This manual provides agencies with checklists and explanations on requirements for employment, training and certifications. DPSST will defer to Statute and Oregon Administrative Rule when questions arise.

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WEB LINKS / CRIMINAL JUSTICE CERTIFICATION STAFF / DEFINITIONS

Web Links
- Officer records are accessible via: [http://dpsstnet.state.or.us/PublicInquiry_CJ/smsgoperson.aspx](http://dpsstnet.state.or.us/PublicInquiry_CJ/smsgoperson.aspx)

Criminal Justice Staff

<table>
<thead>
<tr>
<th>Criminal Justice Certifications Main Line</th>
<th>503-378-4411</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Program Manager</td>
<td>Marsha Morin</td>
</tr>
<tr>
<td>Criminal Justice Compliance Auditor</td>
<td>Bob Sigleer</td>
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<tr>
<td>• Mandated training audits</td>
<td></td>
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<tr>
<td>• Mandated training certifications</td>
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<tr>
<td>• Class notebook audits</td>
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<tr>
<td>• Compliance audits</td>
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<tr>
<td>Criminal Justice Compliance Specialist</td>
<td>Jordan James-Largent</td>
</tr>
<tr>
<td>• Case determination analysis (F4s, F5, F7)</td>
<td></td>
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<tr>
<td>• Certification maintenance</td>
<td></td>
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<tr>
<td>Certification Compliance Specialist</td>
<td>Debbie Anderson</td>
</tr>
<tr>
<td>• CJ certifications issuance (F7/F7WS)</td>
<td></td>
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<tr>
<td>• Instructor certifications (F9)</td>
<td></td>
</tr>
<tr>
<td>• Sheriff eligibility (F25/F26)</td>
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<tr>
<td>Academy Student Scheduling Specialist</td>
<td>Jessica Klossen</td>
</tr>
<tr>
<td>• Scheduling basic training (F4, F2, F5)</td>
<td></td>
</tr>
<tr>
<td>• Scheduling leadership training (F5)</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Records Specialist</td>
<td>Marie Gueths</td>
</tr>
<tr>
<td>• Employment records management (F4/F4s)</td>
<td></td>
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<tr>
<td>• Recognition for service coordination</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice Office Specialist</td>
<td>Alicia Robb</td>
</tr>
<tr>
<td>• Training records management (F6/F6e/F15)</td>
<td></td>
</tr>
<tr>
<td>• Data entry (F11, F21, F22, transcripts, FTM)</td>
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</tr>
</tbody>
</table>

This manual is provided to assist CJ agencies.
DPSST will defer to Statute and Oregon Administrative Rule when questions arise.
Definitions:

Officer: a public safety officer, including corrections officers, emergency medical dispatchers, parole and probation officers, police officers, certified reserve officers, reserve officers, telecommunicators and regulatory specialists.

Law Enforcement (LE): Corrections, Parole and Probation, Police, Regulatory Specialists

Telecommunications: Telecommunicators (Telecom) and Emergency Medical Dispatch (EMD)
Did you know

- Attending training does not mean you are certified in a public safety discipline. You may get a certificate of completion of training, but you must specifically apply for DPSST CJ Public Safety and Instructor Certifications.

- Personnel Action forms are required by rule to be submitted within 10 days of employment action.

- An officer must have accepted an unconditional offer of employment before an F4 is submitted.

- DPSST employment records are used for the tracking individuals in DPSST certified roles. If a certified individual transfers to a non-certified role, they will be shown, in the DPSST officer record, as resigned from their certified role at that agency.

Employment Records in IRIS

http://dpsstnet.state.or.us/PublicInquiry_CJ/smsgoperson.aspx

- Officers who are not actively employed in a certified role over 5 years will not be visible in IRIS.
- Utilize IRIS to determine an individual’s status with DPSST.
- Along with the standard employment records, the following employment entries may be found:
  - DPSST Use Only: currently used for tracking certified Instructors.
  - Board Regulatory Action—Used to reflect period of time an officer is suspended.

Hire—Reserves (Police only)

Defined as a commissioned peace officer employed as a volunteer or working no more than 80 hours a month for a 90-day period. Required steps/forms:

- Background
- Submit Hiring Personnel Action (F4)

Hire—New to Agency and Never been certified:

- Background 259-008-0015
- Fingerprint within 90 days of hire
- Must Complete an Academic Proficiency Test or submit transcripts indicating a 4-year degree.
- Submit Hiring Personnel Action (F4)
- Complete Medical (http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx)
  - Must be completed per discipline
  - Must be completed prior to attending the academy
  - Valid for 6 months
  - F2a for Law Enforcement
  - F2Ta for Telecommunications
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Updated: 04/30/2018—Living document, check for updates
This manual is provided to assist CJ agencies. DPSST will defer to Statute and Oregon Administrative Rule when questions arise.

- Do not submit specific medical information (DPSST will send back)
  - Attend a DPSST Basic Academy Class (EMD has vendors with approved curriculum)
    - Submit Application for Training (F5)
    - Police and Corrections:
      - Must attend within 90 days of hire
    - Parole and Probation, Regulatory Specialist, Telecommunicator/EMD
      - Must complete training and field training before the 18-month certify by date
  - Complete Field Training Manual
  - Basic Certification (F7)
    - Corrections must be certified within 12 months of hire
    - All other disciplines must be certified within 18 months of hire

Hire—Instructor to teach Mandated Courses (DPSST and DOC Basic Courses, DPSST Leadership Courses, EMD Vendor Courses)

- Background 259-008-0015
- Submit Hiring Personnel Action (F4)
- Instructor Certification (F9)
  - Must be submitted prior to instructor teaching on their own.
  - Do not submit until it is determined the instructor will be teaching academy classes.

Hire—Out of State Lateral

- Background 259-008-0015
- Fingerprint within 90 days of hire
- Must Complete an Academic Proficiency Test or submit transcripts indicating a 4-year degree.
- Submit Hiring Personnel Action (F4)
- Complete Medical (http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx)
  - Must be completed per discipline
  - Must be completed prior to attending the academy
  - Valid for 6 months
  - F2a for Law Enforcement
  - F2Ta for Telecommunications
  - Do not submit specific medical information (DPSST will send back)
  - Attend a DPSST Basic Academy Class (EMD has vendors with approved curriculum)
    - Police and Corrections have a waiver process while telecommunicators have a challenge process.
    - Submit Application for Training (F5)
    - Police and Corrections:
      - Must attend within 90 days of hire
    - Parole and Probation, Regulatory Specialist, Telecommunicator/EMD
      - Must complete training and field training before the 18-month certify by date
  - Complete Field Training Manual
  - Basic Certification (F7)
Criminal Justice Certification Program
Administrative User Manual

- Corrections must be certified within 12 months of hire
- All other disciplines must be certified within 18 months of hire

Hire/Rehire–Active Oregon Certification (Lateral from another Oregon agency)

- Must be in same discipline for which they are certified.
- Certification cannot be lapsed
- **Background 259-008-0015**
- Submit Hiring Personnel Action ([F4](http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx))
- Fingerprint within 90 days of hire

Hire/Re-Hire–Lapsed Oregon Certification

- **Background 259-008-0015**
- Submit Hiring Personnel Action ([F4](http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx))
- Fingerprint within 90 days of hire
- If not employed over 90 days
- Complete Medical ([http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx](http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx))
  - Must be completed per discipline
  - Must be completed prior to attending the academy
  - Valid for 6 months
  - **F2a** for Law Enforcement
  - **F2Ta** for Telecommunications
  - Do not submit specific medical information (DPSST will send back)
- If not employed over 1 year but less than 5 years
  - Medical (above)
  - Must complete 8 hours use of force or firearms training within 30 days of re-hire.
- If not employed over 2-½ years
  - Medical (above)
  - Submit Application for Training ([F5](http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx))
  - Police or Corrections
    - Attend a DPSST Career Officer Development Class
  - Telecom:
    - Attend DPSST Basic Academy or
    - Request to Challenge Basic Telecommunication Course
  - EMD, Parole and Probation, Regulatory Specialist
    - Attend DPSST Basic Academy
- If not employed over 5 years
  - Medical (above)
  - Submit Application for Training ([F5](http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx))
  - Attend a DPSST Basic Academy Class (EMD has vendors with approved curriculum)
    - Police and Corrections:
      - Must attend within 90 days of hire
    - Parole and Probation, Regulatory Specialist, Telecommunicator/EMD
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- Must complete training and field training before the 18-month certify by date
  - Complete Field Training Manual
  - Attend CPR First Aid Training (submit on F6 Roster)
  - Basic Certification reactivation (F7)
    - Corrections must be certified within 12 months of hire
    - All other disciplines must be certified within 18 months of hire

Reclassifying to Multi or New Discipline within the Agency (includes police re
s)

- Submit Personnel Action (F4)
  - Multi-discipline must indicate a primary discipline.
- Fingerprints within 90 days of hire (reserves only)
- Complete Medical (http://www.oregon.gov/dpsst/CJ/Pages/CJForms.aspx)
  - Must be completed per discipline
  - Must be completed prior to attending the academy
  - Valid for 6 months
  - F2a for Law Enforcement
  - F2Ta for Telecommunications
  - Do not submit specific medical information (DPSST will send back)
- Attend a DPSST Basic Academy Class (EMD has vendors with approved curriculum)
  - Submit Application for Training (F5)
  - Police and Corrections:
    - Must attend within 90 days of hire
  - Parole and Probation, Regulatory Specialist, Telecommunicator/EMD
    - Must complete training and field training before the 18-month certify by date
- Complete Field Training Manual
- Basic Certification
  - Corrections must be certified within 12 months of hire
  - All other disciplines must be certified within 18 months of hire

Promotions/Demotions

- Agencies are required to submit personnel actions (F4) (within 10 days) when a certified individual promotes or demotes in their discipline
- Leadership Roles
  - Each agency has submitted an agency Rank Structure for Leadership level position that can be found at http://www.oregon.gov/dpsst/cj/Documents/CJForms/F14-AgencyRanks.pdf
  - Promotions into a leadership level position as indicated in the rank structure must attend Supervisory or Management training provided by DPSST or submit forms F21 or F22 listing equivalent training that meets the same standards as the DPSST courses.
  - The requirement is to attend training, not to be certified. (Exception is a Police Chief must be management certified.)
Supervision and/or Management training must be completed within 1 year of assignment to leadership role OR DPSST Supervision or Middle Management training attended within the past 5 years will satisfy this requirement.

### Leave of Absence

If an individual cannot or is not expected to perform the duties of their certified discipline, a personnel action indicating they are on leave must be reported to DPSST within 10 days.

When a public safety officer goes on leave of absence different rules apply based on the length of leave and the officer's certification status.

With the exception of military leave, any leave over 90 days is not recognized as creditable employment time for certifications and recognition.

### Return from Leave of Absence

Returns from leave must also be reported within 10 days.

DPSST will calculate the length of leave upon the officer’s return to work. Leaves under 90 days will be removed from the system.

If the leave is 90 day or more the following apply:

- Periods of leave cannot count towards creditable service time towards upper levels of certification. (except military leave)
- If the officer is not yet certified, they will still need to become certified within 18 months (12 months for corrections) of hire. Agencies can request a 1 year extension.
- DPSST will automatically extend Maintenance requirements if the leave is over 6 months.
- Certified Law Enforcement officers must complete 8 hours of firearms or use of force training within 30 days of return from leave.
- Certified Law Enforcement officers must have current first aid/CPR within 30 days of return from leave.

### Separations from Agency

- Submit Personnel Action-Separation (F4s) within 10 days of separating from an agency or discipline within an agency.
- DPSST will determine type of separation based on reason provided on the F4s form.
CERTIFICATIONS

Did you know

- Oregon Basic Certification is required for all law enforcement and telecommunication officers.
- Management certification is required for all Oregon Chiefs of Police.
- An F7 Application for Certification must be submitted after the following requirements have been met.
- Applications for certification are processed within 30 days a receipt.
- It is the responsibility of the submitting agency to ensure all requirements are met and applications are submitted in a manner that will allow DPSST to grant certifications in a timely manner or to request an extension.

Certification Record in IRIS

http://dpsstnet.state.or.us/PublicInquiry_CJ/smsgoperson.aspx

- Officers who are not actively employed in a certified role over 5 years will not be visible in IRIS.
- Utilize IRIS to determine an individual’s status with DPSST.
- Explanation of Statuses. Due to limited space, statuses are abbreviated in IRIS.
  - App Closed--the individual did not qualify for the certification at this time and will resubmit once the requirements are met.
  - App Incmpl--the application is missing information and DPSST has sent a notice to applicant or agency.
  - App InProc--DPSST is reviewing the application for certification.
  - App Recd--DPSST has received an application for certification; however, it has not been processed.
  - App Review--DPSST is reviewing the application for certification eligibility.
  - Granted--the certification has been granted to the individual.
  - Reactivate—The certification was previously lapsed and is now reactivated
  - Required--the certification is required to be obtained by the probation date.
  - Revoke—the certification has been revoked through a regulatory action.
  - Suspend--the certification has been suspended through a regulatory action.
  - SuspendMnt--the certification has been suspended due to maintenance requirements not being met.
Basic Certification Requirements

Failure to obtain Basic certification within the required timelines may result in a portion of an officer’s employment time not counting as creditable service towards upper levels of certification and recognition.

Law Enforcement Basic Requirements (Corrections, Police, Parole and Probation, Regulatory Specialists)
- Applies to all officers working over 80 hours a month for a 90-day period
- Does not apply to Reserves
- Corrections must be certified with 12 months of hire
- All other LE must be certified within 18 months of hire
- Attend CPR/First Aid Training and report on (F6) Training Roster
- Submit LE Code of Ethics (F11) (done during academy class)
- Pass DPSST Basic Academy Class (EMD has a list of approved vendors)
- Complete Field Training Manual
- Fingerprints submitted to OSP

Telecommunicator Basic Requirements
- Applies to: individuals employed in a position that answers 911 callers at a primary PSAP or secondary PSAP. A secondary PSAP must be acknowledged by the primary PSAP in that jurisdiction.
- Attend CPR/First Aid Training and report on (F6) Training Roster
- Submit Telecommunicator Code of Ethics (F11T) (done during academy class)
- Pass DPSST Basic Telecommunications Academy Class
- Complete Field Training Manual
- Fingerprints submitted to OSP

Emergency Medical Dispatcher
- Applies to individuals receiving calls from the public who provide pre-arrival instructions or dispatch medical provider.
  - Includes private ambulance companies who advertise their services to the public.
- Attend CPR/First Aid Training and report on (F6) Training Roster
- Submit Telecommunicator Code of Ethics (F11T) (done during academy class)
- Pass DPSST Basic EMD Academy Class or a vendor-provided class approved through DPSST
- Complete Field Training Manual
- Fingerprints submitted to OSP
Intermediate and Advanced Certifications (Career/Professional Track)

***Important*** The training categories on the F6 and F15 are used to track maintenance training requirements not intermediate or advanced certifications.

Intermediate and advanced certifications are optional; however, persons wishing to hold these certifications must demonstrate they possess the board approved state-wide requirements.

An F7 Application for Certification must be submitted after the following requirements have been met.

Officers with certification in multiple disciplines can only apply for upper levels of certification in their primary discipline. (rule change effective 5/1/2018)

Law Enforcement Requirements (Police, Corrections, Regulatory Specialists, Parole and Probation)

• Must have current CPR/First Aid (reported on an F6 Roster)
• Must have Basic Certification in the requested discipline; if applying for Advanced, must have Intermediate certification.
• LE Certification Charts: [http://www.oregon.gov/dpsst/cj/Pages/Certifications.aspx](http://www.oregon.gov/dpsst/cj/Pages/Certifications.aspx)
• DPSST officer records must reflect the work experience, education and training being used to apply for certification. CJ IRIS is available for agencies and the officers to verify accuracy prior to submitting the application and supplemental worksheet.
• The number of required hours of training in Leadership, Communications, Advanced Technical, and Risk subject areas are based on a combination of work experience in the discipline and education as indicated on the Certification Charts.
• A supplemental worksheet (F7WS) meeting the requirements indicated below must be submitted along with the F7 Application for Certification.
• The F7WS
  o DPSST does not track the subject areas required to obtain these certifications. Portions of a course could apply to multiple categories and each person applying has the ability to decide which category a training applies.
  o The training categories listed on the F6 Training Roster and F15 Individual Training log are used solely for the purpose of tracking maintenance standards and should not be confused with applying for upper levels of certification.
  o Agencies could recommend to their officers to maintain a personal log of training that would meet the certification requirements much the way an individual maintains a resume.
  o For each subject area, applicants must indicate:
    ▪ Date of Training (found in IRIS)
    ▪ The DPSST generated Course ID and Title for the training (found in IRIS)
    ▪ An explanation (in the officer’s own words) of how the course applies to the chosen subject.
      ▪ Example: 4 hours of this 40-hour Effective Law Enforcement course was dedicated to understanding how to effectively communicate with victims of a crime.
    ▪ The number of hours of the course that should be applied towards the subject area.
      ▪ Example: 4 hours
This manual is provided to assist CJ agencies. DPSST will defer to Statute and Oregon Administrative Rule when questions arise.

DPSST will not accept:
- A copy/paste of the course announcement or description
- The same course hours used in multiple subject areas.
  - Example: If 4 hours of the 40-hour Effective Law Enforcement Course was used in communication, you can only use the remaining 36 hours in the other subject areas.
- If applying for Advanced, training used for intermediate cannot be used.
- First Aid/CPR Training
- Any portion of basic training or the Field Training Manual
- Firearms qualifications/re-qualifications
- Agency Policies and procedure reviews
- Instructed hours (a class a person has taught cannot be used towards hours of training received)

Telecommunicator Requirements
- Must have current CPR/First Aid (reported on an F6 Roster)
- Must have Basic Telecommunicator Certification; if applying for advanced, must have Intermediate certification.
- DPSST officer records must reflect the work experience and training being used to apply for certification. CI IRIS is available for agencies and the officers to verify accuracy prior to submitting the application and supplemental worksheet.
- Telecommunicator Certification Charts: http://www.oregon.gov/dpsst/cj/Pages/Certifications.aspx
- A telecommunicator portfolio meeting the requirements indicated below must be submitted along with the F7 Application for Certification.
  - Portfolio Points: Telecommunicators use a points system applied to pre-determined categories.
    - Cover letter detailing the category, description and points assigned
    - Supporting documentation (awards, CAD reports, Media events, training records, etc.)
    - Intermediate certifications must include points from 2 categories
    - Advanced certifications must include points from 3 categories

Supervisory, Management, Executive Certifications (Leadership Track)
Leadership certifications are optional; however, persons wishing to hold these certifications must demonstrate they possess the Board-approved state-wide requirements.

Note: A Chief of Police must hold a management certification.

Each agency has submitted an agency Rank Structure for Leadership level positions that can be found at http://www.oregon.gov/dpsst/cj/Documents/CJForms/F14-AgencyRanks.pdf. Only officers in the ranks listed on this report can apply for Leadership certifications.

An F7 Application for Certification must be submitted after the following requirements have been met.
Supervisory Certification Requirements

Note: Supervisory certification requirements were updated effective 07/01/2017. The previous requirements are valid until December 31, 2018. This document lists the new requirements. For information on the previous requirements visit: http://www.oregon.gov/dpsst/cj/Pages/Certifications.aspx

- Must be currently employed in a rank/position listed in the Supervisory column of the agency Rank Structure.
  - That rank must be between an operational and middle manager level and is primarily responsible for the direct supervision of subordinates.
- Must have 2 years' experience as a first level supervisor occurring in the past 5 years.
- Must attend DPSST Supervisory Training (SLA) course OR submit an F21 Equivalency listing training that occurred in the last 5 years.
- Must have current CPR/First Aid (reported on an F6 Roster).
- Must have Basic Certification in the requested discipline.

Management Certification Requirements (must be reflected in IRIS)

- Must be currently employed in rank/position listed in the Management column of the agency Rank Structure.
  - That rank is between a supervisor and a department head and is primarily responsible for management and command duties.
- Must have 2 years' experience as a middle manager occurring in the past 5 years.
- Must attend DPSST Management Training (OLMA) course OR submit an F22 Equivalency listing training that occurred in the last 5 years.
- Must have at least 90 college credits.
- Must have current CPR/First Aid (reported on an F6 Roster).
- Must have Supervisory Certification in the requested discipline.

Executive Certification

- Must be currently employed in rank/position listed in the Executive column of the agency Rank Structure.
  - That rank is between a supervisor and a department head and is primarily responsible for management and command duties.
- Must have 2 years' experience as a middle manager occurring in the past 5 years.
- Must have at least 90 college credits.
- Must attach letter/memo to F7 listing 100 hours of executive level training completed within the past 5 years. Examples of executive courses:
  - FBI National
  - OEDI
  - Northwest Leadership Seminar
  - Executive Development Seminar
  - Civil Liability / Risk Management
- Must have current CPR/First Aid (reported on an F6 Roster).
- Must have Management Certification in the requested discipline.
Instructor Certifications

Individuals teaching mandated courses must hold DPSST Instructor certification.

- Mandated courses include:
  - Basic Police and Basic Police COD
  - Basic Corrections and Basic Corrections COD
  - Basic Parole and Probation
  - Basic OLCC (Regulatory Specialist)
  - Basic Telecommunications
  - EMD courses, both Academy and approved vendors
  - DOC Basic Corrections Course

An F9 Application for Instructor Certification must be submitted after the following requirements have been met.

Certification Requirements

- Must complete DPSST Instructor Development Course or course approved by DPSST.
- Must have 3 years’ experience in certifiable public safety position, or professional/educational experience that demonstrates the ability to instruct.

Lapsed Certifications

- Certifications lapse after 90 days of no longer being in the discipline (unless on Leave of Absence).
- Instructor Certifications lapse after 5 years of no longer being in the discipline.
- Lapsed certification means an officer is still certified; however, they must complete certain requirements to become reactivated.
- Timelines for reactivating a lapsed certification is based on employment dates for the specific discipline.
- Follow Hire—Lapse Certification under Employment section.
- Reactivated certifications will have a “Reactivate” Status.
- As this is a reactivation of a certification, a new physical certificate will not be printed.
WAIVERS, CHALLENGES, EXTENSIONS

To account for various extenuating circumstances the following options are available. For more information contact DPSST.

Waivers

Physical Standards Waivers
An agency can request a waiver of the physical standards if the medical provider indicates the critical and essential tasks can be completed even though the particular standard cannot be met. The waiver form (on the back of the F2a/F2Ta) must be completed in its entirety for a request for waiver to be reviewed.

Basic Police/Basic Correction full academy waivers
An agency can request a waiver of the Basic Police or Corrections class to attend a Career Officer Development Course for out of state transfers/hire by submitting a reciprocity Waiver Checklist form found under the Training category on the CJ forms web page.

To comply with the 90-day requirement to attend the academy, waiver requests and all required documentation must be submitted within 30 days of hire. Students are scheduled into both a full academy class and career officer development class to ensure they have a spot regardless of the outcome of the waiver; however if the waiver is not approved by the 90-day training requirement due to lack of response from the agency, students will be expected to attend the full basic academy.

Waivers are reviewed on a case-by-case basis. DPSST will not make advanced determinations on waivers until the officer has been hired and all required documentation has been received.

Documents required on the Waiver

Leadership Requirements Waivers
Timeframes for the training and employment requirements of leadership certifications can be waived provided the employing agency demonstrates that the applicant is performing supervisory, management or executive duties on a regular basis.

Instructor Certification Requirement Waivers
Training and employment/experience requirements of instructor certifications can be waived provided the training authority responsible for delivering the mandated training can attest to the instructors’ knowledge, skills and abilities to instruct a mandated course.

Time Extensions

Training Time Extensions
- Agencies can request a 1-year extension to complete required Basic and Leadership training.
• Agencies can request a 30-day extension of the 90-day requirement for Police and Corrections officers to attend Basic training.
  o Extensions are not necessary if the delay in attending a class is the result of an Academy action or lack of space in the class.
• Agencies can request a 90-day extension for the 8-hour Firearms or Use of Force training that is required when an officer is re-employed after a year.

Certification Time Extensions
• Agencies can request a 1-year extension to become certified in the Law Enforcement and Telecommunications disciplines.

Maintenance Requirements Time Extensions
• Agencies can request an extension of a specific maintenance requirement (Annual, 3-Year).
  o Extensions cannot extend beyond December 31 of the year following expiration.
  o An extension does not change the time frame for the next maintenance cycle.

Challenge a Telecommunicator Course
• An agency can submit a request for a telecommunicator to challenge a Basic Telecommunications course. Requests must include proof of successful completion of prior equivalent training, including documentation of the course content with hour and subject breakdown of the training and the telecommunicator’s employment history.
TRAINING ROSTERS AND TRAINING RECORD

Did you know...

- **Standardized Course List is no longer needed.** Agencies can enter the course name they want to see on a training record and determine the category of training to assign that to for maintenance training purposes.

- **Training categories are not used for tracking Intermediate/Advanced Certifications.** These categories are used only for tracking law enforcement and telecommunications maintenance training requirements. See the Certifications Section to learn more about the professional track certifications.

- **The eRoster Program allows DPSST to quickly enter training.** DPSST processed over 19,000 course rosters in 2017. The eRoster program has allowed us to stay current processing this many rosters for most of the year.

Officer Training Record (in IRIS)

http://dpsstnet.state.or.us/PublicInquiry_CJ/smmsgoperson.aspx

- Officers who are not actively employed in a certified role over 5 years will not be visible in IRIS.
- Utilize IRIS to determine an individual’s status with DPSST.
- Along with reported training, the following entries can be found on the officer training record:
  - History of completed maintenance (e.g., 2015 Police Maintenance – Completed)
  - Required training that is to be completed as part of a promotion, return from Leave, or rehire into a certified role.
    - Training Date: Date the training must be completed by
    - Course: Type of training that must be completed
    - Status: Required
  - XDELETE Courses: Indicates a course that was entered twice and is pending deletion.

Reporting Training

Training Rosters **F6** (1 course/multiple attendees)

- Used to report standard classes
- **F6e—eRoster** (preferred method of reporting)
  - Faster entry
  - Copy/paste option for populating large numbers of attendees
  - Holds 1000 attendees
- **F6** paper class roster
Individual Training Log **F15** (1 individual/multiple courses)

- Used to report large amounts of training not on an officer record listed in IRIS.
- Training listed while employed in Oregon will be entered separately.
- Training transferred from another state’s training record will be entered in a lump sum.
M A I N T E N A N C E

Did you know...

- CPR/First Aid certification should be reported on a training roster to allow for accurate tracking. (Sending CPR/First Aid cards is discouraged.)
- DPSST can now send maintenance notices via email to multiple individuals.
- Maintenance information can be found at: http://www.oregon.gov/dpsst/cj/Pages/CertificationMaintenance.aspx

Maintenance Tracking in IRIS

- Current maintenance requirements can be found in the “Requirements Tracking” tab.
- First Aid/CPR certification can also be found in Requirements Tracking.
  - If an officer is deficient on their CPR/First Aid, a required-by indicator will be added.

Reporting Training

Maintenance training must be reported on Training Rosters (F6) or the Individual Training Record (F15).

Notices

Notices of the current year’s maintenance requirements will be sent at the end of each quarter.

To receive email notices, send an email to schedulecert@state.or.us. Please include in the subject line “Maintenance Notification” and in the body of the message: Agency name, recipient(s) name, email address and if they should receive Law Enforcement or Telecom/EMD maintenance (or both).

Law Enforcement Maintenance (3 separate requirements)

Applies to: Corrections, Police, Parole and Probation, Regulatory Specialists (OLCC)

Annual Maintenance (by December 31 each year)

- 8 hours use of force or firearms training
- 1 hour ethics training

3-Year Maintenance (December 31 every 3 years)

- 3 hours CIT/mental health training
- 24 hours leadership training (if Supervisory certified)
- 84 hours total training in a 3-year period.

CPR/First Aid

- Required at all times
- If no current certification, Deficiency process will be followed (there is no extension option).
Telecommunications Maintenance (December 31 each year)

Telecommunicator Certified Only
- 12 hours training related to Telecommunications
- 1 of those hours must be in Ethics

EMD Certified Only
- 8 hours training related to EMD
- 1 of those hours must be in Ethics

Telecommunicator and EMD Certified
- 12 hours training related to Telecommunications
- 4 hours training related to EMD
- 1 of the hours must be in Ethics

Telecommunicator Leadership
- 2 hours Leadership training (if Supervisory certified)
- In addition to Telecommunicator or Telecom/EMD maintenance

Maintenance Deficiency
- Notice of Deficiency will be sent the month after expiration date of the maintenance period
  - Requires 30 days to respond with
    - A training roster for any training that was not reported during the maintenance period
    - A request for an extension
    - A Personnel Action separating or indicating employee is on leave
- Notice of Intent to Suspend will be sent if no response to Notice of Deficiency.
  - Requires 30 days to respond with
    - A training roster for any training that was not reported during the maintenance period
    - A request for extension
    - A Personnel Action separating or indicating employee is on leave
- No response to Notice of Intent to Suspend
  - Affected certifications will be suspended
  - Employment status will be reclassified to certification suspended
  - Officers cannot work with suspended certifications

Extensions and Reinstatement of Suspended Certifications
- Extensions cannot go beyond December 31st of the current maintenance period.
- Extensions do not affect the timing of the current maintenance period.
- Maintenance-suspended certifications can be reactivated once the certified employee completes the deficient maintenance requirements that caused the maintenance suspension. Once the deficiency has been resolved, the employee must follow the employment/certifications processes depending on length of time suspended.
SUMMARY OF CHANGES TO THIS USER MANUAL

- 06/12/2018 Intermediate/Advanced Certifications--Added “Instructed hours (a class a person has taught cannot be used towards hours of training received)” to the list of items DPSST will not accept. This was an oversight, not a rule change.