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**OREGON
BOARD ON POLICE
STANDARDS AND TRAINING**



**ANNUAL REPORT
FISCAL YEAR
1981-82**

Victor Atiyeh, Governor

Board on Police Standards and Training

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Fiscal Year 1981 - 82**

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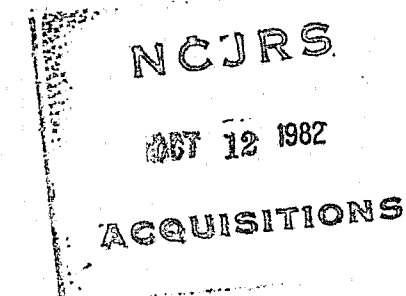
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BUDGET

July 1, 1981 to June 30, 1982

BEGINNING BALANCE, July 1, 1981	\$ 79,078
<u>REVENUE</u>	
Assessments	2,222,275
Federal	51,457
Miscellaneous	40,368
TOTAL REVENUE 1981-82	\$ 2,314,100

	<u>Personal Services</u>	<u>Services & Supplies</u>	<u>Capital Outlay</u>	<u>Total</u>
<u>EXPENDITURES</u>				
Other Funds	\$746,065	\$1,459,532*	\$ 8,070	\$ 2,213,667
Federal Funds	31,701	10,110	9,646	51,457
TOTAL EXPENDITURES	\$777,766	\$1,469,642	\$17,716	\$ 2,265,124
ENDING BALANCE, June 30, 1982				\$ 128,054

Positions:

Other Funds	25.5
Federal Funds	2.0
Total	27.5

*Includes contract payment to Oregon State Police.

STANDARDS AND CERTIFICATION

The Standards and Certification Section is responsible for administering the mandated requirements of the Police Standards Act (ORS 181.610 to 181.700). The Act became state law after being passed by the 1967 Legislature. Each regular legislative session since then, except the 1979 session, has further amended the law requiring the Board to set minimum employment standards and to certify local law enforcement and corrections officers at their level of competency. Also included are officers of port districts, mass transit districts, school districts serving a population of over 300,000, railroad police, and Indian reservation police. State and county parole and probation officers are also covered by the Act.

To meet the requirements of the Act, the Standards and Certification Section keeps current employment and training records for all full-time sworn officers employed by the aforementioned agencies. The section also maintains records for nonsworn employees who attend Board sponsored or certified training courses. More than 15,500 individual employment and training records are presently part of the computerized records system.

After meeting the minimum standards for employment and training, an officer may be granted basic certification. The officer must earn a basic certificate within one year of employment. As the officer verifies higher levels of experience, training and education, Intermediate, Advanced, Management, and Executive certificates may be awarded by the Board. The availability of the progressively higher levels of certification encourage the officers to seek out valid training and to continue their college education. The fact that many local agencies use the Board's certification levels as requirements for varying levels of salary incentive programs and/or promotion, also encourages the officers to seek self improvement.

A thorough review and evaluation of existing records and documents is required before certification is awarded to any applicant. The Standards and Certification Section received and processed 1,318 certification applications during the last fiscal year. Of those, 145 applications were denied because the applicants could not document the required levels of training, education, and experience. Officer revocations for cause totalled three for the year.

Three thousand, nine hundred, and twenty-two Oregon police officers held valid certification at the end of the reporting year. That total included 2,229 Intermediate certificates, 1,657 Advanced certificates, 214 Management certificates, and 177 officers had earned Executive certificates.

Seven hundred and six corrections officers are presently certified. Of those, 258 hold Intermediate certificates and 122 possess Advanced certification. Corrections managers have 16 Management and 15 Executive certificates.

A total of 242 parole and probation officers are currently certified. One hundred and ninety-two hold Intermediate certificates and 123 have qualified for the Advanced certificate. Twenty-six hold Management certificates and 11 are in possession of Executive certificates.

Involvement of the Standards and Certification staff in career counseling, job placement assistance, and other personalized services to individuals continues to be significant. Over 100 local agencies were assisted with recruitment, selection of personnel of all ranks, and in promotional processes.

Career counseling services ranged from brief telephone conversations and letters to intensive personal interviews. This service continues to enjoy great popularity as indicated by the fact that the staff responded to about 5,000 individual requests during the year.

The Standards and Certification Section administers the Polygraph Examiners Act. The Act provides that all persons who conduct polygraph examinations in Oregon must be licensed by the Board. Forty-six applications for licenses were processed during the past fiscal year. Two written and oral examinations for General Polygraph Examiners licenses were held during the year. Currently, 32 examiners possess General Polygraph Examiner licenses and 14 hold Polygraph Examiner Intern licenses. This section function is a time consuming one because of the complex technical skills required of the individual operators, which must be clearly demonstrated during the examination process. As in past years, the Board's Polygraph Advisory Committee has provided invaluable assistance to staff.

Effective July 1, 1981, the Oregon Crime Watch program was assigned to the Standards and Certification Section. With the loss of federal funding, this program operated last year with a 74% reduction in funding. Though funding was cut drastically, requests for service continue to come in regularly. Ninety requests for general assistance, counseling, technical assistance, and Crime Watch materials were received during the year. Technical assistance was provided to 14 agencies on starting new programs. Training provided during the year included a 12-hour regional course in Pendleton, an 18-hour course on Environmental Design in Troutdale, an 80-hour basic crime prevention course, and a 40-hour advanced course, both at the Oregon Police Academy. Oregon Crime Watch distributed 96,590 items free of charge to Oregon agencies. They included warning decals, brochures, posters, and other crime prevention materials.

RESEARCH AND MANAGEMENT SERVICES

The Research and Management Services Section is primarily designed to furnish a direct service to the Board, yet it likewise provides managerial assistance to any police, sheriff, corrections, or parole and probation agency in the state.

This section conducts an annual personnel and budget study of all law enforcement agencies in Oregon in order to obtain data necessary in formulating the BPST budget request, to project training needs, to determine local priorities as evidenced through personnel shifts, and to identify statewide trends. Additionally, a synopsis of this information is provided all agencies under the Police Standards Act. This permits police and sheriff's departments to compare their operating costs, personnel strength, and salary structure with like organizations in order to facilitate budget requests or to enhance planning processes.

The section conducts research as directed by the Board or the Executive Director. Several such tasks were completed during the year, such as a study of Oregon's new intimidation statutes involving race, color, religion, or national origin. A special bulletin was prepared regarding this subject and was distributed to all law enforcement agencies under the Police Standards Act.

Administrative counseling is furnished to local law enforcement agencies upon their request. Because of curtailed budgets being experienced by local governments, many of the requests have dealt with cutback management or other money saving inquiries.

Another form of request from local law enforcement agencies is for limited surveys, which consist of an analysis of a single or limited number of functions within the recipient agency. Such a study always requires field contact. Recommendations for improvement are always made, usually in the form of a written report. Assistance with implementation of recommendations is also provided. In line with administrative counseling, most of the requests reflected current fiscal concerns by asking for studies to determine the number of personnel needed or methods of combining resources.

Formerly, comprehensive studies had been offered. Comprehensive studies consisted of an extensive study and analysis of the entire administration, operations, and support services provided by a law enforcement agency. Staff cutbacks have prevented us from continuing this valuable service and only one such study, carried over from the previous year, was completed.

A resource library is maintained for both agency use and to provide loan material to law enforcement agencies when they request information on specific subject matter. A unique feature of the library is the amount of material that was developed by individual Oregon law enforcement agencies to meet a certain need of their department. This material, unavailable in a central collection anywhere else, thereby becomes accessible to other departments experiencing similar problems. Local policies and procedures manuals are especially popular and there is always a number of those on loan to agencies revising their own manuals.

To supplement the training programs offered by the Board, staff have prepared a number of training manuals addressing critical issues such as administration, record keeping, property control, and various other subjects. These are furnished to any agency needing assistance in those areas.

OREGON POLICE ACADEMY

After several years of use, the performance objective-based Basic Police curriculum has proved to be an effective workable tool, both for the Academy students and staff. A similar format was adopted and implemented for the Basic Corrections Course.

Some reprogramming of the computer was necessary to allow for more flexible and economic programming of future adjustments of the curriculum from the Academy terminal.

Eight hours of classroom training in Radar Operation were incorporated into the 280-hour Basic Police Course during the year.

Arrangements were made with the State Police for the Intoxilizer Course to be offered as an elective to each Basic Police Class. This training was offered outside of the 280-hour Basic Course.

First Aid/CPR continued to be offered as an elective outside of the 280-hours.

A written examination for testing sheriff candidates, covering 268 items of knowledge in the legal area, was developed and field tested by the staff. The test was used not only for sheriff candidates, but has been successfully used to test graduates of the Basic Police Supplemental Course. It is expected this examination can also be used to test police chief appointees.

Assistance was provided the Local Government Personnel Institute (LGPI) in field testing a newly developed entry-level police officer examination. The examination was administered to groups of officers from three different Basic Police classes prior to their beginning training at the Academy, with those results compared to their academy standing upon completion. Staff has been informed by LGPI that there was a good correlation, and the field testing was of great assistance toward validating the examination.

Staff cutbacks due to revenue shortfalls caused significant changes in personnel assignments and programs at the Academy. In addition, the Parole and Probation training program, and staff training coordinator, were transferred from the Salem office. Although continuing all necessary parole and probation training, this person was given additional assignments in police training to help compensate for loss of staff in that field.

There is no longer a staff person available to handle the film library services and this widely-used service to local agencies was sharply curtailed. As the year closed, plans were being formulated whereby the Board would provide its films to the Portland State University Division of Continuing Education Film Library. Under this agreement, the PSU Film Library will continue to provide the films to local agencies upon request. There would be a service fee charged by PSU that would cover postage, cleaning, repairs, and provide funds for future film replacements.

The newly-designed Middle Management Course received good evaluations after two presentations. The course was reviewed and evaluated by staff and the instructors prior to the third and final presentation for the 1981-1983 budget period which will be in late 1982.

Other program cuts during the final eighteen months of the 1981-1983 biennium caused cancellation of nearly all training courses at the Academy which were not mandated. In addition, several basic classes for corrections and police officers were cancelled, and the two-week Basic Police Supplemental Course was reduced to one week in length.

Assistance was provided to the Joint Training Committee of the Oregon Association Chiefs of Police, Oregon Peace Officers Association, and the Oregon State Sheriffs Association in designing a Training Needs Questionnaire. This questionnaire was circulated statewide, with the results being beneficial in planning our training needs over the next biennium.

Use of the BPST firing range facility at Adair by outside agencies continued to be extensive. The presence of a live-in caretaker virtually eliminated vandalism and criminal mischief problems.

The Academy staff was able to meet most of the demands from the field, even with the staff reductions. Every effort was made to continue to offer timely, high quality training, using the best instructors available.

SPECIALIZED AND REGIONAL TRAINING

The primary responsibility of the Specialized and Regional Training Section is to provide advanced, specialized, and refresher training in selected cities throughout the state, and on occasion at the Oregon Police Academy. Supervision of the Corrections Basic Training Program is also a responsibility of this section. In addition, training programs proposed by local agencies and other organizations are reviewed and evaluated, with subsequent recommendation to the Board for certification, if appropriate.

Regional classes generally range from one to three days in length and may be presented in many cities over a period of several months. In selecting course topics and curriculum, staff members consider current trends, results of the (Joint OACP-OSSA-OPOA) Training Committee survey, and information gained from their own research and contacts with law enforcement officers and administrators. Some training is also provided as the result of local request, including several cooperative ventures with another agency, or several agencies, co-sponsoring specific specialized training with BPST.

The majority of those who attend regional courses are police, corrections, and parole and probation officers. Additionally, many individuals representing other branches of the criminal justice system, as well as support personnel, participate in the training programs.

The Basic Course for county corrections officers provides four weeks of mandatory instruction at the Oregon Police Academy. The curriculum is

designed by staff in cooperation with selected individuals from the Jail Managers Association, Oregon State Sheriffs Association, and Corrections Academy graduates. Current trends, state and federal jail standards, state law, as well as changing case law dictate much of the selected curriculum.

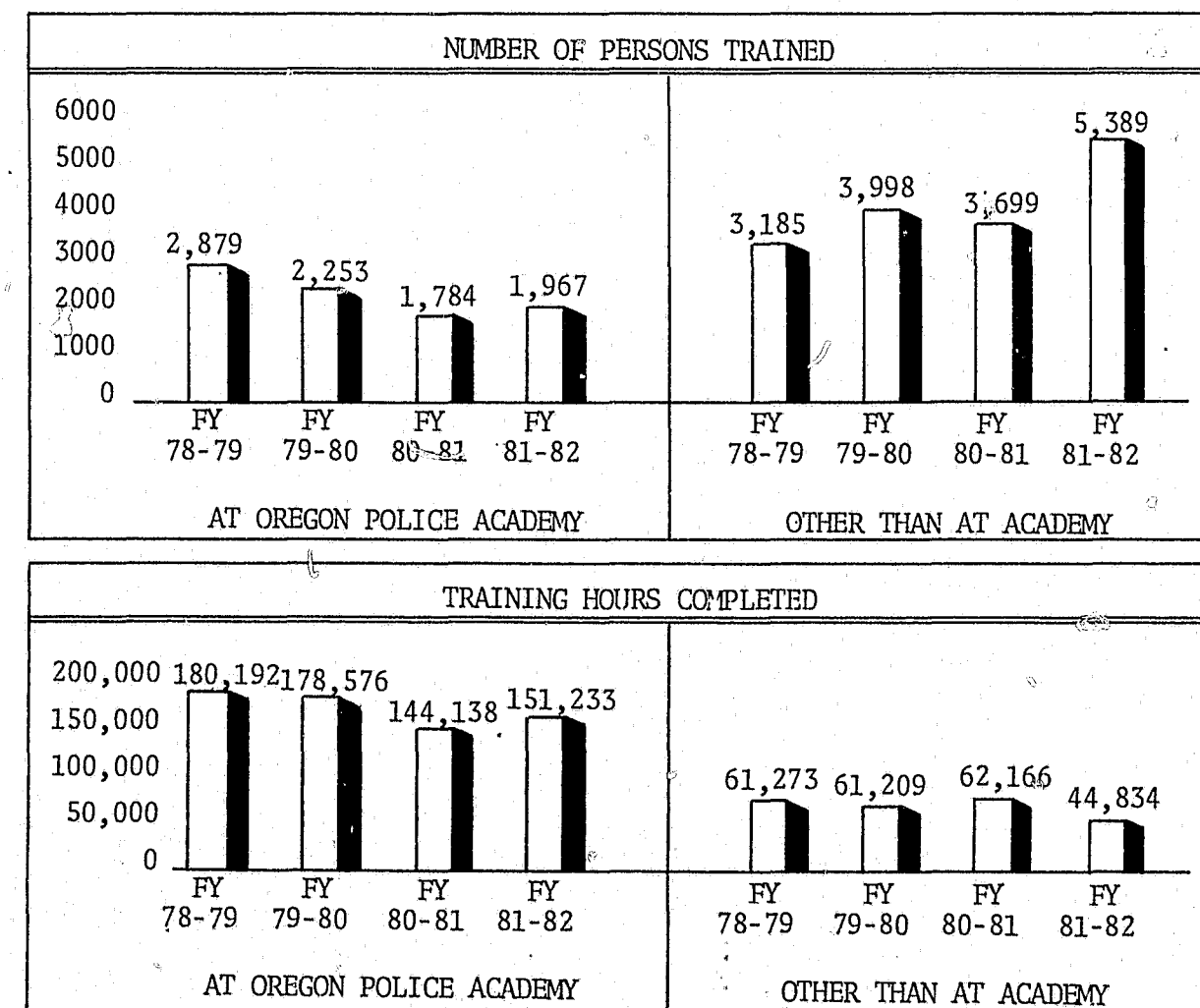
Attendance at regional training courses reached an all time high of 5,644 officers; 2,417 more people than in 1980-81. The major factor making this increase possible was the reassignment of an academy training coordinator to the regional section and a traffic safety grant to the agency providing an additional staff coordinator with support services.

TRAINING

The majority of the agency staff is engaged in providing training for the certifiable police, corrections, and parole and probation officers who are part of the Police Standards Act. To a lesser extent, training is also made available to noncertifiable support personnel of law enforcement departments. An example of the latter is dispatcher training, for which there has always been more of a demand than we have been able to meet.

Most of the training is provided through the Oregon Police Academy Section and the Specialized and Regional Training Section. Almost all of the classes developed by the Academy Section are presented at the Oregon Police Academy. The Specialized and Regional Training Section presents classes at locations throughout the state for the convenience of local agencies and to minimize travel distance. For reasons of economy, however, that section also presents programs at the Oregon Police Academy.

The following graphs portray the volume of training, covering the last four years, presented at the Academy and at those locations other than the Academy regardless of which of the two training sections were actually responsible.



STANDARDS AND CERTIFICATION (CONT.)		Out of State	ADMINISTRATIVE DISTRICT														Total This Period
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Polygraph Licensing	Applications Received:	3	1	9	9	2	5		5	7		3	1				45
	Intern Licenses Issued:	1	1	1	3		1		4	1		1					13
	General Exam. Lic. Issued:	2		8	6	3	3		1	6		2	1				32
	Lic. Denied, Susp., or Revoked:																0
Career Counsel. Staffing	L.E. Agency Openings Processed:	1	3	4	3				1		2						14
	Personnel Counseling, Certifi- cation, and Career Assist.:	7	12	17	59	8	1	5	1	2	0		1	5	1		4,357
College Program Consultations:																	119
DEPARTMENTAL PERSONNEL RECORDS AND STANDARDS INSPECTION																	
Compliance Inspections: Field			3				1	4	10	10		1		2			31
Administ.			6	20	9	11	8				8	12	7	13	8	8	110
Total Inspections:			9	20	9	11	9	4	10	10	8	13	7	15	8	8	141
Record Transaction Summary	Police:	New Employees	12	135	93	11	24	8	7	18	10	19	3	17	11	8	376
		Promotions		59	21	9	4	8	3	11	5	8	4	5	1	1	139
		Terminations	8	45	17	7	16	5	8	16	5	9	4	9	6	1	156
		Files Updated	267	3520	2405	812	757	430	455	670	175	463	314	389	178	130	10,965
	Corrections:	New Employees	4	15	4	3		2	1	18	1	12	1	7	4		72
		Promotions						5		2		3			2		12
		Terminations		3	2	2	4	1		2	3	3	1	6	1	3	31
		Files Updated	110	291	93	89	118	61	76	127	26	85	32	52	55	20	1,235
	Parole & Probation:	New Employees		4	2			10				2					18
		Promotions		2				3									5
		Terminations		1	3			3									8
		Files Updated	17	314	115	16		316			5	67				2	852
	Civilians:	New Employees	6	87	28	13	9	21	8	17	1	11	2	14	2	1	220
		Terminations	2	60	8	2	9	5	7	2		4	2	6	4		111
		Files Updated	84	935	378	203	272	156	112	132	46	112	47	196	48	27	2,748
	Total Personnel:	New Employees	21	204	93	23	22	34	18	46	4	37	5	28	15	7	557
		Promotions		61	21	9	4	16	3	13	5	11	4	5	3	1	156
		Terminations	10	109	30	11	29	14	15	20	8	17	7	21	11	4	306
		Files Updated	478	5060	2991	1120	1147	963	643	929	252	727	393	637	281	179	15,800

[illegible]

OREGON POLICE ACADEMY ACTIVITIES (CONT.)	ADMINISTRATIVE DISTRICT														Period Totals	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Offi- cers	Man- hours
SPECIALIZED POLICE TRAINING COURSES:																
(21) First-Aid	1	126	42	11	28	13	10	8	10	5	1	8	2	9	274	1,096
(22) Cardiopulmonary Resuscitation	5	132	42	15	33	14	12	9	10	6	3	8	3	9	301	1,204
(5) Intoxilyzer	4	37	18	7	15	1		3	1	1	2	1		3	93	368
(2) Advanced Firearms Instructor Course	2	24	9	6	3	3	4	3	2	2		2		1	61	2,440
SUB-TOTAL ACADEMY ADVANCED AND SPECIALIZED TRAINING ACTIVITIES														975	18,188
TOTAL ACADEMY TRAINING ACTIVITIES														1,587	107,228
REGIONAL POLICE, CORRECTIONS, AND PAROLE & PROBATION																
BASIC CORRECTIONS TRAINING																
Basic Class #21-25	3	52	13	8	15	7	9	9	4	12	3	5	5	2	147	23,372
Supplemental Class															0	0
FTM's Issued	3	28	10	9	3	2	7	17	3	15	3	7	7	2	116	
FTM's Completed	7	35	8	8	5	4	9	11	2	10	5	3	6		113	5,650
BASIC PAROLE AND PROBATION TRAINING																
Basic Class #10-12	1	29	14	10	5	1	1	3	2	1	3	2	1	4	77	12,320
Supplemental Class															0	0
FTM's Issued	3	34	19	2		16			1	12					87	0
FTM's Completed		2	24	1		5				1					33	1,650

REGIONAL POLICE, CORRECTIONS, AND PAROLE AND PROBATION Training Activities (Cont.)	Out of State	ADMINISTRATIVE DISTRICT														Period Totals	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Offi- cers	Man- hours
OTHER ACADEMY-BASED REGIONAL TRAINING PROGRAMS (P) Police; (C) Corrections; (P&P) Parole & Probation																	
(1) Adv. Officer Course (C)		3	7	1	4	5	5	2			1		1	1	1	31	1,228
(1) Basic Dispatcher Course (P)		1	8	5	10	8	1	7	6		3	1	9			59	2,360
(1) Basic Motorcycle Course*(P)				3	7		6			2						18	1,035
(1) Basic Crime Prevention (P)		2	22	4		6	3	2	1		4	1	2	1		48	3,690
SUB-TOTAL ACADEMY-BASED COURSES															156	8,313
TRAINING PRESENTED REGIONALLY																	
(7) Accident Investigation (P)			12	2	6	11	22	23	27		14	14			1	132	924
(1) Accident Reconstr. Sem. (P)		1	22	5	4	5		2	3	2	2		3	1	1	51	1,071
(1) Adv. Invest. Hypnosis (P)			9	4				1			1					17	238
(2) Auto Theft Investigation*(P)		1	32	13	12	22	21	1	7	1	2	3			2	117	1,770
(1) Background Investigations(P)		1	45	7	5	5	1	2	2	1					1	70	938
(3) Chemical Agents (C)			4	10	15	6	5	8	8							56	224
(6) Child Abuse Invest. (P)			7	29	5	2	1	18	1	1	25	21	12	29	27	178	1,246
(1) Children: Mistreated/Mis- understood, & Cultural Awareness (P)		2	35	6	5				2	1			1			52	925
(3) Contraband Control (C)				6	20	11	5	7	22							71	284
(1) Corrections Training Officer Workshop (C)		3	3	5	4	1	2	3							1	22	175
(1) Crime Prevention Through Environmental Design (P)			20	1	2											23	405
(1) Crime Prev. - Regional (P)			1	2		1			1				4	1	1	11	114
(5) Defensive Tactics (P)		5	55	12	2		2	3	2	1	3		33		1	119	1,756

*These classes were co-sponsored with other agencies.

REGIONAL POLICE, CORRECTIONS, AND PAROLE AND PROBATION Training Activities (Cont.)	Out of State	ADMINISTRATIVE DISTRICT														Period Totals	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Offi- cers	Man- hours
(1) Executive Develop. Sem. (P)		1	5	7	11	3	3		1	1		1				33	686
(1) Executive Sem. for Chiefs and Sheriffs (P)	1	6	18	21	6	5	4	4	5	3	9	2	9	4	4	101	1,168
(1) FTO Course* (P)			33	1												34	469
(1) Health & Physical Fitness Standards Conference*(P)	4	4	57	12	8	6	1	5	4		4	2	4			111	1,665
(2) Homicide Investigation (P)	1		18	44	13	5	3	3	5	1	5	47	1	1		147	2,349
(2) Interpersonal Relation. (P)		3	16	8	4	9	1	3	11	2	1		4	1	3	66	570
(15) Investigation Interview. (P)		14	150	57	42	36	23	39	45	23	18	43	29	16	1	536	3,744
(1) Jail Hostage Negot. (C)		1	2	26	1	1		2	2		1					36	706
(8) Jail Security (C)		25	14	2	6	7	9	13	5	4	2		22	10	1	120	931
(1) Job Task Analysis (C)		1		1	2	1		1			1				2	9	180
(18) Legal Developments (P)		17	164	44	38	124	12	2	58	13	26	45	59	21	15	638	4,100
(7) Link Analysis Charting Tech. (P)		4	54	9	10	25	7	2	17		2	1	13	3	1	148	1,036
(1) Management of Use of Force (C)		1	1	3	4	1	2		3		5			1		21	157
(3) New Oregon Criminal Laws(P)					48	29	6	32								115	715
(1) Principles of Supervision(P)				1		19										20	160
(5) Prison Tours (C)		2	13	13	4	16	4	1	1		3		5			62	496
(5) Public Records (P)		5	91	60	18	55	13	9	30		1	3	5	5	5	300	2,091
(1) PR for Communictns. Off. (P)		3	16	1		7		1			2					30	90
(21) Radar (P)		52	101	126	48	9		46		36	23		28	22	12	503	4,024
(15) Report Writing (P)		16	33	71	22	10	2	25	16	14	17	7	14	2	2	251	1,757
(11) Selective Traffic Law Enforcement (P)		7	44	12	35	5	15	32	18	25	9	8	23	18	5	256	2,048
(2) Sexual Harassment and Sex Discrimination (P)		14	25													39	156
(4) Tattoo Identification (C)		15	19	7	2	7	10	13	8				6	2	11	100	800
(1) Traffic/Felony Stops (P)					35											35	105
(28) Traffic Law Update (P)		16	130	46	19	12	4	51	33	17	44	11	43	15	8	449	1,796
(1) Use of Police Informants (P)							2		9		1	47				59	742
(23) Vehicle Skills (P)		34	24	45					38	23	37	31	19			251	1,023

*These classes were co-sponsored with other agencies.

REGIONAL POLICE, CORRECTIONS, AND PAROLE AND PROBATION Training Activities (Cont.)	Out of State	ADMINISTRATIVE DISTRICT														Period Totals	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	Offi- cers	Man- hours
SUB-TOTAL REGIONAL TRAIN- ING COURSES		5,389	43,834
TOTAL REGIONAL TRAINING		5,545	52,147
OTHER ACTIVITIES																Period Totals	
Courses Certified:																	
Police	3	5	57	66	29	23	17	13	16		13	5	9	5	1	262	
Corrections		1	2	13	1	1					2			1	1	22	
Parole & Probation			1	6			2		1			2				12	
College																0	
Number of Instructors in Above Courses:	7	11	340	699	127	135	44	14	29		63	18	29	30	15	1,561	
Assistance to Local Training Programs:	1	5	13	7	6	10	1	2	3		4	1	6		2	61	

END