



OREGON DEPARTMENT OF PUBLIC SAFETY  
STANDARDS AND TRAINING

# STUDENT RULES AND REGULATIONS



ATTENTION STUDENT: BRING THE COMPLETE SET OF RULES AND  
REGULATIONS WITH YOU ON YOUR ACADEMY REPORTING DATE

OCTOBER 2023

# MISSION STATEMENT

PURSUING EXCELLENCE IN TRAINING  
AND ACCOUNTABILITY FOR PUBLIC  
SAFETY PROFESSIONALS.

# STUDENT MOTTO

SERVE WITH HONOR,  
DEFEND WITH COURAGE,  
TRAIN WITH PASSION.



## RULES PERTAINING TO ALL BASIC ACADEMY STUDENTS

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# STUDENT RULES AND REGULATIONS

These rules and regulations outline the policies and expectations of any student attending DPSST training courses delivered by DPSST at the Oregon Public Safety Academy.

Successful completion of a DPSST Basic training course is required for certifications for the following public safety professionals:

- Police Officer
- Corrections Officer
- Parole & Probation Officer
- Telecommunicator
- Emergency Medical Dispatcher
- Regulatory Specialist (OLCC)

DPSST courses are intensive learning experiences. Students are expected to:

- Focus on their studies and skills while maintaining an exemplary standard of conduct;
- Fully and actively participate in the learning process;
- Comply with all policies, rules, and regulations; and
- Treat others with respect and courtesy at all times.

## SECTION 1 – GENERAL POLICIES AND REQUIRED INFORMATION

**Note: General issues, questions, and concerns relating to Academy attendance, residence, or training that are not addressed in this document should be addressed by the student’s assigned Class Coordinator.**

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### SECTION 1.1 – PROFESSIONALISM

Students attending a training course are representatives of their employing agency, as well as representatives of DPSST and the State of Oregon. Conduct that brings discredit to the public safety professions, the student’s employer, or the Academy will be dealt with in accordance with Oregon administrative rules, DPSST policies, and these rules and regulations.

Students are expected to treat other students, DPSST employees, contractors, guests, and visitors respectfully and professionally at all times.

Students are prohibited from using profane, offensive, or insulting language at all times.

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## SECTION 1.2 – HARASSMENT AND DISCRIMINATION

Students are prohibited from engaging in conduct that constitutes harassment or discrimination while at the Academy.

- Harassment includes verbal or physical actions addressing sex, race, gender, religion, or a person’s characteristics that could be reasonably construed to demean, target, or harm another person, group of persons, or a person’s employer. Harassment also includes sexual harassment, bullying, and hazing.
- Discrimination includes conduct that could be reasonably construed to be unfair treatment of another person because of the person’s actual or perceived race, color, national origin, religion, sex, age, marital status, sexual orientation, medical or physical condition, or disability.

DPSST will not tolerate harassment or discrimination in any form. It is the policy of DPSST to thoroughly investigate and resolve all complaints of harassment in accordance with applicable policies, laws, and regulations whether initiated from within or from outside the Academy.

Any student experiencing or witnessing harassing or discriminatory conduct shall report the conduct verbally or in writing to any DPSST staff member or any supervisor at the student’s employing agency. Reporting harassment includes harassment by another student, any DPSST staff, Instructor, or guest.

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## SECTION 1.3 – ACCOMMODATIONS

DPSST training, testing, and assessment requirements are designed to ensure the knowledge, skills, and abilities needed to competently perform identified essential functions of each discipline are appropriately demonstrated prior to successfully completing a Basic training program.

Students with a documented medical or learning disability may be eligible for accommodations in accordance with the Americans with Disabilities Act if the accommodations do not:

- Impact or disrupt the goal, training, or testing;
- Impose an undue hardship on the operations of DPSST; or
- Pose a direct threat to the health and safety of any persons or property

Accommodations for training and testing will be made in accordance with DPSST Policy #623 (ADA and Reasonable Accommodations to DPSST Training and Testing). The forms for

requesting testing accommodations are made available at the end of this document, or can be requested by contacting DPSST.

Any student needing adjustments, modifications, or accommodations should notify their assigned Class Coordinator prior to checking in at the Academy to make an accommodation request.

Any student with special dietary needs or restrictions should contact their Class Coordinator prior to checking in at the Academy.

Other accommodation requests will be considered in accordance with DPSST Agency and State Policies.

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## SECTION 1.4 – CHAIN OF COMMAND

The DPSST Academy operates under a chain of command common to most law enforcement agencies.

The Academy chain of command is as follows:

- Agency Director (Top Level)
- Training Director
- Training Manager
- Training or Class Coordinator
- Academy Trainer/Instructor (First Level)

The DPSST chain of command does not replace or supersede a student's employing agency chain of command. Students are expected to maintain communication with their agency in accordance with their employing agency's policies, procedures, and direction.

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## SECTION 1.5 – PERSONAL APPEARANCE, UNIFORMS, AND EQUIPMENT

Students will be issued a training uniform and appropriate training equipment while at the Academy (see Appendix D for packing lists on required and optional items to bring to the Academy). Students attending a basic certification class – such as EMD, SLA, OLM, etc. – shall wear “business casual” clothing that is defined as slacks and a button up shirt/polo, blouse, and skirt. Jeans of any color or style will not be permitted at any time unless officially recognized as part of the agency's uniform or specifically required within the tactical venues. Shorts are



specifically prohibited in all venues other than the gym for physical training. Clothing worn shall not distract others and shall be consistent with the training activity.

Uniforms must be kept clean and presentable, with all duty gear in good condition. Students may contact dormitory staff with any requests to exchange a DPSST-issued uniform item or piece of equipment.

A picture ID will be provided to each student by DPSST. The picture ID must be displayed at all times with the exception of certain skills training as determined by the DPSST Coordinator or Instructor.

Appearance and attire must not interfere with the effective functioning of any safety equipment used during training. Exceptions may be approved by a DPSST Coordinator or Instructor.

DPSST is not responsible for lost or stolen items. Students should leave unnecessary items of value at home whenever possible. When a student chooses to carry or wear any valuables, they should be secured in the student's dormitory room prior to reporting to training sessions.

Students are prohibited from consuming alcohol or engaging in any behavior in public that may bring discredit to DPSST while wearing any distinctive portion of the Academy uniform.

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## SECTION 1.6 – FIREARMS, AMMUNITION, AND WEAPONS

Upon arrival at the Academy, students must secure any firearms and ammunition brought to the Academy in the armory located in the dormitory. Firearms and ammunition must remain secured in the armory until needed for training or duty. When required for training, students will retrieve their firearms from the armory. After training students must re-secure their firearms in the armory.

No ammunition will be allowed outside the armory. All ammunition required for training will be issued to the student at the time of training. Any ammunition that is not used for training must be returned at the end of training.

Students must not leave any firearm in a location that is not secure, including vehicles parked at the Academy.

Students are prohibited from carrying any ammunition, chemical weapons, or tasers while on Academy grounds, except when the student is transporting the items from the gun armory to the student parking lot when the student arrives or departs for the day.

At no time will any type of knife be carried on duty belts or in pockets while on Academy grounds.

Except as noted above, magazines will not be carried in the duty gear, or within any other carrying device, backpack, jacket, or pocket while on Academy grounds.

Actual firearms **MUST NEVER** be used during any aspect of “scenario-based” training. Only Academy issued simulation weapons are used for training exercises.

Inappropriate actions involving a real or blue gun will not be tolerated. Unsafe weapon handling, “horseplay”, or other such acts judged by Academy staff or Instructors to be inappropriate or unprofessional may result in disciplinary action.

Mock or actual equipment must never be abandoned or left unattended.

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## SECTION 1.7 – TOBACCO

DPSST is a tobacco free campus. Students are prohibited from using tobacco anywhere on campus including the dormitory and the vehicles parked on campus grounds. This restriction includes chewing tobacco, cigarettes, e-cigarettes, cigars, and vaping products.

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## SECTION 1.8 – PRESCRIPTION DRUGS

Students who use prescription drugs must maintain the prescribed drug in the issued container bearing the student’s name, the prescribed medication and dosage, and any additional prescription labeling as required by law.

Students must list current prescriptions that could impair student performance or otherwise be of concern to DPSST staff on the Student Emergency Data Sheet (Attachment 1).

The taking of any prescribed drug that may impact a student’s cognitive and/or physical abilities must be reported immediately to the Class Coordinator.

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## SECTION 1.9 – ALCOHOL, MARIJUANA, AND ILLICIT DRUGS

Students are prohibited from using or possessing alcoholic beverages, marijuana, or illicit drugs on the Academy grounds. This includes the use, possession, or storage of alcoholic beverages, marijuana, or illicit drugs in dormitory rooms or in vehicles parked on campus.

Students are prohibited from participating in any Academy training, graduation, or other training-related activity with any measurable BAC (blood alcohol concentration) or while under the influence of alcohol, cannabis, or illicit drugs.

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## SECTION 1.10 – ACADEMIC INTEGRITY

Students at DPSST are responsible for participating in training with honesty and integrity. Students must not engage in acts of dishonesty. Academic dishonesty includes, but is not limited to:

- Cheating
- Plagiarism
- Aiding or abetting cheating or plagiarism
- Sharing of test questions
- Use of internet or any electronic devices during testing without prior approval from a Training Manager
- Sharing class content with another class

Students having direct or indirect knowledge of academic dishonesty of any kind are expected to report the conduct to a Class Coordinator or Instructor.

In some cases, it is not possible to test all students from a class at the same time. To protect the integrity of the examination and testing process, it is required that you refrain from speaking with any students regarding a quiz, midterm or final, once the exam has begun, and until all students have completed and submitted their quiz, midterm or final.

If a student has completed a quiz, midterm or final, and see others who have not completed their testing, and are engaging in a study session, that student is not allowed to engage in the study session or be present, to avoid the appearance of inappropriate interaction.

Students found to have violated this policy or have knowledge of the misconduct and fail to report it may be subject to investigation that may result in administrative action up to and including academy dismissal.

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## SECTION 1.11 – PUBLIC INFORMATION AND MEDIA CONTACTS

Students who are contacted by the media or members of the public seeking an interview or comment relating to any portion of DPSST business must receive permission from the DPSST Agency Director prior to engaging.

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## SECTION 1.12 – RELATIONSHIPS

Students are prohibited from engaging in intimate physical contact of a sexual nature on Academy grounds. Intimate physical contact includes, but is not limited to, kissing, hugging, groping, fondling, and rubbing.

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## SECTION 1.14 – HEALTH AND SAFETY

Students are prohibited from engaging in conduct that disrupts the safety of others, their own safety, or creates an unnecessary risk of injury.

Students must wear personal protective equipment (PPE) as directed by their Instructor or Training Coordinator.

Any student with a safety or health concern, or students suffering from a medical condition that may impact their cognitive or physical abilities must immediately communicate their concerns to any Academy staff member.

Any student with a known allergy to a medication or substance is expected to document such allergies on the Student Emergency Data Sheet (Attachment 1).

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## SECTION 1.15 – PHYSICAL FITNESS

Students are required to fully and actively participate in every aspect of a Basic training course. Students with health or physical conditions that prevent participation must immediately notify their class coordinator or an Academy staff member.

Each student is responsible for their physical condition and ability. Students are encouraged to expend efforts as necessary to attain and maintain a satisfactory level of physical fitness to allow for successful completion of the Basic training course.

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## SECTION 1.16 – INJURIES

All injuries, regardless of severity, must be reported to a staff member as soon as possible.

Students who fail to report or who are evasive or deceptive in the documentation of injuries may be subject to action by DPSST to include investigation and notification of the student's employing agency.

Academy staff may require any student to have an examination by a physician before participating in any activity or continuing to participate following an injury. Students will not be allowed to continue training until medically cleared.

If an illness or injury prevents the full and active participation in required physical activities for a substantial or indefinite period, the student may be removed from their Basic training course. The student may be re-enrolled into an existing class or next available class following a medical release, at the discretion of the student's employer and the Training Director.

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## SECTION 1.17 – EMERGENCY PROCEDURES

Any student experiencing or witnessing a medical emergency should immediately call 9-1-1.

In any catastrophic event, students are expected to respond as directed by DPSST staff.

Any student involved in an event requiring the response of emergency medical services is expected to fully cooperate in an initial evaluation.

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## SECTION 1.18 – SUSPENSION OF TRAINING ACTIVITIES

In the event of inclement weather or other conditions that would make it unsafe or impractical to participate in scheduled training functions, the Agency Director or designee may suspend training activities.

Students will receive information from their Class Coordinator in the event of a class cancellation or schedule change when conditions change overnight.

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# SECTION 2 – DORMITORIES, PARKING, AND CAFETERIA

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## SECTION 2.1 – PARKING

Upon check in students will receive a parking permit to display from the rear-view mirror of their vehicle.

Students must park in designated student parking or as directed by their Class Coordinator (See Appendix B).

DPSST is not responsible for any theft or damage to vehicles.

*Note: When the DPSST entrance gates are closed, vehicles must enter one at a time using the students' prox card or gate code (no tailgating).*

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## SECTION 2.2 – DORMITORY ASSIGNMENTS

Students will be assigned a dormitory room. Rooms are double occupancy with a shared bathroom.

Students are prohibited from changing rooms without prior approval by Academy staff. Students seeking a room change must submit their request and reason for the request in writing to the Class Coordinator.

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## SECTION 2.3 – DORMITORY CONDUCT

Students who are lodging in the dormitory are expected to conduct themselves professionally, strive to maintain the safety and cleanliness of the building, and to follow the standards outlined in these rules and regulations. Violation of these rules will result in notification to the student's employing agency and may result in the loss of the privilege of dormitory housing and dismissal from the Academy.

Students are prohibited from the following:

- Having visitors, including other students, in the dormitory room between 2100 hours and 0600 hours. Only the residents assigned to the room are permitted to be in the room after 2100 hours unless there is a documented emergency.
- Engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. Quiet hours will be observed in the dormitory between 2100 hours and 0630 hours, Sunday through Thursday, and between 2300 hours and 0900 hours on Friday and Saturday.
- Posting or hanging items on any walls, windows, or doors.
- Any behavior that would compromise the safety or wellbeing of themselves or any other individual on campus.
- Any behavior that would constitute a criminal offense.

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## SECTION 2.4 – DORMITORY PROHIBITED ITEMS

Students are prohibited from using or storing the following items in the dormitory rooms and common areas unless specific permission is given by the Agency Director:

- Firearms, weapons, or ammunition;
- Alcohol, cannabis, or illicit drugs;
- Pornography in any format;
- Refrigerators, ice chest, or other cooling devices;
- Personal heating devices;
- Candles;
- Appliances, microwaves, coffee pots, hot plates, toasters, or other cooking devices; and
- Animals.

Students may make arrangements to check out a small refrigeration unit from dorm reception for medication storage or other qualifying need.

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## SECTION 2.5 – COMPUTERS/INTERNET ACCESS

The DPSST computer lab is available to students for personal use while attending a training course. Due to network security, students are prohibited from using USB thumb drives or other personally owned devices with DPSST computers without prior authorization from DPSST Information Services staff.

Public Wi-Fi is available on campus.

Unless directed for official DPSST course related purposes, students are prohibited from computer use that includes profanity, vulgarity, sexually explicit or suggestive content, character slurs, or rude or hostile references to race, age, gender, sexual orientation, religious or political beliefs, national origin, health, or disability.

Copyrighted or licensed information may only be used with full legal right to do so.

Students should have no expectation of privacy while using any DPSST computer equipment or network services.

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## SECTION 2.6 – CELL PHONES AND SOCIAL MEDIA

Students are prohibited from using phones or other personal electronics in the classrooms and training venues for non-training purposes without prior approval by the Class Coordinator. When the use of a phone or electronic device has been approved, the usage must not interrupt, delay, or disrupt training.

Students are prohibited from taking pictures or recording training activities in the Academy classrooms and training venues without approval from the Training Coordinator.

Students are prohibited from accessing, posting, or otherwise communicating using social media during any training activities.

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## SECTION 2.7 – ROOM/UNIFORM CLEANLINESS AND UPKEEP

Students are expected to keep their dormitory rooms and common areas clean and orderly with specific attention to bathroom areas. Cleaning supplies will be provided by Facilities and staged at the end of each wing for use. Do not bring cleaning chemicals from home.

Students are prohibited from altering or tampering with smoke detectors or any other attached fixtures.

For safety reasons, students are prohibited from polishing shoes and belts in the dormitory rooms and dormitory hallways. Designated shoeshine/polishing locations are located in the 2<sup>nd</sup> and 3<sup>rd</sup> floor storage rooms. Students may also polish shoes and belts outside however must stay off the sidewalks.

Students may have irons and ironing boards in their dormitory room to press their uniforms.

Do not place items made for cleaning the toilet in the toilet bowl (i.e., Blue “keep your toilet clean” tabs). The toilets in the dorms are not made for these types of products to work correctly.

All rooms and student uniforms are subject to inspection at any time.

Any damaged or missing items must be reported to the Class Coordinator. Reports will include the item, damage, or reason for malfunction, if known.

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## SECTION 2.8 – CAFETERIA

Students will be issued a meal card for the basic meal and beverage service provided by the cafeteria during mealtimes. Use of the meal card is limited to the student it is assigned to.

Additional items such as bottled iced coffee, energy drinks, and juices are available for purchase through the cafeteria service provider and are not included in the basic meal and beverage service.



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## SECTION 2.9 – VISITORS

Campus visitors will be allowed in accordance with DPSST Policy #137 (Access to the Oregon Public Safety Academy). Students are prohibited from giving visitors the front gate access code; all visitors must check in with the front reception desk.

Students are responsible for their visitors coming on campus and must remain with them at all times. Visitors are not allowed in dormitory rooms or any other secured area of campus.

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## SECTION 2.10 – CHECKING OUT OF THE DORMITORY, EXIT INSPECTIONS, AND DAMAGES

Students must be cleared out of assigned rooms, with keys and DPSST-issued equipment and uniforms turned into dormitory staff, by the day and time designated by the Class Coordinator.

DPSST staff will conduct an exit inspection of each room on the final day of training.

Individual students or their employing agency will be responsible for missing items or damage to any room, DPSST uniform, or DPSST equipment beyond normal wear and tear. All students of a room will share financial responsibility if an investigation cannot attribute the responsibility to a specific individual or individuals, or unreported damage or missing items are discovered after student departure.

## SECTION 3 – BASIC ACADEMY TRAINING POLICIES & REQUIRED INFORMATION

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### SECTION 3.1 – TRAINING SCHEDULE

A tentative training schedule will be issued to each student at the start of each Basic training course. Students should expect changes to the training schedule. Changes to the schedule will be communicated by the Class Coordinator or Instructor as needed.

Students are responsible for being fully aware of the schedule's contents, changes, or amendments, and must be prepared for all classes with the required materials and texts, before the start of class.

Students must report to their classroom or designated area for every scheduled class session on time and prepared for class as directed by a Training Coordinator or Instructor and may not leave the designated class area without the permission of a Training Coordinator or Instructor.

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A break will be provided during the morning and afternoon training sessions. Additional shorter breaks may be authorized by the Training Coordinator or Instructor between each class.

While DPSST makes a good faith effort to ensure a 40-hour training week, the training week will occasionally require student time beyond 40 hours. To ensure proper accounting of compensable time, all students will be expected to report their hours to their employing agency weekly or as otherwise determined by their employer.

Any overtime compensation for an Academy activity or training function is the responsibility of the student's agency, subject to that agency's policy or collective bargaining agreement. Students should immediately report any overtime to their employer.

Students should receive authorization prior to participating in optional evening or weekend training offered by DPSST.

Study and preparation are the responsibility of the student.

Projects and coursework will be assigned throughout the training. Time to complete these projects will be built into the schedule as deemed appropriate. The need for additional time to complete projects or coursework should be reported to the employing agency.

Students are expected to study other course materials necessary for academic success when an Instructor finishes a class before the designated time. Students will not be dismissed from the training event without the permission of the Training Coordinator or Instructor.

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## SECTION 3.2 – BREAK PERIODS/HALLWAY PROTOCOLS

Students are expected to keep noise levels at a minimum at all times in the hallways and corridors so as not to disrupt other classes or Academy business.

Whenever possible, students should respectfully and quickly clear a path for visitors, staff, or outside agency personnel.

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## SECTION 3.3 – PARTICIPATION

Appropriate student response protocols will vary based on the venue, classroom topic, and Instructor. Some disciplines or topics require active participation, group work, and discussion. Others require individual work and waiting to speak until recognized. Regardless of the environment, students will demonstrate respect to all persons in all interactions.

Instructors have the authority to dismiss from class any student observed to be sleeping, distracted, disruptive, or otherwise not participating as appropriate. Any student so dismissed must report to the Class Coordinator for further action.

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### SECTION 3.4 – TRAINING OBSERVATION

As a publicly funded agency, DPSST recognizes and appreciates the general public interest in the content of its training courses, and how the training material is delivered. DPSST also recognizes the importance of ensuring students of a DPSST training course are provided a training environment that is suitable for learning and promotes a physically and psychologically safe environment. DPSST encourages free and open engagement without fear of repercussion or negative consequence.

Requests to observe any portion of DPSST training will be evaluated in accordance with DPSST policy.

Observers will be generally prohibited from engaging in the training event, or being otherwise disruptive, and will be prohibited from collecting or sharing information that identifies, in any way, any of the students engaged in the training being observed, including the student's employing agency.

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### SECTION 3.5 – CLASSROOM PROTOCOL

Students are expected to keep classrooms neat. Garbage will be properly disposed of, and bulletin boards, desks, and material tables will be maintained in an orderly fashion.

Chewing gum, mints, and beverages in covered or closed containers are allowed in classrooms. A DPSST Coordinator or Instructor may allow for food or uncovered beverages within a classroom at their discretion. Students will be responsible for cleaning classrooms at the end of the training day.

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### SECTION 3.6 – ATTENDANCE AND SCHEDULED/UNSCHEDULED ABSENCES

Timely attendance is required for all scheduled training. Any student not arriving to a training session at or before the schedule start time may not be allowed to participate in the scheduled training session. Any required remediation will be determined accordingly.

Scheduled absences must be reported in advance to the student's employing agency and the Class Coordinator using a DPSST Absence Report (Attachment 2).

Unscheduled absences due to emergencies or illness will be reported as soon as reasonably possible.

Students who are late to class will be required to document their tardiness on a DPSST Training Event Report (Attachment 3) and submit it to the Class Coordinator.

Students becoming ill during class will report to the Training Coordinator or Instructor. Since all personnel are in such close proximity to each other, students who are running a fever, or who believe they are contagious, should exercise good judgment and confine themselves to avoid the spread of illness.

An unauthorized absence can be cause for dismissal from the Academy.

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### SECTION 3.7 – COLORS CEREMONY

**(Note: This policy is temporarily suspended)**

Students are required to assemble for posting of the flags and flag salute at 0800 hours each weekday morning unless excused by their Class Coordinator.

At the discretion of the Class Coordinator, or the direction of the Training Manager, posting of the flags may be done administratively due to inclement weather or other circumstances.

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### SECTION 3.8 – STUDENT PERFORMANCE MEASURES AND REMEDIATION

All Basic training courses include academic testing, class projects, and assignments designed to determine the student's knowledge and understanding of the course material. Basic training courses also include skills-based performance measures, and some require meeting minimum academic standards. For additional information, please refer to OAR 259-008-0085 (Minimum Standards for Mandated Courses).

- Students must demonstrate proficiency in all projects, assignments, and exams.

For discipline specific requirements, refer to the current Board approved course overviews.

If a student fails to pass the academic goals established by the DPSST Board, the student will be dismissed from the Academy for academic failure.

If a student fails to successfully demonstrate a skill, the failure will result in a deficiency that must be remediated in order to successfully complete the Basic training course. Remediation will be scheduled in consultation with the student's employing agency and Academy staff.

If a student's academic or skills performance results in failure of the course, the student will be required to recomplete the course in its entirety in order to be eligible for public safety professional certification.

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### SECTION 3.9 – AGENCY COMMUNICATIONS

Observation and evaluation of students is a continuing process encompassing academic standing, skills performance, professional appearance, physical ability, attitude, and interpersonal skills. Observations and evaluations will be shared by the Academy staff with the student's employing agency throughout the entire length of their Basic training course.

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### SECTION 3.10 – ACADEMY OFFICES

Students are not permitted in Academy staff workspaces unless there is an emergency, or they are escorted by staff for official business.

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### SECTION 3.11 – GIFTS

Students or classes wishing to voluntarily thank the Academy or staff for the training they've received will be encouraged to donate to a non-partisan, non-profit community organization in need of assistance that enables a positive partnership to be created with the public safety profession. In that case, it will be recognized during the class's graduation ceremony. Academy staff is subject to limitations in the receiving of gifts and is therefore discouraged.

## SECTION 4 – VIOLATIONS

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### SECTION 4.1 – RULE VIOLATIONS OR MISCONDUCT

Violations of any law, DPSST policy, rule, or these Student Rules and Regulations, or any other form of student misconduct will result in notification to the employing agency and may result in dismissal from the Academy.

Any report of misconduct or a violation of OAR 259-012-0010 or these Student Rules and Regulations, whether on-duty or off-duty, will be investigated by DPSST staff.

The following list identifies major violations:

- Conduct that violates the Student Standard of Conduct in OAR 259-012-0010:
  - Harassment;

- Discrimination;
- Cheating;
- Conduct that constitutes a criminal offense;
- Intoxication or any level of measurable blood alcohol content (BAC) while participating in any portion of a mandated training course;
- Personal use or possession of alcohol, marijuana, or illicit drugs on the DPSST campus; or
- Intimate physical contact of a sexual nature while on Academy property.
- Conduct that has the potential to adversely affect the health or welfare of a student or staff, compromise the integrity or progress of the training environment, or impede the opportunity for the other students to succeed in the training activity:
  - Violation of Section 1.6 - “Firearms, Ammunition, and Weapons”;
  - Any misuse of training equipment resulting in a safety violation or equipment damage;
  - Lying;
  - Verbal or physical abuse;
  - Sexually, racially, or culturally demeaning comments; or
  - Insubordination.

Misconduct that is criminal will be forwarded to the appropriate law enforcement agency for investigation.

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## SECTION 4.2 – SUSPENSION

If a situation arises that, in the opinion of the training staff, necessitates immediate action for the integrity or safety or the training, a Training Coordinator has the authority to suspend a student from training by ordering that student to immediately leave the training venue until a review of the situation is completed. Emergency suspension will result in notification of the student’s employing agency.

Suspension results in an unexcused absence for any training that is missed as a result of the suspension. Remediation of the missed training may be required in order to successfully complete the Basic training course.

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## SECTION 4.3 – INVESTIGATION/DISMISSAL

Any student attending the Academy who is the subject of, or witness to a reported violation is expected to fully cooperate with the investigating authority and to comply with all legal and reasonable requests made by employing agency representatives and Academy staff.

Investigations and decisions regarding action taken by the Academy will be documented in writing and provided to the student and the student's employing agency. If an investigation results in dismissal from the Academy, a copy of the investigation will be sent to the DPSST Professional Standards Division.

Dismissal is conduct that is subject to review as grounds to deny or revoke certification. When a student is dismissed, the DPSST Professional Standards Division will open a professional standards case for review in accordance with the applicable provisions of OAR chapter 259, division 8. The professional standards case review process must be completed to determine the student's eligibility for future training and certification prior to scheduling the student for any additional mandated training.

A student who is dismissed from the Academy will not receive any credit for their training course. If the student reapplies for training, they will be required to complete the course in its entirety.

## APPENDIX A – STANDARDS OF STUDENT CONDUCT, OAR 259-012-0010

- 1) Students attending mandated training courses at the Academy must adhere to the following standards of conduct:
  - a. Students must comply with any department rule or policy.
  - b. Students are prohibited from engaging in the following conduct:
    - A. Harassment. Harassment includes verbal or physical actions addressing sex, race, gender, religion, or a person’s characteristics that could be reasonably construed to demean, target, or harm another person, group of persons, or a person’s employer. Harassment also includes sexual harassment, bullying, or hazing.
    - B. Discrimination. Discrimination includes conduct that could be reasonably construed to be unfair treatment of another person because of the person’s actual or perceived race, color, national origin, religion, sex, age, marital status, sexual orientation, medical or physical condition, or disability.
    - C. Cheating. Cheating includes:
      - i. Actual, intended, or attempted deception or dishonest action by a student in relation to the completion of an exam or assessment, or the administration or documentation of any training, testing, or certification.
      - ii. Knowledge of actual, intended, or attempted deception or dishonest action by a student in relation to the completion of an exam or assessment, or the administration or documentation of any training, testing, or certification when that knowledge is not disclosed to the department or withheld during an investigation.
      - iii. Plagiarism.
      - iv. Sharing class content with another class. Sharing class content means the passing of any academic information regarding course content, testing methodology, or scenario plots by any student to a member of any other class.
    - D. Conduct that would constitute a criminal offense.
    - E. Intoxication or any level of measurable blood alcohol content (BAC) while participating in any portion of a mandated training course.



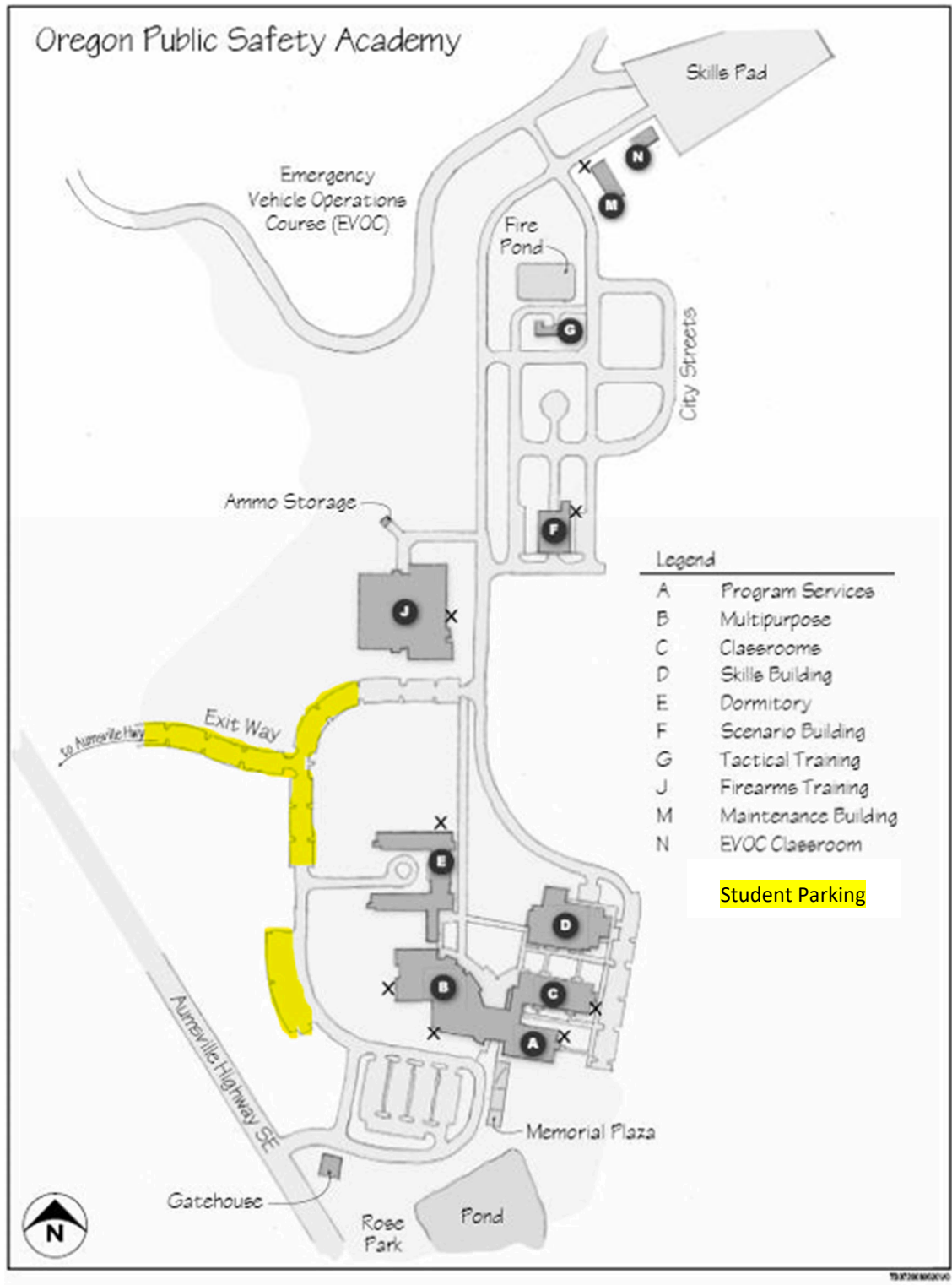
- F. Personal use or possession of alcohol, marijuana, or illicit drugs on the DPSST campus.
  - G. Intimate physical contact of a sexual nature while on Academy property.
2. Any violation of the standards of conduct defined in section (1) of this rule may result in dismissal from the Academy pursuant to OAR 259-012-0035.

**Statutory/Other Authority:** ORS 181A.410

**Statutes/Other Implemented:** ORS 181A.410

**History:** DPSST 14-2019, amendment filed 12/16/2019, effective 12/16/2019

# APPENDIX B – ACADEMY MAP



## APPENDIX C – ACADEMY DETAILS

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### APPX C.1 – LOCATION AND PHONE NUMBER

The Academy is located at 4190 Aumsville Hwy. S.E. Salem, Oregon, 97317.

Emergency and/or business telephone number is (503) 378-2100 between 0700-1700 hours each weekday. Duty Officer number is (503) 932-4218, Monday-Thursday, between 1700-2000 hours.

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### APPX C.2 – STUDENT MAIL

Student mail, including packages, must be addressed as follows:

Personal and Confidential Student  
Name  
Class # C/O  
DPSST  
4190 Aumsville Hwy. SE  
Salem, OR 97317

Mail will be distributed to the student by Academy staff or through the class mailbox at dorm reception.

# APPENDIX D – PACKING LISTS FOR BASIC ACADEMIES

## BASIC POLICE CHECKLIST

**MONDAY CHECK-IN** *\*Sunday lodging is available, registered students will receive instructions in advance.*

- Please wear business casual clothing for check-in (slacks and button up shirt/polo, blouse and skirt, or dress – no jeans or shorts). Do not bring in all your luggage at this time. You will have time to “move in” (luggage and personal items) after 1700 hours.
- Check-in will start promptly at 0700 hours on Monday morning in the Dorm Building (Building E). You must be on site and ready to begin in the Dorm Building at that time. The door will open around 0630 hours. Feel free to visit quietly with your classmates in the lobby until we start.
- Please bring your duty pistol secured in an agency approved holster or secured in a gun box to be stored in your issued gun locker. If you bring an off-duty pistol it also must be brought in an agency approved holster or secure gun box and will also be stored in your issued gun locker. TASER’s and OC spray will not be needed during your academy training, but may also be stored in the gun locker.
- Check-In and orientation will last approximately four hours. Meal service will be provided on this date.

## REQUIRED EQUIPMENT

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li><li>○ Student Rules and Regulations</li><li>○ 4 black t-shirts (no pockets or logos)</li><li>○ 2 long sleeve t-shirts – black or blue (no logos)</li><li>○ Black or navy blue shorts or sweatpants (or appropriate workout attire)</li><li>○ Socks – both uniform and athletic appropriate</li><li>○ Clothes hangers</li><li>○ Department issued uniform</li><li>○ One pair indoor use only non-marking athletic shoe with support and traction suitable to high intensity physical fitness training – only to be work in the skills building (gym)</li><li>○ One pair of indoor use only non-marking athletic or wrestling shoe suitable for use in a mat room (may be same shoes as above)</li><li>○ One pair of additional athletic shoes for personal workouts (optional)</li></ul> | <ul style="list-style-type: none"><li>○ Full size flashlight and a smaller, personal carry flashlight of your choice (and charger if needed)</li><li>○ Police notebook</li><li>○ Duty boots</li><li>○ Duty belt</li><li>○ Duty weapon and at least 3 magazines with minimum total capacity of 45 rounds</li><li>○ Ballistic vest</li><li>○ Taser holster (unless your agency does not use tasers)</li><li>○ Handcuffs</li><li>○ Handcuff key</li><li>○ Baton</li><li>○ Radio carrier</li><li>○ Water bottle</li><li>○ Personal hygiene items</li><li>○ Bath towels/wash cloths</li><li>○ Shoe shine supplies</li><li>○ Mouth guard</li><li>○ Department issued or appropriate black or blue rain gear or jacket</li></ul> |
|--|---|

## OPTIONAL EQUIPMENT

- |   |
|---|
| <ul style="list-style-type: none"><li>○ Knee pads</li><li>○ Safety glasses</li><li>○ Duty gloves</li><li>○ Extra bedding/pillows</li><li>○ Personal athletic under garments (such as athletic supporter, cup, sports bra, etc.)</li></ul> |
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## BASIC CORRECTIONS LOCAL CHECKLIST

**MONDAY CHECK-IN** \*Sunday lodging is available, registered students will receive instructions in advance.

- Please wear business casual clothing for check-in (slacks and button up shirt/polo, blouse and skirt, or dress – no jeans or shorts). Do not bring in all your luggage at this time. You will have time to “move in” (luggage and personal items) after 1700 hours.
- Check-in will start promptly at 0700 hours on Monday morning in the Dorm Building (Building E). You must be on site and ready to begin in the Dorm Building at that time. The door will open around 0630 hours. Feel free to visit quietly with your classmates in the lobby until we start.
- Please bring your duty pistol secured in an agency approved holster or secured in a gun box to be stored in your issued gun locker. If you bring an off-duty pistol it also must be brought in an agency approved holster or secure gun box and will also be stored in your issued gun locker. TASER's and OC spray will not be needed during your academy training, but may also be stored in the gun locker.
- Check-In and orientation will last approximately four hours. Meal service will be provided on this date.

### REQUIRED EQUIPMENT

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li><li>○ Student Rules and Regulations</li><li>○ 4 black t-shirts (no pockets or logos)</li><li>○ 2 long sleeve t-shirts – black or blue (no logos)</li><li>○ Black or navy blue shorts or sweatpants (or appropriate workout attire)</li><li>○ Socks – both uniform and athletic appropriate</li><li>○ Clothes hangers</li><li>○ Department issued uniform</li><li>○ One pair indoor use only non-marking athletic shoe with support and traction suitable to high intensity physical fitness training – only to be work in the skills building (gym)</li><li>○ One pair of indoor use only non-marking athletic or wrestling shoe suitable for use in a mat room (may be same shoes as above)</li></ul> | <ul style="list-style-type: none"><li>○ One pair of additional athletic shoes for personal workouts (optional)</li><li>○ Rechargeable duty flashlight (flashlight that will be carried on patrol)</li><li>○ Duty notebook</li><li>○ Duty boots</li><li>○ Duty belt</li><li>○ Duty weapon and at least 3 magazines with minimum total capacity of 45 rounds</li><li>○ Ballistic vest</li><li>○ Taser holster (unless your agency does not use tasers)</li><li>○ Handcuffs</li><li>○ Handcuff key</li><li>○ Baton</li><li>○ Radio carrier</li><li>○ Water bottle</li><li>○ Personal hygiene items</li><li>○ Bath towels/wash cloths</li><li>○ Shoe shine supplies</li><li>○ Mouth guard</li><li>○ Department issued or appropriate black or blue rain gear or jacket</li></ul> |
|---|--|

### OPTIONAL EQUIPMENT

- |   |
|---|
| <ul style="list-style-type: none"><li>○ Knee pads</li><li>○ Safety glasses</li><li>○ Duty gloves</li><li>○ Extra bedding/pillows</li><li>○ Personal athletic under garments (such as athletic supporter, cup, sports bra, etc.)</li></ul> |
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## BASIC TELECOMMUNICATIONS CHECKLIST

**MONDAY CHECK-IN** *\*Sunday lodging is available, registered students will receive instructions in advance.*

- Please wear business casual clothing for check-in (slacks and button up shirt/polo, blouse and skirt, or dress – no jeans or shorts). Do not bring in all your luggage at this time. You will have time to “move in” (luggage and personal items) after 1700 hours.
- Check-in will start promptly at 0700 hours on Monday morning in the Dorm Building (Building E). You must be on site and ready to begin in the Dorm Building at that time. The door will open around 0630 hours. Feel free to visit quietly with your classmates in the lobby until we start.
- Duty weapons will not be required. If you bring a pistol to the Academy it must be brought in an agency approved holster or secure gun box and will be stored in your issued gun locker. TASER’s and OC spray may also be stored in the gun locker.
- Check-In and orientation will last approximately four hours. Meal service will be provided on this date.

## REQUIRED EQUIPMENT

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li><li>○ Student Rules and Regulations</li><li>○ Business casual wear or agency uniform, for day 1 and graduation. No jeans.</li><li>○ Black shoes or boots, low heeled, closed toe</li><li>○ 2 black t-shirts (no pockets or logos)</li><li>○ Athletic shoes, clean soles with no dirt or debris; to change into upon arrival at the gym, for required Health and Fitness class, and optional PT sessions.</li><li>○ Athletic clothing; for required Health and Fitness class and optional PT sessions.</li><li>○ Pen</li></ul> | <ul style="list-style-type: none"><li>○ Plain, waist length solid or agency logo black or navy blue jacket for inclement weather</li><li>○ Personal grooming items</li><li>○ Body/hand towels, wash cloths, hand/body soap, shampoo</li><li>○ Alarm clock</li><li>○ Clothes hangers</li><li>○ Student biography (typed)<ul style="list-style-type: none"><li>○ General information</li><li>○ Time at current agency</li><li>○ Previous public safety and/or military experience</li><li>○ Education background</li><li>○ Family information</li><li>○ Interests/hobbies/talents</li><li>○ Why you chose telecommunications for your career.</li></ul></li></ul> |
|--|---|

## OPTIONAL EQUIPMENT

- |   |
|---|
| <ul style="list-style-type: none"><li>○ Extra bedding/mattress pads/pillows</li></ul> |
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## EMERGENCY MEDICAL DISPATCH CHECKLIST

**STUDENT ARRIVAL** *\*Sunday lodging is available, registered students will receive instructions in advance.*

- Please wear business casual clothing for the entire course (slacks and button up shirt/polo, blouse and skirt, or dress – no jeans or shorts).
- Class will start promptly at 0800 hours in a designated classroom. You must be on site and ready to begin at that time. You have the option of arriving the evening prior to class (You will receive an email with the classroom number and lodging instructions three weeks prior to the starting date).
- If you bring a weapon to the Academy it must be brought in an agency approved holster or secure gun box and will be stored in your issued gun locker. TASER's and OC spray may also be stored in the gun locker.

## REQUIRED EQUIPMENT

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Student Rules and Regulations</li><li>○ Business casual wear or agency uniform, for day 1 and graduation. No jeans.</li><li>○ Pen</li></ul> | <ul style="list-style-type: none"><li>○ Personal grooming items</li><li>○ Body/hand towels, wash cloths, hand/body soap, shampoo</li><li>○ Alarm clock</li><li>○ Clothes hangers</li></ul> |
|---|--|

## OPTIONAL EQUIPMENT

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ Extra bedding/mattress pads/pillows</li></ul> | <ul style="list-style-type: none"><li>○ Athletic shoes and clothing.</li></ul> |
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## BASIC PAROLE AND PROBATION CHECKLIST

**MONDAY CHECK-IN** \*Sunday lodging is available, registered students will receive instructions in advance.

- Please wear business casual clothing for check-in (slacks and button up shirt/polo, blouse and skirt, or dress) – no jeans or shorts). Do not bring in all your luggage at this time. You will have time to “move in” (luggage and personal items) after 1700 hours.
- Check-in will start promptly at 0800 hours on Monday morning in the Dorm Building (Building E). You must be on site and ready to begin in the Dorm Building by 0800 hours. The door will open around 0630 hours. Feel free to visit quietly with your classmates in the lobby until we start.
- If you bring a pistol it must be brought in an agency approved holster or secure gun box and will also be stored in your issued gun locker. TASER’s and OC spray will not be needed during your academy training, but may also be stored in the gun locker.

### REQUIRED EQUIPMENT

<ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li><li>○ Student Rules and Regulations</li><li>○ 4 black t-shirts (no pockets or logos)</li><li>○ 2 long sleeve t-shirts – black or blue (no logos)</li><li>○ Black or navy blue shorts or sweatpants (or appropriate workout attire)</li><li>○ Socks – both uniform and athletic appropriate</li><li>○ Clothes hangers</li><li>○ Department issued uniform</li><li>○ One pair indoor use only non-marking athletic shoe with support and traction suitable to high intensity physical fitness training – only to be work in the skills building (gym)</li><li>○ One pair of indoor use only non-marking athletic or wrestling shoe suitable for use in a mat room (may be same shoes as above)</li><li>○ One pair of additional athletic shoes for personal workouts (optional)</li></ul>	<ul style="list-style-type: none"><li>○ Rechargeable duty flashlight (flashlight that will be carried on patrol)</li><li>○ Duty boots or other suitable black footwear for field scenario activities</li><li>○ Duty belt (black - leather or nylon) and at least two belt keepers*</li><li>○ Cuff pouch(es), pepper spray pouch, flashlight holster for use on duty belt or external vest carrier*</li><li>○ Ballistic vest that is current and sufficient to meet National Institute of Justice standards</li><li>○ Taser holster (unless your agency does not use tasers)</li><li>○ Handcuffs</li><li>○ Handcuff key</li><li>○ Baton (if authorized by your department)</li><li>○ Water bottle</li><li>○ Personal hygiene items</li><li>○ Bath towels/wash cloths</li><li>○ Mouth guard</li><li>○ Department issued or appropriate black or blue rain gear or jacket</li></ul> <p>*If approved by agency, you may opt to substitute gear worn on a trouser belt in lieu of full duty gear.</p>
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### OPTIONAL EQUIPMENT

<ul style="list-style-type: none"><li>○ Safety glasses</li><li>○ Duty gloves</li><li>○ Extra bedding/pillows</li><li>○ Personal athletic under garments (such as athletic supporter, cup, sports bra, etc.)</li></ul>
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## BASIC ARMED PAROLE AND PROBATION CHECKLIST

- Please bring your duty pistol secured in an agency approved holster or secured in a gun box to be stored in your issued gun locker. If you bring an off-duty pistol it also must be brought in an agency approved holster or secure gun box and will also be stored in your issued gun locker. TASER's and OC spray will not be needed during your academy training, but may also be stored in the gun locker.

### REQUIRED EQUIPMENT

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li><li>○ Student Rules and Regulations</li><li>○ 4 black t-shirts (no pockets or logos)</li><li>○ 2 long sleeve t-shirts – black or blue (no logos)</li><li>○ Black or navy blue shorts or sweatpants (or appropriate workout attire)</li><li>○ Socks – both uniform and athletic appropriate</li><li>○ Clothes hangers</li><li>○ Department issued uniform</li><li>○ One pair indoor use only non-marking athletic shoe with support and traction suitable to high intensity physical fitness training – only to be work in the skills building (gym)</li><li>○ One pair of indoor use only non-marking athletic or wrestling shoe suitable for use in a mat room (may be same shoes as above)</li><li>○ One pair of additional athletic shoes for personal workouts (optional)</li></ul> | <ul style="list-style-type: none"><li>○ Rechargeable duty flashlight (flashlight that will be carried on patrol)</li><li>○ Duty boots or other suitable black footwear for field scenario activities</li><li>○ Duty belt (black - leather or nylon) and at least two belt keepers</li><li>○ Duty weapon and at least 3 magazines with minimum total capacity of 45 rounds</li><li>○ Magazine pouches, cuff pouch(es), pepper spray pouch, flashlight holster for use on duty belt or external vest carrier</li><li>○ Ballistic vest that is current and sufficient to meet National Institute of Justice standards</li><li>○ Taser holster (unless your agency does not use tasers)</li><li>○ Handcuffs</li><li>○ Handcuff key</li><li>○ Baton (if authorized by your department)</li><li>○ Water bottle</li><li>○ Personal hygiene items</li><li>○ Bath towels/wash cloths</li><li>○ Mouth guard</li><li>○ Department issued or appropriate black or blue rain gear or jacket</li></ul> |
|--|--|

### OPTIONAL EQUIPMENT

- |   |
|---|
| <ul style="list-style-type: none"><li>○ Safety glasses</li><li>○ Duty gloves</li><li>○ Extra bedding/pillows</li><li>○ Personal athletic under garments (such as athletic supporter, cup, sports bra, etc.)</li></ul> |
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## OREGON LIQUOR AND CANNABIS COMMISSION CHECKLIST

**MONDAY CHECK-IN** *\*Sunday lodging is available, registered students will receive instructions in advance.*

- Please wear business casual clothing for check-in (slacks and button up shirt/polo, blouse and skirt, or dress) – no jeans or shorts). Do not bring in all your luggage at this time. You will have time to “move in” (luggage and personal items) after 1700 hours.
- Check-in will start promptly at 0800 hours on Monday morning in the Dorm Building (Building E). You must be on site and ready to begin in the Dorm Building at that time. The door will open around 0630 hours. Feel free to visit quietly with your classmates in the lobby until we start.
- Check-In and orientation will last approximately four hours. Meal service will be provided on this date.

### REQUIRED EQUIPMENT

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li><li>○ Student Rules and Regulations</li><li>○ 4 black t-shirts (no pockets or logos)</li><li>○ 2 long sleeve t-shirts – black or blue (no logos)</li><li>○ Black or navy blue shorts or sweatpants (or appropriate workout attire)</li><li>○ Socks – both uniform and athletic appropriate</li><li>○ Clothes hangers</li><li>○ Department issued uniform</li><li>○ One pair indoor use only non-marking athletic shoe with support and traction suitable to high intensity physical fitness training – only to be work in the skills building (gym)</li></ul> | <ul style="list-style-type: none"><li>○ One pair of outdoor athletic shoes</li><li>○ Duty boots or other suitable black footwear for field scenario activities</li><li>○ Duty belt (black - leather or nylon) with cuff pouch. Other pouches on duty belt are recommended if issued by the agency and carried in the field</li><li>○ Handcuffs</li><li>○ Handcuff key</li><li>○ Water bottle</li><li>○ Personal hygiene items</li><li>○ Bath towels/wash cloths</li><li>○ Mouth guard</li><li>○ Department issued or appropriate black or blue rain gear or jacket</li><li>○ 1-2 sets of “professional work attire” appropriate for community presentations and/or court.</li></ul> |
|--|---|

### OPTIONAL EQUIPMENT

- |   |
|---|
| <ul style="list-style-type: none"><li>○ Safety glasses</li><li>○ Duty gloves</li><li>○ Extra bedding/pillows</li><li>○ Personal athletic under garments (such as athletic supporter, cup, sports bra, etc.)</li></ul> |
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## POLICE CAREER OFFICER DEVELOPEMENT CHECKLIST

**MONDAY CHECK-IN** *\*Sunday lodging is available, registered students will receive instructions in advance.*

- Please wear business casual clothing or your agency uniform for the entire course (slacks and button up shirt/polo, blouse and skirt, or dress – no jeans or shorts).
- Check-in will start promptly at 0730 hours on Monday morning in the Dorm Building (Building E). You must be on site and ready to begin in the Dorm Building at that time. The door will open around 0630 hours. Feel free to visit quietly with your classmates in the lobby until we start.
- If you bring a pistol it must be brought in an agency approved holster or secure gun box and will also be stored in your issued gun locker. TASER's and OC spray will not be needed during your academy training, but may also be stored in the gun locker.

### REQUIRED EQUIPMENT

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>○ <b>Completed</b> Emergency Data Sheet</li><li>○ Student Rules and Regulations</li><li>○ Electronic device capable of accessing pdf format documents, connections to the internet, and USB port enabled (DPSST recommends the use of a laptop computer). Please contact DPSST in advance if this is not possible.</li></ul> | <ul style="list-style-type: none"><li>○ Business casual wear or agency uniform, no jeans.</li><li>○ Pen</li><li>○ Personal grooming items</li><li>○ Bath towels, wash cloths, soap, shampoo</li><li>○ Alarm clock</li><li>○ Clothes hangers</li></ul> |
|--|---|

### OPTIONAL EQUIPMENT

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ Extra bedding/mattress pads/pillows</li></ul> | <ul style="list-style-type: none"><li>○ Athletic shoes and clothing.</li></ul> |
|---|--|

## APPENDIX E – LOCAL MEDICAL CARE FACILITIES

If you experience a medical emergency while at the Academy, call 911.

### 24 Hour Emergency Care Facilities

Salem Health Medical Center (ER)  
890 Oak St.  
Salem, OR 97301  
(503) 561-5200

Santiam Memorial Hospital  
1401 N. 10<sup>th</sup> Ave.  
Stayton, OR 97383  
(503) 769-2175

Legacy Silverton Medical Center  
342 Fairview St.  
Silverton, OR 97381  
(503) 873-1500

### Limited Hour Urgent Care Facilities

Salem Health Urgent Care  
1002 Bellevue St. SE  
Salem, OR 97301  
(503) 814-5554

Salem Clinic Urgent Care-South  
2531 Boone Rd. SE  
(SE of Kuebler/Battle Creek Intersection)  
Salem, OR 97306  
(503) 485-8600

## ATTACHMENTS – STUDENT FORMS

Copies of these forms are provided here as a reference. Students will be directed by the Class Coordinator to complete these forms from the student shared network drive as required.

# ATTACHMENT 1 – STUDENT EMERGENCY DATA SHEET



## Department of Public Safety Standards and Training Student Emergency Data Sheet

### Student Contact Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
DPSST# \_\_\_\_\_ Class# \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Message) \_\_\_\_\_

### Agency Contact Information

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_  
Immediate First Line of Contact (Your first point of contact for any training issues):  
Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Emergency Contact Information

Physicians Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Primary Emergency Contact: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Secondary Emergency Contact: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Student Medical Information

Prior Medical Issues:  No  Yes (if yes, explain)

Are you currently taking any medications?  No  Yes (if yes, explain)

Do you have any allergies to medications?  No  Yes (if yes, explain)

Have you ever suffered a concussion?  No  Yes (if yes, explain)

## STUDENT ABSENCE REPORT

STUDENTS MUST COMPLETE AND TURN IN TO CLASS COORDINATOR

Recruit Name: \_\_\_\_\_ DPSST# \_\_\_\_\_

Class # \_\_\_\_\_ Reason for Absence: \_\_\_\_\_

(Court, illness, personal, injury, agency request, unexcused, etc.)

Date(s) of Absence: \_\_\_\_\_

I will be missing the following topics (list all topics separately):

Date/Time you contacted your agency to notify them: \_\_\_\_\_

Name/Phone number of agency contact: \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY TRAINING COORDINATOR:

Comments (include if these topics need to be remediated and if so, how:

Is return remediation needed: Yes  No  (If yes, complete remediation form)

Name of Coordinator: \_\_\_\_\_

# ATTACHMENT 3 – DPSST TRAINING EVENT REPORT



## DPSST TRAINING EVENT REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Person Reporting: \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Training Module \_\_\_\_\_  Skill  Academic

### PERSON(S) INVOLVED:

- Student (name) \_\_\_\_\_ Class # \_\_\_\_\_
- Staff (name) \_\_\_\_\_
- Instructor (name) \_\_\_\_\_
- Other (name) \_\_\_\_\_

### EVENT TYPE:

### ACTION TAKEN: (mark all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Training – Skills     | <input type="checkbox"/> Document event                                 |
| <input type="checkbox"/> Training – Academic   | <input type="checkbox"/> Brief Staff _____                              |
| <input type="checkbox"/> Testing or Assessment | <input type="checkbox"/> Counsel student                                |
| <input type="checkbox"/> Counseling            | <input type="checkbox"/> Co-counsel student with staff/instructor _____ |
| <input type="checkbox"/> Misconduct            | <input type="checkbox"/> Take Action: _____                             |
| <input type="checkbox"/> Safety                | <input type="checkbox"/> Refer to: _____                                |
| <input type="checkbox"/> Other _____           | <input type="checkbox"/> Other _____                                    |

### OBSERVATION OF STUDENT PROFESSIONALISM IN DEMONSTRATION OF 7 THEMES

- |                                  |   |   |  |
|----------------------------------|---|---|--|
| <input type="checkbox"/> Ethics  | <input type="checkbox"/> Communications | <input type="checkbox"/> Community Policing | <input type="checkbox"/> Health & Wellness |
| <input type="checkbox"/> The Law | <input type="checkbox"/> Diversity      | <input type="checkbox"/> Survival Skills    |  |

Narrative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TURN THIS DOCUMENT IN AT THE FRONT DESK**  
**Forward Original to Academy Training Supervisor, copy to Training Coordinator**



**Department of Public Safety Standards and Training**

**Request for Accommodation of Disabilities**



*If you have a disability and are requesting accommodation for all or any portion of a DPSST training course or examination, pursuant to the Americans with Disabilities Act, please complete and return this form, along with the Professional Evaluation and Documentation of Disability Form, to the Department of Public Safety Standards and Training (DPSST).*

1. What is the type of disability that limits one or more of your major life activities (physical, mental, learning)?

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2. What is the nature and extent of the disability?

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3. Describe the accommodation requested.

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4. Attach DPSST Form 623-b (Professional Evaluation and Documentation of Disability) and additional verification of your disability from a qualified professional supporting your requested accommodation.

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course/Event Attending:** \_\_\_\_\_

**Dates/Times of Course/Event:** \_\_\_\_\_

**Employer Name (if applicable):** \_\_\_\_\_

ATTACHMENT 5 – DPSST PROFESSIONAL EVALUATION AND DOCUMENTATION OF DISABILITY

**Department of Public Safety Standards and Training**  
**Professional Evaluation and Documentation of Disability**



*TO BE COMPLETED BY A QUALIFIED PROFESSIONAL*

**Candidate Name:** \_\_\_\_\_

1. Describe the credentials and years of experience which qualify you to assess, diagnose, and treat the disability and/or medical condition:

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

2. What is the type of disability that limits one or more of the candidate's major life activities (e.g., physical, mental, learning)?

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

3. What is the nature and extent of the disability? If a specific learning disability, learning related or psychological disability exists, please provide the DSM-V Diagnosis, and identify the specific assessments used to diagnose the disability.

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

4. What is the date of you last treatment or consultation with the candidate?

\_\_\_\_\_

5. What effect does the disability and/or medical condition have on the candidate's ability to perform under standard testing conditions?

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

6. What is the specific recommended accommodation and how does it relate to the candidate's disability and/or medical condition given the format of the examination?

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

*Continued next page*

**Evaluator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**License/Certification #:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

*I attest that the information provided on this form is true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DPSST Form 623-b