



Psychological Screening Reference Guide

The law states a law enforcement agency may not employ a person as a police officer or reserve unless the person has completed a psychological screening. (SB423). The Board on Public Safety Standards and Training (Board) is granted the authority to set the standard and requirements for the psychological screening. Key points of the screening are:

- The psychological screening process is used to identify mental conditions, personality disorders, personality traits or behavior patterns that may adversely affect the officer's ability to perform the essential functions of a police officer or reserve officer with reasonable skill, safety and judgement based upon the pre-employment psychological screening criteria established by the law enforcement unit.
- The psychological screening must be conducted by a licensed mental health professional who can demonstrate, to the law enforcement unit's satisfaction, expertise in clinical assessment and the assessment of normal personality characteristics, skills and abilities relevant to public safety personnel selection.

"Licensed Mental Health Professional" includes:

- A psychologist who is licensed by the Oregon Board of Psychology or the licensing body in the state where the person provides the psychological services; or
- A mental health professional who is licensed by the licensing body in the state where the person provides mental health services.
- The psychological screening must include:
 - A written psychological test battery relevant to the pre-employment psychological screening criteria established by the law enforcement unit. The results of the written test should be reviewed and verified by the licensed mental health professional prior to the in-person interview;
 - An in-person interview conducted by the licensed mental health professional; and
 - A report provided by the licensed mental health professional in the manner requested by the law enforcement unit.
- The psychological screening must conform to applicable standards of the Americans with Disabilities Act (ADA) Title 42 USC 1210.
- Psychological screenings older than one year are no longer valid for the purposes of satisfying the pre-employment psychological screening requirement.
- Hiring decisions are the responsibility of each law enforcement unit. The law enforcement unit hiring the police officer or reserve officer maintains the discretion to determine how the information provided in a psychological screening report impacts the hiring decision.

Hiring agencies have complete discretion, within the confines of the requirements detailed above, with respect to selecting a mental health provider, determining which psych screening to use and making hiring decisions based upon psych screening results.

Scenario	Requirements
Scenario 1: Newly hired reserve or police officer.	Must complete a psych and report as new hire on F4. (along with F5 and F2a, if applicable)
Scenario 2: Reserve or police officer transferring from one agency to another.	Must complete a psych and report as new hire on F4. (along with F5 and F2a, if applicable)
Scenario 3: Police officer moving to a higher, lower or different rank in the police discipline within the same agency.	Psych not required. Report as a promotion/reclassification on F4.
Scenario 4: Employee moving from a non-police position (civilian) into a reserve or police officer position within the same agency.	Must complete a psych and report on F4. (along with F5 and F2a, if applicable)
Scenario 5: Employee moving from another discipline to reserve or police officer within the same agency. (Telecom, Corrections, Parole and Probation)	Must complete a psych and report on F4. (along with F5 and F2a, if applicable)
Scenario 6: Reserve officer moving into a police officer role within the same agency.	<ul style="list-style-type: none"> • If psych previously completed that complies with current OAR, no new psych needed. Reclassification reported on F4. • If no psych completed that complies with current OAR, psych required. Reported on F4 as reclassification.
Scenario 7: Police officer reclassifying to a reserve.	<ul style="list-style-type: none"> • If no break in service, submit an F4s indicating the reason for the separation from a certified role. Include, in the reason section, moving to reserve position and why. DPSST will administratively reclassify based on F4s. No psych required. No F4 required. • If there is a break in service, submit F4s separating officer and an F4 hiring officer as a reserve when appropriate. Psych must be completed.
Scenario 8: Police officer retiring and contracting back full-time.	<ul style="list-style-type: none"> • If no break in service, do not submit anything. The officer has not separated from their certified role so there is no need for an F4s or F4. • If break in service, submit F4s separating officer and an F4 hiring officer when appropriate. Psych must be completed.
Scenario 9: Officer working for one agency and hires on as a reserve for a different agency	<ul style="list-style-type: none"> • The agency hiring the person as a reserve must complete a psych and report as new hire on F4.
Scenario 10: Reserve working for one agency and hires on as an officer for a different agency	<ul style="list-style-type: none"> • The agency hiring the person as an officer must complete a psych and report as new hire on F4.