

**48 HOUR REQUIRED REPORTING\***

Form may be submitted via fax at 503-378-4600

INDIVIDUAL REPORTING – Name: \_\_\_\_\_

EMPLOYER REPORTING – Employer: \_\_\_\_\_

Information about individual charge with a crime(s):

Name: \_\_\_\_\_

PSID: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Last known/current address: \_\_\_\_\_

Date of arrest: \_\_\_\_\_ Date charged with crime(s): \_\_\_\_\_

Crimes: \_\_\_\_\_

Arresting agency: \_\_\_\_\_

City or County Court where the charges are pending: \_\_\_\_\_

Date individual is scheduled to appear in court: \_\_\_\_\_

Any additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORS 181A.885 Effect of being charged with crime.**

- (1) If a private security provider is charged with a crime, the private security provider shall notify the private security provider’s employer, or, if the private security provider is not employed, the Department of Public Safety Standards and Training, of that fact not later than 48 hours after the charge is filed.
- (2) If an executive manager knows that an employee has been charged with a crime, the executive manager shall notify the department of that fact not later than 48 hours after the executive manager acquired the knowledge.
- (3) The department may suspend the certificate or license of a private security provider charged with a crime pending disposition of the charge.
- (4) If an applicant for certification or licensure as a private security provider is charged with a crime, the applicant shall notify the department of that fact not later than 48 hours after the charge is filed.

\*This form is not a requirement, however, Oregon Revised Statute 181A.885 requires an individual who has been charged with a crime to report that information to their employer and/or the Department. This form was created for ease of reporting this information to the Department. If information is unknown please enter N/A.