



DPSST New Employee Orientation

Department of Public Safety
Standards and Training

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DPSST's Mission

Our mission is to promote excellence in public safety through the development of professional standards and the delivery of quality training

There are two components of the DPSST Mission that work together to achieve excellence in Oregon's public safety professions -- delivering quality training and implementing professional standards as set by the Board. Training helps public safety providers protect lives and ensure the integrity of Oregon's criminal justice system and the public safety community. Developing standards ensures that officers continually meet the physical, emotional, moral, intellectual and fitness standards for all public safety disciplines.

Welcome to DPSST!

- Welcome
 - Contact Information
 - Scheduling
 - Payroll
 - Position Types
 - Uniforms
 - Reporting for the First Time
 - Human Resources for Required Paperwork

Navigation Links

On the list on the left-hand side of the screen, click the desired subject package.

Human Resources

Congratulations, you've been hired!

Now what...?

→ You will receive e-mail notification from Human Resources with any attached documents that you will need to fill out for the position you are being hired into, such as:

-  Emergency Contact Information
-  I-9 Employment Verification Form
-  Limited Duration Agreement [if applicable]
-  Policy Acknowledgment Form

Please bring these forms with you on your first scheduled day of work, along with the identification documents for completing the I-9 Form

NOW you're ready to start working!

Help or Questions?

HR Specialist

[P] 503.378.5057

[F] 503.378.3326

Office location: Bldg A Rm A247



Payroll

DPSST Payroll/Benefits Office is Dedicated to Providing
You With Prompt, Courteous, and Knowledgeable
Service!

Payroll/Benefits Specialist
Building A, Rm. 221

503-378-3747

E-mail: Dpsst.Payroll@state.or.us

Confidential Payroll Office Fax: 503-378-2489

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Reasons to contact DPSST Payroll:

Office Location: Bldg A, Room 221 503-378-3747

ACH/Direct Deposit

Garnishment Orders

Income Tax Withholding - W-4 forms and allowances

Lost or Destroyed Payroll Check

Pay stub questions: Including hours/wages paid, travel reimbursements, etc.

W-2 questions. Note: If you work for more than one state agency, your total wages and taxes are combined for all agencies on ONE (1) W-2.

PERS - Contact Payroll (and DPSST HR) two months prior to actual Retirement Date



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American Federation of State, County and Municipal Employees (AFSCME Council 75)

- As a part-time instructor (C1347) you must track your hours to not exceed 300 hours in a calendar quarter.
- Should you exceed the 300 hour threshold of **300 or more hours in a calendar quarter** the employee terminates their Limited Duration Agreement and may be temporarily hired under the AFSCME Agreement. This action may affect the following: **Requirement of payment of Fair Share dues; change in timesheet reporting; leave accruals; etc.,**
- **AFSCME Local President:** Kristen Hibberds

To view current 13-15 AFSCME Agreement visit the following website: http://www.oregon.gov/DAS/CHRO/docs/lr/13_15_DPSST_final.pdf



Public Employee's Benefit Board (PEBB)

(Part-time C1347 or successor)

- **May meet eligibility when:**
 - working 300 + hours in a calendar quarter;
 - working a minimum of 80 hours in the current month; and
 - expected to continue to work 80+ hours for at least 90 days.

- **It is the Employee's responsibility to contact DPSST Payroll Office for explanation of Benefits, Enrollment Process and potential Out-of-Pocket Costs when eligibility is met.**

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Travel Reimbursements

Are paid through Payroll ...

- Includes Taxable & Non-Taxable travel reimbursements are paid through Payroll.
- Pay stub description area will reflect Non-Taxable portion as a Meal, Mile or Misc "Reimb"
- **Non-Taxable reimbursements are not included in gross taxable income and are not reflected on W-2s**



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Pay Day

Pay day is the 15th of each month for all hours worked during the prior month.

Corrective timesheets or travel reimbursements not received prior to payroll cutoff deadlines may be paid the next month.



Payroll Payment Method

Either Electronic Deposit with Pay Stub, or US Bank AccelaPay Visa Card* or actual check

- One (1) net deposit
- Test run required before activation

➡ * US Bank®, AccelaPay®, VISA®, Card Option, (CashCard). An alternative way to receive all or part of your pay in a re-loadable prepaid debit card.



For enrollment forms & requirements, please contact payroll.

State of Oregon: ePaystub (paperless pay stub)

<http://www.oregon.gov/DAS/EGS/FBS/OSPS/epayroll/Pages/index.aspx>

If paper pay check or pay stub, it will be mailed to the address of record with the **DPSST Human Resources Office**.



- **DPSST:** State of Oregon, Department of Public Safety Standards & Training
- **Agency No: 25900:** State identification number for DPSST
- **PCA:** Program Cost Account is the charge code for your time and/or expenses. Look above the time sheet box in the instructor room.
- **CLASS or Project Number:** Refer to your teaching schedule.
- **Monthly Instructor Attendance Log,** Should be attached to your timesheet/travel expense form and put in the timesheet box. This form can be located on our website at <http://www.oregon.gov/dpsst/AT/pages/instructortools.aspx>
- **Calendar Quarter(s):** Per Limited Duration Agreement must work 299 or less hours in a calendar quarter.
- **State Holidays:** Hours worked on State recognized holidays are paid at the regular, straight-time rate.

Timesheet

Pay Type Codes

- **RG = Regular Hourly Rate**
- **OT = Overtime Rate is 1.5 * RG rate**

Regular rate (straight time) is due for time worked totaling 40 or less in a Work Week.

Overtime rate (1.5 x Regular rate) is due for time worked over 40 in a work week.

Work Week is Sunday 12 AM through Saturday Midnight.

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Position Types

* Part-Time — Part-Time Instructors are limited duration employees of DPSST. PSTS1's are paid an hourly rate as indicated in the employee's Limited Duration Agreement. PSTS1's may not work more than 299 hours per quarter.

* Agency Loan — An Agency Loaned instructor is employed by someone other than DPSST and is being paid by their regular employer and covered by the employer's insurance policy to participate in activities at DPSST.



Position Types

*Volunteer - A volunteer is a person who donates their time for the benefit of future public safety officers. Volunteers are not compensated for their time. Volunteers may be eligible for mileage and meal reimbursement.

*Role Player - A Role-player is a person who voluntarily assumes the role of another person and acts it out. Role-playing is designed to aid the academy instructional staff in promoting understanding of others and developing critical survival skills. Role players should be in good physical condition and capable of working in extreme environmental conditions.

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How do I get scheduled?

Instructors:

- 1.) Contact DPSST scheduling @ dpsst.instructorscheduling@state.or.us
Amber Preble 503-378-2905
- 2.) Set and Maintain availability on ATOMs calendar.
<http://www.oregon.gov/dpsst/AT/pages/instructortools.aspx>
- 3.) If you reside over 75 miles and would like to stay in the dorm, contact Rebecca Nolte at DPSSTdorms@state.or.us. Note* Any other exceptions must be approved by the respective training division supervisor.

Volunteer Role Players:

- 1.) Contact Volunteer Coordinator, Lt. Steve Westerberg.
Steve.westerberg@state.or.us (preferred) or 503-378-4412
- 2.) Review provided schedule, determine availability, advise coordinator of dates and times
- 3.) Update as needed.

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What do I have to do before I report to my venue for the first time?

All new personnel must review the safety procedures. [Click here](#)

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Instructor Reporting

Contact the assigned training coordinator for specific reporting information

SKILLS – Firearms	Lt. Mark Fortner	503-378-2315
	mark.fortner@state.or.us	
SKILLS – Defensive Tactics / CON SIM	Mr. Richard Daniel	503-378-0394
	rich.daniel@state.or.us	
	Sgt. Ben Ward	503-373-0287
	ben.ward@state.or.us	
TACTICAL – EVOC , Vehicle Stops	Lt. Steve Thiessen	503-378-2018
	steve.thiessen@state.or.us	
TACTICAL – BLDG Search, Patrol Week, Scenarios	Lt. Steve Westerberg	503-378-4412
	steve.westerberg@state.or.us	
TACTICAL – Scenarios, DUII Scenarios	Lt. Brandon Herring	503-378-6792
	brandon.herring@state.or.us	
CLASSROOM – All Classroom Instruction	Lt. Don Sedlacek	503-378-2433
	don.sedlacek@state.or.us	

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Volunteer / Role Player Reporting

All volunteers are coordinated by Lt. Steve Westerberg

503-378-4412 steve.westerberg@state.or.us

1. Lt. Westerberg will notify you of approval and provide you with a schedule of available opportunities to volunteer.
2. Notify Lt. Westerberg of your availability via email or telephone. Email is the preferred method.
3. You will be added to the training schedule for the blocks you are available.
4. Keep Lt. Westerberg informed of changes in your schedule.

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Contact Information

Academy Training – Captain Teresa Plummer

503-378-2191 teresa.plummer@state.or.us

Skills – Captain Roger Eaton

503-378-2426 roger.eaton@state.or.us

Tactical – Captain Gary Ninman

503-378-2327 gary.ninman@state.or.us

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Contact Information

Business Services- Lori Holbrook 503-378-2392 or
lori.holbrook@state.or.us

Payroll 503-378-3747 or
Dpsst.Payroll@state.or.us

Human Resources- 503-378-5057

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Instructor Clothing Requirements per venue

Tactical – Red Polo and Blue BDU pants (Building Search, EVOC, DUII and Vehicle Stops). Appropriate civilian attire including closed toe shoes, long pants and long sleeve shirt if simunition is in use. (All scenarios)

Classroom- Business attire or employing agency uniform.

Skills-

Skills Building - Red Polo, Blue BDU pants and black boots unless otherwise indicated by the skills coordinator. Instructors are required to bring duty gear and tennis shoes. Live weapons or munitions are not allowed past the safety portal of the main entrance of building D.

Firearms Building – Red Polo, Blue BDU pants, black boots, ball cap, safety glasses, ballistic vest, and ear muffs.

**All equipment and equipment bags will be checked upon entrance.

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Instructor Clothing Requirements per Venue

How do I get my uniform?

Contact Dorm Reception Personnel at

503-378-2124

to set up a time to obtain your instructor
clothing.

SAFETY REMINDERS

1. When students arrive in the village, **everyone** must wear some type of safety glasses, sunglasses or prescription glasses at **ALL TIMES**. Safety glasses are the last protection for your eyes in the event a simunition round gets past a helmet and visor, remind anyone who forgets or doesn't know. (**Exception**: dispatchers remaining in secure dispatch center)
2. Helmets are required to be worn by anyone entering Scenario Village during Patrol Week when training is in progress, (**exception**: dispatchers). Safety shields can be up when riding in a vehicle but need to be down when anyone exits. Remind anyone out of the car with their shield up.
3. **No one** should target the head or helmet of another with a simunition round because of the danger of a hit to the face, eyes or neck area.

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4. Role players can be verbal but should never physically resist or attempt to flee on foot, after they are handcuffed, because of the increased potential for injury.
5. Role players should never attempt to steal a student's patrol vehicle if left unattended. The students only have one set of keys and many times need the engine on and overheads operating.
6. No one should climb on top of a conex, scenario house, the railroad box car or other structures for safety reasons.
7. Scenario Village Clothing: No shorts or open toe shoes, pants are required for safety reasons. If you see an FTO or visitor in inappropriate dress, please advise the Safety Officer.



8. During scenarios, those not participating as role players need to wear a blue, orange or yellow vest to avoid student confusion regarding involvement in a scenario, remind those who forget.
9. Everyone needs to act as a Safety Officer and watch for safety hazards to avoid accident or injury to **anyone**.
10. If anyone detects an unsafe situation, has an injury or safety question, contact Lt. Vince Wan or the available Safety Officer.
11. Role players are not to disarm students when a firearm is holstered. If a student recklessly displays a firearm and the role player opts to disarm the student, the firearm should be carried away and not fired at the student.
12. Role players are not to drive vehicles in excess of the designated speed caps of 30 mph in the city and 70 mph on the track. Speed caps can be adjusted down during periods of inclement weather.

Part- Time / Agency Loan



Volunteer / Role Player



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