety organizations are constantly changing and adapting to the environment. Managers must effectively manage change while maintaining focus on the organizational mission and values. This topic needs to focus on the dynamics of change, adapting to environmental changes, guiding staff through change efforts, and assisting the organization and community through the adaptive process. Managers must be prepared for the future and need to anticipate the need for change in order to position themselves and their agency to meet the new challenges they will face. This course should include the use of tools such as forecasting and strategic planning to prepare managers and organizations for future change.	8
Course Title	Location	Date

SUBJECT AREA	Course Detail	Minimum Required Hours	
Establishing an Ethical Workplace and Agency	Developing an ethical organization and workplace requires ethical leadership. This topic must look into the concepts of ethics and ethical behavior, and their critical role in individual, organizational and professional integrity. As a manager you must first understand your own ethics and values, and how they influence the way you do your job. A manager then has to translate those ethics and values into behaviors in the workplace in a way that supports an ethical work environment. Application of ethical standards and code of conduct in the workplace supports respect for all, eliminating harassment and discrimination. New and evolving ethical challenges in the workplace should also be discussed.	8	
Course Title	Location	Date	Hours

SUBJECT AREA	Course Detail	Minimum Required Hours	
Managing Agency Performance	Public safety organizations are funded through public funds and charged with delivering services to their constituency. The question often asked by the constituent/taxpayer is “How well are you doing your job?” This topic must prepare the manager to answer that question for his or her agency or unit. The concept of performance of a service needs to be discussed, and options for measuring a service that may not have a specific value or be easily valued should be developed. The student needs to learn about unit performance, and efforts or practices that can be utilized to manage resources to produce a product that is valued by the consumer.	8	
Course Title	Location	Date	Hours

SUBJECT AREA	Course Detail	Minimum Required Hours	
Legal Parameters in Management and Leadership	The public safety manager has specific responsibility to know the labor agreement(s) that the agency has with its employees. Additionally they are responsible for the adherence of state and federal labor laws including the Fair Standards Labor Act, Public Employees Public Bargaining Act, federal civil rights laws, various leave acts, disability acts, workplace safety and risk management. They deal with employee discipline issues that are covered by labor agreements, state and federal law. This topic must provide the manager with information on the legal issues for the Middle Manager.	8	
Course Title	Location	Date	Hours

List Additional Required Courses:

Subject Area & Course Title	Location	Date	Hours

ELECTIVES: 40 hours of any agency approved leadership training from the DPSST Standardized Course List.

Course Title	Location	Date	Hours

Attach documentation of training received that is not recorded on your DPSST training record.

Applicant for 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