

Policy Committee Meeting

Explanation of process for officers having a case reviewed

You are here because DPSST has determined that your conduct violates the Board's moral fitness standards and your case is going to be reviewed by the policy committee. The policy committee does not make the final determination on whether or not action is taken, instead they will make a recommendation to the Board on Public Safety Standards and Training. The Board will then approve or deny that recommendation during their next quarterly meeting. This document has been provided to give you a high level overview of what happens during and after your case is reviewed.

At the committee meeting

After you sign in at reception, you will be asked to wait with any other officers for a staff member to bring you to the Boardroom. You, or a representative on your behalf, have the option to provide a 5 minute verbal statement to the committee, please let the staff member know if you plan to provide a statement.

Upon entering the Boardroom, each guest must sign in on the sheet at the table and sit in the chairs along the wall behind the table. Please fill in from the first seat from the door you entered and don't leave empty seats to ensure all officers and their guests can sit together.

At the start of the meeting, a roll call will be conducted, everyone present must announce themselves during the roll call. The meeting starts with the approval of the last meeting's minutes then will move into reviewing professional standards cases. (Note: We try to adjust the agenda to accommodate officers that are present during the meeting so that you aren't waiting, but this is not always possible.)

Presenting the case

When your case is announced, DPSST staff will give a brief summary of your case and then you will have the opportunity to provide a verbal statement. If you are providing a verbal statement, you or your representative will be asked to come to the table to give your statement. You may elect to stand or sit at the provided chair. Your verbal statement cannot go over 5 minutes, at the end of the 5 minutes the Chair will interrupt, and you will be asked to return to your seat. The committee members will proceed with the discussion of your case. Please know that the Committee members are prohibited from directly asking you questions at any time during or after your statement or the subsequent discussion. You are also prohibited from commenting further during the discussion.

Policy committee discussion/recommendation

The policy committee will proceed with the discussion your case, considering your conduct, as well as any aggravating or mitigating circumstances. After discussion, the following votes will occur:

1. The committee will vote to adopt the staff report or ask staff for more information. *There is a possibility that the case could be held over to another committee meeting if the verbal statement or information contained in the staff report requires further fact checking.*
2. The committee will then vote to recommend whether the Board should take action against your certification or application for training and subsequent certification.
 - a. If the recommendation is to NOT take action, the case review is complete and the recommendation to NOT DENY or NOT REVOKE will be sent to the Board for their review and decision.
 - b. If the recommendation is to take action, the committee will discuss and vote on the length of

time you will be ineligible to hold public safety certification in Oregon. This ineligibility period can range from 3 years to a lifetime, depending on the specific circumstances of your case. After this vote, the case review is complete and the recommendation to DENY or REVOKE, along with the recommended ineligibility period, will be sent to the Board for their review and decision.

REMEMBER – The Policy Committee decision is a recommendation only. Your certifications are not impacted until after the Board approves the recommendation.

You are free to leave the meeting at any time before, during or after your case is discussed.

Notice of Intent to Revoke Certifications or Deny Training and Subsequent Certification

If the recommendation is to take action, DPSST will send a Notice of Intent to Revoke or Deny Certification to you or your legal representative. This notice will include information on your rights to request an administrative hearing. If you intend to request a hearing, the request must be received per the instructions outlined in the notice and within the timeframe listed or it will be denied.

Recommendations to the Board

The Board will review all materials that were presented at the committee meeting, including a transcript of your verbal statement (if provided) and make a decision to affirm or deny the policy committee's recommendation.

Recommendation to NOT take action

- If the recommendation is affirmed, DPSST will close your case with no further action.
- If the recommendation is not affirmed, the Board will send the case back with instructions to the policy committee.

Recommendation to take action

- If the recommendation is affirmed, DPSST will proceed with administrative due process as outlined in the Notice of Intent provided following the Policy Committee meeting.
- If the recommendation is not affirmed, the Board will send the case back with instructions to the policy committee.

Note: All information the Committee and Board used to make the decision is a public record subject to Oregon Public Records Law.

Board Meetings typically occur two months following the policy committee meeting

Both the Policy Committee and Board meetings are live streamed at
<https://www.facebook.com/DPSSTOregon>.