



**MULTNOMAH COUNTY
SHERIFF'S OFFICE**
Sheriff Nicole Morrissey O'Donnell

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330.00 – Maintaining Certifications, Licensing, Training, and Integral Components of Job Duties

Refer:

- ***County Rule 3-10 Employee Responsibilities***

Definitions:

- None

Policy:

1. A Multnomah County Sheriff's Office member who is delegated responsibility for performance of a specific job function shall be granted the authority to perform the function. The responsible member shall be held accountable for the performance of the function.
2. Members shall maintain a working knowledge of all information required for the proper performance of their duties.
3. Members shall maintain certification ***requirements as established by the Department of Public Safety Standards and Training or other governing bodies with purview over a member's job functions. Members shall additionally comply with all applicable requirements set forth by Oregon Administrative Rules and shall maintain licenses and training hours required to perform the essential functions of their job classification.*** Examples are, but not limited to, driver's licenses, commercial driver's licenses, Law Enforcement Data Systems (LEDS) certifications and Department of Public Safety Standards and Training (DPSST) certification requirements.

Procedure:

1. ***Notification Required, Performance of Essential Functions:***
 - 1.1. Any member that is suspended from a certification or license ***or encounters other circumstances (i.e., restriction from testifying in court, being a respondent in a protection order, being prohibited from entering any building or location, or a restricted ability to operate machinery or a vehicle, or to possess a firearm)*** that directly prevents them from fulfilling any part of the essential functions of their job classification shall immediately notify a supervisor.
2. Failure to Maintain Certifications, Licenses, or Training, ***Accountability:***
 - 2.1. Any member that fails to maintain a certification, license, or level of training

that is required for the performance of their particular job assignment **may be** subject to personnel action.

- 2.2. The personnel action could include, but is not limited to, a change of work assignments, change of work location, loss of incentive pay/premium pay, **change in** eligibility for special assignments, **and/or unpaid administrative leave**.
 - 2.3. The personnel action **may** remain in effect until the required certifications, licensing, or training requirements **are** met.
 - 2.4. Based on the totality of the circumstances, the member may not be allowed to return to the previous work/special assignment, work location, or be eligible for the associated premium or incentive pay **when the deficiency is resolved**.
3. Any member that becomes ineligible to obtain a certification or license that is necessary to perform the essential functions of their job is subject to personnel action up to and including termination.

History:

- Originating Policy: 01/13/2022 (Comprehensive Stakeholder Review)
- Next Review: 01/13/2024 (Internal Review)
- Review By: Executive Office
- **Reviewed: 12/11/2024 (Internal Review)**
- **Next Review: 12/11/2026 (Comprehensive Stakeholder Review)**
- **Review By: Executive Office**