

Guide for Guests Attending Training at the OYA Training Academy

Welcome! This guide provides important information and insights for guests attending the Training Academy. We hope this information is helpful. Please contact us if you have questions or suggestions.



*Oregon Juvenile Justice Training Academy,
DPSST*

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Introduction

Expectations

Welcome to the Oregon Youth Authority Training Academy. We're glad you're attending our training. Please come prepared to learn, participate, and motivate yourself and others. You are expected to act in a professional, cooperative, responsible, and ethical manner at all times. You are also expected to treat others with respect and dignity.

Attending the Academy

Where is the Academy?

The Training Academy is located at the Department of Public Safety Standards and Training (DPSST).

Contact Information and Driving Directions for the Academy

Oregon Juvenile Justice Training Academy

(Located at DPSST)

4190 Aumsville Hwy SE

Salem, Oregon 97317

Phone: 503-378-3787

OyaTraining@oya.state.or.us

From the North:

Take I-5 southbound to Salem.

Take the OR-22/Santiam Hwy. exit – Exit 253

Cross over the top of I-5 and move into the middle eastbound traffic lane.

Take Lancaster Dr. exit – Exit 2.

Turn right onto Lancaster Dr.

Lancaster Dr. turns into Aumsville Hwy.

Cross straight through intersection with Kuebler Blvd.

Pass Marion County Dog Control, Marion County Correctional Facility and the Santiam Correctional Institute

Turn left into the Oregon Public Safety Academy driveway.

From the South:

Take I-5 northbound to Salem.

Take the Kuebler Blvd. exit – Exit 252.

Turn right onto Kuebler Blvd. and drive 2 miles. Turn right onto Aumsville Hwy.

Pass Marion County Dog Control, Marion County Correctional Facility and the Santiam Correctional Institute

Turn left into the Oregon Public Safety Academy driveway.

Participants who are attending training daily:

Your name will be on a list of those allowed to enter the facility.

You will receive a **DPSST Visitor Badge** that must be worn every day of your training. This will be turned in at the end of each day.

Allow at least 10 minutes for sign in process each day.

Participants who are staying overnight:

The hours for check in at the DPSST dorms are 8am to 5pm, Monday through Friday. If you need to check in at any other time it needs to be arranged with OYA academy staff prior to your arrival date. This will allow for plenty of time to get registered and have your DPSST room card issued to you.

You will also receive your meal card, which allows you to eat breakfast, lunch, and dinner at the DPSST Cafeteria.

These items are provided for you (no personal hygiene items are available):

- Bed sheets
- 1 wool blanket

We suggest you bring:

- Towels
- Pillow
- Personal bedding
- Bar soap and body wash
- Shampoo
- Hair dryer
- Toothbrush and toothpaste
- Facial tissues
- Other personal hygiene items

[Please review DPSST Student Rules and Regulations.](#)

All OYA employees will be held to this standard

What do I wear?

If you were issued a uniform, please wear it. Otherwise, please be sure to read [DPSST General Rules and Conduct](#). **NO JEANS or PERSONAL HATS ALLOWED.**
Business Casual is appropriate for non-OYA staff.

Why must I sign the Academy training roster each day?

Most participants are paid for the time they are in training. A classroom training roster will be provided for you to sign each day you attend training. You must sign the roster every day. The roster is used to create training certificates of completion where applicable. Also, for OYA staff, the roster is used as backup to payroll documentation.

What if I'm ill/ have an emergency and can't attend the

Academy? Please contact your OYA supervisor or your program contact (non-OYA staff) AND call the Training Academy at (503) 378-3787.

Common Questions

Do I need money?

If you are on travel status you will receive a food card for meals otherwise you will need to bring money or a lunch for each day of training.

What are some important items training participants need to bring to training?

- **Hair ties:** If you're attending the Personal Protection course and have long hair you'll need a hair tie to hold your hair back.
- **Their own lunch, drinks, and snacks:** Remember, you can always bring your own food and drink. **At no time is food is allowed to be consumed in the classroom. (No refrigerators available)**
- **Layered clothing:** We regulate our training room temperature as best we can but some participants find it cool, others find it too warm. Make sure you layer your clothing so you're comfortable.
- **For classes involving physical activity outside of the regular classroom (such as Personal Protection):**

One pair of new (or freshly cleaned), non-marking soled, athletic or wrestling shoes (only to be worn within the Skills venue). If you're unsure you'll need these for your training, please contact the Academy. Also see [special requirements for classes involving physical activity](#).

I've got a question that's not listed. How can I contact you?

Please contact us at oyatraining@oya.state.or.us or at (503)378-3787



Academy Hours and Staff Contact Information



Academy Hours: Mon – Fri, 8am – 5pm

2012 Holiday Closures Observed

- New Year’s Day, Monday, January 2
- Martin Luther King Jr.’s Day, Monday January 16
- Presidents’ Day, Monday, February 20
- Memorial Day, Monday, May 28
- Independence Day, Wednesday July 4
- Labor Day, Monday, September 3
- Veterans’ Day, Monday, November 12
- Thanksgiving Day, Thursday, November 22
- Christmas Day, Tuesday, December 25
- A special event or day the Governor appoints as a holiday

Furlough Closures

- 2012::**
- Friday, March 23
 - Friday, May 25
 - Friday, August 17
 - Friday, October 19
 - Friday, November 23
- 2013:**
- Friday, January 18
 - Friday, April 19
 - Friday, May 24

Staff Contact Information:

For general information and to register for classes, please call 503.378-3787 or email OyaTraining@oya.state.or.us

FAX: 503.378-4813

Administrative Staff

Lynn Oliver, Training Director	lynn.oliver@state.or.us	503.378-3794
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Academy Guest FAQ



Food and Drink

Q. I have an all-day class at the Academy. Is there somewhere I can buy lunch without having to leave DPSST?

A. Yes, DPSST has a restaurant in the Administration building. It is open Mon – Fri and closed on weekends.
Here's a sample menu.

		Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	6am to 8am	Scrambled Eggs Boiled Eggs French Toast Diced Hash Hash Browns Sausage Links Oatmeal	Fried Eggs Boiled Eggs Whole Wheat Pancakes Hash Browns Sausage Patties Home Style Grits	Scrambled Eggs Boiled Eggs Blueberry Pancakes O'Brian Potatoes Sausage Links Oatmeal	Fried Eggs Boiled Eggs Egg & Cheese on an English Muffin Hash Browns Bacon Cream of Wheat	Scrambled Eggs Boiled Eggs Whole Wheat Pancakes Lyonnaised Potatoes Grilled Ham Oatmeal
Lunch	11:30am to 1pm	Beef Burgundy Pasta & Mushroom Casserole Red Potatoes Broccoli Grilled Veggie & Hummus Wrap Sausage Pizza Grilled Bacon Tomato & Cheese Sandwich Oriental Beef Noodle Soup Roasted Corn & Potato Soup Grilled Vegetable Salad Marbled Brownies	Turkey Tetrazzini Szechuan Tofu Steamed White Rice Onions & Peas Ham & Cheese Sub Sandwich Grilled Vegetable Quesadilla Spinach, Ham & Feta Pizza Chicken & Wild Rice Soup Vegetable Barley Soup Four Bean Salad Rice Krispie Bars	Chicken Parmesan Fettuccine Alfredo Mashed Potatoes Mixed Veggies Chicken & Provolone on Ciabatta Bread Buffalo Blue Chicken Sand Mush, Onion & Pepperoncini Pizza Tomato with Bacon Soup Lentil Soup Cucumber Tomato Salad Red Velvet Bars	Meat Lasagna Vegetable Chimichanga Black Beans & Rice Squash Salami & Ham Sandwich Texas Bacon Cheese Burger Chicken Fajita Pizza Chicken Tortilla Soup Vegetable Orzo Soup Wild Rice Apricot Salad Lemon Bars	Meatball Sub Sandwich Steak Fries Vegetable LoMein Seasoned Corn Honey Mustard Chicken Wrap Fish & Chips Ham & Black Olive Pizza Potato Cheddar Cheese Soup Minestrone Soup Pasta Salad Cherry Bars
Dinner	5pm to 7pm	Turkey Meatloaf Baked Pasta Scalloped Potatoes Steamed Broccoli Potato Bar Shredded Pork Quesadilla Chicken Bacon Pesto Pizza Oreo Cookie Blondie	Grilled Kielbasa with Peppers Ratatouille Herbed Pasta Steamed Veggies Shredded Pork Taco Bar Mushroom Swiss Burger Buffalo Chicken Pizza Caramel Cake	Baked Fish Mac & Cheese Steamed Rice Glazed Carrots Pasta Bar Monte Cristo Sandwich Margherita Pizza Apple Cranberry Walnut Crisp	Turkey London Broil Baked Pasta Mashed Potatoes Steamed Veggies Fried Rice Bar Bistro Chicken Sandwich Meatball Pizza Choc Cream Pie	Happy Friday



Q. I'd like to bring my lunch with me. How does that work at the Academy?

A. You may bring your lunch, but at no time are you allowed to eat in the classrooms. (No refrigeration available). You may eat lunch in the cafeteria or in the grounds, weather permitting.

Q. What if I'm thirsty or need a snack during the training?

A. You may bring drinks into the classroom as long as they have a lid. Once again no food is allowed in the classroom.



Academy Guest FAQ (cntd)



Computer Access, Electronic Communication/Devices

Q. Can I bring my cell phone onto DPSST?

A. Yes, but service is limited inside the building

Q. Can I bring my mp3/iPod or other electronic device to class?

A. Yes, but they should not be used during class time

Q. Can I bring my laptop to the training?

A. Yes, we will provide you with the DPSST wireless log on.

Q. Can I check my email from the Academy during breaks/lunchtime?

A. Yes, with your personal computer, before and/or after class

Family-related Questions

Q. Is there an emergency contact phone number at the Academy that I can give to family members?

A. In the case of an emergency, family members may call you at the academy at (503) 378-3787

Q. Can children accompany me at the Academy?

A. No. Please arrange for childcare in advance.

Q. I'm a nursing mother. How can you help?

A. Although children are not allowed at the academy, we can provide you a private lactation room. You may use the lactation room at lunchtime and breaks. Please notify us in advance at (503) 378-3787 so we can make accommodations.

Professional Dress Standards at the Training Academy



The Training Academy is a positive and respectful environment where staff, volunteers, and contracted service providers meet. At the academy we pride ourselves in being role models for youth. Dressing appropriately supports our mission. We understand that different agencies and organizations have varying dress standards. That means it may be difficult for someone who's never visited us to know what we consider as appropriate dress. So, we've created the following guidelines to take some of the guesswork out of what is appropriate dress at the academy. We've based our guidelines, in part, on OYA's Dress Standards policy:

The academy's dress expectations are "Business Casual" as follows:

▪ Slacks and Pants

- Slacks that are similar to Dockers are acceptable. Also, nice looking pants, including khakis, cargo pants or dressy capris may be worn. All pants should rise above the hips.

NO JEANS ALLOWED

▪ Skirts and Dresses

- Casual dresses and skirts, and skirts that sit at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.

▪ Shirts, Tops, Blouses, and Jackets

- Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable. Suit jackets or sport jackets are also acceptable attire for the academy but they are not required. Tops **should not** have **inappropriate written messages or graphics**. They also should not expose the midriff, back, or have revealing necklines.

▪ Shoes and Footwear

- Athletic or walking shoes, loafers, clogs, sneakers, boots, flats, and leather deck-type shoes are acceptable at the Academy. **One pair of new, non-marking sole, athletic or wrestling shoes (only to be worn within the Skills venue)**

▪ OYA Uniforms

- OYA uniforms are part of professional dress at the academy and should be worn by staff who has been assigned uniforms.

Special Requirements* for Classes Involving Physical Activity:

- Sweatpants (blue, black or grey only), plain with no logos or print
- T-shirt (blue, black or grey only), plain with no logos or print
- One pair of new (or freshly cleaned), non-marking sole athletic or wrestling shoes (only to be worn within the Skills venue).

*Guests failing to meet these requirements may not be admitted to class.