*Below is a sample format for a combined portfolio breakdown and recommendation letter. Letters must be submitted on Agency letterhead with the supporting documentation and an F7 Application for certification.*

*This letter can be used to apply for Intermediate and Advanced certifications separately or both at the same time if the individual qualifies for both. The sample below is for applying for both, if the individual is only applying for one, remove the extra table*

*The recommendation must come from the Department Head or an individual who is authorized by the department head and has current DPSST Certification.*

August 21, 2015

Criminal Justice Certification Program

Department of Public Safety Standards & Training

4190 Aumsville Hwy SE

Salem, OR 97317

Re: Telecommunicator Name & DPSST Number

Telecommunications Certification Portfolio

As the Department Head or a currently certified public safety professional authorized by the department head, I have reviewed the portfolio points / categories, the supporting documentation, and I recommend the applicant for intermediate and/or advanced certification.

Intermediate Certification Portfolio Points Breakdown –Must total 3 points in at least two categories from the [Telecom Portfolio Points chart](https://www.oregon.gov/dpsst/cj/Pages/Certifications.aspx" \l "PortfolioPoints) on DPSST’s web page.

*(Supporting documentation for each line item is attached)*

|  |  |  |
| --- | --- | --- |
| **Category** | Description | **Point Value** |
| Leadership | DPSST Tactical Negotiations Team Supervisor since 2004 | 1 point |
| Awards | APCO award – Commitment to Quality (2010) | 1 point |
| Calls for Service | Significant Multi-Jurisdictional Event (Officer Shooting – 2004) | ¼ point |
| Calls for Service | Major Media Event (Murder – 2012) | ¼ point |
| Training | Communications Training Officer (2012 to present) | ½ point |
|  | **Total Points** | **3** |

Advanced Certification Portfolio Points Breakdown –Must total 6 points in at least three separate categories from the [Telecom Portfolio Points chart](https://www.oregon.gov/dpsst/cj/Pages/Certifications.aspx#PortfolioPoints) on DPSST’s web page.

*(Supporting documentation for each line item is attached)*

|  |  |  |
| --- | --- | --- |
| **Category** |  | **Point Value** |
| Leadership | DPSST Tactical Negotiations Team Supervisor since 2004 | 1 |
| Awards | APCO award – Commitment to Quality (2010) | 1 |
| Calls for Service | Significant Multi-Jurisdictional Event  (Officer Shooting – 2004) | ¼ |
| Calls for Service | Major Media Event   (Murder – 2012) | ¼ |
| Training | Communications Training Officer (2012 to present) | ½ |
| Longevity | Every Year as a Department Head | 3 |
|  | **Total Points** | **6** |

Sincerely,

Name Title

DPSST Number

Agency