

# OYA Training Academy DPSST and Dormitory Information



March 2024

## Welcome

Welcome to the Oregon Youth Authority Training Academy. We're glad you're attending our training.

Please come prepared to learn, participate, and motivate yourself and others.



## Check-In for Training

Allow at least 10 minutes to check-in each day in the DPSST lobby of Building A.

A visitor's badge will be provided to you.

Please sign the roster when arriving to the classroom each day.

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## General Parking Information

There is plenty of parking available on campus. You are welcome to park in any area that is not prohibited by signs or defined as off-limits. Students staying in the dorms, avoid parking spaces that are reserved for DPSST staff or vehicles.

## Participants staying in the dorms

The hours for check in at the DPSST dorms are 8:00 am to 8:00 pm. If you're checking in after-hours or on the weekend, you will receive additional information and a dorm code. You will receive a meal card, which allows you to eat breakfast, lunch, and dinner at the DPSST Dining Hall.



# General Rules and Conduct

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## Expectations

Welcome to the Oregon Youth Authority. We're glad you're joining the OYA community and attending our training! The Training Academy team is committed to providing a learning environment that is welcoming, inclusive and provides opportunities for learner engagement. It is our expectation that all OYA staff demonstrate professionalism and ethical behavior at all times and treat others with dignity and respect. If there are any accommodations that would assist in your learning, please reach out to a member of the training team.

## Dress Code

We encourage anyone who has a uniform issued to them to wear it during training. **Jeans and shorts are NOT ALLOWED on campus during business hours.** If you are not issued an OYA uniform or do not wish to wear a uniform to training, the dress code is business casual. You will need to bring comfortable shoes and athletic clothing for physical skills training. Athletic shoes or wrestling shoes are best. Classrooms can vary in temperature. We recommend wearing layers.

## Possession of Alcoholic Beverages, Marijuana and/or Illicit Drugs

The DPSST campus is considered state property and the use or possession of alcoholic beverages, marijuana and/or illicit drugs on state property, including DPSST grounds, is prohibited. OYA is committed to achieving a workplace free from the effects of illegal drug and alcohol use for the safety and well-being of the public, youth, and staff while also complying with the Drug-free Workplace Act of 1988. Staff must also be aware they are prohibited from driving a state vehicle or privately-owned vehicle in an official capacity while under the influence of alcohol or intoxicants. This includes driving to and from any job-related training.

## Firearms

It is the policy of DPSST to prohibit the introduction of firearms, including personal, into the dormitories, except to secure them in lockers. No firearm will be left in any location that is not secure, including vehicles. Live ammunition shall not be brought to any academy premises under any circumstances. Staff may contact OYA's Human Resources Office staff if they have questions regarding weapons in the workplace.

## Tobacco-Free Campus

DPSST is a Tobacco-Free campus. Tobacco use and smoking is NOT permitted inside any building or on any of the DPSST grounds.

## Dining Hall

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You are welcome to bring your own food. If you would like to dine on-campus, reasonably priced meals are available at the Dining Hall.

The Dining Hall serves meals during the following

hours: Breakfast: 6am - 8am

Lunch: 11am - 1pm

Dinner: 5pm - 7pm

**All staff staying in the dorms will receive a meal card that covers the cost of breakfast, lunch and dinner at DPSST.**

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# Frequently Asked Questions

## Do I need to bring money?

If you are staying in the dorms, we will provide you a meal card which covers the cost of your meals at DPSST. Some beverages (such as energy drinks) are not covered by your meal card, and you will need your own money for these options. You will need money if you plan to use the laundry facilities at DPSST

If you are not staying in the dorms, money is needed to dine at the Dining Hall and for the coffee/tea station. Visa/Mastercard are accepted. You can bring your own lunch if you prefer.

## Can I bring my own food and drink?

You are more than welcome to bring your own food and drink! DPSST does not permit food in the classroom, but we will have regularly scheduled breaktimes. Drinks are welcome in the classroom with a lid.

## What if I'm ill or have an emergency and cannot attend?

We understand that emergencies happen! We ask that you contact us to let us know. You can reach us by emailing [academytraining@oya.oregon.gov](mailto:academytraining@oya.oregon.gov) or calling (503) 378-3894. Please let your supervisor know as well.

## I have a question that is not listed.

We want to make sure you feel prepared for training and know what to expect. If any questions come up, we can be reached at [academytraining@oya.oregon.gov](mailto:academytraining@oya.oregon.gov) or by calling (503) 378-3894 business hours are Monday – Friday 7:30 am to 4:00 pm.



# New Employee Training Schedule

New Employee Training starts at **8:00 a.m.** on Monday of the first week. All OYA staff start on the first Monday at **8:00 a.m.**

Central Office staff are with us the first week, and then will graduate from training on the first Friday at **12:00 p.m.**

Direct care staff will report to their worksites for the next two weeks for on-the-job training/job shadowing. They will then return to training and depending on job positions will attend one to two more weeks of training.

Education staff will attend training starting on the first Monday of the 4<sup>th</sup> week at **8:00 a.m.** and graduate on Wednesday of that week at **5:00 p.m.**

The weekly training schedule is below:

Monday: 8am - 5pm

Tuesday: 8am - 5pm

Wednesday: 8am - 5pm

Thursday: 8am - 5pm

Friday: 8am - 12pm



# What to Bring to the Dormitory

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When staying at DPSST dorms, the below items are **not** provided. We recommend bringing the following:

- ◆ Personal grooming items
- ◆ Bath towels
- ◆ Soap
- ◆ Extra blankets
- ◆ Alarm Clock
- ◆ Pillow
- ◆ Wash cloths
- ◆ Toothbrush/Toothpaste
- ◆ Clothes hangers
- ◆ Shampoo
- ◆ Hairdryer
- ◆ Personal Bedding



## Dormitory Services and Student Responsibility

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Each person assigned a room is responsible for the general maintenance of the room.

- ◆ Students will be responsible for making their own bed and keeping their living unit clean and orderly.
- ◆ Clean bed linens will be provided on your arrival. Students will pick up and drop off linen near the dormitory reception desk.
- ◆ Students will work out a rotation of bathroom cleaning duties between themselves.
- ◆ You must provide your own towels and washcloths.
- ◆ Vacuum cleaners and other cleaning supplies are available on site.

## DPSST On-Site Amenities

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**While you are staying at DPSST you will have access to several resources that will better assist you in your day-to-day business.**

- ◆ Onsite washer and dryers (\$1.00 per wash or dry)
- ◆ A recreation room, which includes the following items: TV, pool, and ping-pong tables along with a large selection of movies.
- ◆ Indoor fitness room and over 2 miles of running/walking trails.



# Dormitory Rules

**Each student is expected to adhere to the dormitory rules including:**

- Only authorized personnel will reside in the dormitory.
- No room assignment change is permitted without prior approval of the Academy staff.
- Refrigerators, ice chests, or other cooling/heating devices are not permitted in dormitory rooms. Individuals that require a refrigeration unit for medications can check-out this device from Student Reception.
- Electrical appliances such as coffeepots or microwaves are prohibited.
- Students are required to always keep housing areas clean. Clothing and personal items will be arranged neatly in closets or cabinets and beds shall be made.
- Students are required to report, in writing, any damaged or missing items. Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the training day following the day the damage or missing items are noted.
- Students responsible for damage will be required to pay for the repair or replacement of the item.
- Visitors are permitted in the common areas only until 9:00 pm. Visitors are not permitted in any of the dormitory living units. Student co-visitation is allowed until 10:30 pm, Sunday thru Thursday.
- Visitors will be required to provide identity upon request of Academy Staff. Furthermore, students receiving visitors must always remain with their guests. Visitors are not allowed to wander Academy grounds unescorted.
- Students of the opposite sex are prohibited from entering or remaining in the room of another student or staff person, unless it is a documented bona fide emergency that is life threatening in nature.
- Students are prohibited from 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 9:00 pm and 6:30 am, Sunday thru Thursday.
- Smoking is prohibited in the dormitory and on all DPSST grounds.
- Motor vehicles will be parked in designated parking areas only. DPSST is not responsible for any theft or damage to vehicles.
- DPSST staff will conduct an exit inspection of each room on the final day of training.
- Students must be cleared out of assigned rooms, with keys turned into the Student Reception desk by 8:00 am on day of departure. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. All students of a room will share financial responsibility if investigation cannot attribute the responsibility to a specific individual or individuals. Unreported damage or items discovered as missing are the responsibility of room students.
- Students shall use the pay phone for a maximum of fifteen (15) minutes on any single call.
- Students are expected to pick up after themselves and maintain a clean area.

# Our Location



The Training Academy is located at:  
Department of Public Safety Standards and Training  
4190 Aumsville Hwy SE  
Salem, OR. 97317

## How to Get There:

From the North:  
Take I-5 southbound to Salem.

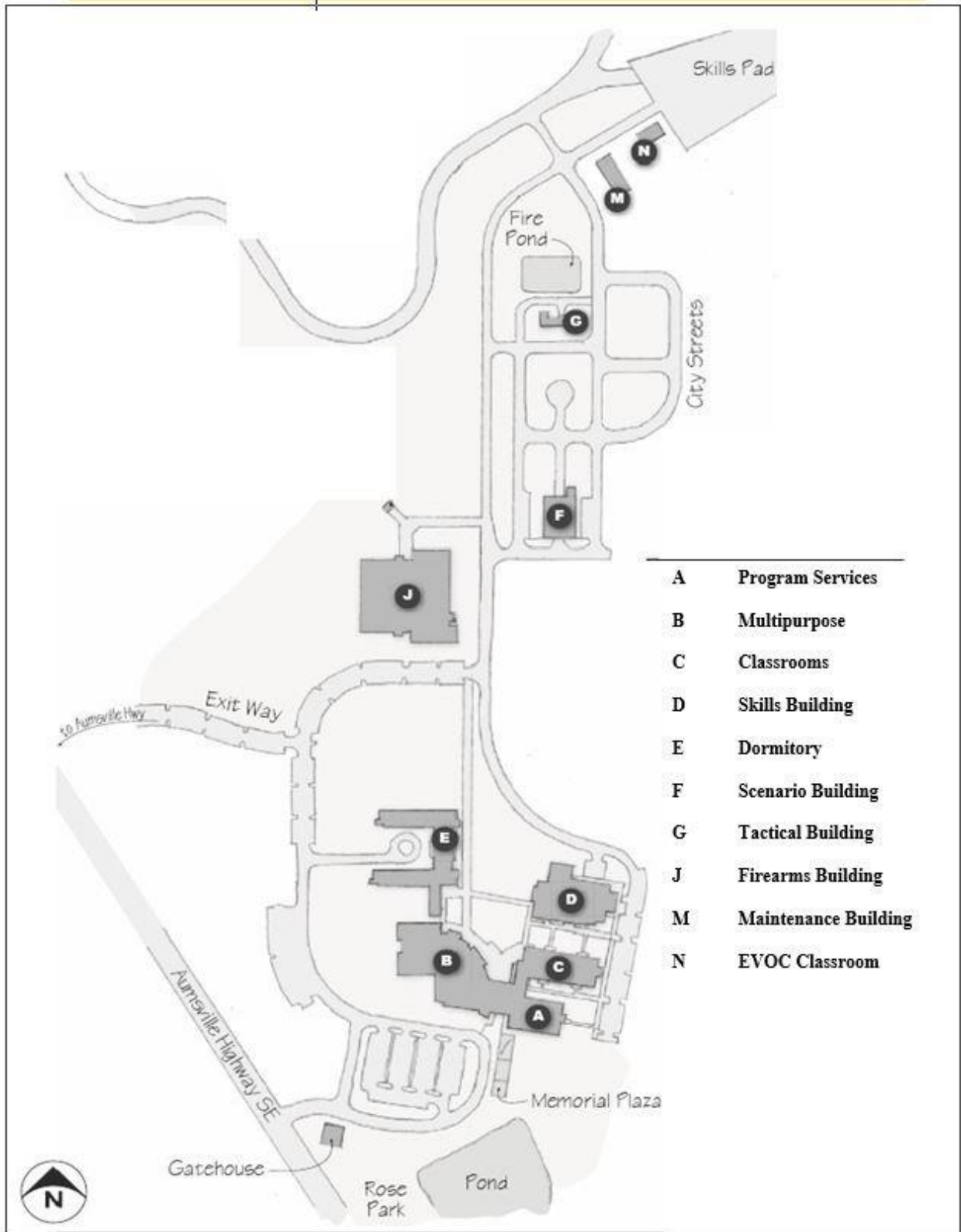
Take the OR-22/Santiam Hwy. exit – Exit 253  
Cross over the top of I-5 and move into the  
middle eastbound traffic lane. Take Lancaster  
Dr. exit – Exit 2.  
Turn right onto Lancaster Dr.  
Lancaster Dr. turns into Aumsville Hwy.  
Cross straight through intersection with  
Kuebler Blvd.  
Pass Marion County Dog Control, Marion  
County Correctional Facility, and the Santiam  
Correctional Institute  
Turn left into the Oregon Public Safety Academy  
driveway.

From the South:  
Take I-5 northbound to Salem.

Take the Kuebler Blvd. exit – Exit 252.  
Turn right onto Kuebler Blvd. and drive 2 miles. Turn  
right onto Aumsville Hwy.  
Pass Marion County Dog Control, Marion County  
Correctional Facility, and the Santiam  
Correctional Institute  
Turn left into the Oregon Public Safety Academy  
driveway.



# Campus Map





# Business Hours and Contact

**Academy Staff can be reached Monday-Friday, from 7:30am to 4pm. Holiday closures are observed.**  
**Staff Contact Information**

For general information and to register for classes, please call Jill McClenny at 503-378-3894 or email [trainingacademy@oya.oregon.gov](mailto:trainingacademy@oya.oregon.gov)

**Xavier Hudson, Training Director**  
[xavier.hudson@oya.oregon.gov](mailto:xavier.hudson@oya.oregon.gov)  
541-237-4117

**Jill McClenny, Office Support II**  
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503-378-3894

## Training and Development Staff

**Chris Fought**  
[chris.fought@oya.oregon.gov](mailto:chris.fought@oya.oregon.gov)  
503-378-2233

**Caleb Bronemann**  
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**Heather Phillips**  
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503-378-2231

**Travis Wren**  
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503-378-2347

**After Hours/Emergency  
Contact: Xavier Hudson**  
541-237-4117

**Fax: 503-378-4813**