



CJ Update | April 2023

Background Requirements

The Board on Public Safety Standards and Training just approved recommended rule changes for backgrounds and psychological evaluations for criminal justice public safety officers hired in Oregon. These changes include:

- A pre-employment psychological evaluation be conducted on all police officers, reserve officers, corrections officers, parole & probation officers, and regulatory specialists hired on or after July 1, 2023.
- A pre-employment psychological evaluation be conducted on all telecommunicators and emergency medical dispatchers hired on or after January 1, 2024. (This does not apply to emergency medical dispatchers hired by private ambulance companies.)
- A background checklist be completed and saved with each background started by an agency on or after July 1, 2023.
- Standardized personal history questions be asked on applicant personal history statements/questionnaires started on or after July 1, 2023. Applies to police officers, reserve officers, corrections officers, parole & probation officers, and regulatory specialists.

To assist agencies in understanding the new requirements, DPSST has provided the following items:

- A [Frequently Asked Questions](#) page answering some of the questions constituents have already asked, we will update the FAQ regularly with new questions and answers.
- The [permanent rule](#) text that is effective July 1, 2023, has been published to our rules page to allow agencies to ensure they are in compliance on time. After you click on the link above, scroll down to Recent Permanent Rule Changes and you'll see Division 8 - Criminal Justice, click that to see the Background Rule change information.
- A [Background Checklist](#) form agencies can use to meet the rule requirements.
- An [Applicant Personal History Questionnaire \(APHQ\)](#) agencies can use that contains all the required personal history questions. (Agencies are not required to use this specific form but must use the questions listed in rule.)

Please visit our [Background Resources Page](#) for more information regarding background requirements for criminal justice officers and dispatchers.

If you have any questions, please feel free to call us at 503-378-4411 or email certification.scheduling@dpsst.oregon.gov and we will be happy to assist you.

Updated Personnel Action F4 Form

We made changes to the F4 personnel action forms and ask that you begin using the new form immediately. Any older forms submitted after July 1, 2023, will be returned and you'll be asked to resubmit on the new form. The changes are detailed below, but as always you can call or email Standards and Certification for any clarification.

- **Box 4 Employee Email.** We added this box so we can reach out to the officer/dispatcher when necessary. This mostly comes up when officers/dispatchers promote into supervisory roles, and we need their work email address to let them know of the required leadership training. We also will tentatively schedule students into the basic academies using the F4 information and having their work email address at this point makes the registration process a bit easier.
- **Box 8 Hire Date.** There is now clarification on when agencies can submit an F4 when hiring a new officer/dispatcher. We can and want to receive your F4 forms as soon as the employee has passed all psychological and background checks to your agency's satisfaction. We will schedule new officers into a class in a pending status when we get the F4 then wait for the medical (F2a/F2Ta) and Application for Training (F5) to be submitted later.
- **Box 11b Fingerprints.** We changed the wording a bit. This is more of a reminder to make sure agencies do submit fingerprints. When you print your officers/dispatchers a flag is placed on their LEDS record that will notify DPSST if the officer/dispatcher was arrested for our professional standards processes.
- **Box 11c Background Question.** We have updated the wording to include the new rule revisions. Because we are saying 'pursuant to' the rule it means the current rule in place at the time. For implementation purposes you can a background started prior to July 1, 2023, can still be utilized.
- **Box 11d Psychological Evaluation.** This is the one box that DPSST will accept a no answer on because there are times that a psychological evaluation is not required. Checking no means that you have reviewed the rules and determined a psychological evaluation is not required pursuant to that rule. Examples of when a psych is not required would be:
 - When an officer/dispatcher separates employment but returns to the same discipline at the same agency within 180 days.
 - When an officer/dispatcher moves to a new discipline withing the same agency and they already completed a psych with that agency.
- **Box 11e Psychological Evaluation.** If you answered 'no' to box 11d, then you would check N/A here.
- **Box 13 Type of Status Change.** There is now clarification on the requirement to answer boxes 11d & e when an officer or dispatcher promotes within your agency from one discipline to another.
- **Box 16 Signatures.** DPSST cannot accept digitally signed forms because it locks the form down so we cannot add any notes to it electronically. What you can do is scan your signature and copy/paste it onto the form.

As always, Please let me know if you have any questions.

Marsha Morin
CJ Standards & Certifications Program Manager
marsha.morin@dpsst.oregon.gov

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