



# Oregon

Kate Brown, Governor

## Department of Public Safety Standards and Training

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Greetings:

You have advanced to the Background Investigation Phase of DPSST's employee selection process. This investigation will determine your suitability to work for and represent the state of Oregon, the Department and its constituent public safety agencies, support agencies and partners.

The background investigation will look into your personal and employment history; and your suitability to be a part of DPSST will be assessed on whether or not you possess particular professional and personal character traits that are consistent with and demonstrative of DPSST's mission, vision, values and goals. These references are attached to this letter.

The core values are the cornerstones on which DPSST is built. They are the center of the background assessment. And each DPSST employee must not only affirm and emulate, but live by these ideals.

Your full cooperation is required in this process. The more complete, timely and accurate information you provide in your forms, questionnaires and interview with the investigator, the sooner your background investigation will be concluded. Additionally, the manner in which you complete the Background Information Form may very well indicate whether or not these ideals are indeed yours. Please consider these evaluation criteria when filling out the Background Information Form, reporting material facts during your interview with the background investigator, and any subsequent follow up with regards to the investigation.

Finally, contact each of your personal references and urge them to cooperate and immediately respond to the investigator, when contacted.

Congratulations and good luck as you proceed through this next phase.