DPSST
New Employee Orientation

Department of Public Safety Standards and Training
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.
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
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
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

Return to Main Menu
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

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.
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
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.
### About Your Check Stub / Remittance Advice

#### Legend

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5-digit payroll agency number.</td>
<td>O</td>
<td>Brief description of deduction.</td>
</tr>
<tr>
<td>B</td>
<td>Code for agencies to define the work group to which an employee is assigned.</td>
<td>P</td>
<td>Amount of money deducted from current pay for the associated benefit / deduction.</td>
</tr>
<tr>
<td>C</td>
<td>Official name from personnel records.</td>
<td>Q</td>
<td>Year-to-date total of employee-paid deductions.</td>
</tr>
<tr>
<td>D</td>
<td>Your 9-character employee identification number assigned by personnel.</td>
<td>R</td>
<td>Amount employer pays on your behalf for the associated benefit.</td>
</tr>
<tr>
<td>E</td>
<td>Position classification code from personnel records.</td>
<td>S</td>
<td>Year-to-date gross pay.</td>
</tr>
<tr>
<td>F</td>
<td>Last date of the applicable pay period.</td>
<td>T</td>
<td>Year-to-date income paid &quot;pre tax&quot;. Examples include flexible spending accounts and Oregon Savings Growth Plan deferrals.</td>
</tr>
<tr>
<td>G</td>
<td>First negotiable date for this paycheck.</td>
<td>U</td>
<td>Year-to-date miscellaneous income. Includes value of taxable fringe benefits.</td>
</tr>
<tr>
<td>H</td>
<td>Check number for attached paycheck.</td>
<td>V</td>
<td>Year-to-date taxable income.</td>
</tr>
<tr>
<td>I</td>
<td>Lists type of earnings and taxes by line item. Includes summary total of deductions in (P).</td>
<td>W</td>
<td>Year-to-date federal income tax withheld.</td>
</tr>
<tr>
<td>J</td>
<td>Hours paid by line item for the pay period.</td>
<td>X</td>
<td>Year-to-date state income tax withheld.</td>
</tr>
<tr>
<td>K</td>
<td>Rate of pay by line item.</td>
<td>Y</td>
<td>Year-to-date FICA tax withheld. Top line is &quot;Soc Sec Tax&quot;, bottom line is &quot;Medicare Tax&quot;.</td>
</tr>
<tr>
<td>L</td>
<td>Gross amounts by line item.</td>
<td>Z</td>
<td>PERS retirement account number, if applicable.</td>
</tr>
<tr>
<td>M</td>
<td>Income tax withholding status and allowances. J = Joint, S = Single.</td>
<td>AA</td>
<td>Amount employer paid into your PERS account this pay period.</td>
</tr>
<tr>
<td>N</td>
<td>Abbreviated description of vendor for benefits and voluntary deductions.</td>
<td>BB</td>
<td>Year-to-date amount of (AA).</td>
</tr>
</tbody>
</table>

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[Return to Main Menu]
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](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.

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**Timesheet Pay Type Codes**

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

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

**Overtime rate** ($1.5 \times Regular rate$) is due for time worked over 40 in a work week.

**Work Week** is Sunday 12 AM through Saturday Midnight.
Must enter month/year when using a “Blank” timesheet.

Timesheets are DUE the last working day of the month. Please remember to SIGN your timesheet.
Travel Expense Detail Sheet

*Please ensure that you have already filled out and turned in a personal vehicle (POV) use form.

*The travel expense sheet can be found on the DPSST website: http://www.oregon.gov/dpsst/AT/pages/structortools.aspx
**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.
Instructors:

1.) Contact DPSST scheduling @ dpsst.instructorscheduling@state.or.us
Amber Preble 503-378-2905

2.) Set and Maintain availability on ATOMs calendar.

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.
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

Return to Main Menu
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

Return to Main Menu
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.
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
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
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.**
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.
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.
Return to Main Menu