

259-008-0090

## Training Records

(1) Upon receipt by the Department of a Personnel Action Report (**BPSST Form F-4**), properly identifying a **public safety professional** ~~law enforcement officer, telecommunicator, or emergency medical dispatcher~~, the Department shall **will** initiate a file for that individual and record completion of approved training, as well as other personnel information, if properly documented.

**(2) Upon receipt of the appropriate form, the Department will enter training hours for training a public safety professional attended.**

**(a) Beginning April 1, 2007, F-6 (Attendance Rosters) will only be accepted to report training that occurred in the current calendar year and the two previous years.**

**(b) Any training occurring three or more years prior to the current year, or any training received while a public safety professional was employed in a jurisdiction outside of Oregon, must be reported on an F-15 (Continuing Log of Training). Approved training will appear on a public safety professional's training record as a lump sum number of hours of "approved training" for each year reported.**

**(3) Beginning January 1, 2007, all training submitted to the Department must be submitted on the current version F-6 (Attendance Roster) or F-15 (Continuing Log of Training) available upon request, or from the Department's internet website.**

**(4) Any Form F-6 (Attendance Roster) or F-15 (Continuing Log of Training) received by the Department that is insufficient, or not in compliance with this rule will be returned to the originating agency. The Department will identify any deficiencies needing completion or correction.**

~~(2)~~ **(5)** Upon display of proper identification, a department head, or authorized representative, may review their employee's file as maintained by the Department. Proper identification shall **will** also be required of individuals interested in reviewing their own file.

~~(3)~~ **(6)** Review or release of non-public information under Oregon law to other than the individual whose file is the subject of the information request or to the employing law enforcement agency, or public or private safety agency shall **will** only be permitted by the Department upon advisement by the Attorney General, by court order, or with a signed consent from the individual whose file is the subject of the information request.

[ED. NOTE: The Form referenced in this rule is not printed in the OAR Compilation. Copies are available from the agency.]

Stat. Auth.: ORS 181.640

Stats. Implemented: ORS 181.640