

CRIMINAL JUSTICE EMPLOYEE CHECK LIST

DATE

- \_\_\_\_\_ Fingerprint card to Oregon State Police-Identification Bureau
- \_\_\_\_\_ Fingerprint return received--- OSBI# \_\_\_\_\_
- \_\_\_\_\_ Medical examination report completed
- \_\_\_\_\_ Birth and age certification
- \_\_\_\_\_ Education level verification

REFERENCES CHECKED

- \_\_\_\_\_ Personal References
- \_\_\_\_\_ Military Records
- \_\_\_\_\_ Current and Former Neighbors
- \_\_\_\_\_ Former Employers
- \_\_\_\_\_ Miscellaneous Contacts (relatives, fellow employees, etc.)
- \_\_\_\_\_ School References
- \_\_\_\_\_ Motor Vehicles Records
- \_\_\_\_\_ Credit References
- \_\_\_\_\_ Police Files
- \_\_\_\_\_ Local- Date \_\_\_\_\_
- \_\_\_\_\_ Former Residences- Date \_\_\_\_\_
- \_\_\_\_\_ Personal Interviews.....Interviewed by \_\_\_\_\_
- \_\_\_\_\_ Personnel Action Report (F-4) form to:  
 Personnel Office Date \_\_\_\_\_  
 Department of Public Safety Standards and Training Date \_\_\_\_\_(within 10 days of employment)  
 Other \_\_\_\_\_
- \_\_\_\_\_ Field Training Manual received
- \_\_\_\_\_ Code of Ethics subscribed
- \_\_\_\_\_ Oath of Office administered
- \_\_\_\_\_ Basic Training
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ First -Aid
- \_\_\_\_\_ Cardiopulmonary Resuscitation (CPR)
- \_\_\_\_\_ Field Training Manual completed and forwarded to DPSST

**Certification**

Level	Date Application (F-7) to DPSST	Date Certificate Received
Basic (after nine months service)		
Intermediate		
Advanced		
Management		
Supervisory		
Executive		

