

# Applicant Review Committee Meeting Minutes - DRAFT

## January 22, 2025

The Applicant Review Committee of the Board on Public Safety Standards and Training held a regular meeting on January 22, 2025, at the Oregon Public Safety Academy in Salem, Oregon. Chair, Erin Reyes called the meeting to order at 11:00 a.m.

### **Committee Members:**

Erin Reyes, Chair, Superintendent, Department of Corrections  
DaNeshia Barrett, Vice Chair, Non-Management Law Enforcement; Police Policy Committee  
Mark Boren, Public Member, Corrections Policy Committee  
Kevin Dresser, Non-Management Law Enforcement, Police Policy Committee  
Mike Fletcher, APCO-NENA, Telecommunications Policy Committee

### **Committee Members Absent:**

None

### **Guests:**

Theresa Brittain

### **DPSST Staff:**

Kathy McAlpine, Professional Standards Division Director  
Kathy Fink, Standards and Certification Program Manager  
Cindy Park, Professional Standards Compliance Coordinator  
Jennifer Levario, Professional Standards Compliance Coordinator  
Erica Riddell, Criminal Justice Support Specialist  
Juan Lopez-Hernandez, Executive Support Specialist  
Jennifer Howald, Administrative Rules Coordinator



### **1. Introductions**

Introductions of members, guests, and staff.

### **2. Approve December 18, 2024 Meeting Minutes**

A consensus was reached to approve the December 18, 2024 meeting minutes as written.

### **3. Brittain, Theresa (65572) Application Review: Telecommunications and Emergency Medical Dispatch**

Presented by Cindy Park, Professional Standards Compliance Coordinator

#### *Reason for Discretionary Review*

The DPSST received an Application for Training (F5) and Criminal History Reporting form (F28) for Theresa Brittain in which she disclosed a previous criminal disposition.

On May 19, 2016, Brittain pled guilty, via a Nolo Contendere plea to the offense of Driving Under the Influence by Mental Impairment, 1st Offense in Honolulu, Hawaii following a single-vehicle collision in which a car, driven by Brittain, hit a sign being used for traffic

control on a public road. A second charge, Inattention to Driving was dismissed with prejudice.

*Theresa Brittain provided verbal mitigation for committee consideration.*

<i>Applicant Review Committee Discussion/Consensus/Vote</i>	<i>Second</i>	<i>Vote</i>	<i>Outcome</i>
A consensus was reached to adopt the record.			
<p>The Applicant Review Committee found the following moral fitness violations and factors:</p> <p><i>Moral Fitness Violations:</i></p> <ul style="list-style-type: none"> <li>• Dishonesty: The committee did not identify elements of dishonesty.</li> <li>• Gross Misconduct: Brittain violated the Board's moral fitness standard for Gross Misconduct when she chose to drive a motor vehicle while under the influence of alcohol, placing herself, her passenger, and others at risk of harm and causing damage to a sign being used for traffic control on a public road.</li> </ul> <p><i>Aggravating Factors:</i></p> <ul style="list-style-type: none"> <li>• The incident involved a vehicle crash.</li> <li>• Brittain's initial BAC was 0.184%.</li> </ul> <p><i>Mitigating Factors:</i></p> <ul style="list-style-type: none"> <li>• Brittain was not employed in a certifiable position at the time of the conduct.</li> <li>• Brittain has been hired by the BOEC who is aware of the criminal background.</li> <li>• The incident occurred approximately 12 years ago.</li> <li>• The incident report did not make any statements regarding a negative attitude.</li> <li>• Brittain's written and verbal statements are mitigating.</li> <li>• Letter of support from Brittain's agency is mitigating.</li> <li>• Brittain stated she has a new level of empathy as a result of the incident.</li> <li>• Brittain was accountable for her actions and has made appropriate changes.</li> <li>• Brittain completed all the requirements of her judgment.</li> </ul>			
A consensus was reached to confirm the identified aggravating and mitigating factors.			
DaNeshia Barrett moved, that the committee affirm the moral fitness violations and categories as presented in the staff memo.	Mike Fletcher	5 ayes; 0 nays	Motion Passed Unanimously
Kevin Dresser moved, after considering the identified violations of the Board's pre-employment moral fitness standards and weighing the aggravating and	Mark Boren	5 ayes; 0 nays	Motion Passed Unanimously

mitigating circumstances unique to this case, that no action should be taken against Brittain's application for training and subsequent certification.			
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**4. Inquiry Closure – Information Only**

Presented by Cindy Park, Professional Standards Compliance Coordinator

DPSST presented the list of applicants for public safety training/certification who had engaged in pre-employment criminal conduct that was determined to not require committee review. This information was presented as information only and required no action by the committee.

**5. Next Applicant Review Committee Meeting: February 26, 2025 at 11:00 a.m.**

*Administrative Notes:*

*These minutes reflect the order of the discussion/voting items as they appear on the official meeting agenda. The actual order in which they were discussed may vary.*

*All documents reviewed and discussed in this meeting are subject to Oregon Public Records Law (ORS 192.410 to ORS 192.505). These documents can be requested by contacting DPSST at [dpsst.records@dpsst.oregon.gov](mailto:dpsst.records@dpsst.oregon.gov).*