



Criminal History Reporting

F28

Must be used if reporting criminal history to DPSST.

Email: certification.scheduling@dpsst.oregon.gov; Mail: 4190 Aumsville HWY SE; Salem, OR 97317

Questions? Call DPSST at 503-378-4411 or email certification.scheduling@dpsst.oregon.gov

Revised
5/15/24

Employee	Last Name:		First Name:		Middle Name:		DPSST Number (leave blank if new):		
	Previous Name(s) or AKA's:								
	Agency Name:								
	Employment History							Yes	No
	Have you previously been employed as a Public Safety Professional?								
	If yes, what was the date of your earliest employment as a Public Safety Professional?								
	Have you previously been employed in a Military Police position?								
	If yes, what were the dates of your Military Police employment?								
Completion of this Criminal History Reporting form:									
<ul style="list-style-type: none"> Is required if you have answered yes to any of the Professional Standards Questions listed on the F5 Application for Training or F7 Application for Certification form, and must be completed each time a new F5 or F7 application is submitted to DPSST; or Must be submitted to DPSST within 5 days of an arrest or receipt of a criminal citation to appear. 									
Criminal History 1	Date of Arrest/Citation		Arrest/Citation Charge						
	Arresting/Citing Agency								
	Location of Arrest/Citation (City/County/State)								
	Court of Prosecution (County, Municipal, District, etc.)								
	Date/Outcome of Final Disposition		Convicted Other	Dismissed Case Number:	Diversion	Civil Compromise	Adjudication		
	How did you plea?		Guilty	Not Guilty	No Contest	No Plea Entered	Other		
Criminal History 2	Date of Arrest/Citation		Arrest/Citation Charge						
	Arresting/Citing Agency								
	Location of Arrest/Citation (City/County/State)								
	Court of Prosecution (County, Municipal, District, etc.)								
	Date/Outcome of Final Disposition		Convicted Other	Dismissed Case Number:	Diversion	Civil Compromise	Adjudication		
	How did you plea?		Guilty	Not Guilty	No Contest	No Plea Entered	Other		
Criminal History 3	Date of Arrest/Citation		Arrest/Citation Charge						
	Arresting/Citing Agency								
	Location of Arrest/Citation (City/County/State)								
	Court of Prosecution (County, Municipal, District, etc.)								
	Date/Outcome of Final Disposition		Convicted Other	Dismissed Case Number:	Diversion	Civil Compromise	Adjudication		
	How did you plea?		Guilty	Not Guilty	No Contest	No Plea Entered	Other		
Signature	I attest the information contained in this form is true and correct. I understand that falsification or omission of information in this document makes my DPSST certification(s) subject to denial, suspension or revocation under ORS 181A.640 and OAR Chapter 259 Division 8.								
	Signature: _____					Date _____			
	Printed Name _____			Title _____		DPSST No. _____			
	Email Address _____				Phone _____				

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This form is for Pre-Employment Criminal History reporting as well as Employed Officer Criminal History reporting.

AVOID delays in processing by reviewing these instructions before filling out the form.

Employee Section:

Previous Name(s) or AKA's: Include all previous names you have used, and the exact name used for your criminal disposition.

Public Safety Professional: (OAR-259-008-005 Definition): Public Safety Professional, Public Safety Officer, including corrections officers, emergency medical dispatchers, parole and probation officers, police officers, certified reserve officers, reserve officers, telecommunicators and regulatory specialists.

“Police Officer” means: (OAR-259-008-005 Definition):

- (a) An officer, member or employee of a law enforcement unit employed full-time as a peace officer who is:
 - (A) Commissioned by a city, port, school district, mass transit district, county, county service district authorized to provide law enforcement services under ORS 451.010, tribal government as defined in ORS 181A.680, the Criminal Justice Division of the Department of Justice, the Oregon State Lottery Commission, a university that has established a police department under ORS 352.121 or 353.125, the Governor or the Department of State Police; and
 - (B) Responsible for enforcing the criminal laws of this state or laws or ordinances related to airport security;
- (b) An investigator or district attorney's office if the investigator is or has been certified as a peace officer in this or another state;
- (c) A humane special agent commissioned under ORS 181A.340;
- (d) A judicial marshal appointed under ORS 1.177 who is trained pursuant to ORS 181A.540;
- (e) An authorized tribal police officer defined in ORS 181A.680; or
- (f) Any full-time employee of the Department who possesses the requisite qualifications and is so certified pursuant to ORS 181A.570

Military Police: Employment in any branch of the military in a position that meets the criteria for a Police Officer under OAR 259-008-0005 Definition.

Criminal History Section:

Date of Arrest/Citation: Use the exact date when you were cited or arrested, be as specific as possible.

Arrest/Citation Charge: What was the specific charge for the arrest or citation, was it a felony, misdemeanor, or violation?

- e.g. Theft in the first degree or aggravated theft in the first degree (felony)
Burglary 2nd degree (C Felony)

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Arresting/Citing Agency: What agency was responsible for the arrest or citation, provide the full agency name not just the city or county of jurisdiction.

e.g. Morrow County Sheriff's Office or Salem Police Department

Location of Arrest/Citation: Completely include the city, county, and state where the arrest or citation occurred.

e.g. Redmond, Deschutes, Oregon

Court of Prosecution: BE SPECIFIC, enter the complete name of the court of jurisdiction (superior, district, municipal, etc.)

e.g. Lake County Circuit Court or Polk County Circuit Courthouse

Date/Outcome of Final Disposition: Use the exact sentencing date as specific as possible. Check the appropriate box for the plea and sentence. Add the case number for the court of jurisdiction.

If the charge was expunged or set aside check "other" in addition to the initial plea and indicate that in the area after case number.**

Signature Section: When the F28 document is signed, you are attesting that the information is complete and correct. **Whether the form is filled out by you, your agency, or someone else, please review the document for accuracy and completeness before adding your signature.**

Notes:

* **Violations:** Only specific violations that are punishable as a crime (carries with it the possibility of imprisonment/jail time) need to be reported to the DPSST

****Expunged Cases:** Whether they must be listed on the F28 is dictated by the expungement or set-aside order. If you have questions, please contact the DPSST to speak with the pre-employment case coordinator or email CJ.ProfessionalStandards@DPSST.oregon.gov

Employed Officer Criminal History reporting- Public safety professionals who are employed when arrested or cited.

Employees are responsible for reporting their arrests or criminal citations to DPSST within five (5) business days.

Only arrests or criminal citations for offenses punishable with the possibility of imprisonment are required to be reported (misdemeanors or felonies).

Any arrest or criminal citations in any jurisdiction should be reported.

Reporting is required in writing and should be sent via email using the F28 form, to cj.professionalstandards@dpsst.oregon.gov

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Employee Section:

Previous Names or AKA's: add any previous names you have used, to include the exact name used for your arrest or citation.

Criminal History Section:

Information to complete the F28 reporting form should be located on your citation or provided to you when released from jail. If you were not provided with this information and do not know this information, please indicate "information not provided" and be as specific as possible about the location of your arrest.

Date of arrest/citation- Put the exact date when you were cited or arrested, be as specific as possible.

Arrest/Citation Charge: What was the specific charge(s) for the arrest or citation, was it a felony, misdemeanor, or violation.*

e.g. Theft in the first degree or aggravated theft in the first degree (felony)
Burglary 2nd degree (C Felony)

Arresting/Citing Agency: What agency was responsible for the arrest or citation, provide the full agency name not just the city or county of jurisdiction.

e.g. Morrow County Sheriff's Office or Salem Police Department

Location of Arrest/Crime: Completely include the city, county, and state where the arrest or citation occurred.

e.g. Redmond, Deschutes, Oregon

Court of Prosecution: BE SPECIFIC, enter the complete name of the court of jurisdiction (superior, district, municipal, etc.)

e.g. Lake County Circuit Court or Polk County Circuit Courthouse

Due to the preliminary nature of the incident for officers who are cited or arrested while employed in a certifiable law enforcement position, a final outcome of your case will not be known when reporting within five (5) business days. Questions on the F28 form based on the outcome or plea in your case can be skipped. You are not required to submit additional forms to report the outcome, unless contacted for additional information.

Signature: When the document is signed, you are attesting that the information is complete and correct. **If it is filled out by your agency, please review the document for accuracy and completeness before adding your signature.**