



# Instructor Guide

Department of Public Safety Standards and Training

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## **MISSION STATEMENT**

The mission of the Oregon Department of Public Safety Standards and Training is to promote excellence in public safety through the development of professional standards and the delivery of quality training.

## **DPSST MOTTO**

- ) Serve with Honor
- ) Defend with Courage
- ) Train with Passion

## **ACADEMY STAFF**

### **Director of Training**

This position develops and implements division goals and objectives, along with managing the design, presentation, and evaluation of programs through subordinate managers and/or staff. The Director of Training ensures these programs meet required standards of quality, relevance, currency of content, and other agency guidelines, policies, and standards. This position also ensures state and federal mandates and standards are met.

### **Academy Operations Manager**

The Academy Operations Manager oversees:

- ) Basic Training Programs
  - o Police
  - o Corrections
  - o Telecommunications
  - o Emergency Medical Dispatch
  - o Parole and Probation
  - o Regulatory Specialists
- ) Class Training Coordinators

### **Skills Supervisor Manager**

The Skills Manager oversees:

- ) Basic and Advanced Survival Skills Training
  - o Firearms
  - o Defensive Tactics
  - o Emergency Vehicle Operations
  - o Use of Force Scenarios (Confrontation Simulation)
  - o Vehicle Stops
  - o Building Searches
  - o Scenario Training
  - o Health and Fitness

### **Center for Policing Excellence (CPE) Manager**

The Center for Policing Excellence Manager oversees:

- ) Curriculum and Instructor Development
- ) Leadership Training and Resources
- ) Crisis Intervention Training and Resources
- ) Evidence Based Policing Initiatives

### **Class Training Coordinators (Full-time PSTS 2)**

- ) Coordinate classes and students
- ) Counseling and coaching
- ) Remediation
- ) Act as a role model
- ) Mentor students
- ) Motivates class members
- ) Communicate with employing agencies
- ) Act as a lead worker with Academy Trainers and Agency Part-Time Instructors

### **Academy Trainers (Full-time PSTS 1)**

- ) Facilitate pre-designed coursework
- ) Create and adapt personal delivery methods
- ) Coach and evaluate students
- ) Provide written and verbal feedback to students and coordinators

### **Regional Training Manager**

The Regional Training Manager oversees:

- ) Statewide Regional Advanced and Specialized Training for Public Safety Professionals
- ) Statewide Agency Training Coordination and Resources
- ) Regional Training Staff

### **Skills Training Coordinators (Full-time PSTS 2)**

- ) Skill and tactical areas
- ) Defensive Tactics
- ) Firearms
- ) Emergency Vehicle Operations
- ) Health and Fitness
- ) Scenario Training
- ) Vehicle Stops
- ) Building Searches
- ) Remediation
- ) Act as a lead worker with Academy Trainers and Agency Part-Time Instructors

### **Legal Services Coordinator**

- ) Researches current legal issues
- ) Facilitates pre-designed coursework
- ) Provides support to Instructors and coordinators regarding legal issues

## **CATEGORIES OF INSTRUCTORS**

### **DPSST Part-Time Instructors**

Instructors who have successfully completed the State of Oregon hiring process and are part-time employees of DPSST.

These employees are bound by the same employment rules as other unrepresented state employees while working at DPSST. To review the State Personnel Rules and Policies, use the website <https://www.oregon.gov/das/Pages/policieshr.aspx>.

To review the State of Oregon travel guidelines, lodging, meals, mileage use the website: <https://www.oregon.gov/das/Financial/Acctng/Documents/4020Travelsearch.pdf>.

**Lodging:** Instructors wishing to stay overnight at the Academy must contact Dorm Reception to reserve a dorm room. Lodging is provided for Instructors while teaching at the Academy if your home is more than 75 miles from DPSST. There are only a limited number of available rooms due to the number of students being trained.

**Meals:** Meals are provided for Instructors while teaching at the Academy if your home is more than 75 miles from DPSST and you are in overnight status. If you are not in overnight status, but your home is more than 75 miles from DPSST, lunch is provided for Instructors.

**Mileage:** Mileage is reimbursed from Instructor's home or agency (whichever distance is less) to the Academy at the current State per mile rate. Instructors are to identify on their Travel Reimbursement request if they are traveling from home or other work location. Instructors must complete a POV Request form to request use of your personal vehicle to be reimbursed for mileage.

Part-Time Instructors must participate in 4 training events every 6 months. Each 4 or 8 hour training block (depending on venue and curriculum) is considered a training event.

Part-Time Instructors are limited to working 299 hours per calendar quarter. If a part-time Instructor exceeds the 299 hours per quarter calendar, it is grounds for immediate termination.

### **Contract Instructors**

Contract Instructors are persons who provide a scope of work not accessible by a public safety part-time or public safety volunteer Instructor, under a written agreement with the Department.

### **Volunteer Instructors**

Volunteer Instructors are Instructors who are not being paid for services by anyone.

**Off-duty volunteers:** Volunteers who are employed by a public safety agency in the State of Oregon, and who are volunteering his or her services, during off-duty time. For a stipend, lodging, mileage and meals must comply with their employer's off-duty employment policies at all times. Volunteers who are employed by a public safety agency must receive approval from their employing agency and this approval needs to be on file with Human Resources at DPSST.

- J These volunteers are eligible for reimbursement of mileage, meals and lodging. These volunteers shall complete a Travel Reimbursement Request, listing complete information, to include the Class Discipline and Class Number (example: Basic Police #385) if they are requesting reimbursement.
- J Conditions of Volunteer Service: As a person working in a State of Oregon agency, a volunteer must understand the extent to which he or she is covered by State of Oregon insurance for liability and personal injury/illness.

### **Agency Loaned Instructors**

Agency Loaned Instructors are Instructors employed by an agency, such as a city police department or county sheriff's department and are working at DPSST on that agency's time. They may also have a particular level of expertise. These Instructors must remain in compliance with their employer's employment policies at all times. Instructors working on agency time must have received approval from their employing agency and this agreement needs to be on file with Human Resources at DPSST.

### **Role Players, Paid and Volunteer**

Role Players serve DPSST both as paid or volunteer. Role Players are eligible for mileage reimbursement if serving as a volunteer and must complete a Travel Reimbursement Request to request reimbursement. Volunteers must understand the extent to which he or she is covered by State of Oregon insurance for liability and personal injury/illness.

### **INSTRUCTOR CERTIFICATION**

Persons providing instruction for any mandated DPSST course are required to comply with OAR 259-008-0080 (Certification of Instructors).

Instructors of mandated courses must be certified to instruct each particular unit of instruction they provide. Instructor Certification Review for a specific unit of instruction is completed by a Training Supervisor.

Instructor certification will expire five years after DPSST employment has ended. In order to become recertified upon Instructor certification expiration, reapplication must be completed and all certification requirements met.

Your assigned supervisor should be contacted for additional information on Instructor certification.

## **TIMEKEEPING AND EXPENSES**

### **Timesheets**

DPSST Part-Time Instructors are paid based on the timesheet they submit on the last day of each month. It is the Instructor's responsibility to ensure the timesheet is accurately completed, has been signed by the Instructor, and has the appropriate Project or Pay Type Code.

Timesheets are maintained in the Instructor Support Room (E-105C). Examples of paperwork are located in this room.

### **Monthly Instructor Attendance Log**

To complete the verification for payment, the Form "Monthly Instructor Attendance Log" must match the timesheet. This log is online at: <https://www.oregon.gov/dpsst/AT/pages/Instructortools.aspx>. Instructors are to fill in one sheet per month and attach it to the timesheet with a paper clip. All time listed on the timesheet must be accounted for on the Attendance Log.

### **Reimbursement of Meals, Mileage or Lodging**

An Instructor may request reimbursement by completing the form "DPSST TRAVEL EXPENSE DETAIL SHEET / Part-Time Trainers, Board Members, Volunteers, Agency Loan & Other Travelers." This form is found on our website at: <https://www.oregon.gov/dpsst/AT/pages/Instructortools.aspx>.

## **ACADEMY VEHICLES**

Occasionally, there will be a need for Instructors to use DPSST agency vehicles. When this need arises, the Instructor will contact Academy Operations, their assigned coordinator or supervisor to sign out a vehicle. Instructors will abide by all traffic laws of the State of Oregon, be courteous, and be defensive drivers when operating DPSST agency vehicles. Instructors are required to have a valid driver's license on their person while operating a DPSST agency vehicle.

When an Instructor has returned the DPSST agency vehicle to the Academy, he or she will complete the form "Vehicle Maintenance Log."

## **PARKING PERMITS**

Part-Time Instructors and Role Players will be issued a staff-parking permit. Each Instructor or Role Player will be expected to display this permit in/on his/her car at all times while on Academy grounds.

## **LIABILITY COVERAGE**

All certified Instructors are provided liability coverage as follows:

### **) Tort Liability**

All Instructors will be protected from civil liability for injuries or damages to the person or property of others, subject to the following general conditions:

- The Instructor is teaching a unit they are qualified to instruct; and
- The Instructor is working on a state agency task assigned by an authorized agency supervisor; and
- The Instructor limits his or her actions to the duties assigned; and
- The Instructor performs the assigned task in good faith, and does not act in a manner that is reckless or with the intent to inflict harm to others.

The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300, and Oregon Department of Administrative Services Risk Management Division Policy Manual, 125-7-202.

### **) Motor Vehicle Liability**

If an Instructor uses a personally owned vehicle in the course of his or her duties, the Instructor is required to have automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. State provided auto liability coverage would apply on a limited basis only after the primary coverage limits have been used. If the Instructor is employed full-time by DPSST, the employee must also complete a POV form to have on file with Business Services.

### **) Volunteer Injury Coverage**

Workers' compensation is not provided; however, the agency has an injury protection plan to cover injuries of authorized Instructors. It is limited to only injuries due to an accident while performing Instructor duties. The state will pay medical treatment bills, disability, and death and dismemberment benefits to the limits and under the terms and conditions described in Oregon Department of Administrative Services Risk Management Division Policy Manual, 125-7-204. If an Instructor is injured in a private vehicle, the private vehicle owner's insurance is responsible for the medical bills.

### **) Reporting Responsibility**

Any time an Instructor, while performing assigned duties, is involved in any accident or exposed to a situation that has the potential for liability, the Instructor must inform the appropriate supervisor as soon as possible. Additionally, a DPSST "Incident Report" form must be submitted to the appropriate supervisor within 24 hours.

## **INSTRUCTOR EVALUATIONS**

### **Student/Instructor Evaluation**

Students are provided the opportunity to complete an anonymous survey evaluating Instructors and material following each course. Instructors may request a copy of their course evaluations from the Class Training Coordinator. Please note that student comments are not altered; the comments received are as the students typed them.



## **INSTRUCTOR PROFESSIONAL ETHICS**

### **Instructor as a Role Model**

Instructors are expected to contribute in a positive manner to the student experience.

- ) Instructors must demonstrate respect, integrity, and professionalism at all times. This applies to the Academy, agencies and the profession itself.
- ) Instructors must be mindful of the informal messages contained in stories from the field. Any story or example from one's own experience should align with the message of the Academy, and should never demean any person, or demonstrate a lack of respect for people, places, laws, or policies. If a story or example does not comply with these guidelines, it should not be shared at the Academy.
- ) The Academy encourages staff and Instructors to share the noon meal with the students they serve.

### **Instructor Professionalism**

Instructors are expected to maintain a professional demeanor whenever they are representing the Academy.

- ) Instructors will be polite, courteous, and treat all persons others with respect (regardless of who they are). Any breach of professional standards is grounds for discipline, including immediate revocation of Instructor Certification and up to termination.
- ) Instructors are never (during class or on break) to use offensive jokes, words, gestures, stories, or comments that could reasonably offend any person or group of people. There shall be no visual harassment of any sort, offensive touching, jokes, comments, compliments, pet names, cartoons, or other depictions which could be considered to be offensive in nature (either before, during or after class). It is incumbent on each Instructor to show respect for students in all disciplines, their employer, other members of the criminal justice system and the public.
- ) Instructors are expected to support and not undermine formal curriculum. If you disagree with something that is being taught, you should discuss it in a professional manner with the Coordinator and not in front of students.
- ) Instructors are expected to demonstrate integrity by not undermining the integrity of the Academy.
- ) Instructors should contribute to the process of ensuring that curriculum remains current, accurate, and professional. If you have a question or find something that needs attention, please send the course topic, issue and page or slide numbers, if possible, to: [CPErequests@state.or.us](mailto:CPErequests@state.or.us).
- ) Instructors shall expect the loyalty and services of all Academy staff—just as DPSST expects Instructors' loyalty. We are all part of the same team. A team that has the honorable role of helping to prepare new public safety professionals for a rewarding, safe, and healthy career.

### **Instructor Misconduct**

Certain conduct is specifically prohibited and will result in immediate corrective action by Academy staff. Some examples of specifically prohibited conduct include (but are not limited to):

- ) Harassment of any person based on perceived gender, race, religion, ethnicity, sexual orientation, age or disability.

Harassment is defined as unwelcome comments, gestures, visual or oral representations or physical contacts of a discriminatory or sexual nature that interfere with a person's work or academic performance and/or create an intimidating, hostile or offensive work environment.

Examples of harassing behaviors include, but are not limited to:

- o Close surveillance or monitoring of a person's activities or social contacts.
- o Sexually suggestive or discriminatory comments, jokes, innuendoes or gestures.
- o Inappropriate comments on a person's physical appearance, characteristics, or clothing (this includes comments on a person's body markings or piercing(s)).
- o Negative or offensive comments or teasing about a person's gender, race, religion, ethnicity, sexual orientation, age or disability.
- o Use of unwelcome nicknames, pet names or the use of sexist or demeaning terms.
- o Inappropriate physical contacts such as hugging, kissing, pinching or touching.
- o Public speculation on a person's sexual orientation.
- o Inappropriate questions about a person's private sexual life or activities.
- o Use of obscene language.
- o Display of sexually suggestive or discriminatory literature, drawings, photographs, cartoons or videotapes.

- ) Acts of violence, intimidating or menacing behavior
- ) Theft
- ) Any unlawful acts
- ) Cheating on examinations
- ) Dishonesty, lying or attempting to conceal violations
- ) Alcohol possession or use in or on the Academy grounds
- ) Unauthorized use or possession of controlled substances in or on the Academy grounds
- ) Unauthorized cross-gender visits in dormitory rooms

## **Relationships and Courtesy Address**

Recognizing there is a power differential between the student and the Instructor, it is expected that Instructors will maintain a professional relationship with students and any social contact between an Instructor and students will be for benefit of the Academy and contribute to the training mission. Questions or request for clarifications on this subject will be directed to a Class Training Coordinator or an Academy Operations Manager.

Instructors shall address students professionally and students shall address Instructors in a professional manner. The professional address of "Sir" or "Ma'am" may be used.

## **ALLEGATIONS OF INSTRUCTOR MISCONDUCT**

### **Complaint Process**

The following procedure will be used when a student feels that Academy staff, Instructors or other students have subjected him or her to inappropriate conduct, either verbal or physical:

1. Immediately report the incident to the Class Training Coordinator or Manager if the inappropriate conduct was by a member of the Training Division staff. If necessary, students may report inappropriate conduct to other available Academy staff. If the offensive conduct occurs after class hours, immediately notify Academy staff and report any dangerous or threatening conduct to the Duty Officer or Student Services.
2. If the inappropriate conduct is occurring or has just occurred, Academy staff will intervene at once to stop the offensive conduct.
3. Academy staff receiving a complaint of inappropriate conduct will document the complaint in writing and immediately forward to the appropriate manager. The manager will conduct an inquiry and/or assign the complaint to a Class Training Coordinator for investigation—unless extenuating circumstances exist.

### **DPSST Staff Response and Investigation Process for Allegations of Academy Rules Violations by Instructor**

If any member of DPSST staff receives information accusing an Instructor of violating Academy rules, the following procedure will be used:

1. The staff member receiving the allegation(s) will document information received on a DPSST Incident Report and forward it to the Director of Training (or designee). The Director of Training (or designee) will also notify Human Resources of the allegation(s).
2. The Director of Training (or designee) will investigate the alleged rules violation. The investigation will be started within 24 hours of receiving the report, unless extreme extenuating circumstances exist, in which case the investigation will be initiated as soon as possible.
3. Academy staff investigating an allegation of rules violation will notify the Instructor's employing agency that an investigation is being conducted.
4. Results of the investigation will be addressed, in writing, as to the validity of the allegations.
5. The Director of Training (or designee), will provide written notice to the accused Instructor of the allegations made against him or her, the findings of the investigation, and advise the accused Instructor of the opportunity to be heard and to contest the allegations. Human Resources will review and approve the wording of this notice prior to delivery to the accused Instructor.
6. The Director of Training (or designee) will conduct a hearing with the student present and shall consider the results of the investigation and statements by the accused.
7. Academy staff will advise the Instructor's employing agency of the findings of the investigation.
8. If the allegation is sustained, the Academy Operations Manager will recommend sanctions to the Director of Training.
9. The Director of Training will impose appropriate sanctions.
10. If the reporting student(s) or disciplined person disagrees with the results of the investigation or the sanctions imposed, he or she may appeal to the Director of DPSST.

Sanctions, which may be taken, are:

- ) Counseling
- ) Suspension

## **INSTRUCTIONAL ENVIRONMENT**

### **Student Learning**

You are responsible for setting an appropriate environment (learning community) for your class. Meeting the emotional and psychological needs of students will help them better engage in the learning process, thus improving comprehension and retention.

The Academy curriculum is designed with a progressive approach to knowledge and skill development. The learning environment of the Academy places the responsibility on the student for his or her learning. Students are expected to read their material and come to class ready to engage and ask questions. Instructors are pivotal in the development of student critical thinking, problem-solving and decision-making. Students will apply knowledge and skills in classroom exercises, as well as in scenario training, and Instructors will help coach them through their learning experiences.

Instructor training in how to effectively facilitate student learning is available. This course is separate from specialized Instructor Development Courses and is a required prerequisite for teaching select courses. Instructors who are interested in further skill development should inquire with Class Training Coordinators.

In most cases, the curriculum includes course goals and learning outcomes:

- ) A course goal articulates what the course instruction can do for the learner.
- ) Learning outcomes articulate what a learner should be able to DO after instruction.

Instructors should familiarize themselves with the course goal and learning outcomes. Instructors are responsible for ensuring that the learning experience you create for the students during the instructional period provides them all they need to be able to complete the articulated learning outcomes. Students know they are responsible for the outcomes and are depending on Instructors to get them there. As such, students will likely have questions about learning outcomes, if they don't feel that they have been covered adequately. These inquiries shall be handled respectfully and intentionally, facilitating continued learning and reinforcing what they need to know. Periodic or end-of-class reviews of key points of instruction are beneficial.

It is never acceptable to simply “give answers” to what will later be covered in tests and exams. Under no circumstances should Instructors/facilitators give out test questions to anyone. This practice is considered cheating. The method of tapping ones foot and saying “you might see this again...”, or any other such method is prohibited.

### **Curriculum Check-Out**

Current curriculum is available through the DPSST Google Drive. You may request a link through DPSST Instructor Scheduling at [dpsst.instructorscheduling@state.or.us](mailto:dpsst.instructorscheduling@state.or.us).

### **Curriculum Changes**

The Academy is legally required to accurately archive curriculum for each class and all changes must be documented. Therefore, Instructors may not bring in or use outside curriculum. All Instructors/facilitators shall deliver the DPSST approved curriculum.

Curriculum changes occur through the Center for Policing Excellence (CPE) at DPSST. You may also discuss and request changes of curriculum through a Class Training Coordinator, and they will work with CPE through the proper change process.

Changes to curriculum must be pre-approved using the “Curriculum Change Request Form.” This form is available upon request from the Training Coordinator of that section. This process will track those changes to ensure a complete and accurate course is archived.

As previously indicated, Instructors should contribute to the process of ensuring that curriculum remains current, accurate, and professional. If you have a question or find something that needs attention, please send the course topic, issue and page or slide numbers if possible to: [CPErequests@state.or.us](mailto:CPErequests@state.or.us).

### **Classroom/Venue Management**

Instructors should report concerns or issues with students to Coordinators. These may include, but are not limited to: students who are tardy, students who do not come to class prepared, students who do not fully engage or participate in the training, students who demonstrate insufficient skill development for the stage in training, and students who demonstrate attitudes or behaviors that are unbecoming to the profession.

Instructors are responsible for upholding classroom/venue rules and reporting issues or student concerns to Coordinators. In addition to respect for people and property, the following are some additional classroom/venue rules:

Classroom C Building	Mat Rooms, Gym D Building	Classroom, Ranges F Building	Scenario Village and Emergency Vehicle Operations
<p>No food in the classroom (chewing gum, mints, cough drops, etc. are permitted)</p> <p>Drinks with lids only</p>	<p>Screening</p> <p>No weapons</p> <p>Clean shoes</p>	<p>Screening</p>	<p>Screening</p> <p>Eye protection</p> <p>Leg Bands</p> <p>No weapons</p>

At no time will Instructors impose discipline or physical punishment to a student. Instructors shall take appropriate action and immediately address students that are out of compliance. Instructors should then notify a Coordinator or an Academy Manager to address students that are out of compliance.

At times, there will be visitors in classroom and skill venues. Make every effort to acknowledge these visitors and make them feel welcome. However, it is important for you to remember that generally visitors to your classroom or skill venue are just that: visitors. They are not to interject or take over the class that you are teaching. If visitors are disruptive to the classroom, respectfully ask them to stop the disruptive behavior and as a last resort, respectfully ask them to leave. It is your responsibility to manage the classroom dynamics appropriately. If there are issues or concerns regarding visitor behavior, report this to Coordinators or Program Managers right away.

## **Reporting Student Injuries / Damage to Equipment**

The “Incident Report” form is used any time a student, or staff, becomes injured, ill, is involved in an accident, damages equipment or has a near miss during training. All injuries or illnesses shall be reported immediately and the employing agency of the injured or ill student shall be notified.

Prior to attendance at DPSST, the student’s physician has attested that the student is able to perform all of the essential tasks of an officer. If the medical condition of the student changes prior to the Academy, it is the student’s responsibility to notify their agency and DPSST. If this change is brought to the attention of DPSST staff or Instructors, and the student cannot perform the essential tasks or the training which will enable them to perform the essential tasks, the student will be sent to a physician for an evaluation. If, in the opinion of the physician, the student cannot perform those tasks, the employing agency of the student will be notified and the student may be removed from the Academy until they can perform the essential tasks or the training. Other options may include the student attending a future class depending on the prognosis.

If the student is injured at the Academy, the student shall complete a DPSST “Physician’s Release” form prior to returning to any training.

## **Breaks, Lunch and Duration of Class**

Respect for students and the learning process will be reflected in Instructor’s high expectations of them. Instructors shall begin class on time and expect them to be ready to engage when you begin class. Instructors shall advise students of the time that the class will begin after each break and lunch period (generally 60 minutes) and be sure to provide a brief break (approximately 10 minutes) every hour to support adult learning needs. Students are expected to time their own breaks—do not call them to class. Instructors shall allow the students to be adults and monitor their own needs between these break periods. Lunch periods are normally sixty minutes and breaks are about ten minutes for each hour of instruction.

Instructors are responsible for the entire duration of the class time allotted. If an Instructor completes required training prior to the end of the allotted time, that Instructor shall make every effort to continue the learning process—based on the material covered—through group discussion, scenario-based discussion or team exercise. After class, the Instructor shall notify the appropriate Coordinator who will submit the issues to the appropriate manager for future discussion.

## **Instructor / Student Attire**

) Instructor Attire

- Academic Instructors (classes taught in the classroom) are expected to wear business casual or their agency uniform. Athletic shoes of any kind are not considered formal.
- Skills Instructors are expected to wear the DPSST red polo shirt or T-shirt and navy blue BDU's (or 5-1-1 tactical pants, navy blue).
- Scenario evaluators may wear civilian attire, but must keep the safety vest assigned to evaluators worn at all times.
- Instructors will be issued appropriate uniforms as determined by their Manager.

) Student Attire

- Training Coordinators and Instructors are expected to ensure students are in appropriate attire during class (see Student Rules & Regulations for appropriate dress code).

## **Student Conduct**

Instructors will support and enforce student conduct expectations. A focus on excellence, pride and teamwork should be encouraged during all learning processes. The Student Rules and Regulations handbook is available to Instructors to review all requirements and processes the students will abide by while at the academy.