ATTENTION STUDENT:
BRING THE COMPLETE SET OF RULES AND REGULATIONS WITH YOU ON YOUR ACADEMY REPORTING DATE.
# RULES AND REGULATIONS

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DPSST Mission
The mission of the Oregon Department of Public Safety Standards and Training is to promote excellence in public safety by delivering quality training and developing and upholding professional standards.

DPSST Student Motto
Serve with Honor, Defend with Courage, Train with Passion

DPSST Student Rules and Regulations
These rules and regulations outline the policies and expectations of any student attending a Basic training course delivered by DPSST at the Oregon Public Safety Academy.

Successful completion of a DPSST Basic training course is required for certification for the following public safety professionals:

- Police officer
- Corrections officer
- Parole & probation officer
- Telecommunicator
- Emergency medical dispatcher
- Regulatory specialist (OLCC)

The Basic training courses are intensive learning experiences. Students are expected to:

- Focus on their studies and skills while maintaining an exemplary standard of conduct;
- Fully and actively participate in the learning process;
- Comply with all policies, rules and regulations; and
- Treat others with respect and courtesy at all times.
Section 1 – General Policies and Required Information

Note: General issues, questions and concerns relating to Academy attendance, residence or training not addressed in this document should be addressed by the student’s assigned Class Coordinator.

Section 1.1 – Professionalism and Integrity

Students attending a Basic training course are representatives of their employing agency, as well as representatives of DPSST and the State of Oregon. Conduct that brings discredit to the public safety professions, the student’s employer or the Academy will be dealt with firmly and swiftly in accordance with DPSST administrative rules, policies and these rules and regulations.

Students are expected to treat everyone, including other students, DPSST employees, contractors, guests and visitors, respectfully and professionally at all times.

Students are prohibited from using profane, offensive or insulting language at all times, regardless of the reason (e.g. during chants utilized while marching or running).

Section 1.2 – Harassment and Discrimination

Students are prohibited from engaging in conduct that constitutes harassment or discrimination while at the Academy.

- Harassment includes verbal or physical actions addressing sex, race, gender, religion or a person’s characteristics that could be reasonably construed to demean, target or harm another person, group of persons or a person’s employer. Harassment also includes sexual harassment, bullying and hazing.

- Discrimination includes conduct that could be reasonably construed to be unfair treatment of another person because of the that person’s actual or perceived race, color, national origin, religion, sex, age, marital status, sexual orientation, medical or physical condition or disability.

The DPSST will not tolerate harassment or discrimination in any form. It is the policy of the DPSST to thoroughly investigate and resolve all complaints of harassment in accordance with applicable policies, laws and regulations whether initiated from within or from outside the Academy.

Any student experiencing harassing or discriminatory conduct or observing harassing or discriminatory conduct may report the conduct verbally or in writing to any DPSST staff or any supervisor at the student’s employing agency. Reporting harassment includes harassment by another student, any DPSST staff, Instructor or guest.

Section 1.3 – Accommodations

Any student with a documented medical disability may be eligible for accommodations in accordance with the Americans with Disabilities Act. Any student needing adjustments, modifications or accommodations must notify their employing agency prior to checking in at the Academy to make an accommodation request. DPSST staff will coordinate suitable arrangements when available and appropriate.
NOTE: Accommodations for testing will be made only when the employing agency has determined through a licensed and competent professional that the student has a learning disability.

Any student with special dietary needs or restrictions, should contact their Class Coordinator prior to checking in at the Academy.

Section 1.4 – Chain of Command
The DPSST Academy operates under a chain of command common to most law enforcement agencies.

The Academy chain of command for is as follows:

- Agency Director (Top Level)
- Training Director
- Training Manager
- Training or Class Coordinator
- Academy Trainer/Instructor (First Level)

The DPSST chain of command does not replace or supersede a student’s employing agency chain of command. Students are expected to maintain communication with their agency in accordance with their employing agency’s policies and procedures.

Section 1.5 – Personal Appearance, Uniforms and Equipment
Students will be issued a training uniform and appropriate training equipment while at the academy. (See Appendix D for packing lists on required and optional items to bring to the Academy.)

Uniforms must be kept clean and presentable, with all duty gear in good condition. Students may contact dormitory staff with any requests to exchange a DPSST-issued uniform item or piece of equipment.

Buttons on shirts and trousers must be fastened, with the exception of the top (collar) button on the shirt.

BDU pants (when provided) must be bloused at the top of the boot, with the laces tucked in.

A picture ID will be provided to each student by DPSST. The picture ID must be displayed at all times with the exception of certain skills training as determined by the Class Coordinator or by Instructors.

Grooming must not interfere with the effective functioning of any safety equipment used during training. Any other requirements relating to hairstyle and facial hair are deferred to the student’s employing agency policy.

For safety purposes the wearing of jewelry while in uniform will be limited to rings, watches, and stud earrings, unless prohibited in training venue. Exceptions may be approved by the Class Coordinator.

The DPSST is not responsible for lost or stolen items. Students should leave unnecessary items of value at home whenever possible. When a student chooses to carry or wear any valuables, they should be secured in the student’s dormitory room prior to reporting to training sessions.
Students are prohibited from consuming alcohol or engaging in any behavior in public that may bring discredit to DPSST while wearing any distinctive portion of the Academy uniform.

Section 1.6 – Firearms, Ammunition and Weapons
Upon arrival at the Academy, students must secure any firearms and ammunition brought to the Academy in the armory located in the Dormitory. Firearms and ammunition must remain secured in the armory until needed for training or duty. When required for training, students will retrieve their firearms from the armory, and at the conclusion of the training students must re-secure their firearms in the armory.

No ammunition will be allowed outside the armory. All ammunition required for training will be issued to the student at the time of training. Any ammunition that is not used for training must be returned at the end of the training.

Students must not leave any firearm in a location that is not secure including vehicles parked at the Academy.

Students are prohibited from carrying any ammunition, chemical weapons, or Tasers while on Academy grounds except when the student is transporting the items from the gun armory to the student parking lot when the student arrives or departs for the day.

At no time will any type of knife be carried on duty belts or in pockets while on Academy grounds except as noted above, magazines and speed loaders will not be carried in the duty gear, or within any other carrying device, backpack, jacket, or pocket while on Academy grounds.

Actual firearms MUST NEVER be used during any aspect of “scenario-based” training. Only Academy issued simulation weapons are used for training exercises.

Inappropriate actions involving real or blue gun will not be tolerated. Unsafe weapons handling, “horseplay”, or other such acts judged by Academy staff or Instructors to be inappropriate or unprofessional will result in immediate disciplinary action.

Mock or actual equipment must never be abandoned or left unattended.

Section 1.7 – Tobacco
The Academy is a tobacco free campus. Students are prohibited from using tobacco anywhere on campus including the Dormitory and the vehicles parked on campus grounds. This restriction includes chewing tobacco, cigarettes, e-cigarettes, cigars and vaping products.

Section 1.8 – Prescription Drugs
Students who use prescription drugs must maintain the prescribed drug in the issued container bearing the student’s name, the prescribed medication and dosage, and any additional prescription labeling as required by law.

Students must list current prescriptions that could impair student performance or otherwise be of concern to DPSST staff on the Student Emergency Data Sheet (Attachment 1).
The taking of any prescribed drug that may impact a student’s cognitive and/or physical abilities must be reported immediately to the Class Coordinator.

Section 1.9 – Alcohol, Marijuana and Illicit Drugs
Students are prohibited from using or possessing alcoholic beverages, marijuana or illicit drugs on the Academy grounds. This includes the use, possession or storage of alcoholic beverages, marijuana or illicit drugs in dormitory rooms or in vehicles parked on campus.

Students are prohibited from participating in any Academy training, graduation or other training-related activity with any measurable BAC (blood alcohol concentration) or while under the influence of alcohol, marijuana or illicit drugs.

Section 1.10 – Cheating
Students are prohibited from engaging in conduct that constitutes cheating while attending the Academy.

- Cheating includes actual, intended, or attempted deception or dishonest action by a student in relation to the completion of an exam or assessment or the administration or documentation of any training, testing or certification. Cheating also includes plagiarism and sharing class content with another class. Sharing class content means the passing of any academic information regarding course content, testing methodology, or scenario plots by any student to a member of any other class.

Students having direct or indirect knowledge of cheating of any kind are expected to report the conduct to their Class Coordinator. Students found to have knowledge of the conduct and failed to report it may also be subject to investigation.

Section 1.11 – Public Information and Media Contacts
The DPSST Agency Director is the public information officer for the Academy. Students who are contacted by the media or members of the public seeking an interview or comment relating to any portion of DPSST business must receive permission from the DPSST Agency Director prior to engaging.

Section 1.12 – Relationships
Students are prohibited from engaging in intimate physical contact of a sexual nature on Academy grounds. Intimate physical contact includes, but is not limited to, kissing, hugging, groping, fondling, and rubbing.

Section 1.13 – Recruitment
DPSST does not allow employment recruitment of Basic students while attending the Academy. Efforts to recruit students by any agency, DPSST staff, instructors or any other person should immediately be reported to an Academy Training Coordinator or any Academy Supervisor.
Section 1.14 – Health and Safety
Students are prohibited from engaging in conduct that disrupts the safety of the class or creates an unnecessary risk of injury.

Students must wear personal protective equipment (PPE) as directed by their Instructor or Training Coordinator.

Any student with a safety or health concern or students suffering from a medical condition that may impact their cognitive and/or physical abilities should immediately communicate their concerns to any Academy staff member.

Any student with a known allergy to a medication or substance is expected to document such allergies on the Student Emergency Data Sheet (Attachment 1).

Section 1.15 – Physical Fitness
Students are required to fully and actively participate in every aspect of a Basic training course. Students with health or physical conditions that prevent participation will be suspended or dismissed from the Academy.

Each student is responsible for their own physical condition and ability. Students are encouraged to expend effort as necessary to attain and maintain a satisfactory level of physical performance to allow for successful completion of the Basic training course.

Section 1.16 – Injuries
All injuries, regardless of severity, must be reported to a staff member as soon as possible.

Students who fail to report or who are evasive or deceptive in the documentation of injuries may be subject to action by DPSST to include investigation and notification of the student’s employing agency.

Academy staff may require any student to have an examination by a physician before participating in any activity or continuing to participate following an injury. Students will not be allowed to continue training until medically cleared.

If an illness or injury prevents the full and active participation in required physical activities for a substantial or indefinite period, the student may be removed from their Basic training course. The student may be re-enrolled into an existing class or next available class following a medical release, at the discretion of the student’s employer and the Training Director.

Section 1.17 – Emergency Procedures
Any student experiencing a medical emergency should immediately call 9-1-1.

In any catastrophic event students are expected to respond as directed by DPSST staff.
Section 1.18 – Suspension of Training Activities
In the event of inclement weather or other conditions that would make it unsafe or impractical to participate in scheduled training functions, the Agency Director or designee may suspend training activities. Students will receive information from their Class Coordinator in the event of a class cancellation or schedule change when conditions change overnight.

Section 2 – Dormitories, Parking and Cafeteria

Section 2.1 – Parking
Upon check in students will receive a parking permit to display from the rear view mirror of their vehicle.

Students must park in designated student parking or as directed by their Class Coordinator. (See Appendix B.)

Vehicles parked in non-designated areas may be impounded. The student will be responsible for any impound fees.

The DPSST is not responsible for any theft or damage to vehicles.

Section 2.2 – Dormitory Assignments
Students will be assigned a dormitory room. Rooms are double-occupancy with a shared bathroom.

Students are prohibited from changing rooms without prior approval by Academy staff. Students seeking a room change must submit their request and reason for the request in writing to the Class Coordinator.

Section 2.3 – Dormitory Conduct
Students who are lodging in the dormitory are expected to conduct themselves in a professional manner, strive to maintain the safety and cleanliness of the building, and to follow the standards outlined in these rules and regulations. Violation of these rules will result in notification to the student’s employing agency, and may result in the loss of the privilege of dormitory housing and dismissal from the Academy.

Students are prohibited from the following:
- Having visitors, including other students, in the dormitory room between 2100 hours and 0600 hours. Only the residents assigned to the room are permitted to be in the room after 2100 hours unless there is a documented bona fide emergency of a life threatening nature.
- Engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. Quiet hours will be observed in the dormitory between 2100 hours and 0630 hours, Sunday through Thursday, and between 2300 hours and 0900 hours on Friday and Saturday.
- Posting or hanging items on any walls, windows, or doors.
Section 2.4 – Dormitory Prohibited Items
Students are prohibited from using or storing the following items in the dormitory rooms and common areas unless specific permission is given by the Agency Director:
- Firearms, weapons, or ammunition;
- Alcohol, marijuana, or illicit drugs;
- Pornography in any format;
- Refrigerators, ice chests or other cooling devices;
- Personal heating devices;
- Appliances, microwaves, coffee pots, hot plates, toasters or other cooking devices; and
- Animals.

Students may make arrangements to check out a small refrigeration unit from Dorm Reception for medication storage or other qualifying need.

Section 2.5 – Computers/Internet Access
The DPSST computer lab is available to students for personal use while attending the Basic training course. Due to network security, students are prohibited from using USB thumb drives with DPSST computers.

Public Wi-Fi is available on campus.

Unless directed for official DPSST course related purposes, students are prohibited from computer use that includes profanity, vulgarity, sexual explicit or suggestive content, character slurs, or rude or hostile reference to race, age, gender, sexual orientation, religious or political beliefs, national origin, health, or disability.

Copyrighted or licensed information may only be used with full legal right to do so.

Students should have no expectation of privacy while using any DPSST computer equipment or network services.

Section 2.6 – Cell Phones and Social Media
Students are prohibited from using phones or other personal electronics in the classrooms and training venues without prior approval by the Class Coordinator. When the use of a phone or electronic device has been approved, the usage must not interrupt, delay, or disrupt training.

Students are prohibited from taking pictures or recording training activities in the Academy classrooms and training venues without approval from the Training Coordinator.

Students are prohibited from accessing, posting or otherwise communicating using Social Media during any training activities.

Section 2.7 – Room/Uniform Cleanliness and Upkeep
Students are expected to keep their dormitory rooms and common areas clean and orderly.

For safety reasons, students are prohibited from polishing shoes and belts in the dormitory rooms and dormitory hallways. Designated shoeshine/polishing locations are located in the 2nd and 3rd floor storage rooms. Students may also polish shoes and belts outside but must stay off of the sidewalks.
Students may have irons and ironing boards in their dormitory room for the purpose of pressing their uniforms.

All rooms and student uniforms are subject to inspection at any time.

Any damaged or missing items must be reported to the Class Coordinator. Reports will include the item, damage, or reason for malfunction, if known.

Section 2.8 – Cafeteria
Cafeteria hours are as follows:

- 0600 – 0800 – Breakfast
- 1100 – 1300 – Lunch
- 1700 – 1900 – Dinner

Students will be issued a meal card for the basic meal and beverage service provided by the cafeteria during meal times. Use of the meal card is limited to the student it is assigned to.

Meals are provided at the Academy and are “all you can eat” however, students should not take more food than they reasonably believe they will personally consume during a meal period.

Additional items, such as bottled iced coffee, energy drinks and juices, are available for purchase through the cafeteria service provider and are not included in the basic meal and beverage service.

Section 2.9 – Visitors
Students are permitted to have invited visitors in the dormitory common area on the first floor or cafeteria until 2100 hours.

During normal business hours, visitors are required to check in at the DPSST Main Reception. After 1700 hours, visitors are required to check in with the DPSST Duty Officer at the main gate by pressing the call button and signing in at Dorm Reception using the guest log book.

Students must stay with their visitors at all times. Visitors are not allowed in dormitory rooms.

Section 2.10 – Checking Out of the Dormitory, Exit Inspections and Damages
Students must be cleared out of assigned rooms, with keys and DPSST-issued equipment and uniforms turned into dormitory staff, by the time designated by the Class Coordinator on the day of graduation.

DPSST staff will conduct an exit inspection of each room on the final day of training.

Individual students or their employing agency will be responsible for missing items or damage to any room, DPSST uniform or DPSST equipment beyond normal wear and tear. All students of a room will share financial responsibility if investigation cannot attribute the responsibility to a specific
individual or individuals, or unreported damage or missing items are discovered after student departure.

Section 3 – Basic Academy Training Policies & Required Information

Section 3.1 – Training Schedule
A tentative training schedule will be issued to each student at the start of each Basic training course. Students should expect changes to the training schedule. Changes to the schedule will be communicated by the Class Coordinator or Instructor as needed.

Students are responsible for being fully aware of the schedule’s contents, changes, or amendments, and must be prepared for all classes with the required materials and texts, before the start of class.

Basic Academy classes are normally scheduled Monday through Friday, 0800 to 1700 with some exceptions.

Students must report to their classroom or designated area for every scheduled class session on time and prepared for class, as directed by the Training Coordinator and may not leave the designated class area without the permission of an Instructor or Training Coordinator.

A 15 minutes break will be provided during the morning and afternoon training sessions. Additional shorter breaks may be authorized by the Training Coordinator or Instructor between each class.

While DPSST makes a good faith effort to ensure a 40 hour training week, there are circumstances that may occasionally require student time beyond 40 hours. Any overtime compensation for an Academy activity or training function is the responsibility of the student’s agency subject to that agency’s policy or collective bargaining agreement. Students should immediately report any overtime to their employer.

Students must receive agency authorization prior to participating in optional evening or weekend training offered by DPSST by completing and submitting the Optional Training Release Form to the Class Coordinator. (Attachment 2)

Study and preparation is the responsibility of the student.

Projects and coursework will be assigned throughout the training. Time to complete these projects will be built into the schedule as deemed appropriate.

Students are expected to study other course materials necessary for academic success when an Instructor finishes a class before the designated time. Students will not be dismissed from the training event without the permission of the Training Coordinator.

Section 3.2 – Break Periods/Hallway Protocols
Students are expected to keep noise levels at a minimum at all times in the hallways and corridors so as not to disrupt other classes or Academy business.
Break periods should be observed in designated break areas and students are expected to avoid loitering in or blocking the hallway.

Whenever possible students should respectfully and quickly clear a path for visitors, staff or outside agency personnel.

Section 3.3 – Participation
Appropriate student response protocols will vary based on the venue, classroom topic and Instructor. Some disciplines or topics require active participation, group work and discussion. Others require individual work and waiting to speak until recognized. Regardless of the environment, students will demonstrate respect to all persons in all interactions.

Instructors have the authority to dismiss from class any student observed to be sleeping, distracted, disruptive, or otherwise not participating as appropriate. Any student so dismissed must report to the Class Coordinator for further action.

Academy staff may not compel any student to participate in any activity; however, in the absence of a medically excusable reason, failure to participate in any activity may result in a training deficiency and/or dismissal from the Academy.

Instructors will inform the class if a project or assignment is designed for group involvement. Absent such faculty instruction, the student will not collaborate with any other person for the purpose of completing outside assignments.

Section 3.4 – Classroom Protocol
Students are expected to keep classrooms neat. Garbage will be properly disposed of and bulletin boards, desks, and material tables will be maintained in an orderly fashion. Backpacks or gear bags will be kept in closets, lockers or those areas designated by the Class Coordinator or Instructor.

Chewing gum, mints and beverages in covered or closed containers are allowed in classrooms.

Food and uncovered beverages are prohibited in the classrooms. Instructors may allow exceptions to this policy with the approval of a Training Manager or Class Coordinator.

Section 3.5 – Attendance and Scheduled/Unscheduled Absences
Attendance is required for all scheduled training.

Scheduled absences must be reported in advance to the student’s employing agency and to the Class Coordinator using a DPSST Absence Report. (Attachment 3)

Unscheduled absences due to emergencies or illness will be reported as soon as reasonably possible.

Students who are late to class will be required to document their tardiness on a DPSST Training Event Report Student Event Report and submit it to the Class Coordinator. (Attachment 4)

Students becoming ill during class will report to the Training Coordinator or Instructor. Since all personnel are in such close proximity to each other, students who are running a fever, or who
believe they are contagious, should exercise good judgment and confine themselves to avoid the spread of sickness.

An unauthorized absence can be cause for dismissal from the Academy.

Section 3.6 – Colors Ceremony
Students are required to assemble for posting of the flags and flag salute at 0800 hours each weekday morning unless excused by their Class Coordinator.

At the discretion of the Class Coordinator, or at the direction of the Training Manager, posting of the flags may be done administratively due to inclement weather or other circumstances.

Section 3.7 – Student Performance Measures and Remediation
All Basic training courses include academic testing, class projects and assignments designed to determine the student’s knowledge and understanding of the course material. Basic training courses also include skills-based performance measures.

- Students must demonstrate proficiency in all projects, assignments and skills evaluations.
- All other tests and exams require a minimum score of 75%.
- Exams on Use of Force require a score of 100% (with remediation when applicable).

If a student fails to pass the academic goals established by the Board the student will be immediately dismissed from the Academy for academic failure.

If a student fails to successfully demonstrate a skill, the failure will result in a deficiency that must be remediated in order to successfully complete the Basic training course. Remediation will be scheduled in consultation with the student’s employing agency and Class Coordinator.

If a student’s academic or skills performance results in failure of the course, the student will be required to recomplete the course in its entirety in order to be eligible for public safety professional certification.

Section 3.8 – Student Evaluations
Evaluation of students is a continuing process encompassing academic standing, skills performance, professional appearance, physical ability, attitude, and interpersonal skills. Evaluations will be shared by the Class Coordinator with the student’s employing agency throughout the entire length of their Basic training course.

Section 3.9 – Academy Offices
Students are not permitted in Academy staff workspaces unless there is an emergency or they are escorted by staff for official business.

Section 3.10 – Gifts
Students or classes wishing to voluntarily thank the Academy or staff for the training they’ve received, will be encouraged to donate to a non-partisan, non-profit community organization in need
of assistance that enables a positive partnership to be created with the public safety profession. In that case, it will be recognized during the class’s graduation ceremony.

Section 4 – Violations

Section 4.1 – Rule Violations or Misconduct
Violations of any law, DPSST policy or rule or these Student Rules and Regulations, or any other form of student misconduct will result in notification to the employing agency and may result in dismissal from the Academy.

Any report of misconduct or a violation of OAR 259-012-0010 or these Student Rules and Regulations, whether on-duty or off-duty, will be investigated by DPSST staff.

The following list identifies major violations:
- Conduct that violates the Student Standard of Conduct in OAR 259-012-0010:
  o Harassment;
  o Discrimination;
  o Cheating;
  o Conduct that constitutes a criminal offense;
  o Intoxication or any level of measurable blood alcohol content (BAC) while participating in any portion of a mandated training course;
  o Personal use or possession of alcohol, marijuana or illicit drugs on the OPSA campus; or
  o Initiate physical contact of a sexual nature while on Academy property.
- Conduct that has the potential to adversely affect the health or welfare of a student or staff, compromise the integrity or progress of the training environment, or impede the opportunity for other students to succeed in the training activity:
  o Violation of Section 1.6 – “Firearms, Ammunition, and Weapons”;
  o Any misuse of training equipment resulting in a safety violation or equipment damage;
  o Lying;
  o Verbal or physical abuse;
  o Sexually, racially, or culturally demeaning comments or
  o Insubordination.

Misconduct that is criminal in nature will be forwarded to the appropriate law enforcement agency for investigation.

Section 4.2 – Suspension
If a situation arises that, in the opinion of the training staff, necessitates immediate action for the integrity or safety of the training, a Training Coordinator has the authority to suspend a student from training by ordering that student to immediately leave the training venue until a review of the situation is completed. Emergency suspension will result in notification of the student’s employing agency.

Suspension results in an unexcused absence for any training that is missed as a result of the suspension. Remediation of the missed training may be required in order to successfully complete the Basic training course.
Section 4.3 – Dismissal
A student who is dismissed from the Academy will not receive any credit for their training course. If the student reapplies for training they will be required to complete the course in its entirety.

Section 4.4 – Investigation
Any student attending the Academy who is the subject of, or witness to a reported violation is expected to fully cooperate with the investigating authority and to comply with all legal and reasonable requests made by employing agency representatives and Academy staff.

Decisions regarding action taken by the Academy will be documented in writing and provided to the student and the student’s employing agency. If the investigation results in dismissal from the Academy, a copy of the investigation will be sent to the DPSST Professional Standards Division for a Professional Standards review.

Authorized signature: ____________________________ Signature on File __________________________
Date __________________________
Director
Appendix A – Standards of Student Conduct, OAR 259-012-0010

259-012-0010
Standards of Student Conduct

(1) Students attending mandated training courses at the Academy must adhere to the following standards of conduct:

(a) Students must comply with any Department rule or policy; and

(b) Students are prohibited from engaging in the following conduct:

(A) Harassment. Harassment includes verbal or physical actions addressing sex, race, gender, religion or a person’s characteristics that could be reasonably construed to demean, target or harm another person, group of persons or a person’s employer. Harassment also includes sexual harassment, bullying or hazing;

(B) Discrimination. Discrimination includes conduct that could be reasonably construed to be unfair treatment of another person because of the that person’s actual or perceived race, color, national origin, religion, sex, age, marital status, sexual orientation, medical or physical condition or disability;

(C) Cheating. Cheating includes:

(i) Actual, intended, or attempted deception or dishonest action by a student in relation to the completion of an exam or assessment or the administration or documentation of any training, testing or certification;

(ii) Knowledge of actual, intended, or attempted deception or dishonest action by a student in relation to the completion of an exam or assessment or the administration or documentation of any training, testing or certification when that knowledge is not disclosed to the Department or withheld during an investigation;

(iii) Plagiarism; or

(iv) Sharing class content with another class. Sharing class content means the passing of any academic information regarding course content, testing methodology, or scenario plots by any student to a member of any other class.

(D) Conduct that would constitute a criminal offense;

(E) Intoxication or any level of measurable blood alcohol content (BAC) while participating in any portion of a mandated training course;

(F) Personal use or possession of alcohol, marijuana or illicit drugs on the OPSA campus; or
(G) Intimate physical contact of a sexual nature while on Academy property.

(2) Any violation of the standards of conduct defined in section (1) of this rule may result in dismissal from the Academy pursuant to OAR 259-012-0035.

Statutory/Other Authority: ORS 181A.410
Statutes/Other Implemented: ORS 181A.410
History: DPSST 14-2019, amend filed 12/16/2019, effective 12/16/2019
Appendix B – Academy Map
Appendix C – Academy Details

Appx C.1 – Location and Phone Number

The Academy is located at 4190 Aumsville Hwy. SE, Salem Oregon 97317.

Emergency and/or business telephone number is (503) 378-2100 between 0700-1700 hours each weekday. Duty Officer (503) 932-4218 Monday-Thursday, 1700-2000 hours.

Appx C.2 – Directions

From Portland Metro Area
I-5 south toward Salem. Take the OR-99E Business / OR-22 Exit 253 toward Stayton / Detroit Lake. Turn Left onto OR-22 / OR-99E onto N. Santiam Hwy. Continue to follow OR-22 / N Santiam Hwy. Take the Lancaster Drive Exit “2” toward Turner. Turn right onto Lancaster Drive SE. Lancaster Drive becomes Aumsville Hwy SE. Turn left at 4190 Aumsville Hwy SE.

From Eugene Area
I-5 north toward Salem. Take the Kuebler Blvd Exit 252. Turn right onto Kuebler Blvd SE. Turn right onto Aumsville Hwy SE. Turn left at 4190 Aumsville Hwy SE.

From Detroit Lake / Central Oregon Area
OR-22 West / N Santiam Hwy SE. Take Lancaster Drive Exit 2. Turn left onto Lancaster Drive SE. Lancaster Drive becomes Aumsville Hwy SE. Turn left at 4190 Aumsville Hwy SE.

Appx C.3 – Student Mail

Student mail, including packages, must be addressed as follows:

- Personal and Confidential
- Student Name
- Class #
- C/O DPSST
- 4190 Aumsville Hwy SE
- Salem, OR 97317

Mail will be distributed to the student by Academy staff or through the class mailbox at Dorm Reception.
Appendix D – Packing Lists for Basic Academies

All Students

All students should bring the following to the Academy:

- Plain black or white socks
- Black or navy blue shorts or sweatpants
- A minimum of 2 long sleeve t-shirts
- A minimum of 2 plain navy blue cotton or cotton-blend t-shirts, no pockets, no logos
- Reusable water bottle
- Personal grooming items
- Bath towels, wash cloths, soap
- Shoe shine supplies (optional)
- Alarm clock
- Extra blankets (optional)
- Extra clothes hangers (optional)
- Completed Emergency Data Sheet
- This manual

Required items by discipline

Police and Corrections Students:

- All items listed above for ALL STUDENTS
- Mouthpiece (strapless)
- Personal athletic undergarments such as an athletic supporter and cup, and sports bra
- Black boots
- 1 pair of outdoor running shoes, and
- 1 pair of new, non-marking sole, athletic shoes or wrestling shoes
- Black duty belt (leather or nylon) with holster, magazine pouches, cuff pouch(es), pepper spray pouch, Baton/ASP holder (if carried by your department), flashlight holster
- Ballistic vest that is current and sufficient to meet National Institute of Justice standards.
- Duty weapon and three (3) magazines—or three (3) speed loaders
- Set of handcuffs with keys
- Baton/ASP (if carried by your department)
- Flashlight
- Notebook
- Agency authorized rain gear or jacket or solid navy or black jacket
- The Class-A uniform (defined as the student’s authorized department uniform, with the long-sleeve shirt and tie (which will be worn during graduation), or short-sleeve shirt (which may be worn during the approved phase of training).

Parole & Probation Students:

- All items listed above for ALL STUDENTS
- Mouthpiece (strapless)
- Personal athletic undergarments such as an athletic supporter and cup, and sports bra
• Black boots (for uniformed students)
• 1 pair of outdoor running shoes, and
• 1 pair of new, non-marking sole, athletic shoes or wrestling shoes
• Black duty belt (leather or nylon) with cuff pouch. Other pouches or holsters on the duty belt are recommended if issued by their agency and carried in the field.
• Set of handcuffs with keys
• Most recent Criminal Code of Oregon book
• Plain, waist length, solid black jacket for inclement weather

**Parole & Probation Firearms Students:**

• Same as list above with the following items in addition:
• Black boots (for uniformed students)
• 1 pair of outdoor running shoes, and
• 1 pair of new, non-marking sole, athletic shoes or wrestling shoes
• Black duty belt (leather or nylon) including holster, magazine pouches, cuff pouch(es), pepper spray pouch, flashlight holster, at least two (2) belt keepers
• Ballistic vest that is current and sufficient to meet National Institute of Justice standards.
• Duty weapon and three (3) magazines
• Set of handcuffs with keys
• Baton (if carried by your department)
• Flashlight

**Telecommunicator Students:**

• All items listed above for ALL STUDENTS
• Black foot attire such as athletic shoes (high or low top), boots, or other similar black footwear. Shoes must be comfortable and low heeled and have closed toes.
• Plain, waist length, solid black jacket for inclement weather
• Business casual wear for graduation
• Mouthpiece (strapless) (optional for physical training)
• Personal athletic undergarments such as an athletic supporter and cup, and sports bra (optional for physical training)
• 1 pair of outdoor running shoes (optional for physical training)

**Oregon Liquor Control Commission Students:** are required to bring with them the following uniform components and equipment (if issued by their agency):

• All items listed above for ALL STUDENTS
• Black boots (for uniformed students)
• 1 pair of outdoor running shoes, and
• 1 pair of new, non-marking sole, athletic shoes or wrestling shoes
• Black duty belt (leather or nylon) with cuff pouch. Other pouches on the duty belt are recommended if issued by the agency and carried in the field.
• Set of handcuffs with keys
• 1-2 sets of “professional work attire” appropriate for community presentations and/or court
• Agency uniform
• Agency jacket
Appendix E – Local Medical Care Facilities

If you experience a medical emergency while at the Academy, call 911.

<table>
<thead>
<tr>
<th><strong>24 Hour Emergency Care Facilities</strong></th>
<th><strong>Limited Hour Urgent Care Facilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salem Hospital</td>
<td>Urgent Care Center (1000-2000)</td>
</tr>
<tr>
<td>665 Winter St SE</td>
<td>1002 Bellevue St SE</td>
</tr>
<tr>
<td>(503) 561-5200</td>
<td>(503) 814-5554</td>
</tr>
<tr>
<td>Emergency Center</td>
<td>Salem Clinic Urgent Care–South (1000-1900)</td>
</tr>
<tr>
<td>890 Oak St SE</td>
<td>2531 Boone Rd SE</td>
</tr>
<tr>
<td>Building A</td>
<td>SE of Kuebler/Battle Creek Intersection</td>
</tr>
<tr>
<td>(503) 561-5200</td>
<td>(503) 485-8600</td>
</tr>
<tr>
<td>Santiam Hospital</td>
<td></td>
</tr>
<tr>
<td>1401 N 10th Ave, Stayton</td>
<td></td>
</tr>
<tr>
<td>(503) 769-2175</td>
<td></td>
</tr>
<tr>
<td>Silverton Hospital</td>
<td></td>
</tr>
<tr>
<td>342 Fairview St., Silverton</td>
<td></td>
</tr>
<tr>
<td>(503) 873-1500</td>
<td></td>
</tr>
</tbody>
</table>
Attachments: Student Forms
Copies of these forms are provided here as a reference. Students will be directed by the Class Coordinator to complete these forms from the student shared network drive as required.
Attachment 1: Student Emergency Data Sheet

Department of Public Safety Standards and Training
Student Emergency Data Sheet

Name: __________________________ DPSST#: __________ DOB: _______ Age: ______
Address: ________________________________________________________________
_______________________________________________________________
Phone: Home __________ Work: __________ Message: __________
Agency Information
Department: __________________________ Phone __________ Fax: __________
Address: ________________________________________________________________
Supervisor: ________________________________________________________________
Emergency Information
Physicians Name: __________________________ Phone: __________
Emergency Contact: __________________________ Phone: __________
Relationship: __________________________
Emergency Contact: (Not Living with you) __________________________ Phone: __________
Relationship: __________________________
Medical Information:
Prior Medical Issues? □ No □ Yes (if yes, explain)
________________________________________________________________________
Are you currently taking any medications? □ No □ Yes (if yes, explain)
________________________________________________________________________
Do you have any allergies to medications? □ No □ Yes (if yes, explain)
________________________________________________________________________
Have you ever suffered a concussion? _____ yes _____ no (If yes, how many and when was the last one?)
________________________________________________________________________
Attachment 2: Optional Training Release Form

| OPTIONAL TRAINING RELEASE FORM |

Name: ___________________________          DPSST No.: ________________

Department: ___________________________   Class No.: ____________

☐ The above named individual is authorized overtime to participate in the following optional training if offered (Please check all classes that apply for that discipline).

☐ The above named individual is **NOT** authorized to attend optional training.

POLICE:

☐ RADAR (6 hrs.)
☐ LIDAR (2 hrs.)
☐ Traffic Incident Management (TIM) (4 hrs.)

POLICE AND ALL DISCIPLINES:

☐ Mental Health – In Our Own Voice (2 hrs.)
☐ CPR/First Aid (4 hrs.)
☐ History of the Sheriff (2 hrs.)

Agency Head/Designee ___________________________ Date ___________________________

*Revision Date 7/19*
Attachment 3: DPSST Absence Report

DPSST Absence Report

<table>
<thead>
<tr>
<th>Absence Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>DPSST#</td>
</tr>
<tr>
<td>Absence Hours:</td>
</tr>
<tr>
<td>Hours Missed:</td>
</tr>
<tr>
<td>Reason:</td>
</tr>
<tr>
<td>Classes Missed:</td>
</tr>
<tr>
<td>Class(es):</td>
</tr>
<tr>
<td>Hours:</td>
</tr>
<tr>
<td>Reported to sending Agency:</td>
</tr>
<tr>
<td>Agency Notified:</td>
</tr>
<tr>
<td>Person Notified:</td>
</tr>
<tr>
<td>When notified:</td>
</tr>
</tbody>
</table>

Comments:

Submit

Training Coordinator Use only

<table>
<thead>
<tr>
<th>Coordinator Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make up options:</td>
<td>Choose...</td>
</tr>
</tbody>
</table>

Agency Notifications: Indicate below who the coordinator notified

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>When notified:</td>
<td></td>
</tr>
</tbody>
</table>

Comments

Click here to enter text.
Attachment 4: DPSST Training Event Report

<table>
<thead>
<tr>
<th>Event Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Event:</td>
</tr>
<tr>
<td>Time of Event:</td>
</tr>
<tr>
<td>Person Reporting:</td>
</tr>
<tr>
<td>Location of Event:</td>
</tr>
<tr>
<td>Training Module:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Name:</td>
</tr>
<tr>
<td>Staff/Instructor Name:</td>
</tr>
<tr>
<td>Other Persons:</td>
</tr>
</tbody>
</table>

| Event Type: Misconduct           |
| Event training report            |
| Instructor Use:                  |
| Document Event                   |
| Brief Staff                      |
| Counsel Student                  |
| Counsel Student With Staff/Instructor |
| Take Action:                     |
| Refer To:                        |
| Other:                           |

<table>
<thead>
<tr>
<th>Narrative of Events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>