

Rule Caption:

OAR change requires the DPSST Form F4 (Personnel Action Report) to be signed by the Department Head or a certified designee.

Draft OAR Language:

The following revised language for OAR 259-008-0020 contains recommended additions (**bold and underlined**) and deletions (~~strikethrough text~~). For ease of review, only the relevant portion of the revised text draft is included.

259-008-0020

Personnel Action Reports

(1) All public or private safety agencies and the Academy Training Division must submit the name and other pertinent information concerning any newly appointed public safety professional to Standards and Certification on a Personnel Action Report (DPSST Form F-4) within 10 business days after employment or utilization.

(2) Whenever a public safety officer resigns, retires, or terminates employment, is promoted, demoted, discharged, deceased, is on leave for 91 days or more, or transfers within a private or public safety agency, the agency must report this information to Standards and Certification on a Personnel Action Report within 10 business days of the action.

(4) All applicable sections of the Personnel Action Report must be completed, and signed ~~by the department head or an authorized representative.~~

(5) The Personnel Action Report must be signed by the department head or a currently certified public safety professional authorized by the department head.

Any questions or concerns can be directed to DPSST Administrative Rules Coordinator Jennifer Howald (503-378-2432/Jennifer.howald@state.or.us) or Professional Standards Division Director Linsay Hale (503-378-2427/linsay.hale@state.or.us).