



## CJ Update | December 2023-2

### Agency Background and Psychological Screening Reference Guide

Your CJ Certifications Team has developed a [Background and Psychological Screening Reference Guide](#) to assist agencies in understanding the minimum requirements for when backgrounds, psychological screenings, and other items are required based on the various scenarios that occur when an officer or dispatcher is hired, promotes, transfers, separates, is re-hired, etc.

This new guide is attached and can be found on the [DPSST CJ website](#) under Background Investigator Resources and DPSST Hiring Requirements. As always, please contact CJ Certifications at 503-378-4411 or [certification.scheduling@dpsst.oregon.gov](mailto:certification.scheduling@dpsst.oregon.gov) with any questions.

This guide replaces the previous Psychological Screening Reference Guide.

### When a Certified Officer/Dispatcher Moves out of a Certified Position

DPSST has been reviewing its process for how agencies should report when an officer/dispatcher moves to a non-certified position within their agency. Because the records DPSST maintains are related to an individual's public safety officer certification, a separation from their certified position must be reported on an [F4s Personnel Action – Separation Form](#). Previously DPSST has accepted F4 Personnel Action forms indicating these separations were reclassifications or transfers to civilian/reserve positions; however, reporting in this way does not meet the requirements to report the reason for an officer/dispatcher's departure to ensure a professional standards review is conducted if applicable.

Scenarios:

- If an officer/dispatcher is moving to a non-certified position, agencies would need to submit an [F4s Personnel Action – Separation Form](#) reporting the separation using the last day the officer/dispatcher was in the certified position.
- If an officer/dispatcher is moving to a police reserve position, agencies would need to submit two forms:
  - An [F4s Personnel Action – Separation Form](#) reporting the separation using the last day the officer/dispatcher was in the certified position, and
  - An [F4 Personnel Action Form](#) reporting the officer/dispatcher is now a reserve officer.
- Officers/dispatchers promoting, reclassifying, demoting, etc. to another certified discipline in the same agency only need to be reported via the F4 Personnel Action Form.

### Reporting Employment Changes to DPSST

Though agency Human Resource Departments have many complex and distinct designations for the terminology they use when updating an officer/dispatcher's employment status, reporting of employment changes to DPSST is required only for the purposes of their certifiable position.

[OAR 259-008-0020 Personnel Actions, DPSST Numbers and the Use of Legal Name](#), details the requirements for reporting employment changes to DPSST which are for hires, promotions, demotions, reclassification to armed parole and probation, multi-discipline designation and reporting leave. All these employment statuses can impact an officer/dispatcher's training and certification requirements and must be reported within 10 days of the employment action.

The section above spoke about when an officer/dispatcher moves to a non-certified position and the requirement to report that move as a separation because they are no longer in a certified position.

Another example of the distinction between reporting employment for certification purposes vs. employment purposes is when an officer/dispatcher goes on leave. At the agencies, there can be multiple reasons for a leave of absence, whether it be administrative, medical, military, etc. For DPSST, leave must be reported when an officer/dispatcher is unable to or cannot work in their certified position. When a leave is reported to DPSST, the clock on maintenance and certification requirements stops. Timelines for completing maintenance and obtaining training or certification will be adjusted, if necessary, when the officer/dispatcher is able to return to work in their certified position. Except for officers/dispatchers on military leave, the time away from their certified position will not count towards creditable service time for DPSST certifications.

By rule, leave from a certified position does not need to be reported to DPSST until after the officer/dispatcher is out for more than 90 days; however, if an agency is unsure when an officer/dispatcher is going to return, we encourage the agencies submit an [F4 Personnel Action Form](#) reporting the start of leave and a second F4 reporting the end of leave. If the leave is 90 days or less, DPSST will remove the entries from [IRIS](#) as if the leave did not occur, but retain the F4s in the officer/dispatcher's physical files if any questions arise. The entries are removed from IRIS because a leave that is 90 days or less does not impact the officer/dispatcher's certification.

Example:

- An officer/dispatcher takes medical leave for an indeterminate period of time.
- The agency submits the F4 notifying DPSST of the leave from their certified position.
- The officer/dispatcher comes back from leave but must be put on light duty because they cannot complete the duties of their certified position.
- This would still be considered leave from their certified position and an F4 returning from leave should **not** be submitted.
- Once the officer/dispatcher is removed from light duty and is working in their certified position, the agency can submit an F4 returning from Leave.
- DPSST will then review the time the officer/dispatcher was on leave and adjust the record if the amount of time was 90 days or less.

## Staffing Changes

Chief Kathy McAlpine, retired (Tigard PD) has agreed to join DPSST as our Professional Standards Division Director. Kathy will oversee both the Standards and Certification and Private Security/Investigator Programs as well as many other responsibilities she'll be delighted to find out about.

We are very excited for Kathy to be a part of our DPSST family and look forward to taking full advantage of her guidance and leadership. Kathy will start at DPSST on January 2, 2023. Welcome Kathy!

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

CJ Certifications Team  
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