

Personnel/Agency Form (PAF)

Guide to a Successful PAF Process

FIRE CERTIFICATION
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Personnel/Agency Form (PAF) Process

The first step to becoming affiliated with an Oregon Fire Service Agency is to complete and submit a Personnel/Agency Form (PAF).

According to Oregon Administrative Rule (OAR) 259-009-0010, PAF's are submitted by the Agency Head/Fire Chief, Training Officer or an Authorized Signer for the purpose of adding, removing and updating a fire service professional's DPSST record. All applicable sections must be completed and for new individuals, the Date of Birth section is mandatory.

The PAF is also used to update agency information such as address, phone number, email address, fire chief, training officer, and authorized signer when a change has occurred.

A PAF must be submitted to DPSST within thirty (30) business days of employment. It is designed to maintain a current and accurate agency roster at all times. (Be sure you do not sign your own form.)

Guidelines for Success:

- Please type or write clearly and legibly, making sure all required boxes have the applicable information. Supplying the most information possible increases the likelihood of a successful PAF submission.
- Complete the **Fire Service Agency Name** section first.
- For personnel-related submissions complete the **Personnel Section** with as much information as possible, making sure mandatory information is included.
 - Complete the applicant's **Last Name, First Name and Middle Initial** completely. Do not use nicknames.
 - Mark **M** or **F** for male or female in the box requesting gender/sex.
 - Complete the **Date of Birth** with month, date and year. **DOB is mandatory** for new employees.
 - Provide the **Social Security number** if available. This is not mandatory but is helpful in keeping records accurate.
 - Fill in **DPSST Fire #** if the employee has one. Leave this box blank if requesting a DPSST # for a new employee.
- Complete the **Personnel Activity Section** when PAF is submitted for the purpose of updating changes in the status of personnel.
 - Complete the appropriate activity box with a checkmark and the official date documenting the activity. For "**Other or Name Change**" also include the date with an explanation for the change or provide the new name change.
 - Please refer to "*Activity Descriptions*" (see page 4) if unsure of which activity should be marked, especially in the case of discharge or leave of absence. There are specific procedures that will follow a PAF submission according to the activity selected which can impact the fire service professional's DPSST record. Making sure the correct activity is selected will avoid misleading or confusing documentation.

- Complete the **Fire Service Agency Changes** section ONLY if there are changes to Agency information, such as Address, Chief, Training Officer or Authorized Signer. It is not necessary to fill out any boxes in this section that do not apply to the specific update being requested for the Agency.
 - If there are changes to the Agency contact information, (Address, Phone, Fax, E-mail) complete the appropriate boxes that apply to the changes being requested.
 - Complete the Chief section with all of the applicable information if there is a new Chief or the Chief's contact information has changed.
 - Complete the Training Officer section with all of the applicable information when adding a new training officer or changes in their contact information.
 - Complete the Authorized Signer section with all of the applicable information when adding a new authorized signer or changes in their contact information.
- The last box is used to **remove** an Authorized Signer or Training Officer from the agency.
 - Fill in the name of the person being removed as an authorized signer/Training Officer and the date this is to become effective.
- The **Signature** of the agency head or designee attesting to the accuracy of the information given on the PAF is required on the signature line at the bottom of the page. The signer must be someone other than the person named on the PAF. A person cannot sign their own PAF.

Common Errors:

- Illegible writing causing names to be misspelled and other data errors in the record.
- Nicknames are used causing duplicate records to be generated which causes confusion and misplaced records.
- The mandatory date of birth is not provided causing the PAF to be sent back to the agency without being entered.
- The subject of the PAF is not of minimum age which is 16 years old causing the PAF to be rejected.
- The person has an established DPSST number but did not include it on the form, causing the potential for a second DPSST number to be generated and therefore a duplicate record.
- The **Personnel activity** was not marked or the effective date of the activity was not filled in, causing the PAF to be sent back for completion.
- The **Fire Service Agency Changes section** is filled in with general information that is not new. It is not necessary to provide information in this section unless there are actual changes/updates to the Agency contact information, Chief, Training Officer, or Authorized Signer.
- The **Authorized Signer** box is incorrectly used for official signatures (instead of the signature line at the bottom of the page after the attest). The authorized signer box should be used for adding an authorized signer or Training Officer only, not for official signatures.
- The **Remove a Training Officer or Authorized Signer** box is incorrectly used as a signature box. This should be used to PRINT the name of the Training Officer or Authorized Signer being removed. The only signature needed is that of the Agency Head or Designee authorizing the change and should be placed on the signature line at the bottom of the page.
- The employee signed their own PAF. A person cannot sign their own PAF even if they are an authorized signer for the Agency.
- The form was not signed on the signature line at the bottom of the page by the Agency Head or Designee.

Definitions for Personnel/Agency Form (PAF) Activity Section

New Employee: New to fire service agency.

Resigned: Voluntary separation from fire service agency in good standing.

Retired: Retires from fire service agency in good standing after reaching State of Oregon's recognized retirement age.

Deceased: Deceased

Discharged: Involuntary separation from employment for any reason. This can mean the employer initiated termination either for performance reasons as well as for conduct. When an individual in a certifiable position is discharged it is required that DPSST open an investigation. Initially a summary by email or letter identifying the conduct that lead to the discharge will be requested. All relevant documentation will be requested if it is determined the conduct leading to the separation involved any of the minimum standards for fire service professionals as defined in OAR 259-009-0070. (i) *Dishonesty: Includes untruthfulness, dishonesty by admission or omission, deception, misrepresentation, falsification;* (ii) *Disregard for the Rights of Others: Includes violating the constitutional or civil rights of others, conduct demonstrating a disregard for the principles of fairness, respect for the rights of others, protecting vulnerable persons, and the fundamental duty to protect and serve the public.* (iii) *Gross Misconduct means an act or failure to act that creates a danger or risk to persons, property, or to the efficient operation of the agency, recognizable as a gross deviation from the standard of care that a reasonable fire service professional or instructor would observe in a similar circumstance;* (iv) *Incompetence: means a demonstrated lack of ability to perform the essential tasks of a fire service professional or instructor that remedial measures have been unable to correct.* (v) *Misuse of Authority: Includes abuse of public trust, abuse of authority to obtain a benefit, avoid a detriment, or harm another, and abuse under the color of office.*

ORS 181.675 requires public safety agencies to provide DPSST information on an employee under investigation but provides immunity to the public safety agency from civil liability from these disclosures or resulting consequences.

Leave of Absence: Temporary leave of absence granted by the employing agency in excess of 90 days.

Failed Probation: Separated from employment during initial probationary period for failure to meet the entry level requirements of the fire service agency. *OAR 259-009-0005 (11) "Entry Level Fire Fighter" means an individual at the beginning of his/her fire service involvement. During the probationary period an entry level fire fighter is in a training and indoctrination period under constant supervision by a more senior member of a fire service agency.*

Layoff: Termination of employment due to elimination of position.

DPSST Oregon Administrative Rules are available at:

http://arcweb.sos.state.or.us/pages/rules/oars_200/oar_259/259_009.html