

Telecommunications Policy Committee

Minutes

November 6, 2013

The Telecommunications Policy Committee of the Board on Public Safety Standards and Training held a regular meeting on November 6, 2013 at the Oregon Public Safety Academy in Salem, Oregon. Chair Rob Poirier called the meeting to order at 10:01 a.m.

Attendees:

Committee Members:

Robert Poirier, Public Safety Telecommunicators, Chair
Pamela Brost, Association of Public Safety Communications Officers
Justin Hardwick, Emergency Medical Services and Trauma Systems
Rich Leipfert, Oregon Fire Chiefs Association
Brian Oeder, Line-Level Telecommunicator
Joe Raade, Emergency Medical Services Section of the Oregon Fire Chiefs Association

Committee Members Absent:

Eric Bush, Oregon Chiefs of Police
Pam Collett, Association of Public Safety Communications Officers
Richard Culley, Oregon State Police
Rick Eiesland, Oregon State Sheriff's Association

DPSST Staff:

Todd Anderson, Director of Training
Debbie Anderson, Administrative Specialist
Jennifer Howald, Administrative Specialist
Sharon Huck, Compliance Specialist
Leon Colas, Professional Standards Coordinator/Investigator
Kristen Hibberds, Professional Standards Coordinator/Investigator
Debbie Graves, Administrative Operations Supervisor

Guest:

Craig Johnson, DOJ Assistant Attorney General



1. DOJ Contested Case Review

Craig Johnson – Assistant Attorney General

Assistant Attorney General Craig Johnson addressed committee members about the contested case process and the denial/revocation of public safety officer certification involving discretionary disqualifying misconduct. The discussion highlighted legal concerns, recent Administrative Law Judge (ALJ) rulings and some changes to the discretionary process that are being implemented by DPSST Professional Standards staff.

2. **Minutes from August 21, 2013 Meeting**

Approve meeting minutes from August 21, 2013.

To see a complete record of the August 21, 2013 Telecommunications Policy Committee minutes, please go to:

http://www.oregon.gov/dpsst/BD/Policy_Committee_Minutes/TPC_Minutes/TPC082113.pdf

Rich Leipfert moved to approve the minutes from the August 21, 2013 Telecommunications Policy Committee meeting. Justin Hardwick seconded the motion. The motion carried unanimously.

3. **Stephanie Nordhagen, Oregon State Police, Southern Command Center – DPSST #28558**

Advanced Certification Portfolio - REVISED

See Appendix A for details

- *Pam Brost moved that the Telecommunications Policy Committee recommends to the Board that Stephanie Nordhagen has met the minimum competency requirements necessary to be awarded Advanced certification in the Telecommunications discipline. Rich Leipfert seconded the motion. The motion carried unanimously.*

4. **Heidi Vaughn, Columbia 9-1-1 Communications District - DPSST #39404**

Intermediate Certification Portfolio

See Appendix B for details

Rich Leipfert moved that the Telecommunications Policy Committee recommends to the Board that Heidi Vaughn has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Joe Raade seconded the motion. The motion carried unanimously.

5. **Heather Whitaker, Oregon State Police, Southern Command Center – DPSST #47209**

Intermediate Certification Portfolio

See Appendix C for details

Brian Oeder moved that the Telecommunications Policy Committee recommends to the Board that Heather Whitaker has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Rich Leipfert seconded the motion. The motion carried unanimously.

6. **Dannell L. Hooper, Columbia 9-1-1 Communications District – DPSST #46098**
Intermediate Certification Portfolio

See Appendix D for details

Brian Oeder moved that the Telecommunications Policy Committee recommends to the Board that Dannell L. Hooper has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Rich Leipfert seconded the motion. The motion carried unanimously.

7. **Janel Dunning, North Bend Police Department – DPSST #47107**
Intermediate Certification Portfolio

See Appendix E for details

- *It is the consensus of the committee that Debbie Anderson will contact DUNNING's agency to obtain the supporting documents needed for intermediate certification.*

8. **Chandra M. Egan, Columbia 9-1-1 Communications District – DPSST #46259**
Intermediate Certification Portfolio

See Appendix F for details

Pam Brost moved that the Telecommunications Policy Committee recommends to the Board that Chandra M. Egan has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Rich Leipfert seconded the motion. The motion carried unanimously.

9. **Sally Copeland, Columbia 9-1-1 Communications District DPSST #41903**
Intermediate Certification Portfolio

See Appendix G for details

Justin Hardwick moved that the Telecommunications Policy Committee recommends to the Board that Sally Copeland has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Rich Leipfert seconded the motion. The motion carried unanimously.

10. **Tracy Edinger, Columbia 9-1-1 Communications District – DPSST #41960**
Intermediate Certification Portfolio

See Appendix H for details

Pam Brost moved that the Telecommunications Policy Committee recommends to the Board that Tracy Edinger has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Brian Oeder seconded the motion. The motion carried unanimously.

11. Dawna M. Hollenbeck, Douglas County Sheriff's Office – DPSST #21294

Intermediate & Advanced Certification Portfolio

See Appendix I for details

Rich Leipfert moved that the Telecommunications Policy Committee recommends to the Board that Dawna M. Hollenbeck has met the minimum competency requirements necessary to be awarded Intermediate and Advanced certification in the Telecommunications discipline. Brian Oeder seconded the motion. The motion carried unanimously.

12. Jamie Antis, North Bend Police Department – DPSST #26346

Advanced Certification Portfolio

See Appendix J for details

- *It is the consensus of the committee that Debbie Anderson will contact ANTIS' agency to obtain the supporting documents needed for advanced certification.*

13. Heidi M. Ferguson, Columbia 9-1-1 Communications District – DPSST #27206

Intermediate Certification Portfolio

See Appendix K for details

Rich Leipfert moved that the Telecommunications Policy Committee recommends to the Board that Heidi M. Ferguson has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Justin Hardwick seconded the motion. The motion carried unanimously.

14. Kathe Petterson, Malheur County Sheriff's Office – DPSST #44555

Intermediate Certification Portfolio

See Appendix L for details

Justin Hardwick moved that the Telecommunications Policy Committee recommends to the Board that Kathe Petterson has met the minimum competency requirements necessary to be awarded Intermediate certification in the Telecommunications discipline. Brian Oeder seconded the motion. The motion carried unanimously.

15. Staff Report

Todd Anderson, Director of Training

DPSST is in the process of hiring staff for HB3194. This includes two regional positions for training criminal justice disciplines. One position will be located in SW Oregon and the other in Salem. DPSST is also hiring for the Supervision and Mid-Management positions that were lost in previous years budget cuts.

Steve Winegar has been hired as the Leadership Program Manager. Steve has worked for DPSST in various capacities over the last several years. Steve is in the process of developing the curriculum for the Supervision and Mid-Management courses. The first Supervision class will be held January 6, 2014. The current plan is for six Supervision and four Mid-Management courses to be held in this biennium.

DPSST is moving toward a new learning model; Problem-Based Learning. We are also moving forward in technology. Beta testing will begin with the Parole and Probation class in September of 2014 where an iPad or similar type device will be given to the student with their training materials instead of a notebook.

Tami Atkinson is DPSST's new Telecommunications Training Coordinator. She is working with the curriculum committee and on the field training manual along with coordinating several classes since her arrival.

16. Next Telecommunications Policy Committee Meeting Date

Wednesday, February 5, 2014 at 9:00 a.m.

With no further business before the committee, the meeting adjourned at 11:02 a.m

Appendix A

Department of Public Safety Standards and Training Memo

Date: November 6, 2013

To: Telecommunications Policy Committee

From: Debbie Anderson
Certification and Compliance Coordinator

Subject: Advanced Certification Portfolio – NORDHAGEN, Stephanie #28558

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and decide whether to affirm or reverse the agency head's recommendation.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunications Portfolio
ATTACHMENT C – May 6, 2013 Letter to Director Bob Rector
ATTACHMENT D – August 7, 2013 Telecommunication Policy Committee Memo
Advanced Certification packet NORDHAGEN, S #28558
ATTACHMENT E – Updated Form F-7 Application for Certification –
NORDHAGEN, S #28558
ATTACHMENT F – Updated Advanced Certification Portfolio –
ATTACHMENT G – Updated Telecommunications Policy Committee Worksheet –
NORDHAGEN, S #28558

ACTION ITEM 1: Determine whether to affirm the decision of the Rob Rector, Director, Oregon State Police Southern Command Center, to grant Advanced certification in the telecommunications discipline to Stephanie Nordhagen (#28558).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix B

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – VAUGHN, Heidi #39404

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – VAUGHN, Heidi #39404
ATTACHMENT D – Intermediate Certification Portfolio – VAUGHN, Heidi #39404
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Jeanine E Dilley, Executive Director of Columbia 9-1-1 Communications District to grant Intermediate certification in the telecommunications discipline to Heidi Vaughn (#39404).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix C

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – WHITAKER, Heather #47209

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service, and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – WHITAKER H #47209
ATTACHMENT D – Intermediate Certification Portfolio – WHITAKER H #47209
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Paul Sanderson, Manager, Oregon State Police Southern Command Center to grant Intermediate certification in the telecommunications discipline to Heather Whitaker #47209).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix D

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – HOOPER, Dannell L. #46098

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – HOOPER, D #46098
ATTACHMENT D – Intermediate Certification Portfolio – HOOPER, D #46098
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Jeanine E Dilley, Executive Director of Columbia 9-1-1 Communications District to grant Intermediate certification in the telecommunications discipline to Dannell Hooper #46098

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix E

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – DUNNING, Janel #47107

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

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The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – DUNNING, J #47107
ATTACHMENT D – Intermediate Certification Portfolio – DUNNING, J #47107
ATTACHMENT E – Telecommunications Policy Committee Worksheet – Intermediate

ACTION ITEM 1: Determine whether to affirm the decision of the Brian Allen, Sergeant, North Bend Police Department to grant Intermediate certification in the telecommunications discipline to Janel Dunning (#47107).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix F

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – EGAN, Chandra M. #46259

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

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The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – EGAN, C. #46259
ATTACHMENT D – Intermediate Certification Portfolio – EGAN, C. #46259
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Jeanine E Dilley, Executive Director of Columbia 9-1-1 Communications District to grant Intermediate certification in the telecommunications discipline to Chandra Egan (#46259).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix G

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – COPELAND Sally #41903

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – COPELAND, S #41903
ATTACHMENT D – Intermediate Certification Portfolio – COPELAND, S #41903
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Jeanine E Dilley, Executive Director of Columbia 9-1-1 Communications District to grant Intermediate certification in the telecommunications discipline to Sally Copeland (#41903).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix H

Department of Public Safety Standards and Training Memo

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – EDINGER Tracy #41960

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – EDINGER T #41960
ATTACHMENT D – Intermediate Certification Portfolio – EDINGER T #41960
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Jeanine E Dilley, Executive Director of Columbia 9-1-1 Communications District to grant Intermediate certification in the telecommunications discipline to Tracy Edinger (#41960).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix I

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate & Advanced Certification Portfolio – HOLLENBECK,
Dawna M #21294

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and decide whether to affirm or reverse the agency head's recommendation.

- ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
- ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
- ATTACHMENT C – Updated and original Form F-7 Application for Certification –
HOLLENBECK, D #21294
- ATTACHMENT D – Intermediate & Advanced Certification Portfolio –
HOLLENBECK, D #21294
- ATTACHMENT E – Telecommunications Policy Committee Worksheet – Intermediate
HOLLENBECK, D #21294
- ATTACHMENT F – Telecommunications Policy Committee Worksheet – Advanced
HOLLENBECK, D #21294

ACTION ITEM 1: Determine whether to affirm the decision of the Ronald Cross, Supervisor, Douglas County Sheriff Office to grant Intermediate and Advanced certification in the telecommunications discipline to Dawna Hollenbeck (#21294).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix J

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Advanced Certification Portfolio – ANTIS, Jamie #26346

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service, and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Updated and Original Form F-7 Application for Certification –
ANTIS, Jamie #26346
ATTACHMENT D – Advanced Certification Portfolio – ANTIS, Jamie #26346
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of Sergeant Brian Allen, North Bend Police Department, to grant Advanced certification in the telecommunications discipline to Jamie Antis (#26346).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix K

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – FERGUSON, Heidi M #27206

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Form F-7 Application for Certification – FERGUSON, H #27206
ATTACHMENT D – Intermediate Certification Portfolio – FERGUSON, H #27206
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Jeanine E Dilley, Executive Director of Columbia 9-1-1 Communications District to grant Intermediate certification in the telecommunications discipline to Heidi Ferguson (#27206).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)

Appendix L

**Department of Public Safety Standards and Training
Memo**

Date: November 6, 2013
To: Telecommunications Policy Committee
From: Debbie Anderson
Certification and Compliance Specialist
Subject: Intermediate Certification Portfolio – PETERSON, Kathe #44555

Background: A recent update to OAR 259-008-0060 (Public Safety Officer Certification) allows telecommunicators to qualify for an intermediate or advanced level of certification by meeting a combination of years' experience in the telecommunicator field, training hours, college education credits, as well as a minimum competency requirement (ATT. A.) To satisfy the portfolio requirement, a non-inclusive chart was developed (ATT. B.)

An applicant must submit to their agency head or authorized representative a completed Form F-7 (Application for Certification) and a completed portfolio, which includes documentation of the applicable portfolio items (including detailed descriptions, transcripts, recordings of calls for service, and other supporting documentation.) Portfolio items must be from at least two separate categories and three separate categories for advanced certification requests.

The agency head will review the packet and submit a recommendation to DPSST. DPSST, through the Telecommunications Policy Committee, will review the portfolio and agency recommendation and make a final decision.

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts
ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio
ATTACHMENT C – Updated and original Form F-7 Application for Certification –
PETERSON, K #44555
ATTACHMENT D – Intermediate Certification Portfolio – PETERSON, K #44555
ATTACHMENT E – Telecommunications Policy Committee Worksheet

ACTION ITEM 1: Determine whether to affirm the decision of the Kim Fulwyler, management assistant, Malheur County Sheriff Office grant Intermediate certification in the telecommunications discipline to Kathe Petterson #44555).

ATTACHMENT A – Intermediate/Advanced Telecommunication Charts

Intermediate Certification		
Minimum Years of Experience	6 years	5 years
Minimum Training Hours, Including DPSST Basic Course	DPSST Basic Course + 200 hours post certificate training	DPSST Basic Course + 160 hours post certificate training
Minimum College Education Credits	None	45
Minimum Competency	3 portfolio points	3 portfolio points

Advanced Certification				
Minimum Years of Experience	7 years	8 years	9 years	10 years
Minimum Training Hours, Including DPSST Basic Course	Intermediate Certificate + 120 hours post certificate training	Intermediate Certificate + 160 hours post certificate training	Intermediate Certificate + 200 hours post certificate training	Intermediate Certificate + 240 hours post certificate training
Minimum College Education Credits	Bachelor Degree	Assoc. Degree	45	None
Minimum Competency	6 portfolio points	6 portfolio points	6 portfolio points	6 portfolio points

ATTACHMENT B – Intermediate/Advanced Telecommunication Portfolio

Intermediate/Advanced Telecommunicator Portfolio

CATEGORY	PORTFOLIO ITEM	POINTS
Leadership	Policy Writing/Revision	1 point
Leadership	APCO/NENA Membership (active participation within past 2 years)	½ point
Leadership	APCO/NENA Leadership (Hold Office, Committee Chair, National Committee, etc. within past 5 years)	1 point
Leadership	Agency Leadership Role (agency defined)	1 point
Leadership	Professional Development (agency defined)	1 point
Calls for Service*	Multi-jurisdictional (cross-dispatch) events	¼ point
Calls for Service*	Mass casualty events	¼ point
Calls for Service*	Major Media Events	¼ point
Calls for Service*	Incident dispatch team member	¼ point
Calls for Service*	Unusual or Exemplary call for service (agency defined)	¼ point
Awards	Agency/local award recipient	½ point
Awards	State award recipient	1 point
Awards	National award recipient	2 points
Training	1 year Communications Training Officer (within past 5 years)	½ point
Training	2+ years Communications Training Officer (within past 5 years)	1 point
Training	Industry, DPSST or Agency Instructor (within past 2 years)	1 point
Training	Attend industry related training course – 8 hour minimum (does not count toward yearly certification hours)	1 point
Longevity	Every year as an Agency Head	1 point
Longevity	Every two years as a mid-level manager	1 point
Longevity	Every three years as a first line supervisor	1 point
Longevity	Every four years as a lead worker	1 point

* Calls for Service Category: (Requires significant participation in high impact calls for service)