



DPSST Bulletin

Training For Excellence

February 2004

**The mission of
DPSST is to
promote
excellence in
public safety
through the
development of
professional
standards and the
delivery of quality
training.**

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Breaking News:

DPSST leadership courses scheduled to return in mid-2004 – Board and committees to be briefed!

Information has been sent to agency heads about plans for the return of Middle Management and a modified Supervision course.

Details will be provided as they become available.

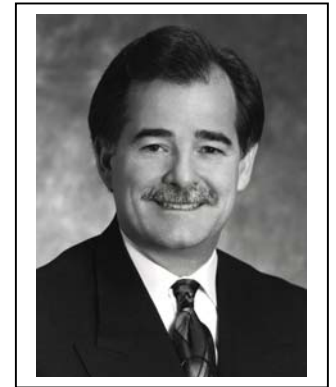
A word from DPSST's new director

The beginning of 2004 marks a time of transition for this agency and for me. I retired from a 27-year career with the Portland Police Bureau at the end of last year and resigned from 16 years of service in the Oregon legislature when Governor Kulongoski asked me to become the new Director. The Governor asked me to help guide DPSST through its next stage of change and growth.

In my first month I have had the opportunity to meet many of our external customers as I have traveled the state. I have met with nearly all of the full-time DPSST staff members personally, and I am very impressed with the quality and dedication of agency staff. I am also motivated by the willingness of agency constituents to be involved with DPSST at every level, from developing goals and policy direction, to curriculum development and instruction.

I share with all of you a commitment to excellence in public safety training and standards, and I look forward to helping provide the vision and leadership that will guide us to the next level of excellence. The new statewide training facility will be a key component in that process. But the facility is only the first step. Reaching the next level is going to require far greater staff and budget resources for this agency, as well as the ability to “*think outside the box*” as we explore how to get the needed training done.

I look forward to working with staff and DPSST's constituents over the next weeks and months to clarify our vision and communicate that vision in a compelling way. I want you to know that I believe that my experience with the legislative process will be of great value as I work with you to ensure that state decision-makers understand the urgency of providing the best and most realistic public safety training for all of Oregon's public safety professionals.



John Minnis, Director

**Consular notification
bill effective
January 1, 2004**

Most bills passed by the 2003 Legislature became effective on January 1, 2004. One of them is House Bill 2047, which directly affects DPSST and our constituent public safety agencies and officers.

HB 2047 requires the Board on Public Safety Standards and Training to ensure that all police officers and certified reserve officers are trained to “understand the requirements of the Vienna Convention on Consular Relations and identify situations in which the officers are required to inform a person of the person’s rights under the convention.”

To make this mandatory training available in a cost-effective way, both for DPSST and for agencies statewide, we have converted the excellent U.S. State Department training to a web-based format and published it on our website. Information includes a 30-40 minute presentation, booklet, poster, passport flyer, and article. You will find the link at

<http://www.dpsst.state.or.us/rt/ConsularNotificationAccess/CNABooklet.html>; or from our home page at www.dpsst.state.or.us you can click on the “Regional Training” button, and then on the “Consular Notification & Access” link.

When officers have completed the training, a completed **Form F-6: Course Roster** needs to be sent in so that we can record officers’ compliance with the new requirement.

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For more information on this training, contact Cameron Campbell at 503-378-2327 or send an e-mail to cameron.campbell@state.or.us.

Update on new rules

REMINDER: The new maintenance training requirement for Oregon police officers went into effect on January first. The due date for the initial three-year reporting period is December 31, 2006.

We reported on the specific training requirements in the [May 2003 Bulletin](#). A [maintenance training fact sheet](#) has also been developed and is posted on our web site. It answers the most common questions about the requirement, such as “**How to report training?**” and “**When is maintenance training due?**” The sheet also walks through the maintenance training deadlines for new officers receiving their initial certification during a calendar year.

Police maintenance training

When the Board on Public Safety Standards and Training met on January 13th, Board members unanimously voted to adopt administrative rules governing certification of retired officers. Honorably retired police officers with a minimum of five years of full-time law enforcement experience in Oregon may apply for their Retired Officer Certification if they meet certification requirements. Applicants must be affiliated with, and under the direction of, a law enforcement agency to have police officer authority.

Retired officer certification

An application form, fingerprint cards and fees are required for all applicants. Applicants whose certifications have been lapsed for more than 2 ½ years will need to complete a DPSST Police Career Officer Development course. After a lapse of more than five years, retired officers will no longer be eligible for certification.

For full details about the retired police officer maintenance standards, including requirements to maintain certification, please refer to the fact sheet posted on our web site.

Fingerprinting requirement changes for telecommunicators/EMDs

At its January meeting, the Board also approved a change in the requirement for fingerprinting of telecommunicators and emergency medical dispatchers. The new rule provides that telecommunicators and emergency medical dispatchers must be fingerprint checked at time of hire.

For more information on any of these new rules, contact Mary Gaines, Certification and Records Supervisor, at 503-378-2427, or by e-mail at mary.l.gaines@state.or.us.

Until this rule change, there was no fingerprinting requirement for these public safety professionals until time of certification, which could be as long as 18 months after hire. This change makes the requirements for our public safety dispatchers consistent with the requirements for police, corrections, and parole & probation officers.

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Tactical Dispatch Course

Last November's tactical dispatch course was an overwhelming success. This regional course allowed 33 dispatchers to participate in a nationally recognized, four-day training. Participants came from all over Oregon, representing the state's largest cities and its smallest communities. A dispatcher from Wisconsin was even able to take advantage of a last-minute class opening.

After three days of classroom training and tabletop exercises, day four consisted of multiple scenario training exercises in Creswell. Sergeant Ken Simpson of the Lane County Sheriff's office served as the SWAT commander for the final day of training. The county's tactical communications vehicle was a tremendous asset, and the 20 SWAT team members from Lane County and the Eugene Department of Public Safety added even more realism to the training.

Participants noted that the value of the training went well beyond "tactical dispatch" settings. Scenarios also provided a nearly real-life, real-time reminder of why the fundamentals are essential. The scenarios highlighted:

- The critical importance of each call, and of each transmission among dispatch, field personnel, and incident commanders.
- The need to confirm all information and not to make assumptions about any transmission.
- The importance of tracking officers' status.
- The value of documentation.

Kudos to Pam Collett, Telecommunications Coordinator, and Kris Eiesland, Regional Training Coordinator, who partnered to facilitate both the training and the federal funding that allowed it to be offered at no charge.

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Snapshot update

For more information: Mary Gaines, Certification & Records Supervisor, at 503-378-2427, or e-mail mary.l.gaines@state.or.us

In our last newsletter we reported on the phase-in of agency on-line access to their employees' training records through a program called Snapshot. Access to records for criminal justice, fire service, and private security was fully implemented during October and is working well.

If the total number of web "hits" is any indication, this service is a hit with constituents from all disciplines! Between September (when phase-in began) and December, there were over 42,000 criminal justice hits, over 22,000 hits for fire service records, and nearly 21,000 hits for private security records.

On-line access provides an excellent opportunity for agencies to ensure that we have current employee information and that all training that officers have received is included in our training records. If necessary, updated employee or training information can be provided to us as agencies review their records. As always, our Certifications and Records staff is ready to help with this process.

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**Letter of thanks
from
Dianne Middle**

December 15, 1997 – That was Day One, Chapter One of what has been an amazing saga. I have been honored during the past six years to serve as DPSST's first director, and I have been privileged to get to know many of the professionals who serve in public safety organizations in every corner of this state. As I prepare to open the VERY different chapter called "retirement," I want to take this opportunity to express my deep thanks to the public safety constituents who have helped to establish this agency and set its direction.



You have been partners in every sense of the word: in establishing goals and helping insure we move towards them, in frank and lively discussions, in constructive disagreements, in working through issues, in collaboration, in serving on the Board and the policy committees, subcommittees and work groups, in appearing before the Legislature and contacting your legislators – the list could go on and on. Without each one of you, this agency would not have come close to achieving the many goals that we have been able to pursue because we did it together.

Working together, DPSST's outstanding staff and its many constituents have:

- Developed basic training courses that are current, relevant, legally defensible, and incorporate seven essential themes.
- Transitioned to an adult learning model in our basic courses.
- Increased the basic police course from eight to 10 weeks.
- Developed basic scenarios for use in the current programs and laid the groundwork for full implementation of scenario-based training when facilities are available.
- Expanded our ability to deliver training, increasing regional training for both the criminal justice and fire service professions.
- With the addition of policy committees, improved the enforcement of qualification standards and the revocation of certifications and licenses for those who could not live up to the standards.
- Established processes for accreditation, regular job task analyses, and curriculum updates.
- Reviewed and updated instructor development training and certification standards; developed legally defensible instructor development curricula.
- Developed a Field Training Manual that incorporates the seven themes and is consistent with the basic police curriculum.
- Made advances in our use of technology, bringing training records up to date, providing agencies with on line access to training records.
- Increased our communication with agency constituents, using e-mail list serves, our website, agency newsletters, and informational presentations throughout the state.

When I look back at all that has been accomplished in six years, I am so proud of our staff and grateful to our constituents. But it is even more impressive when I consider that all of these great things were happening at the same time that the massive process of planning for a new statewide training facility was also underway. While our staff and constituents were working to accomplish their primary missions, they were also involved in facility needs assessments, developing preliminary plans and site requirements, and overseeing the design development to make sure that Oregon's new public safety training facility will meet the state's needs well into the future.

The next few years are sure to hold many new challenges, as construction of the new facility moves forward. But as a public safety community, we know that challenges are often the motivation that propels us to move forward. I am confident that DPSST will continue to fulfill its mission to "promote excellence in public safety through the development of professional standards and the delivery of quality training."

I wish for all of you successful and safe careers!

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Policy committee appointments confirmed

When the Board on Public Safety Standards and Training met in January, Chair Lewis confirmed the appointments of several new members to discipline-specific policy committees:

- Sergeant Theresa Smith was appointed to the Corrections Policy Committee. Sgt. Smith works for the Department of Corrections at the Coffee Creek Correctional Facility and fills a new position created by the 2003 Oregon Legislature in Senate Bill 267.
- Several new members were appointed to the Private Security Policy Committee:
 - Richard Shelton, Manager of Labor Relations and Plant Security for Wah Chang, was appointed as the manufacturing industry representative.
 - Trevor Meredith, Security Manager for Mt. Bachelor, Inc., was appointed as the hospitality industry representative.
 - Jeffrey Martin, Central Station Manager for the Security Alarm Corporation, was appointed the alarm industry representative. This newly designated position was part of the 2003 legislation that established the former Private Security Advisory Committee as the Private Security Policy Committee.
- Lieutenant Terry Griffith was appointed as the Oregon State Police representative to the Telecommunications Policy Committee.

In addition to these new appointments, a number of current policy committee members were confirmed to their second terms. DPSST greatly appreciates the hard work and dedication of the many individuals who represent public safety and Oregon's citizens on the policy committees and on the Board.

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Fire service wallet cards issued

During December 2003, DPSST's Fire Certification Unit prepared and mailed wallet cards for all fire fighters who have fire agency affiliation and are identified as career or volunteer members in DPSST records. These wallet cards include new identification numbers to replace the use of social security numbers that have been used as identifiers on applications and student rosters.

Fire fighters are encouraged to keep their new wallet cards handy. They will need to use their new DPSST numbers on all training forms, certification applications and other documents that they submit to us.

The wallet cards were sent to fire agencies for distribution to fire fighters. Those who have not received their card should contact their training officer or fire chief.

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New Field Training Manual approved

At its January meeting, the Board approved the final draft of the new Field Training Manual (FTM) for new police officers. DPSST is currently having the new FTM reproduced on CDs, which will be distributed to all police agencies soon. The new FTM is user friendly, uses a "check-box" format, and allows agencies greater flexibility of use for training officers.

DPSST is also preparing an eight-hour Field Training Officer (FTO) update course. This course will brief current FTOs on the new manual and highlight the use of the Seven Themes format. The Basic Police Course now uses a

For more information: Pam Collett, Program Coordinator, at 503-378-2192, or e-mail pam.collett@state.or.us

theme-enhanced format that incorporates seven basic themes throughout the curriculum. Those themes are also included in the new FTM. The course will also provide FTOs with an update on new field training techniques and other timely information.

Following initial pilot delivery in early spring, the course will be delivered regionally throughout the state. When the schedule is set, announcements will be sent out on the agency list serves.

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Phone system improvements

You may notice that some of the staff phone numbers listed in this newsletter look different! As part of our ongoing efforts to improve customer service, we now have direct dial numbers for all agency staff members located in Monmouth. These new phone numbers will take you straight to the staff member that you are calling.

During the next few months our staff members will be providing the people they contact regularly with their direct dial numbers, so that inconvenience and confusion will be kept to a minimum during the transition. The new numbers have also been published in the staff directories on our web site. You can link to the on-line directories from our home page at www.dpsst.state.or.us.

You can still reach us by calling our main number at 503-378-2100, as well. When you call that number, the new streamlined menu will let you transfer to Certification and Records or Private Security, or if you stay on the line, our receptionist will take your call and transfer you to the staff member or division that you need.

Staff phone numbers are changing

Until July first you will also be able to contact Monmouth staff members as you always have, by dialing 503-378-2100 and the extension of the person that you need to reach. As we continue with upgrades to the phone system we will be sending list serve announcements to keep you informed.

We think you will like the changes, which will make it even easier to get through to the people you need to talk to at DPSST.

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