



Criminal Justice Agency Change Form

F10

Form Submission or Questions: certification.scheduling@dpsst.oregon.gov; Call 503-378-4411

6/8/2022

	Establishment Dissolution	Address Change Discipline Addition	Non-Certified Department Head Change Discipline Removal		
Agency Information	Agency Name:			LEDS ORI No. (3 digit)	
	Address:				
	City:	State:	Zip:		
	Agency Head Name:				
	Agency Phone:	Email:			
	Number of budgeted positions in each discipline: Total number of vacant and filled positions (numbers used in forecasting classes)				
		Police	Parole and Probation	Telecommunicator	
		Police Reserve	Regulatory Specialist	Emergency Medical Dispatcher	
	Corrections				
Description of Change and Documents Needed	Provide a detailed explanation of the changes that are occurring with the agency. DPSST will follow up with any additional requirements that might be needed based on this description.				
	Establishment	Complete the agency description section provided on the next page. Attach a copy of the law, ordinance, directive, or other official document establishing the agency.			
	Address Change	Update Agency Address, phone, etc. above and send to DPSST.			
	Department Head Change	You would only need to report in this manner if the agency head was not going to be certified. All others would be reported through the F4 Personnel Action.			
	Dissolution	Attach a copy of the law, ordinance, directive, or other official document dissolving the agency.			
	Agency Discipline Removal	Identify, in the explanation section above, what discipline you are no longer supporting (Police, corrections, Telecommunications, Parole and Probation, EMD) Complete the agency description section provided on the next page. Attach a copy of the law, ordinance, directive, or other official document removing the discipline. This could be a contract with a county or other entity, newspaper article, memo of agreement, etc.			
	Agency Discipline Addition	Identify in the explanation what discipline you are adding. If you already support a discipline but are taking over services from another agency you do not need to submit this form. Complete the agency description section provided on the next page. Attach a copy of the law, ordinance, directive, or other official document establishing the agency.			
Signatures	I attest that I am the Department Head, or the authorized official of the agency listed above. I confirm the information contained in this form and any attached documentation is true and accurate to the best of my knowledge. If certified by DPSST, I understand that falsification of this document makes my certification(s) subject to denial, suspension, or revocation under ORS 181A.640 and OAR 259-008-300. Acceptable electronic signatures: A scanned image of a handwritten signature.				
	Signature _____			Date _____	
	Printed Name _____	Title _____	DPSST No. _____		
	Email Address _____	Phone _____			



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Agency Description: In order for an agency to be recognized by DPSST as a Law Enforcement Unit the agency must meet the definition of Law Enforcement Unit pursuant to OAR 259-008-0005(20)

Check one of the following to describe the agency you are establishing/changing:

A private ambulance company.

An independent telecommunications/emergency medical dispatch agency (Primary PSAP).

A police force or organization of a private entity with a population of more than 1,000 residents in an unincorporated area the employees of which are commissioned by a county sheriff.

A district attorney's office.

The Oregon Liquor and Cannabis Commission with regard to regulatory specialists.

A humane investigation agency as defined in ORS 181A.340.

Police Force or Organization of the:

state

a city

university that has established a police department under ORS 352.121 or 353.125,

port

school district

mass transit district

county

county service district authorized to provide law enforcement services under ORS 451.010

tribal government as defined in ORS 181A.680 that employs authorized tribal police officers as defined in ORS 181A.680

the Criminal Justice Division of the Department of Justice

the Department of Corrections

the Oregon State Lottery Commission

the Marshal's Office of the Judicial Department

common carrier railroad

What are the services the agency provides. Check all that apply.

Police: Detecting crime and enforcing the criminal laws of this state or laws or ordinances relating to airport security; (must be prescribed by law, ordinance, or directive.)

Corrections: The custody, control or supervision of individuals convicted of or arrested for a criminal offense and confined to a place of incarceration or detention other than a place used exclusively for incarceration or detention of juveniles (Must be prescribed by law, ordinance, or directive.)

Parole and Probation: The control, supervision and reformation of adult offenders placed on parole or sentenced to probation and investigation of adult offenders on parole or probation or being considered for parole or probation; (must be prescribed by law, ordinance, or directive.)

Emergency Medical Dispatcher: Employs persons who have the responsibility to process requests for medical assistance from the public or to dispatch medical care providers. (Must meet the definition of an Emergency Medical Dispatcher pursuant to OAR 259-008-0005(13))

Telecommunications: Is considered a primary or secondary Public Safety Access Point (PSAP) for 911 calls. (Must be recognized by Office of Emergency Management and meet the definition of a Telecommunicator pursuant to OAR 259-008-0005(37))

Agency Description