



Oregon

Kate Brown, Governor

Department of Public Safety Standards and Training

4190 Aumsville Hwy SE

Salem, OR 97317-8983

503-378-2100

<http://www.dpsst.state.or.us>

July 5, 2020

John Doe
123 Main ST NE
Anytown, US 99999

Dear Mr. Doe:

The Department of Public Safety Standards and Training (DPSST) is responsible for ensuring the all established professional standards for public safety certification in the State of Oregon are maintained, including the moral fitness standards found in Oregon Administrative Rule 259-008-0300.

DPSST has opened a professional standards case based on information received that suggests that you may have engaged in conduct that violates these standards.

The Police/Corrections/Telecommunications Policy Committee will review your case on the date, time and location listed below to determine whether action to revoke your public safety certifications is warranted.

Meeting Date: Date/Time

Location: DPSST - 4190 Aumsville Hwy SE, Salem, OR 97317

If you would prefer to not to have your case heard in front of the Policy Committee and Board and instead wish to voluntarily surrender your certification or if your discharge is not final due to a grievance or arbitration, please let me know.

Mitigation:

Included with this letter is a summary of your case that the Policy Committee members will be asked to consider when making their determination. (Note: During their deliberation, Policy Committee members have the discretion to include additional relevant facts from any supporting documentation, strike facts that are not relevant to the case, or request DPSST conduct further investigation into the facts presented. If the policy committee determines additional investigation is needed, the case may be pulled to be reviewed at a later date.)

You have the right to submit mitigation for consideration by the Policy Committee members. If you choose to submit mitigation, *you must include any supporting documents that prove the information being submitted is true.* Arrangements can also be made for you, or a representative of your choosing, to appear at the Policy Committee meeting to provide verbal mitigation. Verbal mitigation will be limited to 5 minutes and does not offer an opportunity for questions to be asked or answered by Policy Committee members. Pursuant to OAR verbal mitigation cannot be provided telephonically.

You must notify DPSST if you wish to present verbal mitigation. Any written mitigation, along with supporting documentation, will not be accepted after the mitigation due date listed below. This is required to allow sufficient time for the materials to be provided to the Policy Committee for review prior to the meeting.

Mitigation Due Date: Date

Case Summary:

The following information will be provided to the policy committee, along with the investigatory documents and any mitigation you submit. This is being provided to you to assist in preparing any relevant information you believe should be considered.

Reason for Discretionary Review

On 7/5/2020, John Doe separated from the Anytown Police Department (APD) following an investigation of untruthfulness.

Details Used in Staff Determination
Varies by case
Additional Relevant Circumstances for Consideration
Doe holds basic and intermediate certifications.
Doe had been employed with the APD since 2005.
Varies by case

Review Process:

The policy committee will review the facts of the case and all supporting documentation to determine if a moral fitness violation exists based on the following standards:

- **Dishonesty:** Intentional conduct that includes untruthfulness, dishonesty by admission or omission, deception, misrepresentation, falsification or reckless disregard for the truth.
- **Misconduct:** Conduct that violates criminal laws or conduct that threatens or harms persons, property or the efficient operations of any agency.
- **Misuse of Authority:** Intentional conduct that includes the use or attempted use of one's position or authority as a public safety professional to obtain a benefit, avoid a detriment or harm another.

If no moral fitness violations are found, the policy committee will vote to administratively close the case.

If the committee finds that a moral fitness violation exists, you will have an opportunity to provide verbal mitigation (if requested). The policy committee will consider all facts of the case, including your written and verbal mitigation, and determine if action should be taken against your certification(s)/application for training and subsequent certification.

The decision of the Policy Committee goes before the Board on Public Safety Standards and Training as a recommendation at their next scheduled meeting for approval. The Board has the

authority to uphold the policy committee's recommendation or send it back to the Policy Committee for further review.

Due Process:

If a revocation or denial action is recommended you will receive a Contested Case Notice which includes information about your right to a hearing.

If you would prefer to voluntarily surrender your certifications in lieu of having your case reviewed, or if you have any questions about the laws and rules that govern DPSST certification, the professional standards review process, or your due process rights, please let me know.

Sincerely,

Professional Standards
Department of Public Safety Standards and Training

cc: Anytown Police Department