



Agency Background and Psychological Screening Reference Guide

Pursuant to OAR 259-008-0010; OAR 259-008-0011; OAR 259-008-0015

Last Updated 12/20/2023

The following are various scenarios agencies may encounter when hiring, reclassifying, or re-hiring public safety professionals. There is a separate table for officers and dispatchers due to the differences in the requirements. **Unless specifically defined, officer means police, corrections, parole and probation. Dispatcher means telecommunicator and emergency medical dispatcher (EMD).** Any questions regarding these or other scenarios can be directed to our CJ Certifications Program at 503-378-4411 or certification.scheduling@dpsst.oregon.gov.

Click on the below links to jump to the appropriate disciplines.

- [Police, Corrections, Parole and Probation \(Officer\)](#)
- [Telecommunicator/Emergency Medical Dispatcher \(Dispatcher\)](#)

Police, Corrections, Parole and Probation

Officer Scenarios	Background	Psych	Questionnaire	Checklist	Fingerprints	Forms Needed
Newly hired officer. New to public safety in Oregon.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2a Medical F5 Basic Training
Reserve police officer hired to your agency.	Yes	Yes	Yes	Yes	Yes	F4 Hiring
Officer or reserve police officer reclassifying to a police discipline and currently employed within <u>same</u> agency?	Background from initial hire can be used.	Yes, if they did not originally have a psych or it wasn't equal to the one for police officers at that time.	Not required	Not required	Not required	F4 Reclassification F2a Medical F5 Basic Training

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Officer Scenarios	Background	Psych	Questionnaire	Checklist	Fingerprints	Forms Needed
Officer reclassifying to a corrections, parole and probation, telecommunication, or EMD discipline and currently employed within the same agency.	Background from initial hire can be used.	Not required.	Not required	Not required	Not required	F4 Reclassification F2a/F2Ta Medical F5 Basic Training
Officer reclassifying, promoting, or demoting in the same discipline and within same agency.	Not required	Not required	Not required	Not required	Not required	F4 Reclassification, promotion, demotion
Officer separates but comes back to same agency within 90 days.	Yes	Not required	Yes	Yes	Yes	F4 Hiring
Officer separates but comes back to same agency after 90 days but within 6 months.	Yes	Not required	Yes	Yes	Yes	F4 Hiring F2a Medical
Officer separates but comes back to same or any agency after 6 months but less than 2 ½ years.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2a Medical
Officer separates but comes back to same or any agency between 2 ½ and 5 years.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2a Medical F5 COD Training
Officer separates but comes back to same or any agency on or after 5 years.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2a Medical F5 Basic Training

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Officer Scenarios	Background	Psych	Questionnaire	Checklist	Fingerprints	Forms Needed
Officer retiring but starting back the next day at the same agency in the same position.	If there is no break in service an F4s Personnel Action – Separation does not need to be submitted retiring the officer.					
Officer hired by another agency with no break in service or less than 90 days after separation.	Yes	Yes	Yes	Yes	Yes	F4 Hiring
Officer reclassifying to a civilian or reserve police officer.	When an officer is separated from their certified position, the agency is required to report the separation within 10 days even though the individual is still employed at the agency. The agency is required to include the reason for the separation to ensure potential moral fitness violations are appropriately reported to and reviewed by DPSST and the Board.					F4s Separating officer from their certified position. In the reason section be sure to indicate the reason F4 Hiring officer as Reserve, if applicable.

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Telecommunicator/Emergency Medical Dispatcher (Dispatcher)

Dispatcher Scenarios	Background	Psych	Questionnaire	Checklist	Fingerprints	Forms Needed
Newly hired dispatcher. New to public safety in Oregon.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2Ta Medical F5 Basic Training
Dispatcher reclassifying to a police officer or reserve police officer and currently employed within same agency.	Background from initial hire can be used.	Yes, if they did not originally have a psych or it wasn't equal to the one for police officers at that time.	Not required	Not required	Not required	F4 Reclassification F2a Medical F5 Basic Training
Dispatcher reclassifying to a corrections or parole and probation discipline and currently employed within the same agency.	Background from initial hire can be used.	Not required.	Not required	Not required	Not required	F4 Reclassification F2a Medical F5 Basic Training
Dispatcher reclassifying, promoting, or demoting in the same discipline and within same agency.	Not required	Not required	Not required	Not required	Not required	F4 Reclassification, promotion, demotion
Dispatcher separates but comes back to same agency within 6 months.	Yes	Not required	Yes	Yes	Yes	F4 Hiring

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Dispatcher Scenarios	Background	Psych	Questionnaire	Checklist	Fingerprints	Forms Needed
Dispatcher separates but comes back to same or any agency after 6 months but less than 1 year.	Yes	Yes	Yes	Yes	Yes	F4 Hiring
Dispatcher separates but comes back to same or any agency after 1 year.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2Ta Medical
Dispatcher separates but comes back to same or any agency after 2 ½ years.	Yes	Yes	Yes	Yes	Yes	F4 Hiring F2Ta Medical F5 Basic Training
Dispatcher retiring but starting back the next day at the same agency in the same position.	If there is no break in service an F4s Personnel Action – Separation does not need to be submitted retiring the dispatcher.					
Dispatcher hired by another agency with no break in service or less than 1 year after separation.	Yes	Yes	Yes	Yes	Yes	F4 Hiring
Dispatcher reclassifying to a civilian or reserve police officer.	When a dispatcher is separated from their certified position, the agency is required to report the separation within 10 days even if the individual is still employed at the agency. The agency is required to include the reason for the separation to ensure potential moral fitness violations are appropriately reported to and reviewed by DPSST and the Board.					F4s Separating dispatcher from their certified position. In the reason section be sure to indicate the reason F4 Hiring dispatcher as Reserve, if applicable.

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