

Department of Public Safety Standards and Training

Records Retention Schedule 2016-0004

Effective Date: September 2018

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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Schedule number: 2016-0004

Agency Dept. of Public Safety Standards and Training (DPSST)

Section: Board & Policy Committees

Program Description

The Board on Public Safety Standards and Training (BPSST) is responsible for the oversight and policy guidance of the agency that trains and certifies public and private safety professionals in Oregon. Each of the disciplines addressed by the Department of Public Safety Standards and Training (Corrections, Fire, Police, Parole and Probation, Regulatory Specialists, Polygraph Examiners, Private Security, Private Investigators, Telecommunications and Emergency Medical Dispatchers) are represented by the Board. Board members are appointed by the Governor, although some serve by the virtue of their office, such as the Superintendent of State Police and the State Fire Marshal. Terms are three years and no member can serve more than two terms, except for members who serve by virtue of their office. The 24 member Board meets quarterly.

The Policy Committees vote and make recommendations to the BPSST relating to standards, certification and training issues. The policy committees and their respective subcommittees are comprised of practicing professionals in each field.

Program Records

001 Advisory, Policy Committee and Subcommittee Records, 1961 - [ongoing]

- (a) Retain individual committee member records 4 years after member leaves the committee, destroy
- (b) Retain audio recordings 1 year after meeting minutes approved, destroy
- (c) Retain agendas, approved meeting minutes, and exhibits permanently, transfer to the State Archives after 10 years
- (d) Retain sign in sheets permanently, transfer to the State Archives after 10 years

002 Board Member Records

- (a) Retain individual member records 4 years after member leaves the Board, destroy
- (b) Retain member roster until superseded or obsolete, destroy

003 Board of Public Safety Standards and Training Records, 1961 - [ongoing]

- (a) Retain audio recordings 1 year after minutes approved, destroy
- (b) Retain agendas, meeting minutes, and exhibits, permanently, transfer to State Archives after 10 years

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

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Organizational Placement

Agency Department of Public Safety Standards and Training (DPSST)

Program: Public Safety Memorial Fund Board

Schedule number: 2016-0004

Program Description

The Public Safety Memorial Fund provides benefits to the family members of public safety officers who suffer a qualifying line-of-duty death or permanent, total disability. The Public Safety Memorial Fund Board (PSMFB) is responsible for managing the fund, reviewing applications for benefits, determining the eligibility of applicants, and determining the amount of funds to be dispersed to qualified applicants. The PSMFB is comprised of six members who also serve as members of the Board on Public Safety Standards and Training (BPSST).

Program Records

004 Memorial Fund Benefit Application Records, 1999 - [ongoing]

- (a) Retain approved applications for benefits and supporting documentation permanently, transfer to State Archives after 25 years
- (b) Retain denied applications for benefits and supporting documentation 25 years, destroy
- (c) Retain all other records 5 years, destroy

006 Public Safety Memorial Fund Board Records, 1999 - [ongoing]

- (a) Retain audio recordings 1 year after minutes approved, destroy
- (b) Retain meeting minutes, exhibits and agendas permanently, transfer to State Archives after 10 years
- (c) Retain all other records 4 years, destroy

State Agency General Records Retention Schedule Records

Includes, but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records
Attorney General Opinions
Calendar and Scheduling Records
Conference, Seminar and Training Program Records
Correspondence
Legislative Tracking Records
Litigation Records
Policy and Procedure Guidelines and Manual Records
Policy Development and Planning Records
Press Release Records
Public Records Disclosure Request Records
Publication Preparation Records
Signature Authorization Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Information Records Management Records (OAR 166-300-0030)

Board and Commission Records (OAR 166-350-0010)

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Appeal and Review Records
Board Formation and Organizational Records
Board Meeting Minutes
Board Member Personnel Records
Board Member Records
Complaint and Investigation Records
Reports and Studies

Databases

None

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Organizational Placement

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Administration and Support

Section: Director's Office

Schedule number: 2016-0004

Program Description

The Director is responsible for overseeing the agency charged with developing professional standards for public safety officers in Oregon and providing quality training to Oregon's providers of public and private security services. The Department draws its statutory authority from various Oregon laws due to its diverse scope that includes law enforcement, fire, corrections, parole and probation officers, regulatory specialists, 9-1-1 telecommunicators, emergency medical dispatchers, polygraph examiners, private security, and private investigators.

The Governor appoints the Director and the Board annually evaluates the Director's implementation of policies, standards and minimum requirements for public safety certifications and training and the results of this evaluation are reported to the Governor. With the approval of the Governor, the Director may appoint a Deputy Director, who serves at the pleasure of the Director.

The Director's Office staff also supports the Board on Public Safety Standards and Training (BPSST) and the Board's discipline-specific Committees (see separate program for the Board & Policy Committees).

Program Records

007 Director's Correspondence Records

Retain 5 years, destroy

008 DPSST Biennial Reports, 1999 - [ongoing]

Retain permanently, transfer to State Archives after 5 years

.1 c.f.

009 DPSST Performance Management Studies

(a) Retain contracted studies 6 years after expiration of contract, destroy

(b) Retain in-house studies 5 years, destroy

010 DPSST Policy Manuals, 1989 - [ongoing]

Retain permanently, transfer to State Archives after 5 years

.2 c.f.

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Staff Meeting Records

Databases

None

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Organizational Placement

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Administration and Support

Section: Director's Office

Program: Public Information/Legislative

Schedule number: 2016-0004

Program Description

The Public Information program is responsible for the coordination of media contacts as well as the information and outreach efforts by DPSST. Target audiences include agency staff, public safety providers in Oregon, elected officials, the general public and the Legislature. This program includes the preparation of press releases, publications, media advertising campaigns, as well as the organization of public events and public comment opportunities. This program also includes development legislative concepts, tracking, research, testimony preparation and correspondence relating to legislative issues.

Program Records

011 DPSST Brochures, 1999 - [ongoing]

(a) Retain significant brochures about significant programs or events permanently, transfer to State Archives after 5 years

(b) Retain all other brochures until superseded or 5 years, whichever is sooner, destroy

012 DPSST Photograph and Digital Images, 1968 - [ongoing]

(a) Retain images of excellent and good quality (ready for publication) that depict significant events permanently, transfer to State Archives after 30 years

(b) Retain lesser quality images (out of focus, technically inferior) for 5 years, destroy

013 Media Contact Records

Retain until superseded or obsolete, destroy

014 Media Inquiry Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Legislative Tracking Records

Mailing Lists

Policy & Procedure Guidelines and Manuals

Press Releases

Databases

None

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Edition: September 2018

Organizational Placement

Schedule number: 2016-0004

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Administration and Support

Section: Director's Office

Program: High Intensity Drug Trafficking Area (HIDTA) Program

Program Description

The Oregon-Idaho High Intensity Drug Trafficking Areas (HIDTA) program seeks to reduce drug availability in federally designated high-impact drug trafficking areas. Federal grants fund the program, which allocates federal funding to specific initiatives, sanctioned by a multi-jurisdictional Executive Board comprised of federal, state and local law enforcement executives that establishes policy direction for all of the initiatives. Department of Public Safety Standards and Training (DPSST) support's the Oregon-Idaho High Intensity Drug Trafficking Areas (HIDTA) program, by acting as the fiduciary agency for federal funds granted to the program by the White House, Office of National Drug Control Policy (ONDCP). The HIDTA Training Initiative section produces and maintains the HIDTA program training initiative records.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

None

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Schedule number: 2016-0004

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Administration and Support

Section: Business Services

Program: Accounting & Purchasing

Program Description

The Accounting program is responsible for the coordination and management of financial resources at the Department of Public Safety Standards and Training (DPSST). Program staff review and process accounts receivable, accounts payable, contract payments, and travel reimbursement forms. Accounting also advises DPSST staff about procedures and regulations concerning travel and accounts payable. The program ensures compliance with Generally Accepted Accounting Principles (GAAP), Oregon Accounting Manual (OAM), Governmental Accounting Standards Board (GASB), Oregon Revised Statutes (ORS), Oregon Administrative Rules (OARs), Attorney General's Model Public Contract Rules Manual, Office of Management and Budget (OMB) Circular A-133, Single Audit Act of 1984 as amended in 1996, IRS, National Archives and Records Administration (NARA), other related governmental budgetary reporting requirements, as well as agency policies and procedures.

Program Records

015 Contract Tracking Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Facilities Records (OAR 166-300-0020)

Equipment/Property Disposition Records

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Financial Records (OAR 166-300-0025)

Account Transfer Records

Accounting System Input Documents and Listings and Agency Control Reports

Accounts Payable Records

Accounts Receivable Records

Audit Reports

Budget Allotment Records

Budget Preparation Records

Cash Receipt Records

Competitive Bid Records

Deposit Slips

Grant Records

Purchasing Records

Voucher Registers

Vouchers

Warrants

Databases

None

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Schedule number: 2016-0004

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Administration and Support

Section: Business Services

Program: Payroll

Program Description

The Payroll program is responsible for the Department of Public Safety Standards and Training (DPSST) payroll and employee benefits services. The program is responsible for assuring all part time and full time employees enter time accurately and processing all employee payroll data and withholding information into the Oregon State Payroll System (OSPS).

Program staff also provides information to agency staff on health, dental, life and disability insurance, as well as retirement, deferred compensation, voluntary deductions, and other benefit information.

The program ensures compliance with Oregon Revised Statutes (ORS), Oregon Administrative Rules (OARs), IRS Tax Law, Fair Labor Standards Act (FLSA), Social Security Administration (SSA), Bureau of Labor and Industry (BOLI), Public Employees Benefit Board (PEBB), Public Employees Retirement System (PERS) Collective Bargaining Agreement (CBA), as well as agency policies and procedures.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Payroll Records (OAR 166-300-0035)

Deduction Registers

Employee Payroll Records

Employee Time Records

Family Medical Leave Records

Federal & State Tax Records

Oregon State Payroll System (OSPS) Reports

Payroll Administrative Reports

Unemployment Compensation Claim Records

Unemployment Reports

Personnel Records (OAR 166-300-0040)

Employee Benefits Records

Databases

None

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Schedule number: 2016-0004

Agency: Dept. of Public Safety Standards and Training (DPSST)

Division: Facilities, Information and Human Resources

Section: Information Services (IS)

Program Description

The Information Services (IS) program is responsible for the planning and development, maintenance, support, and protection of the Department of Public Safety Standards and Training (DPSST) computer systems. Responsibilities include installation, performance monitoring, back-ups, scheduling, inventory management, and diagnosing and correcting user problems. The IS program supports database systems that provide subsidiary records for agency programs. Program staff may also conduct formal or informal training for users and may participate in various work groups related to information system issues.

The program also recommends policies and procedures for and provides technical assistance to agency staff for assembling and installing software. Information Services also troubleshoots personal computers and ensures the agency computer system operates smoothly.

Additionally, the program maintains and troubleshoots the telephone system, cellular phones, audio-visual equipment and copiers. Program staff coordinates the installation of additional/replacement hardware, work with vendors to troubleshoot systems problems, and perform other maintenance functions as needed.

Program Records

016 Building Security Video Files

Retain 30 days, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Information & Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Computer System Wiring Records

Forms Development Records

Information Services Subscription Records

Information System Planning and Development Records

Radio System Records

Records Management Records

Software Management Records

Telecommunications System Management Records

User Support Records

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Databases

None

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Organizational Placement

Schedule number: 2016-0004

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Facilities, Information and Human Resources

Section: Human Resources (HR)

Program Description

The Human Resources Division provides agency management and employees with information, interpretation, and guidance regarding federal and state human resource management laws, and federal, state, and agency rules and policies. The Program is responsible for agency-wide recruitment, selection, development and retention of highly qualified, diverse and committed individuals.

The Program is also responsible for employee and position-related records; safety, risk management; workers' compensation and loss control; wellness; grievance evaluation, management and resolution; employee performance evaluation; corrective, progressive, and constructive disciplinary action; management advice and counseling; labor relations; agency-wide training and employee development; organizational evaluation and development; Affirmative Action Plan development, implementation and monitoring; classification of employees; salary administration; agency personnel policies; career counseling; employee recognition programs; and employee awareness and access to the Employee Assistance Program.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Correspondence

Mailing Lists

Policy & Procedure Guidelines and Manuals

Payroll Records (OAR 166-300-0035)

Leave Applications

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Personnel Records (OAR 166-300-0040)

Affirmative Action Records
Collective Bargaining Records
Criminal Background Check Records
Drug Testing Records
Employee Medical Records
Employee Personnel Records
Employee Training Records
Employment Eligibility Verification Forms (I-9)
Equal Employment Opportunity Complaint Records
Human Resources Services Division Statistical Reports
Layoff Records
Position Description & Reclassification Records
Recruitment and Selection Records
Volunteer Program Records
Work Schedules & Assignment Records

Risk Management Records (OAR 166-300-0045)

Emergency Response Plans and Procedures
Hazard Exposure Records
Incident Reports
Safety Compliance and Inspection Records
State Accident Insurance Fund (SAIF)

Databases

None

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Organizational Placement

Schedule number: 2016-0004

Agency: Department of Public Safety Standards and Training (DPSST)

Division: Facilities, Information and Human Resources

Section: Facilities

Program: Facilities Operations

Program Description

DPSST operates a 235 acre campus which includes two wetlands, several ponds, and expansive grounds. It also includes more than 12 buildings with an overall square footage of 350,000. The Facilities Operations Staff is responsible for cleaning and maintenance of the entire facility's footprint.

Facilities Operations also provides trades related safety training and programs that are in compliance with OSHA laws and guidelines, as well as provides construction and infrastructure services to the Training Division in support of the DPSST training venue.

Dorm Reception (Academy Operations) staff is responsible to house and assist basic police and other students during their stay at the DPSST facility. Staff provides day to day customer service, issues photo identification and facility access, as well as provides uniforms. DPSST has a total of approximately 160 rooms.

Program Records

017 Uniform Authorization Records

Retain 3 years after authorization, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Conference, Seminar and Training Program Records

Key Assignment Records (Form #118a)

Policy & Procedure Guidelines and Manuals

Professional Membership Records

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Building Records

Equipment Maintenance Records

Facility Work Orders

Hazardous Substance Employer Survey Records

Master Material Safety Data Records

Pesticide Application Records

Vehicle Records

Databases

None

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Organizational Placement

Agency: Dept. of Public Safety Standards and Training (DPSST)
Division: Professional Standards
Section: Criminal Justice Standards and Certification

Schedule number: 2016-0004

Program Description

The Criminal Justice Standards & Certification section is responsible for the certification of public safety professionals in Oregon, to include police, corrections, parole and probation officers, criminal justice instructors, OLCC regulatory specialists, telecommunicators and emergency medical dispatchers. Certifications are issued upon demonstration that a public safety professional meets the established minimum standards established by law and administrative rule. This section ensures the compliance of public safety professionals and public and private safety agencies, and investigates instances of non-compliance, which may result in the imposition of a civil penalty or the denial, suspension or revocation of public safety professional certifications. This section maintains Criminal Justice Professional Files for applicants and persons certified pursuant to OAR 259, Chapter 8(1) which include forms related to the training and certification, written waiver requests, written time extensions requests, and memos or information required to be submitted with these forms, training records, final staff report and final staff recommendation created as part of a Professional Standards Case by Standards and Certification and final orders by the Board or Department denying, revoking, suspending, accepting a surrender or other final disposition affecting the status of an application or certification.

This section is also responsible for reviewing waivers of minimum standards, determining eligibility to be a candidate for the office of Sheriff and grants arrest authorizations for federal officers.

Program Records

018 Compliance Audit Records

Retain 5 years after presentation to Board on Public Safety Standards and Training, destroy

019 Class Notebooks (*Academy Class Records*)

- (a) Retain class schedule, award memos, graduation program, and official record of class hours 50 years after the conclusion of the class, destroy
- (b) Retain test questions and answer sheets 5 years after the conclusion of the class, destroy
- (c) Retain class photograph and final class roster permanently, transfer to State Archives after 10 years

020 Professional Standards Complaint Records

- (a) Retain all records relating to non-jurisdictional or incomplete complaints 5 years from last action, destroy
- (b) Retain all records relating to jurisdictional or possible jurisdictional complaints 10 years, destroy
- (c) Retain complaint index 10 years from last action, destroy

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076 Contested Case Hearings Records

Retain all records filed with the Office of Administrative Hearings until 60 days after the Board/Department has entered a final order or, if case is appealed, 60 days after a matter is finally concluded, destroy

021 Course Certification Records

(a) Retain active course records 10 years after course last taught, destroy

(b) Retain denied course records 5 years, destroy

022 Federal Officer Arrest Authorization Records

Retain records 50 years after officer becomes inactive, destroy

023 Field Training Manual Equivalency Reviews and Tracking Logs

Retain 15 years, destroy

024 Job Task Analysis Records

(a) Retain medical and subject matter panel records 5 years, destroy

(b) Retain final, approved Job Task Analysis report 10 years, destroy

025 Criminal Justice Professional Files

Retain Criminal Justice Professional File 50 years after criminal justice professional is no longer employed as a criminal justice professional, destroy

026 Training Course Attendance Rosters

Retain 10 years, destroy

028 Sheriff's Eligibility Records

(a) Transfer files for applicants with DPSST number to Criminal Justice Professional File following determination

(b) Retain all other records 6 years, destroy

State Agency General Records Retention Schedule Records

Includes, but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Agency Organizational Records

Attorney General Opinions

Calendar and Scheduling Records

Communication Logs

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Postal Records

Publication Preparation Records

Staff Meeting Records

Databases

SKILLS MANAGER

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Organizational Placement

Schedule number: 2016-0004

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Professional Standards

Section: Polygraph Examiners

Program: Licensing

Program Description

The Polygraph program is responsible for the licensing of Polygraph examiners who are required to meet annual statutory and regulatory standards.

Program Records

031 Applicant Licensing Records

Retain records 3 years after license expires, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Attorney General Opinions

Calendar and Scheduling Records

Communication Logs

Correspondence

LEDS Certification Records

Litigation Records

Mailing Lists

Policy and Procedure Guidelines and Manuals

Postal Records

Publication Preparation Records

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Account Transfer Records

Checks

Credit and Debit Receipts

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Professional Standards

Section: Fire

Program: Certification

Schedule number: 2016-0004

Program Description

The Certification program is responsible for the certification of fire service professionals in Oregon. Fire Certification is a voluntary program for professional development of fire service personnel. This program manages the records, generates reports and statistics and supports the Fire Policy Committee and Fire Task Force Advisory committees. Certificates are issued to fire fighters, fire prevention officers, fire investigators, public education officers, fire service instructors, fire apparatus drivers and operators, hazardous materials responders, fire officers, technical rescuers, urban search and rescue and wildland fire operations positions. Certification is based on completion of performance objectives and job experience. Some certificates require skills testing or completion of a task book. Fire certification standards address both basic and specialized training.

The Fire Certification program also certifies courses and instructors internal and external to DPSST, examines their credentials and performance to ensure that they meet statutory standards. The program also has the authority to deny and revoke the certification of Fire Service Professionals or instructors as prescribed by statute or regulation.

Program Records

032 Certificate Log Records

Retain 2 years, destroy

033 Certification Guide and Task Book Records

Retain 10 years, destroy

034 Certified Firefighter Tracking Data

Retain firefighter data 5 years after they become inactive, destroy

035 Challenge Exam Records (Includes Peer Reviews)

(a) Retain score sheets and exams: 2 years after last use, destroy

(b) Transfer individual tests to Individual Firefighter Records

036 Contested Firefighter or Instructor Case File Records

Retain 15 years after final decision is made, destroy

037 Course Certification Records

Retain 10 years, destroy

038 Course Student Roster Records

Retain 5 years, destroy

039 District Liaison Officer Records

(a) Retain district conference reports 2 years, destroy

(b) Retain officer reports 10 years, destroy

(c) Transfer officer applications and agreements to Individual Firefighter Records after officer becomes inactive

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040 Fire Agency Incomplete Personnel Action Forms

Retain until updated form is received or 6 months, whichever is shorter, destroy

041 Fire Department or Fire Agency Records

Retain 25 years, destroy

042 Individual Firefighter Records

Retain 50 years after inactive, destroy

043 Instructor Certification Records

Retain 10 years after certification lapses, destroy

044 Instructor Tracking Data Records

Retain 10 years, destroy

045 Out of State Evaluation Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Calendar and Scheduling Records

Policy and Procedure Guidelines and Manuals

Databases

None

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Schedule number: 2016-0004

Agency Department of Public Safety Standards and Training (DPSST)

Division: Professional Standards

Program: Private Security

Program Description

The Private Security program's primary function is to administer the certification and licensure processes for Oregon private security providers.

Program staff process requests from constituents, perform routine administrative audits, and contact certificate and license holders to verify and update information. Staff also conducts background checks of applicants on the Oregon State Police's Law Enforcement Data System (LEDS) and processes applicant fingerprints through Oregon State Police and Federal Bureau of Investigation. Staff conducts compliance checks, performs administrative investigations as well as direct investigations of licensees and certificate holders to ensure compliance.

These individuals are required to maintain specific standards outlined in law and rule to retain their certification or licensure. These individuals may not commit certain crimes and must keep current in their training. Violations of standards may result in civil penalties, denial or revocation of the license or certificate. Fees are charged for certification and licensure and must be renewed every two years.

Program Records

046 Program File Records

Retain 6 years after license expires, destroy

047 Complaint and Investigative File Records

(a) Retain anonymous, frivolous, non-jurisdictional or incomplete complaints 1 year, destroy

(b) Retain referred, unsubstantiated or unfounded complaints 2 years, destroy

(c) Retain investigatory records and contested case hearing records 10 years after all appeals are exhausted, destroy

048 Training and Testing Records

(a) Retain curriculum and testing measures specific to each discipline and level 25 years, destroy

(b) Retain training examinations 2 years, destroy

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State Agency General Records Retention Schedule Records

Administrative Records (OAR-166-300-0015)

Calendar and Scheduling Records

Communication Logs

Conference, Seminar and Training Program Records

Contract and Agreements

Correspondence

LEDS Certification Records

Litigation Records

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Staff Meeting Records

Databases

SKILLS MANAGER

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Organizational Placement

Agency Department of Public Safety Standards and Training (DPSST)

Division: Professional Standards

Program: Private Investigators

Schedule number: 2016-0004

Program Description

The Private Investigator program's primary function is to administer the licensure processes for Oregon private investigators.

Program staff process requests from constituents, perform routine administrative audits, and contact license holders to verify and update information. Staff also conducts background checks of applicants on the Oregon State Police's Law Enforcement Data System (LEDS) and processes applicant fingerprints through Oregon State Police and Federal Bureau of Investigation. Staff conducts compliance checks, performs administrative investigations as well as direct investigations of licensees to ensure compliance.

These individuals are required to maintain specific standards outlined in law and rule to retain their licensure. These individuals may not commit certain crimes and must keep current in their training. Violations of standards may result in civil penalties, denial or revocation of the license. Fees are charged for licensure which must be renewed every two years.

Program Records

049 Applicant and Program File Records

Retain applicant records 6 years after license expires, destroy

050 Complaint and Investigative File Records

(a) Retain anonymous, frivolous, non-jurisdictional or incomplete complaints 1 year, destroy

(b) Retain referred, unsubstantiated or unfounded complaints 2 years, destroy

(c) Retain investigatory records and contested case hearing records 10 years after all appeals are exhausted, destroy

051 Orientation and Testing Records

(a) Retain curriculum and testing measures specific to each licensure level 25 years, destroy

(b) Retain licensure examinations 2 years, destroy

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State Agency General Records Retention Schedule Records

Administrative Records (OAR-166-300-0015)

Calendar and Scheduling Records

Communication Logs

Conference, Seminar and Training Program Records

Contract and Agreements

Correspondence

LEDS Certification Records

Litigation Records

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Publication Preparation Records

Staff Meeting Records

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Organizational Placement

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Academy Training

Schedule number: 2016-0004

Program Description

The Academy Training program is responsible for the direction and oversight of the Department of Public Safety Standards and Training (DPSST)'s Public Safety Training Academy. The program provides coordination and delivery of statutorily mandated basic Academy training programs, as well as leadership and career officer development programs for police, corrections, regulatory specialists, parole and probation officers and telecommunicators and emergency medical dispatchers.

Program staff is responsible for assessing training needs, designing or modifying course content, conducting and evaluating effectiveness of training and analyzing results. The program also utilizes agency trainers who are loaned to the program by local jurisdictions for specialized instruction purposes, are hired as part time DPSST employees or are volunteer instructors.

The Academy Training program also operates the Range which houses ammunition, live weapons, and 'red handle' training weapons that are incapable of firing. The Range receives weapon donations from other agencies, by court order, and maintains some out of house collections for use in specific training at the Academy.

Program Records

052 Academy Resource Guide Records

Retain 2 years after superseded or obsolete, destroy

053 Instructor and Volunteer Instructor Records

Retain 2 years after instructor separation, destroy

054 Instructor Evaluation Records

Retain 2 years, destroy

055 Preliminary Health Survey Records

Retain until conclusion of course, destroy

056 Student Conduct Guide

Retain 2 years after superseded or obsolete, destroy

057 Student Records

(a) Retain student attendance records until conclusion of class, destroy

(b) Retain special reports relating to student discipline, investigation or medical condition until student graduation or dismissal from the academy, forward to student's employing agency

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State Agency General Records Retention Schedule Records

Administrative Records (OAR-166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Professional Membership Records

Publication Preparation Records

Staff Meeting Records

Facilities/Property Records (OAR 166-300-0020)

Equipment/Property Records

Information & Records Management Records (OAR 166-300-0030)

Forms Development Records

Personnel Records (OAR 166-300-0040)

Work Schedules & Assignment Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Schedule number: 2016-0004

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Academy Training

Program: Academy Training Logistics

Program Description

This program provides the logistics for the delivery of all training at the Oregon Public Safety Academy (OPSA). The logistics include the detailed coordination and scheduling of multiple and concurrent instructors, classes, classrooms, venues, equipment and supplies needed for the day to day operations and external constituents using OPSA facilities. The logistics include coordination of class materials, the proper set up of venues and their related equipment as well as ongoing website training schedule updates.

This program also includes managing instructors; their assignments based on need and skillset, their timekeeping and travel expenses and related personnel updates. Instructors include volunteers, agency loaned instructors as well as employees.

This program includes tracking of training deficiencies and remediation of those deficiencies.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Record (OAR-166-300-0015)

Calendar and Scheduling Records

Communication Logs

Contract and Agreements

Policy and Procedure Guidelines and Manuals

Databases

STARS

ATOMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Tactical Training

Schedule number: 2016-0004

Program Description

The Tactical Training Section is responsible for the oversight, coordination and delivery of tactical training programs which include Emergency Vehicle Operations (EVOC), vehicle stops, building searches/tactical movements, DUII wet labs, and all scenario-based training for basic mandated classes. This “hands-on” training familiarizes students with the specialized skills they will use in their careers. In scenario-based training students are dispatched to simulated, real time calls and evaluated on a full range of scenario-based elements including problem solving, application of the law, ethics, survival skills, community policing and diversity.

Within these programs this section is responsible for assessing training needs, designing or modifying course content, and evaluating the effectiveness of training. The tactical skills programs maintain documentation of student performance during their basic academy and schedules and provides remediation of students with deficient performance after their basic academy. Agency part-time trainers, agency loan instructors and volunteers assist with the instruction related with these training programs.

This section maintains an inventory of equipment, weapons and ammunition to support all programs within this section.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR-166-300-0015)

Calendar and Scheduling Records

Correspondence

Litigation Records

Policy and Procedure Guidelines and Manuals

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Damaged/Stolen Property Records

Equipment Maintenance Records

Equipment/Property Disposition Records

Personnel Records (OAR 166-300-0040)

Employee Medical Records

Employee Personnel Records

Employee Training Records

Position Description & Reclassification Records

Work Schedules & Assignment Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: September 2018

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Schedule number: 2016-0004

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Tactical

Program: Regional

Program Description

The Regional Training program is responsible for directing regional delivery of training statewide for all public safety providers. The state's public safety providers trained by this program include police officers, regulatory specialists, fire, corrections and parole and probation officers, telecommunicators, and emergency medical dispatchers.

The program also works to establish effective lines of communication with agency heads and managers of public safety agencies, board members, advisory committee members, legislators, city, county, state and federal officials, presidents of colleges and universities, community groups, and private citizens regarding training related issues.

Program Records

058 Course Development Records

Retain 3 years after course completion, destroy

059 Course Evaluations

Retain 3 years, destroy

060 Course Registrations

Retain 3 years, destroy

061 Performance Measures Reports

Retain 10 years, destroy

062 Training Event Records

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR-166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Personnel Records (OAR 166-300-0040)

Work Schedules & Assignment Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Survival Skills

Schedule number: 2016-0004

Program Description

The Survival Skills Section is responsible for the oversight, coordination and delivery of survival skills training programs which include Firearms, Defensive Tactics, Confrontational Simulation, MILO (use of force simulator), and Health and Fitness for basic mandated classes. Within these programs, this section is responsible for assessing training needs, designing or modifying course content, and evaluating the effectiveness of training. This “hands-on” training familiarizes students with the tools and skills they will use in their careers and allows them to demonstrate their knowledge learned in the classroom in areas such as law and use of force.

The Survival Skills programs maintain documentation of student performance during their basic training, schedules and provides remediation of students with deficient performance after their basic training. Agency part-time trainers, agency loan instructors and volunteers are used to assist with the instruction.

This section maintains an inventory of equipment, weapons and ammunition to support all programs within this section.

Program Records

063 Student Performance Records (ORPAT Scores, Power Index Scores, LESAS Scores)

Retain 5 years after end of class, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR-166-300-0015)

Calendar and Scheduling Records

Correspondence

Litigation Records

Policy and Procedure Guidelines and Manuals

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Damaged/Stolen Property Records

Equipment Maintenance Records

Equipment/Property Disposition Records

Personnel Records (OAR 166-300-0040)

Employee Medical Records

Employee Personnel Records

Employee Training Records

Position Description & Reclassification Records

Work Schedules & Assignment Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: September 2018

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Schedule number: 2016-0004

Agency Dept. of Public Safety Standards and Training (DPSST)

Division: Training

Section: HIDTA Training Initiative

Program: High Intensity Drug Trafficking Area (HIDTA) Program

Program Description:

The mission of the Oregon-Idaho HIDTA Training Initiative is to enhance the effectiveness and efficiency of Oregon-Idaho HIDTA initiatives by securing and providing targeted, high priority training and an information sharing forum that directly enhances their effort to measurably disrupt and/or dismantle drug trafficking organizations, money laundering operations and related violent crime groups in support of the Office of National Drug Control Policy (ONDCP) National Drug Control Strategy and the Oregon-Idaho HIDTA Counter Drug Strategy.

DPSST conduct a needs assessment and survey to identify the training requirements of the Oregon-Idaho HIDTA participants. The results of the survey - as well as the advice of an advisory committee comprised of Oregon-Idaho HIDTA participants from federal, state, local and tribal agencies – is instrumental in the creation of a training strategy that brings relevant, high quality, effective and cost efficient courses to a larger number of Oregon and Idaho law enforcement officers thus enhancing their training opportunities. In addition to bringing courses to Oregon and Idaho, initiative funds are used to send Oregon-Idaho HIDTA participants to specialized training that is not available in the HIDTA region.

DPSST utilizes a national HIDTA database - HIDTA HOTT - to track the outputs and outcomes achieved by the Oregon-Idaho HIDTA Training Initiative. The Director's Office provides administrative support for the HIDTA program.

Program Records

064 Training/Course Records

Retain 3 years after course completion, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Leadership

Program: Center for Policing Excellence

Schedule number: 2016-0004

Program Description

The Center for Policing Excellence (CPE) develops and delivers training and resources that promote the use of research related to building public trust and confidence, decreasing crime or disorder, and increasing offender accountability. CPE provides leadership development programs both on-site and regionally, and facilitates collaborative efforts between researchers and practitioners to support evidence based decision making.

CPE is also responsible for ensuring DPSST's criminal justice training programs reflect the needs of Oregon's public safety communities, utilize effective educational strategies, and accurately assess learning and performance. Duties include, but are not limited to: facilitating curriculum development work groups; developing and maintaining curricula and materials; developing and maintaining written examinations, skills evaluations, and other achievement measures; developing and maintaining field training manuals. Curriculum and testing records are maintained for DPSST's mandated courses.

Program Records

065 Academy Training Project Report

Retain until superseded or obsolete

066 Course Curriculum Records

Retain 15 years, destroy

067 Course Development Records

(a) Retain class evaluations 3 years or until entered, destroy

(b) Retain leadership course surveys until class completion, destroy

068 Curriculum Revision Request records

Retain 3 years, destroy

069 Curriculum Work Group Records

(a) Retain surveys until entered and verified, destroy

(b) Retain medical and subject matter panel records 15 years, destroy

(c) Retain final report and all other records 10 years, destroy

070 Field Training Manual (FTM) Records

Retain 15 years, destroy

071 Field Training Manual (FTM) Emailbox Requests

Retain 1 year, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: September 2018

072 International Public Safety Leadership and Ethics Institute (IPSLEI) Records

- (a) Retain class evaluations 3 years, destroy
- (b) Retain all other records 2 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Policy and Procedure Guidelines and Manuals

Facilities/Property Records (OAR 166-300-0020)

Equipment/Property Disposition Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: September 2018

Organizational Placement

Schedule number: 2016-0004

Agency Department of Public Safety Standards and Training (DPSST)

Division: Training

Section: Fire Training

Program: Training

Program Description

The Fire Training program assists in training course delivery for Oregon's fire professionals. Fire training in Oregon follows the National Fire Protection Association (NFPA) standards for content and proficiency. Fire training is presently voluntary in the State of Oregon.

The program staff provides a variety of training opportunities throughout the state. In addition, the staff develops, distributes, and coordinates course applications and registrations for seminars, National Fire Academy Outreach, Fire Institute classes (college level courses offered by Eastern Oregon University), and other training opportunities on a regional level.

Program staff also provides clerical and training support to the Fire Advisory Committee and fire task forces.

Program Records

073 Course Evaluation Records

Retain 3 years, destroy

074 Fire Training Planning Records

Retain 10 years or until superseded or obsolete, destroy

075 Performance Measures Annual Reports

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Mailing Lists

Staff Meeting Records

Databases

None