

F-21 Application for Recognition of Supervision Training Instruction Page

Purpose

The purpose of this form is to identify training obtained to meet the requirement of OAR 259-008-0025(3) to complete prescribed supervisory training within 12 months of appointment or promotion:

(3) Supervision Course. All law enforcement officers, telecommunicators, and emergency medical dispatchers promoted, appointed, or transferred to a first-level supervisory position shall satisfactorily complete the prescribed Supervision Course within 12 months after initial promotion, appointment, or transfer to such position. This section shall apply whether the individual is promoted or transferred from within a department, or is appointed from an outside department, without having completed a prescribed Supervision Course, within the preceding five (5) years.

A Job Task Analysis completed in 2000 identified the essential tasks for an Oregon public safety supervisor. The subject areas identified on the F-21 reflect those essential tasks. A course OR courses may be broader in content; however, the subjects listed must be covered and the minimum number of hours must be met for each subject.

Requirements

To be recognized as satisfying the requirement, training must meet the subject area and minimum hour requirements listed on this form. It is the agency's responsibility to retain documentation of training events and content and to make them available to DPSST when requested. It is the applicant's responsibility to provide supporting documentation of training obtained to DPSST as requested.

This application is not an application for Supervisory Certification. An individual who has also met the training, education, and experience requirements for Supervisory Certification must complete an F-7 Application for Certification if applying for Supervisory Certification..

Definition of Training:

- 1) An event that develops, refreshes, augments, or enhances knowledge, skills and abilities to perform the job effectively; and
- 2) The event must include instruction from a qualified third party, whether the instruction is provided in person or in media format (video, written material, etc); and
- 3) A training event must be at least 30 minutes long to be eligible for inclusion in an officer's DPSST training record.

NOTE: Roundtable discussions and meetings do not qualify as reportable training events.

Instructions:

- The applicant and the applicant's agency head must sign the application.
- List course names, locations and hours on the attached F-21 form. Provide supporting documentation if applicable.

Training Records: The hours reported on this form will not be added to your training record unless you submit the training on an F-6 Course Attendance Roster. At the time an individual is appointed to a supervisory position, DPSST will add **Mandatory Supervision Training** "required" to their training record, unless approved supervisory training had been completed and reported within the past five years. . Once training has been completed and the F-21 has been submitted and approved as meeting the supervisory training requirement, DPSST will change the training record entry from "required" to "completed." As always, agencies will be able to view these training entries for their employees through the Snapshot program.

Return your completed form to:
DPSST, Standards & Certification Program
4190 Aumsville Hwy SE
Salem, OR 97317

QUESTIONS? Call 503-378-2353

Last Name	First	MI	DPSST #
Agency Name:			

Training is defined as an event that develops, refreshes, augments or enhances knowledge, skills and abilities and must include instruction from a qualified third party, whether instruction is provided in person or in media format. Roundtable discussions and meetings do not qualify as reportable training events.

To fulfill Supervision course requirements, course titles must be from the Leadership section of the DPSST Standardized Course List. The list is available at:

<http://www.oregon.gov/DPSST/SC/docs/2009OnLineCourseList.xls>

For assistance, contact Debbie Graves at 503-373-0389 or at Debbie.graves@state.or.us

Each of the following mandated topics must be taken with at least the minimum number of hours. Hours in excess of the minimums can be counted toward the 40 hours of electives.

SUBJECT AREA	Course Detail	Minimum Required Hours	
Decision Making/Critical Thinking	The primary responsibility of a supervisor is making decisions. The supervisor is responsible for making decisions about the leadership of personnel for the successful performance of their duties. This topic must cover the decision making process and the skills and attitudes necessary for effective decision making at the supervisory level.	4	
Course Title	Location	Date	Hours

SUBJECT AREA	Course Detail	Minimum Required Hours	
Motivating	This topic needs to explore the nature of human motivation and provide tools for the supervisor to successfully motivate and empower their workforce to achieve their agency's mission.	4	
Course Title	Location	Date	Hours

SUBJECT AREA	Course Detail			Minimum Required Hours	
Establishing an Ethical Workplace	The responsibility of a supervisor is to ensure that the employees understand and adhere to a professional code of ethics. This topic needs to explore professional ethics in public safety and provide the supervisor with knowledge and tools to create an ethical workforce.			8	
Course Title	Location	Date	Hours		

SUBJECT AREA	Course Detail			Minimum Required Hours	
Managing Performance	The performance of public safety personnel is directly related to the quality of the feedback that they receive about the jobs that they do. This topic must include background material on how job performance is defined, measured and reported to the employee.			8	
Course Title	Location	Date	Hours		

SUBJECT AREA	Course Detail			Minimum Required Hours	
Legal Parameters for Supervisors	Supervisors need to have a thorough understanding of the legal constraints that impact their work and decisions. Federal and state statutes set parameters for supervisors in dealing with employment related matters, and court decisions have refined these parameters even further. Supervisors need to have a good understanding and be able to apply these parameters to the variety of situations they face in the workplace, in order to ensure they operate legally and ethically. This topic needs to provide the supervisor with the thorough background they will need to make decisions that are legal and ethical.			8	
Course Title	Location	Date	Hours		

