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**DIVISION 1**

**PROCEDURAL RULES**

**257-001-0000**

**Notice of Proposed Rule**

Prior to the adoption, amendment, or repeal of any rule, the Department of State Police shall give notice of the proposed adoption, amendment, or repeal:

(1) In the Secretary of State’s Bulletin referred to in ORS 183.360 at least 15 days prior to the effective date.

(2) By mailing a copy of the Notice to persons on the Department’s mailing list established pursuant to ORS 183.335(6).

(3) By mailing a copy of the Notice to the following persons, organizations, or publications:

- (a) United Press International and Associated Press;
- (b) Oregon Association of Chiefs of Police;
- (c) Oregon State Sheriffs’ Association;
- (d) Oregon Police Officers’ Association;
- (e) Oregon District Attorneys’ Association;
- (f) Oregon Circuit Judges’ Association;
- (g) Oregon District Judges’ Association;
- (h) Oregon Law Enforcement Council;
- (i) Oregon Newspaper Publishers’ Association;
- (j) American Civil Liberties Union;
- (k) Law Enforcement Data System Advisory Board;
- (l) Board on Public Safety Standards and Training.

Stat. Auth.: ORS 183  
 Stats. Implemented: ORS 183.341(4)  
 Hist.: DSP 3, f. 4-22-76, ef. 4-30-76; DSP 4-1981, f. 12-14-81, ef. 12-15-81

**257-001-0005**

**Model Rules of Practice and Procedures**

Except as provided in OAR 257-001-0020 and 257-001-0025 with respect to the rules for impoundment hearings under ORS 806.016, the Model Rules of Procedure as promulgated by the Attorney General of the State of Oregon under the Administrative Pro-

cedure Act effective November 4, 1993, are adopted as the Rules of Procedure of the Department of State Police and shall be controlling except as otherwise required by statute or rule.

[ED. NOTE: The full text of the Attorney General’s Model Rules of Procedure is available from the office of the Attorney General or Oregon State Police.]  
 [Publication: Publications referenced in this rule are available from the agency.]  
 Stat. Auth.: ORS 181, 181.040, O181.280, 183, 806, 806.014, 806.016 & 814  
 Stats. Implemented: ORS 183.341(4)  
 Hist.: DSP 1, f. 4-19-74, ef. 5-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; DSP 4-1979, f. & ef. 12-13-79; DSP 5-1981, f. 12-14-81, ef. 12-15-81; OSP 1-1986, f. & ef. 7-28-86; OSP 2-1994(Temp), f. 6-30-94, cert. ef. 7-1-94; OSP 5-1994, f. 11-21-94, cert. ef. 11-22-94; OSP 1-1998(Temp), f. & cert. ef. 7-24-98 thru 1-1-99; administrative correction 8-5-99

**257-001-0015**

**Requiring Reporting of Precursor Transactions**

(1) When contacted by a person that desires to purchase precursor substances, the transferer (seller/supplier) is required to complete Oregon State Police Form 310-1. The completion of this form requires the purchaser/receiver to contact the transferer in person and provide valid, state-issued photo identification. The identification may be in the form of a driver’s license or state identification card. Upon completion of OSP Form 310-1, the original must be forwarded to the Oregon State Police Precursor Substance Unit. After receipt of the form, the Precursor Substance Unit will issue that transaction an authorization number and notify the transferer of that number by telephone. The transferer will note on the remaining copies the number, date, and time of receiving the authorization. The 72-hour statutory waiting period prior to delivery of the precursor substance(s) will commence at the time of receipt by the Oregon State Police Precursor Substance Unit of the transferer’s notification.

(2) After the appropriate waiting period has elapsed and the receiver contacts the transferer to take possession of the precursor substance(s), the receiver will be provided a copy of OSP Form 310-1 by the Oregon State Police.

(3) The Precursor Substance Monthly Transaction Report, OSP Form 310-2, will be used only upon approval by the Oregon State Police Precursor Substance Unit. Use of this form shall apply only when a pattern or regular supply, for lawful purposes, of the precursor substances has been established. The request for its use must be made in writing by the purchaser and shall include the business name, address, intended use of the precursor substances, and location(s) where the precursor substances are to be used.

(4) Any person/business in possession of precursor substances who discovers the loss, theft, or discrepancy of any amount of precursor substances must complete and submit OSP Form 310-3 to the Oregon State Police Precursor Substance Unit within three days. These forms shall be provided by the Oregon State Police upon request.

(5) OSP Forms 310-1, 310-2, and 310-3 are hereby adopted and incorporated into this rule.

[ED. NOTE: Forms referenced in this rule are available from the agency.]  
 Stat. Auth.: ORS 183  
 Stats. Implemented: ORS 475.945  
 Hist.: OSP 2-1987(Temp), f. & ef. 9-28-87; OSP 3-1987, f. 10-14-87, ef. 12-11-87

**257-001-0020**

**Notices and Requests for Hearings Under ORS 806.016**

(1) A “person entitled to lawful possession” of a vehicle means the owner as defined in ORS 801.375 or a security interest holder. A person not listed as the owner or security interest hold on the records of the Driver and Motor Vehicle Services Branch (DMV) shall have the burden of establishing right possession by clear and convincing evidence.

(2) A person entitled to lawful possession of an impounded vehicle may request a hearing to contest the validity of the impoundment. Such request must be in writing and, within 5 days from the date of the impoundment, be mailed to or received by the agency conducting the hearing. The hearing request must include the person’s full name, address, driver’s license number, daytime telephone number, the names of and daytime telephone numbers for any other persons (e.g. attorney, witnesses) expected to participate in the hearing, date of the impoundment, the registration number and a description of the

vehicle impounded, and a brief statement describing the person's interest in the vehicle (e.g. owner, lessee) and why the person believes the impoundment was impounded. A person who will need an interpreter for the hearing or accommodation for an impairment must also give notice of that in the hearing request.

(3) Notice of the hearing date shall be sent to the person request the hearing as soon as practicable after receipt of the hearing request. The notice shall include or be accompanied by:

- (a) The time and date of the hearing;
- (b) Notice of the scope of the hearing, which shall be limited to the validity of the impoundment;
- (c) The name of the hearing officer assigned;
- (d) A copy of the documents then in the hearing officer's file;
- (e) A form with instructions on the hearing procedures, and advising persons with impairments of the opportunity to use a telecommunication device line.

(f) Information that the hearing costs may be assessed against the person if the impoundment is held proper.

(4) The hearing officer, upon finding the impoundment to have been proper, may assess the costs of the hearing pursuant to ORS 809.716(4) or may waive, in whole or in part the hearing costs upon finding that the person is indigent. A person claiming indigence shall have the burden of establishing that, and the person's eligibility for food stamps shall be the primary factor to be considered by the hearing officer in determining indigence.

Stat. Auth.: ORS 181, ORS 181.040, 181.280, 183, 809.720, 809.716 & ORS 814  
 Stats. Implemented: ORS 809.716  
 Hist.: OSP 2-1994(Temp), f. 6-30-94, cert. ef. 7-1-94; OSP 5-1994, f. 11-21-94, cert. ef. 11-22-94; OSP 1-1998(Temp), f. & cert. ef. 7-24-98 thru 1-1-99; Administrative correction 8-5-99; OSP 4-2000(Temp), f. & cert. ef. 10-9-00 thru 4-6-01; Administrative correction 6-20-01; OSP 4-2002(Temp), f. & cert. ef. 10-25-02 thru 4-22-03

**257-001-0025**

**Rules for Impoundment Hearings Under ORS 809.716**

Hearings to determine the validity of the impoundment of vehicles under ORS 809.720 shall be subject to the following procedural rules.

(1) The following of the Attorney General's Model Rules of Procedure adopted under OAR 257-001-0005, and no other, shall apply:

- (a) OAR 137-003-0001 Contested Case Notice;
- (b) OAR 137-003-0002 Rights of Parties in Contested Cases
- (c) OAR 137-003-0003 Late Filing;
- (d) OAR 137-003-0040 Conducting Contested Case Hearing;
- (e) OAR 137-003-0045 Telephone Hearings
- (f) OAR 137-003-0050 Evidentiary Rules;
- (g) OAR 137-003-0055 Ex Parte Communications;
- (h) OAR 137-003-0075 Final Orders by Default;
- (i) OAR 137-003-0080 Reconsideration and Rehearing-Contested Cases;

- (j) OAR 137-003-0090 Stay Request;
- (k) OAR 137-003-0091 Intervention in Stay Proceeding;
- (l) OAR 137-003-0092 Stay Proceeding and Order.

(2) With reference to model OAR 137-003-0045, all hearings will be conducted by telephone unless the person requesting the hearing:

- (a) Includes in the hearing request a request for an in-person hearing;
- (b) Provides adequate justification for holding the hearing in-person (EXAMPLE: hearing impairment or other physical disability making telephone hearings impractical); and
- (c) Agrees to waive the statutory time limit for the hearing.

(3) Discovery shall be limited to the documents contained in the hearings officer's file. Such documents shall be sent to the person requesting the hearing at the time the notice of the scheduled hearing is sent, or as soon thereafter as possible.

(4) The Department may enter into an interagency agreement with another state agency which has an established hearings unit, or the Superintendent or his designee shall cause a hearing to be conducted. Emphasis will be to ensure that hearings under ORS 809.716 are conducted as fairly and efficiently as practicable. Exceptions to hearings' officers proposed orders under ORS 809.716 may be sub-

mitted to the Director of the Patrol Division of the Oregon State Police who shall have all authority to issue a final order. Written argument submitted with the exceptions will be considered; no opportunity for oral argument will be allowed.

Stat. Auth.: ORS 181, 181.040, 181.280, 183, 809.720, 809.716 & ORS 814  
 Stats. Implemented: ORS 809.716  
 Hist.: OSP 2-1994(Temp), f. 6-30-94, cert. ef. 7-1-94; OSP 5-1994, f. 11-21-94, cert. ef. 11-22-94; OSP 1-1998(Temp), f. & cert. ef. 7-24-98 thru 1-1-99; Administrative correction 8-9-99; OSP 4-2000(Temp), f. & cert. ef. 10-9-00 thru 4-6-01; Administrative correction 6-20-01; OSP 4-2002(Temp), f. & cert. ef. 10-25-02 thru 4-22-03

**257-001-0035**

**Restitution for a vehicle towed under ORS 809.716 or 809.720**

(1) For purposes of OAR 257-001-0030, "reasonable and normal towing and storage charges" mean:

(a) Charges associated with the actual towing of an impounded vehicle; and

(b) Charges for the storage of an impounded vehicle for no longer than twenty (20) days, beginning from the date the vehicle is impounded.

(2) The Oregon State Police shall pay the reasonable and normal towing and storage charges for a vehicle impounded under ORS 809.716 or 809.720 if the vehicle impoundment is determined to be improper in either a final order issued by the Oregon State Police or an Oregon appellate court ruling. The Oregon State Police shall have 30 business days from the signed date of the final order or appellate decision, excluding weekends and holidays to make this restitution.

(3) The hearing officer shall hold a person entitled to lawful possession liable for the usual and customary towing and storage costs associated with a vehicle impoundment under ORS 809.716 or 809.720 if the vehicle impoundment is determined to be proper by a hearing officer in a contested case hearing.

(4) The Oregon State Police may bill any person requesting a contested case hearing for all administrative costs associated with a vehicle impoundment hearing under ORS 809.716 when:

(a) The vehicle impoundment is determined to be proper in a contested case hearing;

(b) The hearing officer orders that the person who requested the hearing shall bear the cost associated to conduct the contested case hearing; and

(c) The person requesting the hearing is not determined to be indigent under OAR 257-001-0020(6).

Stat. Auth.: ORS 181, ORS 181.040, ORS 181.280, 183 & ORS 809.716  
 Stats. Implemented: ORS 809.716 & ORS 809.720  
 Hist.: OSP 4-2002(Temp), f. & cert. ef. 10-25-02 thru 4-22-03

**DIVISION 10**

**OREGON CRIMINAL OFFENDER INFORMATION SYSTEM**

**257-010-0010**

**Scope of System**

(1) Rules adopted herein relate solely to the Oregon Criminal Offender Information System and the Identification Services Section as maintained by the Oregon State Police. The rules do not affect in any way other agencies' original records of arrest, arrest logs, or reports of crimes available for inspection under terms of the **Oregon Public Records Law** (ORS 192.410 to 192.500).

(2) Oregon Criminal Offender Information files contain information, contributed by Criminal Justice Agencies, on a person's record of arrests, the nature and disposition of criminal charges, sentencing, confinement, and release, plus identifying data only relating to fingerprints of applicants submitted under Oregon Law. The fingerprints, photographs, records and reports compiled under ORS 137.225, 166.291, 166.412, 181.010, 181.511, 181.521, 181.540, 181.555, 181.880 and 806.060 are confidential and exempt from public inspection except as provided in 181.540. These files shall not contain information about the political, religious, or social views, associations, or activities of any individual, group, association, corporation, business, or partnership unless such information directly relates to an investigation of past or threatened criminal acts or activ-

ities and there are reasonable grounds to suspect the subject of the information is or may be involved in criminal acts or activities.

(3) The Oregon CCH System is a computerization of essentially the same criminal offender, regulatory and applicant information, and is maintained by the OSP under provisions of Oregon Law. Computerization of the files is designed to provide faster access to criminal offender information for Oregon Criminal Justice and Designated Agencies.

(4) The Oregon Firearm Instant Check System is a computerization of firearm and firearm purchaser information, and is maintained by the OSP under provisions of Oregon Law. The record of the information obtained by the OSP during a request for a criminal records check by a gun dealer is exempt from disclosure under public records law.

Stat. Auth.: ORS 166.291, ORS 166.412, ORS 181.537, ORS 181.555, ORS 181.560(4), ORS 183.310 - ORS 183.550 & ORS 192.440

Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880

Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 3-1992, f. & cert. ef. 9-16-92; OSP 4-1993, f. & cert. ef. 12-20-93; OSP 4-1994, f. & cert. ef. 8-2-94; OSP 3-1996, f. 5-24-96, cert. ef. 7-1-96; OSP 1-2002, f. & cert. ef. 3-8-02

### 257-010-0015

#### Definitions

As used in these rules:

(1) "Criminal Offender Information" means records, including fingerprints and photographs, received, compiled, and disseminated by the Oregon State Police for purposes of identifying criminal offenders and alleged offenders and maintained as to such persons' records of arrest, the nature and disposition of criminal charges, sentencing, confinement (confinement shall not include the retention by the Oregon State Police of records of transfer of inmates between penal institutions or other correctional facilities), and release, and includes the OSP Computerized Criminal History System.

(2) "Agency Agreement" means a written agreement between OSP and a Criminal Justice or Designated Agency as defined by ORS 181.010 authorized to receive criminal offender information, or between OSP and any state, federal, Native American tribe or private agency specifically granted authority by statute to receive Oregon criminal offender information, specifying the terms and conditions of accessing and receiving Oregon CCH Information.

(3) "Computerized Criminal History (CCH) System" means the administration and maintenance of on-line computer files of significant criminal offender information.

(4) "OSP" means the Oregon State Police and includes the Identification Services Section (ISS) and the Law Enforcement Data System (LEDS).

(5) "Oregon CCH System" means the Oregon Computerized Criminal History System.

(6) "Federal Criminal Offender Information System" means the national computerized criminal history system maintained and operated by the Federal Bureau of Investigation (FBI) which includes the Interstate Identification Index.

(7) "Criminal Justice Agency" means:

- (a) The Governor;
- (b) Courts of Criminal Jurisdiction;
- (c) The Attorney General;

(d) District Attorneys, City Attorneys with criminal prosecutive functions and public defender organizations established under ORS Chapter 151;

(e) Law Enforcement Agencies;

(f) The Department of Corrections;

(g) The State Board of Parole and Post-Prison Supervision;

(h) The Board on Public Safety Standards and Training; and

(i) Any other state or local agency with law enforcement authority designated by order of the Governor.

(8) "Designated Agency" means any state, county or municipal government agency where Oregon criminal offender information is required to implement a federal or state statute, executive order or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct or for agency employment purposes, or licensing purposes, or other

demonstrated and legitimate needs when designated by order of the Governor.

(9) "State Control Terminal" means the agency within each state which is responsible for the state's computer link with the National Crime Information Center and National Law Enforcement Telecommunications System, Inc., and which is responsible for ensuring that NCIC and NLETS system security and operational policies and procedures are carried out within the state.

(10) "Law Enforcement Agency" means county sheriffs, municipal police departments, state police, other police officers of this and other states, and law enforcement agencies of the federal government.

(11) "Administration of Criminal Justice" means performance of any of the following activities: Detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information. Criminal justice employment investigations are included, as is the licensing of or issuing of a permit for a weapon or explosive when required to be performed by a Criminal Justice Agency, pursuant to a federal, state or local law.

(12) "Firearm Instant Check System" means information received from Oregon Gun Dealers as defined in 18 U.S.C. § 921, concerning the selling, leasing or otherwise transferring a firearm and compiled by the Oregon State Police under authority of ORS 166.412 for purposes of determining if the person purchasing the firearm is disqualified from purchasing a firearm under Oregon or Federal Law and if the firearm being purchased is stolen.

(13) "Authorized agency" means the Department of State Police or other governmental agency designated by the state to report, receive or disseminate criminal offender information.

(14) "Qualified entity" means a business or organization that:

(a) Provides care or placement services, or licenses or certifies others to provide care or placement services, for children, elderly persons or dependent persons;

(b) Is not governed by a state regulatory or licensing agency; and

(c) Has been determined by an authorized agency to meet the criteria established by the authorized agency by rule under subsection (9) of this section.

(15) "Subject individual" means a person who is employed or seeks to be employed by a qualified entity or who is providing services or seeks to provide services to a qualified entity on a contractual or voluntary basis.

(16) "Organization" means a qualified entity that:

(a) Is exempt from taxation under section 501(c) of the Internal Revenue Code, as amended and in effect on January 1, 2002; and

(b) Provides mentoring programs or tutoring programs.

(17) "Tutoring program" means a program that provides a committed, sustained, one-to-one relationship between a volunteer and a youth, dependent person or elderly person. A sustained relationship typically lasts nine months or longer.

(18) "Youth" means a person who has not attained 18 years of age.

(19) "Dependent person" means a person who, because of physical or mental disability, or medical disability due to alcohol or drug dependence, needs mentoring or tutoring programs.

(20) "Elderly person" means a person 65 years of age or older.

Stat. Auth.: ORS 181.537, ORS 181.538, ORS 181.555, ORS 181.556, ORS 181.560(4), ORS 183.310 - ORS 183.550, ORS 192.44 & 194.164

Stats. Implemented: ORS 181.538 & ORS 181.556

Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; DSP 1-1981, f. & ef. 5-1-81; DSP 3-1981, f. 10-30-81, ef. 11-1-81; OSP 3-1988, f. 8-22-88, cert. ef. 9-1-88; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 1-1991, f. 5-17-91, cert. ef. 7-1-91; OSP 4-1993, f. & cert. ef. 12-20-03; OSP 4-1994, f. & cert. ef. 8-2-94; OSP 3-1996, f. & cert. ef. 3-22-96; OSP 1-2002, f. & cert. ef. 3-8-02

### 257-010-0020

#### System Responsibilities

(1) Maintenance and Dissemination of Criminal Offender Information. The Oregon State Police has statutory and administrative

responsibility for the maintenance and dissemination of criminal offender information in Oregon.

(2) Accuracy and Completeness of Information. Information entered into Criminal Offender Information files is based on written documents submitted to the OSP by Criminal Justice Agencies reporting their record of official action, which documents contain fingerprint or other verification as to the identity of the individual to whom the information refers:

(a) OSP is responsible for the accuracy and completeness of information entered into the Oregon Criminal Offender Information System and any information subsequently transmitted for inclusion in the FBI Interstate Identification Index;

(b) This responsibility extends only to information contained in the documents as submitted to OSP.

(3) Removal of Information. OSP is responsible for removal of information from the Oregon and Federal Criminal Offender Information Systems when required by law or court order. In the event the OSP discovers there has been an erroneous entry in criminal offender information records maintained by OSP or the FBI, OSP shall correct or purge the inaccurate information.

(4) Entry of Information. Only terminals located at the OSP, Identification Services Section or others designated by the Superintendent of the OSP are allowed to enter, update, or modify records in the Oregon CCH File. Entry of information by other forms of electronic communications, as in the case of integration of computer systems, must be approved by the Superintendent of the OSP.

(5) Information to Qualified Criminal Justice and Designated Agencies. OSP is responsible for providing Criminal Offender Information to qualified Criminal Justice and Designated Agencies. Such information will be furnished, after proper inquiry, in either computerized or document form.

(6) Development of Operational Procedures. OSP is responsible for development of operational procedures to be followed by Criminal Justice and Designated Agencies permitted access to Oregon Criminal Offender Information and FBI Interstate Identification Index files.

(7) All Criminal Offender information distributed by the OSP shall contain a notice in writing in substantially the following language: Because additions or deletions may be made at any time, a new CCH record should be requested when needed for subsequent use.

(8) All agencies shall insofar as is feasible, taking into consideration the then existing capability of the OSP to respond, request and obtain a current criminal offender information record when that record is to be disseminated outside that agency.

(9) NCIC and NLETS Control Terminal Responsibility. OSP is the "state control terminal" for the NCIC and NLETS computer interface to Oregon and is responsible for assuring that all policies and rules for computer access to Oregon and Federal Criminal Offender Information Systems are adhered to by Oregon user agencies.

(10) System Development and Operation. OSP is responsible for providing the computer hardware and software capabilities necessary to insure secure access, efficient processing and integrity of the information stored in the Oregon Criminal Offender Information System and for interfacing to the Federal Criminal Offender Information System.

(11) Physical Security of Computer Installation. OSP is responsible for development and implementation of policies and procedures to safeguard the criminal offender information at the central computer site from accidental or malicious damage or unauthorized access or use.

(12) Audit and Inspection of the User Agencies. OSP is responsible for periodically auditing and inspecting each computer terminal location accessing Oregon and Federal Criminal Offender Information to insure compliance with state and federal law, published rules, policies, and procedures.

(13) CCH computer terminal transaction records will be maintained at and by OSP and will be made available, upon written request, to participating Criminal Justice Agencies.

Stat. Auth.: ORS 181.555, ORS 181.560(4), ORS 183.310 - ORS 183.550 & ORS 192.440

Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
Hist.: DSP 2, f. 6-14-74, ef. 7-11-74, DSP 4, f. 4-22-76, ef. 4-30-76; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 4-1993, f. & cert. ef. 12-20-93; OSP 1-2002, f. & cert. ef. 3-8-02

**257-010-0025**

**Access to and Use of Criminal Offender Information**

(1) Access to OSP criminal offender information by any means shall be limited to:

(a) Criminal Justice Agencies, where the information is to be used for the administration of criminal justice, Criminal Justice Agency employment, or the information is required to implement a federal or state statute, local ordinance, Executive Order, or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct, or other demonstrated and legitimate needs;

(b) Designated Agencies upon Executive Order of the Governor, where the information is required to implement a federal or state statute, Executive Order, or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct or for agency employment purposes, or licensing purposes, or other demonstrated and legitimate needs;

(A) When a Designated Agency requests criminal offender information about an individual from OSP under ORS 181.555(1) for agency employment, licensing or other permissible purposes, the agency shall provide documentation that the individual:

(i) Gave prior written consent for the agency to make a criminal offender record check through the OSP; or

(ii) Has received written notice from the agency that a criminal offender record check may be made through the OSP. Notice shall be provided prior to the time the request is made and shall include: Notice of the manner in which the individual may be informed of the procedures adopted under ORS 181.555(3) for challenging inaccurate criminal offender information; and notice of the manner in which the individual may become informed of rights, if any, under **Title VII of the Civil Rights Act of 1964**; and notice that discrimination by an employer on the basis of arrest records alone may violate federal civil rights law and that the individual may obtain further information by contacting the Bureau of Labor and Industries.

(B) When an authorized agency or organization requests, in written form, criminal offender information about an individual from OSP under ORS 181.555(1), that agency will be charged a fee of \$2 for each individual checked (fee does not apply when check is made by agency using their LEDS terminal) or \$12 for each fingerprint card inquiry. Agencies authorized by Oregon Revised Statute or federal law to submit fingerprint record checks to the FBI, Identification Division via OSP, are responsible to pay the prevailing user fee charged by the FBI for those fingerprint record checks in addition to the OSP user fee, except as otherwise provided by state or federal law.

(c) Qualified entities upon successful determination as being a qualified entity by the OSP Identification Services Section. Qualified entities may request from OSP Identification Services Section a criminal records check for purposes of evaluating the fitness of a subject individual as an employee, contractor or volunteer. The OSP Identification Services Section may access state and federal criminal records only through use of the subject individual's fingerprints.

(A) Before the OSP Identification Services Section conducts a criminal records check based on the subject individual's fingerprints:

(i) The OSP Identification Services Section shall determine whether the entity requesting the criminal records check is a qualified entity as defined in 257-010-0015(14) and has executed a user agreement making that determination;

(ii) The qualified entity must establish criteria to be used by the OSP Identification Services Section in reviewing the criminal offender information for a final record check determination;

(iii) The qualified entity must provide the criteria established under paragraph (ii) of this subsection to the OSP Identification Services Section; and

(iv) The qualified entity must have informed the subject individual that the qualified entity might request a fingerprint-based criminal records check and that the subject individual may obtain a

copy of the record check report from, or challenge the accuracy or completeness of the record check report through, the OSP Identification Services Section or the Federal Bureau of Investigation.

(B) Upon receipt of a subject individual's criminal offender information, the OSP Identification Services Section shall make a final record check determination by comparing the criminal offender information with the criteria provided to the OSP Identification Services Section by the qualified entity under subsection (A)(ii) of this section. In making the final record check determination, the OSP Identification Services Section may only consider information that the Department of State Police may disclose under ORS 181.560. The OSP Identification Services Section may only consider records of any conviction, or of any arrest less than one year old on which there has been no acquittal or dismissal.

(C) The OSP Identification Services Section shall only respond to a qualified entity's inquiry concerning a subject individual in the following manner and shall not provide specific criminal offender information:

(i) Yes. (No disqualifying criteria established by the qualified entity and ORS 181.560 was found.)

(ii) No. (One or more disqualifying criteria established by the qualified entity and ORS 181.560 was found.)

(d) A person or agency not defined as a Criminal Justice, Designated Agency, or Qualified Entity has access only through the OSP Identification Services Section pursuant to ORS 181.555 and 181.560. The request must be submitted in writing and may be hand carried or mailed to the OSP Identification Services Section. A fee of \$15 will be charged for each check. A fee of \$5 will be charged for each request for copy certification by a notary public in addition to any other applicable fee. Checks are to be made payable to the Oregon State Police. Inquiries are to be addressed to Oregon State Police, Identification Services Section, 3772 Portland Road N.E., Salem, OR 97303. Inquiries may also be made through the OSP webpage at [www.osp.state.or.us](http://www.osp.state.or.us), when a customer account is established for billing purposes.

(e) The requesting party must furnish OSP with sufficient information to assist identifying and notifying the individual of interest. If the information is sought for employment purposes the requester must state on the written request that the individual has been so advised and the manner in which the individual was so advised;

(f) These individuals will be advised by letter the name of the requestor, and that they are allowed to review their criminal history for inaccurate or incomplete information. They will also be advised that they may become informed of certain rights under Title VII of the Civil Rights Act of 1964 by contacting the Bureau of Labor and Industries;

(g) If a challenge is received prior to the end of the statutory 14 day waiting period, response to the requester will be held in abeyance until the challenge is resolved;

(h) OSP will respond to all requests and furnish Oregon conviction information and any arrest information less than one year old on which there has been no acquittal or dismissal. If the compiled information does not meet the above criteria or there is no record of the subject, OSP will reply to the requester that there is no criminal record.

(2) Access to Oregon CCH information by means of computer terminals shall be limited to Criminal Justice and Designated Agencies using their agency identification number (ORI) as authorized by OSP in an "Agency Agreement."

(3) Oregon criminal offender information may be shared between authorized Criminal Justice and Designated Agencies. All other secondary dissemination of criminal offender information by authorized agencies or personnel is prohibited unless expressly permitted by Oregon Revised Statute. Dissemination of Oregon criminal offender information by the Department of Human Services or the Employment Department to public or private agencies authorized by ORS 181.537(1)(d) shall be limited to persons with a demonstrated and legitimate need to know the information. Such need must be demonstrated to the satisfaction of the Department of Human Services or the Employment Department responsible for the dissemination of the information. **Title 28, United States Code, Section 534** and **Title 28, Code of Federal Regulations, Section 20.33(b)**, pro-

hibits dissemination of FBI criminal offender information to public or private agencies by Criminal Justice or Designated Agencies. Inquiries for nonofficial purposes or the checking of records for unauthorized persons or agencies is prohibited. A person wishing to review their criminal history record maintained by the FBI should write to: Federal Bureau of Investigation, CJIS Division, Attn: SCU, Module D2, 1000 Custer Hollow Road, Clarksburg, West Virginia, 26306. The FBI will inform the person how to obtain a copy of their record and, if necessary, how to challenge the accuracy or completeness of that record.

(4) Criminal offender information may be furnished to authorized Criminal Justice and Designated Agency employees and no person who has been convicted of a crime which could have resulted in a sentence to a federal or state penitentiary will be allowed to operate a computer terminal accessing CCH information or have access to Criminal offender information. All authorized agency employees as described above must be fingerprinted and the fingerprint card submitted to OSP. The fingerprint cards will be searched against the state and federal criminal record files. The "Reason Fingerprinted" may be for criminal justice employment such as "Police Officer", "Corrections Officer" or "Access to CCH". These fingerprint cards will be retained by OSP and entered into the CCH File. Exceptions to this rule may be made in extraordinary circumstances upon written application to the Superintendent of the Oregon State Police setting forth such circumstances. The Superintendent of OSP will maintain a central file where such exception authorization shall be filed.

(5) Screening of Criminal Justice and Designated Agency employees who have access to CCH or criminal offender information records is the responsibility of the employing agency.

(6) Any Criminal Justice or Designated Agency obtaining Oregon or FBI criminal offender information, either directly through that agency's computer terminal, through the computer terminal of another agency, or directly from OSP, must have executed a written "Agency Agreement" with the OSP prior to such access. Any public or private agency receiving Oregon criminal offender information from the Department of Human Services or the Employment Department pursuant to ORS 181.537(1)(c) or (d) must have executed a written "Agency Agreement" with the Department of Human Services or the Employment Department prior to receiving the information. Dissemination of Oregon criminal offender information received under authority of ORS 181.537(1)(d) by a public or private agency is strictly prohibited.

(7) Security of computer terminals. Any computer terminal with CCH accessing capability must be physically secure and placed in a location not available to unauthorized persons. Computer terminals must be so placed that unauthorized persons may not observe the content of messages transmitted or received on such computer terminal.

(8) Security of criminal offender information records. Any Criminal Justice or Designated Agency or private entity obtaining or receiving criminal offender information shall maintain those records in secure files, available only to authorized agency employees, until they are destroyed by burning, shredding or secure and confidential recycling and shall treat those records in such a manner that the record does not become public information in any later proceeding, except through court order or as otherwise provided by law.

(9) Radio Transmission. Any radio transmission of criminal offender information records shall be limited to essential details only, with information identifying individuals and offenses concealed insofar as possible. Plain text transmission of an entire (summary or full CCH) record is prohibited.

(10) Fee for relief from the bar of purchasing/possessing a firearm. When a person barred from possessing a firearm under ORS 166.250(1)(c)(A), (B), (D) or (E) or barred from purchasing a firearm under ORS 166.470 and is granted relief from the bar by a court under ORS 166.274, a fee of \$12 will be charged to enter and maintain this information in the CCH File as authorized under ORS 166.274(4)(c).

(11) Fee for conducting applicant and regulatory fingerprint based criminal record background check when fingerprint card is retained in the CCH File. A fee of \$15 will be charged to conduct a

fingerprint based criminal record background check when the fingerprint card and related information is entered and maintained in the CCH File.

(12) Fee for conducting applicant and regulatory fingerprint based criminal record background check when fingerprint card is not retained in the CCH File. A fee of \$12 will be charged to conduct a fingerprint based criminal record background check when the fingerprint card and related information is returned to the contributor or destroyed by the ISS. This fee will be waived as provided in ORS 181.556(1) & (2).

[Publications: Publications referenced are available from the agency.]  
 Stat. Auth.: ORS 166.291, ORS 166.412, ORS 181.537, ORS 181.555, ORS 181.560(4), ORS 183.310 - ORS 183.550, ORS 192.440 & ORS 194.164  
 Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
 Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; DSP 1-1981, f. & ef. 5-1-81; DSP 3-1981, f. 10-30-81, ef. 11-1-81; DSP 1-1982, f. 3-12-82, ef. 3-15-82; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 1-1991, f. 5-17-91, cert. ef. 7-1-91; OSP 1-1992, f. 3-17-92, cert. ef. 3-18-92; OSP 4-1993, f. & cert. ef. 12-20-93; OSP 4-1994, f. & cert. ef. 8-2-94; OSP 3-1996, f. 5-24-96, cert. ef. 7-1-96; OSP 1-2002, f. & cert. ef. 3-8-02

**257-010-0030**

**Criminal Justice Research and Evaluation Projects**

Criminal offender information will be made available to qualified persons for research and evaluation related to criminal justice activity, or in exigent circumstances for temporary access, upon written application to the Superintendent of the Oregon State Police but authorization to utilize such information will be conditioned upon:

(1) The execution of nondisclosure agreements by all participants in the program.

(2) When such qualified persons acknowledge a fundamental commitment to respect individual privacy interests with the identification of subjects of such information divorced as fully as possible from the data received, and agree to comply with any additional requirements and conditions found necessary to assure the protection of personal privacy and system security interests.

(3) When a specific agreement is executed between such qualified persons and the OSP, the agreement stating the scope of the project, the permissible dissemination of information for any purpose other than that for which it was obtained.

(4) Where temporary access is authorized by the Superintendent of the OSP, he shall report the reasons for such temporary grant to the Governor. No temporary grant of access shall be valid for more than 30 days.

(5) OSP will retain the right to monitor and audit any approved criminal justice research and evaluation project and to terminate access to CCH or criminal offender information if a violation of this rule is detected.

Stat. Auth.: ORS 181.555, 181.560(4), 183.310 - 183.550, 192.440 & 194.164  
 Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
 Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; DSP 1-1981, f. & ef. 5-1-81; OSP 4-1993, f. & cert. ef. 12-20-93

**257-010-0035**

**Access by Individuals for Purpose of Review and/or Challenge**

(1) All individuals desiring to review information concerning them maintained in the OSP Criminal Offender Information System or Firearm Instant Check System, or who believes that the information as maintained is inaccurate, incomplete, or maintained in violation of any state or federal statute or act, shall be entitled to review such information and obtain a copy thereof for the purpose of review, challenge or correction.

(2) Verification of such individual's identity may only be effected through submission, in writing, of name, date of birth, and a set of rolled ink fingerprints to the Oregon State Police, Identification Services Section, 3772 Portland Road N.E., Salem, OR 97303. The request for review may be made at the Oregon State Police, Identification Services Section, 3772 Portland Road N.E., Salem, OR 97303, or through mail or postal service. The OSP may prescribe reasonable hours and places of inspection. If the request is made by mail or postal service, after positive identification by the OSP of the fingerprints submitted, copy of the record, along with the fingerprints submitted for that purpose, will be returned to the individual making the request to the address provided in the request.

(3) All data included in the Criminal Offender Information System is obtained from contributing Criminal Justice and Designated Agencies. All data included in the Firearm Instant Check System is obtained from contributing Oregon Gun Dealers as defined in **18 U.S.C. §921**. If after review of the information concerning them as maintained in such record, the individual believes that it is incomplete or incorrect in any respect and wishes changes, corrections, or updating of the alleged deficiency, they must make application directly to the contributor of the questioned information, requesting the appropriate agency or Gun Dealer to correct it in accordance with its respective administrative rules and procedures. Upon receipt of an official communication directly from the agency or Gun Dealer which contributed the original information, the OSP will make any changes necessary in accordance with the information supplied by the agency or Gun Dealer.

(4) Any individual whose record is not removed, modified, or corrected as they may request, following refusal by the agency originally contributing such information, may proceed under the provisions of Rules 30.00 to 30.80 of the **Attorney General's Model Rules of Practice and Procedures** under the **Administrative Procedure Act**, relating to contested cases and judicial review. After conclusion of such procedure or review, any information found to be inaccurate, incomplete, or improperly maintained, shall be removed from the individual's record and the originating agency so notified with copy of the record as corrected being furnished to the challenging individual.

(5) Any Criminal Justice or Designated Agency receiving a record after such notice of contested case has been filed and prior to final determination, shall be notified by the OSP that the record is being challenged.

(6) All individuals desiring to obtain a police clearance or documentation of no record maintained in the OSP Criminal Offender Information System for purposes other than review, challenge or correction specified in (1) will be charged a fee of \$12 for each request. Verification of the requesting individual's identity shall only be effected through submission and positive identification of the person's fingerprints.

(7) All individuals desiring to obtain a set of their inked fingerprints for purposes other than review, challenge or correction specified in section (1) of this rule will be charged a fee of \$5 for each fingerprint card provided, except as provided in ORS 181.556(1) & (2).

[Publications: Publications referenced are available from the agency.]  
 Stat. Auth.: ORS 166.291, ORS 166.412, ORS 181.537, ORS 181.555, ORS 181.560(4), ORS 183.310 - ORS 183.550, ORS 192.440 & ORS 194.164  
 Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
 Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 1-1991, f. 5-17-91, cert. ef. 7-1-91; OSP 1-1992, f. 3-17-92, cert. ef. 3-18-92; OSP 4-1993, f. & cert. ef. 12-20-93; OSP 4-1994, f. & cert. ef. 8-2-94; OSP 3-1996, f. 5-24-96, cert. ef. 7-1-96; OSP 1-2002, f. & cert. ef. 3-8-02

**257-010-0045**

**Violation of Rules**

(1) Willful violation of Oregon Revised Statute, Executive Order or published rules relating to the Oregon Criminal Offender Information System by any authorized agency or employee may result in immediate termination of such agency's authorization to receive such information from the Oregon and/or Federal Criminal Offender Information Systems.

(2) Reinstatement will be effected only upon demonstration by the agency that the cause of such violation has been corrected. Final determination as to the reinstatement of any agency so terminated will be the responsibility of the OSP.

Stat. Auth.: ORS 181.555, ORS 181.560(4), ORS 183.310 - 183.550 & 192.440  
 Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
 Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 4-1993, f. & cert. ef. 12-20-93

**257-010-0050**

**Rights of Appeal**

A Criminal Justice or Designated Agency or employee desiring to appeal any action, order, or administrative ruling by the OSP may proceed under the provisions of **Rules 30.00 to 30.80** of the

**Attorney General's Model Rules of Practice and Procedures** under the **Administrative Procedure Act** relating to contested cases and judicial review.

[Publications: Publications referenced are available from the agency.]  
Stat. Auth.: ORS 181.555, ORS 181.560(4), ORS 183.310 - 183.550 & 192.440  
Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
Hist.: DSP 2, f. 6-14-74, ef. 7-11-74; DSP 4, f. 4-22-76, ef. 4-30-76; OSP 1-1990, f. & cert. ef. 6-4-90; OSP 4-1993, f. & cert. ef. 12-20-93

### 257-010-0055

#### Firearm Instant Check System

(1) The Oregon Firearm Instant Check System is a computerization of firearm and firearm purchaser information, and is maintained by the OSP under provisions of Oregon Law. The purpose of the Firearm Instant Check System is to receive information from Oregon Gun Dealers and private citizens at gun shows or voluntarily from the public and determine if the person purchasing the firearm is disqualified under Oregon (ORS 166.470) and Federal Law from completing the purchase of a firearm and if the firearm being transferred is stolen.

(2) The OSP may retain a record of the information obtained during a request for a criminal records check for no more than five years. Access to and dissemination of the OSP Firearm Instant Check System information by any means shall be limited to Criminal Justice Agencies, where the information is to be used for the investigation of criminal offenses.

(3) The record of the information obtained by the OSP during a request for a criminal records check by a gun dealer is exempt from disclosure under public records law.

(4) Identification required of the purchaser shall include one piece of current identification bearing a photograph and date of birth of the purchaser that is issued under the authority of the United States government, a state, a political subdivision of a state, a foreign government, a political subdivision of a foreign government, an international governmental organization or an international quasi-governmental organization; and is intended to be used for identification of an individual or is commonly accepted for the purpose of identification of an individual.

(5) If the identification presented by the purchaser under (4) of this rule does not include the current address of the purchaser, the purchaser shall present a second piece of current identification that contains the current address of the purchaser and corroborates the name on the first piece of identification. Examples of a second piece of identification that will be accepted are: current vehicle registration, current rent receipt and current utility bill.

(6) The OSP may require that the gun dealer verify the identification of the purchaser if that identity is in question by sending the thumbprints of the purchaser to the OSP, Identification Services Section. The OSP shall publish the firearms transaction thumbprint form and shall furnish the form to gun dealers on application at cost.

(7) The OSP may adopt a fee schedule for criminal history record checks and collect a fee for each criminal history record check requested. The fee schedule shall be calculated to recover the cost of performing criminal history record checks, but may not exceed \$10 per record check.

(8) The OSP may respond to a telephone request from any person requesting that the OSP determine if the firearm is stolen.

(9) The Department of State Police shall develop a state form to be completed by a person seeking to obtain a firearm at a gun show from a transferor other than a gun dealer. The department shall consider including in the form all of the requirements for disclosure of information that are required by federal law for over-the-counter firearms transactions.

(10) The department shall make the form available to the public at no cost.

Stat. Auth.: ORS 166.291, ORS 166.412, ORS 192.440 & ORS 194.164  
Stats. Implemented: ORS 166.291, ORS 166.412 & ORS 181.880  
Hist.: OSP 3-1996, f. 5-24-96, cert. ef. 7-1-96; OSP 1-2002, f. & cert. ef. 3-8-02

## DIVISION 15

### LAW ENFORCEMENT DATA SYSTEM (LEDS)

[ED. NOTE: Chapter 188, Oregon Laws 1993 transferred rulemaking authority from the Criminal Justice Services Division, Executive Department, OAR 107 to Department of State Police, OAR 257.]

### 257-015-0000

#### Purpose of Rules

Rules adopted herein prescribe the policies and procedures for operation and use of the Oregon Law Enforcement Data System (LEDS).

Stat. Auth.: ORS 181.730(3)  
Stats. Implemented: ORS 181.730  
Hist.: OSP 1-1995, f. & cert. ef. 8-15-95

### 257-015-0010

#### Authority

(1) The Law Enforcement Data System (LEDS) was established by act of the 1969 Oregon Legislature (ORS 181.710) which authorized the state Executive Department to develop and operate a police information network. In 1973, the term "Police Information Network" was amended to read "Law Enforcement Data System". Senate Bill 1044 in the 1993 legislative session transferred LEDS to the Department of Oregon State Police (ORS 181.730).

(2) The Law Enforcement Data System is a program organized within the Intergovernmental Services Bureau of the Department of Oregon State Police. It provides a criminal justice telecommunications and information system for the State of Oregon, and is the control point for access to similar programs operated by other states and the Federal Government.

Stat. Auth.: ORS 181.730(3)  
Stats. Implemented: ORS 181.730  
Hist.: OSP 1-1995, f. & cert. ef. 8-15-95

### 257-015-0020

#### Law Enforcement Data System (LEDS) Advisory Committee

(1) The LEDS Advisory Committee advises the Superintendent of State Police on general policy concerning the philosophy, concept, and operational principles of the LEDS program. In its deliberations the Committee places particular emphasis on the following areas:

(a) Continued responsiveness of the LEDS program to the state's criminal justice information needs;  
(b) System security; and  
(c) Rules, regulations and procedures to maintain the integrity of LEDS information.

(2) The LEDS Advisory Committee is composed of members appointed by the Governor representing the following areas:

(a) The Judicial Department;  
(b) The Oregon Juvenile Department Directors' Association;  
(c) The Oregon Peace Officers' Association;  
(d) The Associated Public Safety Communications Officers, Inc.;  
(e) The Oregon Association of Chiefs of Police;  
(f) The Oregon State Sheriffs' Association;  
(g) The Oregon District Attorneys' Association;  
(h) Attorney General;  
(i) The Oregon State Police;  
(j) The Department of Transportation, Driver and Motor Vehicle Services Branch (DMV);  
(k) The Department of Corrections;  
(l) The Oregon Youth Authority; and  
(m) Such other members as the Governor considers appropriate for purposes of the committee.

Stat. Auth.: ORS 181.730(3)  
Stats. Implemented: ORS 181.730  
Hist.: OSP 1-1995, f. & cert. ef. 8-15-95; OSP 2-1998, f. & cert. ef. 10-6-98

### 257-015-0030

#### Definitions

(1) "LEDS" means the Department of State Police, Law Enforcement Data System.

(2) "NCIC" means the Federal Bureau of Investigation, National Crime Information Center.

(3) "NLETS" means the National Law Enforcement Telecommunications System, Incorporated.

(4) "Associated Systems" means any automated or manual information system which is accessible via LEDS.

(5) "Criminal Justice Agency" means the following as defined by the National Crime Information Center:

(a) Courts;

(b) A government agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice.

(6) "Criminal Justice Purpose" means: The administration of criminal justice, as defined in section (7) of this rule.

(7) The "Administration of Criminal Justice" means performance of any of the following activities: detection, apprehension, detention, pretrial release, post trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information. Criminal justice employment investigations are included, as is the licensing of or issuing of a permit for a weapon or explosive when required to be performed by a criminal justice agency, pursuant to a federal, state or local law. (This category includes firearms dealers and purchasers, carriers of concealed weapons, explosives dealers and users and lethal weapons dealers and users). State and Federal Inspector General offices are included. Defense of accused persons, whether by private counsel, public defender or other court appointed counsel is not included in the definition of the administration of criminal justice.

(8) "Investigative Files" means computerized records stored in LEDS, NCIC or other state criminal justice information systems, as follows: outstanding arrest warrants and other wanted persons; missing persons; unidentified persons; restraining orders; lost or stolen identification; Psychiatric Security Review Board Orders; persons who have threatened a Secret Service protected person; Persons under the supervision of a Court or a Corrections agency; gang members; armed career criminals; Sex offender registrants; concealed handgun license records; stolen, repossessed, impounded vehicles; stolen vehicle license plates, vehicle parts, vehicle identification plates and title certificates; vehicles used in the commission of a felony; stolen and pawned firearms; stolen securities; stolen boats and associated equipment; other stolen and pawned property; other files of a similar nature which may be established to assist in law enforcement investigations or to enhance other criminal justice purposes.

(9) "NCIC State Control Terminal Agency" means the agency in each state which is responsible for the state's computer link with the National Crime Information Center and which is responsible for ensuring that NCIC system security and operational policies and procedures are carried out within the state.

(10) "NLETS State Control Terminal Agency" means the agency in each state which is responsible for the state's computer link with the National Law Enforcement Telecommunications System, Inc., and which is responsible for ensuring that NLETS' system security and operational policies and procedures are carried out within the state.

(11) "Management Control Agreement" means a written agreement between a criminal justice agency and a non-criminal justice agency which provides services (dispatching, record keeping, computer services, etc.) to the criminal justice agency. The agreement gives the criminal justice agency management control over the operations of the non-criminal justice agency as they relate to access to the Law Enforcement Data System network.

(12) "Management Control" means the authority to set and enforce:

(a) Priorities;

(b) Standards for the selection, supervision and termination of personnel; and

(c) Policy governing the operation of computers, circuits, and telecommunications terminals used to process, store, or transmit

information to or receive information from the Law Enforcement Data System.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95; OSP 2-1998, f. & cert. ef. 10-6-98

### 257-015-0040

#### LEDS Responsibilities

The general responsibilities of the Law Enforcement Data System program are as follows:

(1) Develop and operate a computerized criminal justice telecommunications and information system providing message switching and record storage and retrieval capabilities.

(2) Provide a level of training adequate to enable effective use of LEDS and associated systems.

(3) Function as the NCIC Control Terminal Agency and the NLETS Control Terminal Agency for the State of Oregon.

(4) Assist and train criminal justice agencies in the development of information from LEDS and associated systems for use in criminal investigations.

(5) Develop and maintain linkages with the Driver and Motor Vehicle Services Branch (DMV), the State Marine Board, the Public Utility Commission, and other non-criminal justice agencies to make appropriate information available to Oregon criminal justice agencies to assist in the enforcement of state criminal and traffic laws and regulations.

(6) Provide staff support to the Law Enforcement Data System Advisory Committee.

(7) Develop and operate the State Uniform Crime Reporting Program to collect crime statistics information from local and state law enforcement agencies; provide information to the public, the Governor, the Legislature, contributing agencies, and others who have a responsibility for the prevention or reduction of crime.

(8) Provide monthly and annual Oregon crime statistics information to the Federal Bureau of Investigation to satisfy national uniform crime reporting program requirements.

(9) Operate a program of record validation, quality control, and audits to ensure that records entered into LEDS and NCIC files by user agencies are kept accurate and complete and that compliance with state and national standards is maintained.

(10) Provide assistance and information access to non-criminal justice user agencies for statutory licensing, employment and regulatory purposes and for other purposes authorized by law.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95; OSP 2-1998, f. & cert. ef. 10-6-98

### 257-015-0050

#### User Responsibilities

(1) "User Agreement" — Any agency using a terminal to access the Law Enforcement Data System, whether directly or through another agency, is responsible for adhering to all applicable LEDS rules and policies and must sign an agreement with LEDS to that effect.

(2) "Record Validation" — Any agency that enters information into LEDS or NCIC files is responsible for the accuracy, timeliness and completeness of that information. LEDS will send a record validation review list, regularly, to each agency. Validation is accomplished by reviewing the original entry and current supporting documents. Recent consultation with any appropriate complainant, victim, prosecutor, court, motor vehicle registry files, or other appropriate source or individual also is required with respect to the Wanted Person, Missing Person, and Vehicle Files. In the event the agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the original entry in the file. Validation procedures must be formalized and copies of these procedures must be on file for review during a LEDS or NCIC audit. When the agency has completed the validation they must return a signed certification of their validity within an appropriate time as established by LEDS.

(3) "Minimum Training" — Each agency employee who operates a terminal to access the LEDS network must complete a LEDS

System Training Guide at a level consistent with the employee's duties. Pursuant to procedures outlined in the LEDES Operating Manual, the agency LEDES Representative must issue a Training Guide to such employees within ten (10) calendar days of the person beginning to access LEDES via a terminal. The Training Guide must be completed within 60 calendar days from the date of issue. Each employee who operates a terminal to access LEDES must be re-certified by the agency every two years per schedules and procedures as prescribed by LEDES.

(4) "Hit Confirmation" — When another agency receives a positive record response (Hit) from LEDES or NCIC and requests confirmation of the status of the record (warrant, stolen vehicle, etc.), the agency responsible for entry of the record must respond within 10 minutes for urgent hit confirmation requests or within one (1) hour for routine hit confirmation requests, with an answer indicating the status of the record or indicating when the record status will be confirmed.

(5) "Agency LEDES Representatives" — The agency administrator of each agency with terminal access to LEDES must designate an agency LEDES Representative who shall be the primary contact for all matters relating to use of LEDES by the agency. The agency LEDES Representative must complete the **LEDES System Training Guide** before a training guide will be issued to other agency employees. The agency LEDES Representative must complete a **LEDES System Training Guide** at the highest level required by any person in the agency before a training guide will be issued to other agency personnel. Every LEDES Representative must satisfactorily complete no less than the **Inquiry Level Training Guide**.

(6) "Background Checks of Terminal Operators Required" — Policies for access to the FBI-NCIC system require background screening of all terminal operators with access to the NCIC system. For efficiency and consistency, the key elements of the NCIC background screening policies are also adopted for all LEDES access, as follows:

(a) Appropriate Background investigations, including a check of LEDES and NCIC fugitive warrant files, the Oregon computerized criminal history (CCH) system, and the FBI Interstate Identification Index (III), must be conducted on all terminal operators with LEDES access. To assure positive identification, submission of a completed applicant fingerprint card to the FBI Identification Division through the Oregon State Police Identification Services Section is also required;

(b) If the applicant is found to be a fugitive or to be the subject of a current prosecution, access will be denied. If the applicant has been convicted of a crime which could have resulted in a sentence to a Federal or State penitentiary, access will be denied;

(c) Exceptions to denials based upon prior criminal convictions may be made in extraordinary circumstances upon application by the user agency to the Superintendent of State Police setting forth the circumstances. The Superintendent or his/her designee will maintain a central file where such exception authorizations shall be filed.

[Publications: Publications referenced are available from the agency.]  
Stat. Auth.: ORS 181.730(3)  
Stats. Implemented: ORS 181.730  
Hist.: OSP 1-1995, f. & cert. ef. 8-15-95

**257-015-0060**

**Information Access and Dissemination**

Information is made available to LEDES users from various sources and agencies, including LEDES and other state information system files, motor vehicle departments, NCIC, Oregon State Police Identification Services Section, etc. Each user must observe any restrictions placed on the use or dissemination of information by its source. It is LEDES' responsibility to advise user agencies of any restrictions which apply to any information accessed via the Law Enforcement Data System.

(1) Investigative Files: Information from investigative files maintained by LEDES, NCIC, or other agencies is for criminal justice use only and is not to be disseminated to any person for other than an official criminal justice purpose. Inquiries from the public regarding the status of an investigative file should be referred to the agency holding the case.

(2) Oregon Computerized Criminal History Records (CCH):

(a) Oregon criminal history records are available via LEDES, from the Oregon State Police Computerized Criminal History Files, to agencies which are authorized by the Oregon State Police.

(b) All agencies accessing the Oregon CCH files must have a signed agreement with the Oregon State Police and must adhere to Oregon Administrative Rules (OAR) 257-010-0025 through 257-010-0050 adopted by the Department of State Police.

(3) Federal Bureau of Investigation – Interstate Identification Index (FBI-III): The Federal Bureau of Investigation maintains the Interstate Criminal Identification Index which is available through LEDES. Access to this information is restricted to criminal justice agencies, as defined in OAR 257-015-0015(5), in the discharge of their official responsibilities, or to non-criminal justice agencies which provide services to criminal justice agencies, and which have signed a management control agreement with a criminal justice agency.

(4) Oregon Motor Vehicle and Driver Records:

(a) Oregon motor vehicle registration and driving records are the responsibility of the Oregon Department of Transportation, Driver and Motor Vehicle Services Branch (DMV). Government agencies in Oregon have access to these records via LEDES for authorized criminal justice purposes and for licensing, employment and regulatory purposes specifically authorized by State Law and approved in writing by DMV. Communication, dissemination, or use of this information for other than authorized purposes is prohibited.

(b) Authorized purposes do not include inquiries for the collection of taxes and parking violation fees or fines;

(c) Authorized purposes are specifically defined as follows:

(A) Enforcement of state traffic and criminal laws, and regulations;

(B) Identification of vehicles which have been towed or impounded by police;

(C) Screening of prospective or present agency employees who will have access to LEDES equipment or information;

(D) Identification of vehicles or individuals associated with criminal investigations;

(E) Review of driving and registration records for prosecution and sentencing functions;

(F) Processing of school bus driver applications by the State Department of Education;

(G) Access to vehicle registration information by fire and rescue agencies in emergency situations where waiting for the availability of a law enforcement officer would compound the emergency;

(H) The identification of vehicles or individuals associated with the Weighmaster enforcement function;

(I) Inquiries for licensing, employment and regulatory purposes authorized by State law and approved in writing by DMV.

(d) Inquiries for any purpose other than those specified in paragraphs (4)(c)(A) – (4)(c)(I) of this section must be directed to the department of Transportation, Driver and Motor Vehicle Services Branch (DMV) by telephone or by mail, together with the proper fee or account number. Violations of these policies may result in the suspension or termination of motor vehicle records access.

(5) National Law Enforcement Telecommunications System (NLETS) Access: NLETS provides a link to criminal justice information systems in other states for the purpose of point-to-point communications between criminal justice agencies and for access to information systems. Access to criminal history records in other states, via NLETS, is restricted to criminal justice agencies, as defined in OAR 257-015-0030(5). Access to motor vehicle records in other states and the use of the agency-to-agency communication facilities may be limited by NLETS policies or policies in other states.

(6) Corrections Offender Records:

(a) The Corrections Offender File contains records of persons under the active supervision (probation, parole, other non-custodial supervision) of a state or local or federal corrections agency. Entries and changes to this file are the responsibility of the supervising state or local or federal corrections agency.

(b) Access to Corrections offender records via LEDES is restricted to criminal justice agencies for criminal justice purposes.

(7) Administrative Messages: An administrative message (AM) is a free text message, from one agency to one or more agencies.

(a) All administrative messages transmitted via LEDS must be by the authority of an authorized user.

(b) Use of administrative messages via LEDS is restricted to criminal justice purposes, with the following exceptions:

(A) Emergency public safety messages such as storm warnings, disaster warnings, road conditions, etc., may be transmitted by agencies with responsibilities in these areas.

(B) Emergency inter-departmental and intra-departmental non-criminal justice business messages may be transmitted at any time. Non criminal justice non-emergency business messages may be transmitted between 12:00 and 1:00 p.m. Monday through Friday, between 5:00 p.m. and 8:00 a.m. Monday through Friday, or any time on weekends and holidays.

(C) Messages from agencies recruiting for personnel are not to be sent as all points bulletins or area broadcast messages. They may be sent to LEDS. LEDS will then compile and transmit a consolidated bulletin weekly, or as needed.

(D) Messages from agencies regarding equipment wanted, or for sale, are not to be sent as all points bulletins or area broadcast messages. They may be sent to LEDS. LEDS will then compile and transmit a consolidated bulletin weekly, or as needed.

(E) Announcements of meetings of recognized criminal justice professional organizations may be sent by the authorized officers of such organizations.

(F) Announcements of official inter-departmental or intra-departmental activities such as training classes, shooting tournaments and other organized professional competition or sports events, public service projects, etc., may be sent by the agency responsible for scheduling the activity. The addressees of such announcements should be limited to those participating in, or interested in, the activity.

(G) Use of LEDS for promotion of a particular political point of view (lobbying) regarding proposed legislation, elections, or other issues is prohibited. However, this does not preclude information announcements of association meetings, hearings, or other forums where such issues will be discussed.

(H) Non-criminal justice LEDS user agencies may send and receive administrative messages when the purpose of such messages is within the context of their statutory or designated authority and approved purpose for LEDS access.

(8) Demonstration or Display of Records: Any public demonstration involving the display of records or communication received via LEDS shall be confined to information pertaining to the individual performing the demonstration or to appropriate test records.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95; OSP 2-1998, f. & cert. ef. 10-6-98

### 257-015-0070

#### System Security and Privacy

The data stored in the LEDS, NCIC, and other criminal justice information system files is documented criminal justice information. This information must be protected to ensure its integrity and its correct, legal and efficient storage, dissemination and use. It is incumbent upon and agency operating a LEDS terminal, or a terminal on another system which has access to the LEDS network, to implement the procedures necessary to make the terminal secure from any unauthorized use. All agency personnel authorized to access the LEDS network must be instructed in the proper use and dissemination of the information.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95

### 257-015-0080

#### Criteria for Terminal Access to LEDS

LEDS uses the following criteria to determine if an agency qualifies for placement of a LEDS terminal, or for access via a terminal on another system which has access to the LEDS network. Questions about whether or not an agency meets one of these criteria or whether LEDS access is appropriate will be resolved by the LEDS Advisory Committee:

(1) The agency is a criminal justice agency as defined in OAR 257-015-0030(5); or

(2) The agency is a service agency which provides computer services, dispatching support, or other direct support service to one or more criminal justice agencies, and which has signed a management control agreement with a criminal justice agency; or

(3) The agency is a non-criminal justice agency with a statutory requirement to use information or capabilities which may be available via LEDS, and use of a terminal by the agency will not adversely affect criminal justice agency users, and use of the terminal will be for a criminal justice purpose as defined in OAR 257-015-0030(6); or

(4) The agency is a non-criminal justice agency which provides information or capabilities needed by criminal justice agencies for a criminal justice purpose, and use of a terminal will improve the ability to provide such information or capabilities; or

(5) The agency is a non-criminal justice agency with statutory requirement to use information or capabilities which may be available via LEDS, and use of a terminal by the agency will not adversely affect criminal justice agency users, and use of the terminal will be for the specific non-criminal justice purpose(s) for which the agency is authorized access to the information or capabilities available via LEDS, and the agency has been approved for terminal access by the LEDS Advisory Committee.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95; OSP 2-1998, f. & cert. ef. 10-6-98

### 257-015-0090

#### Criteria for Revocation of Terminal or Informational Access to LEDS

The authorization of any agency to access the LEDS network or associated systems or to retain access is subject to revocation or cancellation by LEDS on the following grounds:

(1) Violation by the agency or a by a member of the agency of any state statute, administrative rule, or policy pertaining to the use of LEDS or associated systems.

(2) Violation of the security of the LEDS system.

(3) Accessing, retrieving or using information from or through the LEDS system for non-official or unauthorized purposes.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95

### 257-015-0100

#### Criteria for Computer Access to the LEDS Network

(1) A local or state government computer center may be given direct access to the LEDS network if the agency operating the computer is a criminal justice agency. If the agency operating the computer is not a criminal justice agency, then there must be a current management control agreement in effect between the computer center management and one of the criminal justice agencies served by the computer center.

(2) The criteria for allowing terminal access to LEDS are described in OAR 257-015-0080. A local or state computer system connected to LEDS may allow such access after giving written notification to the LEDS Director, including the identification of the agency requesting access, the terminal identifier, and other information needed by LEDS to ensure proper authorization.

Stat. Auth.: ORS 181.730(3)

Stats. Implemented: ORS 181.730

Hist.: OSP 1-1995, f. & cert. ef. 8-15-95; OSP 2-1998, f. & cert. ef. 10-6-98

## DIVISION 20

### PUBLIC RECORDS

#### 257-020-0010

##### Public Records Access and Fees

(1) The Department of State Police may require any request for public records be made in writing.

(2) The Department may charge fees to cover its reasonable costs in responding to requests for public records:

(a) The Department will establish a schedule of fees. The schedule may be amended from time to time to reflect changes in the actual costs incurred by the Department. The fee schedule is available to any person from the Department without charge.

(b) The Department may prepare an estimate of the cost of responding to any request for public records, and the Department shall prepare an estimate when requested by the person making the request for records.

(c) The Department may require payment of all or a portion of estimated costs prior to making the requested records available.

(d) The Department at its discretion may waive fees.

Stat. Auth.: ORS 181.335 & ORS 192

Stats. Implemented: ORS 192

Hist.: OSP 2-2002, f. 4-4-02, cert. ef. 4-5-02

## DIVISION 25

### FIELD SOBRIETY TESTS

#### 257-025-0000

##### Statement of Purpose

The purpose of these rules is to implement and interpret ORS Chapters 801 and 813 with regard to field sobriety tests. The Department of State Police is empowered to make rules interpreting and implementing the described statutes. It is intended by these rules to standardize field sobriety tests throughout the state.

Stat. Auth.: ORS 801.272

Stats. Implemented: ORS 801.272 & ORS 813.135

Hist.: OSP 5-1989, f. 12-27-89, cert. ef. 1-15-90; OSP 4-1996, f. & cert. ef. 7-16-96; OSP 5-1996(Temp) f. & cert. ef. 12-20-96; OSP 2-1997, f. & cert. ef. 5-22-97

#### 257-025-0005

##### General Requirements of ORS 801.272

ORS 801.272 generally provides that the Oregon State Police approve by rule, after consultation with the Board on Public Safety Standards and Training (BPSST), physical and/or mental tests that enable a police officer or trier of fact to screen for or detect evidence of physical condition that indicates probable impairment from intoxicating liquor, a controlled substance or a combination of intoxicating liquor and controlled substance. Tests meeting the requirements of ORS 801.272 are defined as field sobriety tests and are listed and described in OAR 257-025-0012 and 257-025-0020.

Stat. Auth.: ORS 801.272

Stats. Implemented: ORS 801.272

Hist.: OSP 5-1989, f. 12-27-89, cert. ef. 1-15-90; OSP 4-1992, f. & cert. ef. 12-16-92; OSP 4-1996, f. & cert. ef. 7-16-96

#### 257-025-0010

##### Acts, Signs, and Symptoms of Intoxicant Impairment

The following acts, signs or symptoms are, typically, present in circumstances of intoxicant impairment. They are not field sobriety tests. A police officer may testify to their presence at any proceeding, criminal or civil, resulting from a DUII (driving under the influence of intoxicants) arrest. These acts, signs and symptoms include, but are not limited to:

- (1) Difficulty in walking or unusual walking.
- (2) Difficulty standing.
- (3) Difficulty following directions.
- (4) Odor of alcoholic beverage on the breath.
- (5) Flushed or pale appearance.
- (6) Speech difficulties or unusual speech patterns.
- (7) Disorderly or unusual conduct or demeanor.
- (8) Lack of muscular coordination or muscular tremors.
- (9) Evidence of mental disturbance.
- (10) Visual disorders or difficulties.
- (11) Sleepiness or drowsiness.
- (12) Dizziness.
- (13) Nausea or vomiting.
- (14) Mood swings.
- (15) Difficulty with divided attention.
- (16) Bloodshot and/or watery and/or glassy eyes.

Stat. Auth.: ORS 801.272

Stats. Implemented: ORS 801.272

Hist.: OSP 5-1989, f. 12-27-89, cert. ef. 1-15-90; OSP 4-1996, f. & cert. ef. 7-16-96; OSP 5-1996(Temp) f. & cert. ef. 12-20-96; OSP 2-1997, f. & cert. ef. 5-22-97

#### 257-025-0012

##### Approved Field Sobriety Tests

(1) The following "field sobriety tests", as that phrase is defined by ORS 801.272, are approved by the Department of State Police, after consultation with the Board on Public Safety Standards and Training (BPSST), for use by sworn police officers:

- (a) Horizontal Gaze Nystagmus (HGN);
- (b) Walk and turn test;
- (c) One Leg Stand;
- (d) Modified Finger to Nose Test;
- (e) Finger Count;
- (f) Alphabet;
- (g) Counting;
- (h) Internal Clock;
- (i) Romberg Balance Test.

(2) The following additional approved tests may be performed by police officers who have completed the 8-hour "Drugs That Impair Driving" curriculum:

- (a) Lack of Convergence Test;
- (b) Pupil Size Estimation;
- (c) Pulse Rate Examination.

(3) Officers trained and approved by the Oregon State Police as a Drug Recognition Expert (DRE) may utilize any of the above listed tests plus the following approved tests which are only included in the DRE training. Tests which may be utilized upon successful completion of the 72-hours of DRE training include:

(a) Physical examination tests including the following: the person's vital signs (pulse, temperature and blood pressure); the person's psychophysical responses (coordination of mind and body); signs of administration of drugs (injection sites, etc.); eye responses (horizontal/vertical gaze nystagmus, eye convergence, pupil size under varying light intensities); and physical and behavioral characteristics (muscle rigidity or flaccidity, hyperactivity, etc.).

(4) These rules are necessary for the implementation of ORS 801.272. No stop, arrest, civil or criminal proceeding commenced prior to the effective date of these rules is affected by the requirements of these rules.

Stat. Auth.: ORS 801.272

Stats. Implemented: ORS 801.272

Hist.: OSP 4-1996, f. & cert. ef. 7-16-96; OSP 5-1996(Temp) f. & cert. ef. 12-20-96; OSP 2-1997, f. & cert. ef. 5-22-97

#### 257-025-0020

##### Conducting Approved Field Sobriety Tests

(1) Nothing in this rule prohibits the police officer from providing additional information to the person asked or requested to take the field sobriety tests that the officer considers convenient or appropriate. By way of example, but not limitation, the officer may orally describe some or all of the tests intended to be administered. Prior to the administration of each field sobriety test, the officer shall generally explain the field sobriety test to the person requested to take the test. The field sobriety tests shall be administered substantially as described below. Each field sobriety test, as described below, is specifically found to meet the requirements of ORS 801.272:

(a) Horizontal Gaze Nystagmus: The police officer must have received training in the administration of the Horizontal Gaze Nystagmus (HGN) test by the Oregon State Police, BPSST, or other governmental entity prior to its administration under this rule. The officer shall use a stimulus (such as a finger, pencil or penlight) held vertically in front of the person's face approximately 12 to 15 inches away from the person's face. The person tested must hold their head still. The officer, during the administration of the testing procedures, should conduct the testing procedures in the order listed unless circumstances or conditions dictate otherwise:

(A) The officer shall move the stimulus from the center of the face to the side, checking for the lack of smooth pursuit of the eyes as they track the stimulus;

(B) The officer shall check for distinct nystagmus at the maximum deviation of each eye;

(C) The officer shall check for the onset of nystagmus prior to 45 degrees in each eye.

(b) Walk and Turn Test: The officer will instruct the person, while standing, to place the person's left foot on a line (if no line is available, use a general direction for the person to walk an imaginary line) then place the right foot on the line with the heel of that foot ahead of the toes of the left foot. Instruct the person to take nine steps down the line, keeping arms at sides, looking at feet, and counting each step while walking heel-to-toe. Instruct the person how to turn (at the discretion of the officer) and to walk back in the same manner previously described. Generally demonstrate the test.

(c) One Leg Stand: Instruct the person to stand straight with the person's feet together and arms at the sides. Instruct the person to raise one foot approximately six inches off the ground while looking at the foot, and to count "1001, 1002, 1003," etc., until told to stop by the officer. The officer will then time the person for thirty seconds. The person will count 1001, 1002, 1003, etc., until told to stop by the officer. The officer may conduct the same test with the other foot. Generally demonstrate the test.

(d) Romberg Balance Test:

(A) Instruct the person to stand straight with feet together with arms at the person's sides.

(B) While standing as described above, instruct the person to tilt their head backward, close their eyes and estimate the passage of thirty seconds before opening their eyes again. Generally demonstrate the test.

(e) Modified Finger to Nose Test: Instruct the person to stand straight with heels together, eyes closed, arms at sides, and head tilted back. Instruct the person to touch the end of the person's nose with end of the index finger by bringing the person's arm and hand from the person's side directly to the end of the nose. Have the person repeat for the other index finger and repeat the test in the same manner, if deemed appropriate. Generally demonstrate the test.

(f) Finger count: Have the person hold a hand out and touch each of the four fingers with the thumb of that hand and count 1-2-3-4, 4-3-2-1, or any other order deemed appropriate by the officer. Generally demonstrate the test.

(g) Alphabet: Have the person say the alphabet or any portion of the alphabet the officer may choose. This test may be used as part of the Romberg test.

(h) Counting: Have the person count any length of numbers, forward or backward, as the officer may require. This test may be used as part of the Romberg test.

(i) Internal Clock: Ask the person to tell you when 30 seconds has elapsed. Time the person's estimation.

(2) Pursuant to OAR 257-025-0012 a police officer may administer any, all, or none of the field sobriety tests described in this rule as deemed appropriate in the sole discretion of the police officer.

Stat. Auth.: ORS 801.272

Stats. Implemented: ORS 801.272

Hist.: OSP 5-1989, f. 12-27-89, cert. ef. 1-15-90; OSP 4-1992, f. & cert. ef. 12-16-92; OSP 4-1996, f. & cert. ef. 7-16-96; OSP 5-1996(Temp) f. & cert. ef. 12-20-96; OSP 2-1997, f. & cert. ef. 5-22-97

**257-025-0025**

**Effective Date**

These rules take effect upon filing.

Stat. Auth.: ORS 801.272

Stats. Implemented: ORS 801.272

Hist.: OSP 5-1989, f. 12-27-89, cert. ef. 1-15-90; OSP 4-1996, f. & cert. ef. 7-16-96, OSP 5-1996(Temp) f. & cert. ef. 12-20-96; OSP 2-1997, f. & cert. ef. 5-22-97

**DIVISION 30**

**ALCOHOL BREATH TESTING**

[ED. NOTE: Chapter 410, Oregon Laws 1979, signed by the Governor and effective on July 17, 1979, statutorily transferred Alcohol Breath Testing responsibilities from the Health Division (OAR 333, division 13) to the Department of State Police. Subsequently the Department of State Police adopted administrative Order DSP 1-1979(Temp), f. & ef. July 2, 1979, and DSP 2-1979(Temp), f. & ef. July 18, 1979.]

**257-030-0040**

**Criteria for Approval of Breath Testing Equipment**

Any instrument or equipment to be used for the testing of a person's breath to determine the alcohol content of the blood may be approved by the Oregon State Police if one or more of the following criteria are met:

(1) Submission by the manufacturer or distributor of the instrument of at least two reports of studies correlating blood analysis and breath tests performed with this instrument, conducted by two separate laboratories of governmental health or law enforcement agencies, or independent organizations, financially unrelated to the manufacturer or distributor of such instruments.

(2) Provision of a production model of the instrument by the manufacturer or distributor to the Oregon State Police for a sufficient period of time to allow Oregon State Police technician(s) to conduct sufficient investigation and laboratory tests to adequately ascertain accuracy and reproducibility of the breath testing equipment.

(3) Those instruments which have been found by the National Highway Traffic Safety Administration to conform to the model specifications for evidential breath testing devices, and which are listed on the **Conforming Products List in the Federal Register**.

(4) Subsequent series of above instruments, so long as the subsequent changes and series do not diminish the instrument's ability to accurately determine blood alcohol content.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 183.335 & ORS 813

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92; OSP 1-1993, f. 1-19-93, cert. ef. 1-20-93; OSP 1-1996, f. & cert. ef. 3-22-96

**257-030-0050**

**Definitions**

As used in these rules, "Chemical Test" and "Chemical Analysis" both mean a quantitative analysis for alcohol by means of direct or indirect measurement of physicochemical technique performed on a sample of breath.

Stat. Auth.: ORS 183.335 & ORS 813.160

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92

**257-030-0060**

**Approved Breath Testing Equipment**

The following breath testing equipment is approved under OAR 257-030-0040 for performing chemical analysis of a person's breath: The Intoxilyzer 5000 and the Intoxilyzer 1400:

(1) Reports of correlation studies furnished by the manufacturer(s) are maintained by the Oregon State Police.

(2) Correlation studies performed with the Intoxilyzer 5000 by Oregon State Police technician(s) are incorporated as **Appendix 1**.

(3) Correlation studies performed with the Intoxilyzer 1400 by Oregon State Police technician(s) are incorporated as **Appendix 2**.

[ED. NOTE: Appendices referenced in this rule are available from the agency.]

Stat. Auth.: ORS 183.335 & ORS 813.160

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92; OSP 1-1993, f. 1-19-93, cert. ef. 1-20-93; OSP 3-1993, f. & cert. ef. 11-8-93; OSP 2-1996, f. & cert. ef. 3-22-96

**257-030-0070**

**Approved Methods for Operating the Intoxilyzer 5000**

The following method of performing Chemical Analysis of a subject's breath is approved for the Intoxilyzer 5000:

(1) Test Identification: A check list containing an outline of the approved procedures shall be used and completed by all operators of this instrument.

(2) Pre-Test Requirement:

(a) The operator is certain that the subject has not taken anything by mouth (drinking, smoking, eating, taking medication, etc.), vomited, or regurgitated liquid from the stomach into mouth, for at least fifteen minutes before taking the test;

(b) There is no requirement that the operator be the person who makes observation of the subject. The person performing the Pre-Test Requirement (observation period) need not possess a permit to test the alcoholic content of blood.

(c) There is no requirement that the subject rinse the mouth or remove dentures.

(3) Test Procedure:

(a) Ensure that the "Power" switch is on and the instrument is out of the "Not Ready" stage;

(b) Push "Start Test" button to initiate testing sequence;

(c) Insert test record card;

(d) After instructing the subject on how to give a proper breath sample, have the subject provide a breath sample when "Please Blow" appears on the display;

(e) Remove the test record card with printout of test results.

(4) Testing Sequence: The testing sequence the instrument follows will be:

(a) Diagnostics: The instrument will perform a complete diagnostic check on its components and operational standards. If all the operational parameters are proper, the instrument will proceed to the next step;

(b) Air Blank: The instrument will draw in outside air to purge the unit of any alcohol or other material which may be present in the sample cell. It is also looking at the operational environment and analyzing for any possible contaminant which may be present in the room air. If all parameters are met, the instrument will proceed to the next step;

(c) Subject Test: At this time the instrument will display "Please Blow". The subject is instructed on how to give a proper breath sample. The subject has approximately three minutes to comply with this request. The subject test phase has been completed and will proceed to the next step when:

(A) The instrument has accepted the breath sample and displayed the result; or

(B) The subject test is aborted by action of the operator or by the instrument; or

(C) The three minute request period has lapsed; or

(D) The operator has depressed the Start Test button to indicate a refusal.

(d) Air Blank: This air blank is to purge the instrument of the collected sample and once again check the operational environment for any possible contaminants. If all parameters are proper the instrument will print the testing sequence information and display "Test Complete". If the post sample check is improper the instrument will abort the test and an error message will be displayed;

(e) Evidence Card: The final phase of the analysis is the printing of the evidence card. If all parameters and every operational aspect of the instrument were proper, a completed evidence card is received. If at any time there was a malfunction, error or condition that would affect the validity of the test, or any section of the instrument was not in perfect working order, the test would have been aborted and a completed evidence card would not be received.

(5) "Completed" Evidence Card: A "Completed" evidence card is one which indicates a breath test result, a refusal, or the presence of an interfering substance:

(a) An evidence card obtained using the "Reprint" option contains the identical information as would be printed on the original card and may be used in addition to or in place of the original test card;

(b) The operator shall record the following information on the evidence card: Name and date of birth of the subject tested, operator's name and breath test permit number;

(c) If the subject did not provide an adequate breath sample within the three minute request period, the instrument will indicate "Insufficient" and print an asterisk (\*) before the "Subject Test" result, and "\*\*Insufficient Sample - Value printed was highest obtained". The value printed is an accurate measurement of the sample provided and is equal to or less than the subject's actual blood alcohol value;

(d) If during the three minute request period the subject refuses, through some willful act, to follow the instructions to provide an adequate breath sample, the operator may depress the "Start Test" button to terminate the breath test request phase. The instrument will indicate "Refused" and print "Subject Test Refused".

(e) If the instrument detects the presence of acetone or other substances which could interfere with the instrument's ability to

accurately measure the amount of ethyl alcohol in the breath, the message "Interf Detected" will be displayed and the test will be aborted. The printout on the test record will indicate "Invalid Test \*Interferant Detected". This is a completed test and the operator should not restart the testing sequence.

(6) Incomplete Evidence Card: The following conditions will result in an incomplete evidence card:

(a) If the subject did not provide a breath sample or blow with sufficient force to activate the breath pressure sensor at any time within the three minute request period, the instrument will indicate "No Sample Given" and print an asterisk (\*) before "Subject Test" and "\*\*No Sample Given". If the evidence card indicates "\*\*No Sample Given", the operator should restart the testing sequence and proceed until a completed evidence card is obtained or until the subject refuses;

(b) If the operator receives an error message and print out from the instrument, such as "Invalid Test" (not to include "Invalid Test \*Interferant Detected"), "Residual Alcohol Present", "Inhibited. RFI", "Invalid Mode", "Check Ambient Conditions", etc., the operator should take corrective action as outlined in the **Intoxilyzer 5000 Student Manual**, and restart the testing sequence.

(7) Failure to record information specified in section (1) and subsection (5)(b) of this rule does not invalidate the test result obtained if the procedures were followed.

[Publications referenced are available from the agency.]

Stat. Auth.: ORS 183.335 & ORS 813

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92; OSP 1-1993, f. 1-19-93, cert. ef. 1-20-93; OSP 2-1993(Temp), f. & cert. ef. 9-23-93; OSP 3-1993, f. & cert. ef. 11-8-93; OSP 1-1996, f. & cert. ef. 3-22-96

#### 257-030-0075

##### Approved Methods for Operating the Intoxilyzer 1400

The following method of performing Chemical Analysis of a subject's breath is approved for the Intoxilyzer 1400:

(1) Test Identification: A check list containing an outline of the approved procedures shall be used and completed by all operators of this instrument.

(2) Pre-Test Requirement:

(a) The operator is certain that the subject has not taken anything by mouth (drinking, smoking, eating, taking medication, etc.), vomited, or regurgitated liquid from the stomach into mouth, for at least fifteen minutes before taking the test;

(b) There is no requirement that the operator be the person who makes observation of the subject. The person performing the Pre-Test Requirement (observation period) need not possess a permit to test the alcoholic content of blood.

(c) There is no requirement that the subject rinse the mouth or remove dentures.

(3) Test Procedure:

(a) Ensure that the "Power" switch is on and the instrument is out of the "Not Ready" stage;

(b) If the instrument is in the "Standby" mode push the "Start Test" button to enter the "Ready to Test" mode;

(c) Push "Start Test" button to initiate testing sequence;

(d) After instructing the subject on how to give a proper breath sample, have the subject provide a breath sample when "Please Blow" appears on the display;

(e) Tear the test record paper, with printout of test results, from the instrument.

(4) Testing Sequence: The testing sequence the instrument follows will be:

(a) Diagnostics: The instrument will perform a complete diagnostic check on its components and operational standards. If all the operational parameters are proper, the instrument will proceed to the next step;

(b) Air Blank: The instrument will draw in outside air to purge the unit of any alcohol or other material which may be present in the sample cell. It is also looking at the operational environment and analyzing for any possible contaminant which may be present in the room air. If all parameters are met, the instrument will proceed to the next step;

(c) Subject Test: At this time the instrument will display "Please Blow". The subject is instructed on how to give a proper breath sam-

ple. The subject has approximately three minutes to comply with this request. The subject test phase has been completed and will proceed to the next step when:

- (A) The instrument has accepted the breath sample and displayed the result; or
- (B) The subject test is aborted by action of the operator or by the instrument; or
- (C) The three minute request period has lapsed; or
- (D) The operator has depressed the Start Test button to indicate a refusal.

(d) Air Blank: This air blank is to purge the instrument of the collected sample and once again check the operational environment for any possible contaminants. If all parameters are proper the instrument will print the testing sequence information and display "Test Complete". If the post sample check is improper the instrument will abort the test and an error message will be displayed;

(e) Evidence Record: The final phase of the analysis is the printing of the evidence record on paper. If all parameters and every operational aspect of the instrument were proper, a completed evidence record is received. If at any time there was a malfunction, error or condition that would affect the validity of the test, or any section of the instrument was not in perfect working order, the test would have been aborted and a completed evidence record would not be received.

(5) "Completed" Evidence Record: A "Completed" evidence record is one which indicates a breath test result, a refusal, or the presence of an interfering substance:

(a) An evidence record obtained using the "Reprint" option contains the identical information as would be printed on the original record and may be used in addition to or in place of the original test record;

(b) The operator shall enter the following information on the evidence record: Name and date of birth of the subject tested, operator's name and breath test permit number;

(c) If the subject did not provide an adequate breath sample within the three minute request period, the instrument will indicate "Insufficient" and print an asterisk (\*) before the "Subject Test" result, and "\*\*Insufficient Sample - Value printed was highest obtained". The value printed is an accurate measurement of the sample provided and is equal to or less than the subject's actual blood alcohol value;

(d) If during the three minute request period the subject refuses, through some willful act, to follow the instructions to provide an adequate breath sample, the operator may depress the "Start Test" button to terminate the breath test request phase. The instrument will indicate "Refused" and print "Subject Test Refused".

(e) If the instrument detects the presence of acetone or other substances which could interfere with the instrument's ability to accurately measure the amount of ethyl alcohol in the breath, the message "Interferant Detected" will be displayed and the test will be aborted. The printout on the test record will indicate "+Invalid Test Interferant Detected". This is a completed test and the operator should not restart the testing sequence.

(6) Incomplete Evidence Record: The following conditions will result in an incomplete evidence record:

(a) If the subject did not provide a breath sample or blow with sufficient force to activate the breath pressure sensor at any time within the three minute request period, the instrument will indicate "No Sample Given" and print a number symbol "#" before "Subject Test" and "# No Sample Given". If the evidence record indicates "# No Sample Given", the operator should restart the testing sequence and proceed until a completed evidence record is obtained or until the subject refuses;

(b) If the operator receives an error message and print out from the instrument, such as "Invalid Test" (not to include "+Invalid Test Interferant Detected"), "Residual Alcohol Present", "Inhibited. RFI", "Invalid Mode", "Check Ambient Conditions", etc., the operator should take corrective action as outlined in the Intoxilyzer 1400 Student Manual, and restart the testing sequence.

(7) Failure to record information specified in section (1) and subsection (5)(b) of this rule does not invalidate the test result obtained if the procedures were followed.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 183.335 & ORS 813.160

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1996, f. & cert. ef. 3-22-96

**257-030-0080**

**Qualifications of Breath Test Equipment Operators**

(1) No individual shall operate approved breath testing equipment to determine the alcoholic content of the blood of a person in accordance with the provisions of ORS 813.160 unless that individual has been issued a permit to operate such equipment by the Oregon State Police.

(2) To qualify for training and to obtain a permit for the operation of approved breath testing equipment, an individual must be a police officer as defined in ORS 801.395 or a trained technician of the Oregon State Police. The term police officer includes reserve police officer.

Stat. Auth.: ORS 183.335 & ORS 813.160

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92; OSP 1-1993, f. 1-19-93, cert. ef. 1-20-93; OSP 1-1996, f. & cert. ef. 3-22-96

**257-030-0090**

**Training for Operators of Breath Test Equipment**

(1) The Oregon State Police, or instructors approved by the Oregon State Police will provide a course of instruction as provided in ORS 813.160.

(2) Upon completion of the course of instruction, a written examination will be given and a passing grade of 80 percent or above will be required. Each officer or technician obtaining a passing grade will be issued a permit by the Oregon State Police stating the method and equipment the officer or technician is qualified to operate.

Stat. Auth.: ORS 183.335 & ORS 813.160

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92; OSP 1-1993, f. 1-19-93, cert. ef. 1-20-93

**257-030-0100**

**Certification of Accuracy of Breath Test Equipment**

A trained technician of the Oregon State Police will conduct an accuracy test of approved breath testing equipment and shall certify the accuracy of the equipment if accuracy test performance is within a range of 0.010 high to 0.020 low of the expected value. The testing can be performed by either an on site test, or by remote testing via telephone modem utilizing a computer. The computerized testing will utilize a security system to ensure the integrity of the scientific testing of the breath test equipment.

Stat. Auth.: ORS 183.335 & ORS 813.160

Stats. Implemented: ORS 813.160

Hist.: OSP 2-1992, f. 7-20-92, cert. ef. 9-1-92; OSP 1-1993, f. 1-19-93, cert. ef. 1-20-93; OSP 1-1996, f. & cert. ef. 3-22-96

**DIVISION 35**

**USE OF CRIME DETECTION LABORATORIES EQUIPMENT**

**257-035-0005**

**Use of Crime Detection Laboratories Equipment**

"Services" as used in ORS 181.080 means the operation of the equipment by authorized Department personnel and excludes the private use of laboratory facilities.

Stat. Auth.: ORS 183

Stats. Implemented: ORS 181.080

Hist.: OSP 2-1985, f. & ef. 10-1-85

**DIVISION 40**

**ELECTRONIC SIGNALING DEVICES**

**257-040-0005**

**Introductory Provisions**

(1) Nothing in these rules is intended to impose any duty or any standard of care or conduct on any public or private body, entity or person to initiate or undertake any search and rescue or related operation, to conduct any such operation in any particular manner, or to

provide any form of monitoring of radio signals in any geographic area.

(2) The distributor of electronic signaling devices may require that users of the devices execute a release or waiver form under which users absolve the distributor or liability based on a claim that the device failed to function successfully, but no such release shall apply with respect to willful or wanton misconduct or to distribution of a device with actual knowledge that it fails to meet the specifications in **Exhibit 1** of these rules.

(3) Distributors shall require users to report to the distributor, its agents or employees any activation, dropping, abuse, damage or impacts sustained by the devices.

[ED. NOTE: Exhibits referenced in this rule are available from the agency.]  
 Stat. Auth.: ORS 401.635  
 Stats. Implemented: ORS 401.605 - ORS 401.635  
 Hist.: OSP 1-1988(Temp), f. 4-11-88, cert. ef. 4-8-88; OSP 2-1988, f. 8-17-88, cert. ef. 10-1-88

**257-040-0010**

**Distribution Procedures**

(1) Prior to giving any users custody of an electronic signaling device, the distributor must:

(a) Test the device for minimum power and so indicate on the user log (a Model User Log is attached as **Exhibit 1**);

(b) Visually inspect the device for external signs of damage and so indicate on the user log;

(c) Visually ascertain that the real on the device is intact and so indicate on the user log;

(d) Provide the user a copy of the written device instructions and a copy of the user's fact sheet (a Model User's Fact Sheet is attached as **Exhibit 2**), alert the user to any use instructions on the device or its harness, and obtain the user's written acknowledgement that the user has read the written instructions and witnessed the minimum power test;

(e) Enter his or her initial on the "Check Out Procedures" portion of the user log.

(f) The distributor shall not permit the use of any device that fails any test or inspection required above. However, where the visual inspection discloses only superficial damage of the device, as opposed to breakage of any component or a breach of the case, the device may be used if it passes the other tests and inspections.

(2) The distributor must obtain in writing the name, home or business address, telephone number if any, and state-issued license to operate a motor vehicle or equally reliable identification, such as Oregon Division of Motor Vehicles identification card.

(3) The distributor may require users to provide other identifying information, to pose security or a deposit to ensure the return of the device, take other customary business measures to prevent loss of damage to the devices, and may limit the geographic area in which the device may be transported or used.

(4) Nothing in these rules shall be construed as requiring a distributor to record the anticipated return time of the user or the device, nor as requiring a distributor to notify any authority in the event a device is not timely returned.

[ED. NOTE: Exhibits referenced in this rule are available from the agency.]  
 Stat. Auth.: ORS 401.635  
 Stats. Implemented: ORS 401.605 - ORS 401.635  
 Hist.: OSP 1-1988(Temp), f. 4-11-88, cert. ef. 4-8-88; OSP 2-1988, f. 8-17-88, cert. ef. 10-1-88

**257-040-0020**

**Return of a Device to a Distributor**

(1) On the return of a device to a distributor, the distributor must:

(a) Test the device for minimum power and so indicate on the user log;

(b) Visually inspect the device for external signs of damage and so indicate on the user log;

(c) Visually inspect the seal on the device and record the seal number on the user log;

(d) Enter his or her initials on the "Check In Procedures" portion of the user log.

(2) These rules impose only minimum requirements. Nothing in these rules is intended to prevent distributors from using additional forms, agreements or leases, or from requiring compensation for use of the devices.

(3) Distributor may use their own instructions, forms, logos and letterheads as written device instructions, user's fact sheets and users logs. However, any user's fact sheets and user logs shall contain, as a minimum, the information set forth in **Exhibits 1** and **2**, which are incorporated into these rules.

[ED. NOTE: Exhibits referenced in this rule are available from the agency.]  
 Stat. Auth.: ORS 401.635  
 Stats. Implemented: ORS 401.605 - ORS 401.635  
 Hist.: OSP 1-1988(Temp), f. 4-11-88, cert. ef. 4-8-88; OSP 2-1988, f. 8-17-88, cert. ef. 10-1-88

**257-040-0030**

**Specifications**

(1) The Department of State Police has adopted the document entitled: "**Specifications for the Electronic Signaling Device Pilot System (ESD), March 28, 1988, Oregon State Police, Advisory Committee — Senate Bill 915**", as the specifications required by ORS 401.635 for electronic signaling devices. Those specifications are incorporated into these rules and are available at the Oregon Department of State Police, Communications Division, 107 Public Service Building, Salem, OR 97310, (503) 378-2575).

(2) Nothing in these rules is intended to restrict the development or commerce in electronic signaling devices. Upon the written request of a manufacturer or distributor of such devices, the Department of State Police will consider additions or amendments to the specifications, provided that the proposed changes will not impair the reliability of electronic location devices, the safety of climbers or wilderness travelers, and will comply with federal and state laws regulating electronic transmitters and transmissions.

Stat. Auth.: ORS 401.635  
 Stats. Implemented: ORS 401.605 - ORS 401.635  
 Hist.: OSP 1-1988(Temp), f. 4-11-88, cert. ef. 4-8-88; OSP 2-1988, f. 8-17-88, cert. ef. 10-1-88

**DIVISION 50**

**NON-PREFERENCE TOWING**

**257-050-0040**

**Authority**

(1) These administrative rules are promulgated pursuant to ORS 181.440, that permits the Superintendent of the Oregon State Police to make rules governing the eligibility of towing businesses to be placed and remain on any list of such businesses used by the Department when it requests towing services on behalf of any person.

(2) All approved towing businesses and tow truck operators providing service to the public and the Department through calls received from the Oregon State Police shall conduct their operation in accordance with all applicable laws of the Federal Government, the State of Oregon and all applicable rules of the Department, the Department of Transportation, and the Driver and Motor Vehicle Services Branch of the Oregon Department of Transportation (DMV).

Stat. Auth.: ORS 181.440  
 Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0050**

**Definitions**

(1) "Abandoned Auto" — A vehicle that has been parked or left standing upon any public way for a period in excess of 24 hours without authorization by statute or local ordinance.

(2) "Business — Any person, enterprise, corporation or partnership that engages in the impounding, transporting, recovery or storage of vehicles or abandoned vehicles.

(3) "Business Records" — Those records maintained by the operator that relate to the non-preference tows. These include but are not limited to, tow bills, letters of appointment, and inspection sheets.

(4) "Department" — The Oregon State Police.

(5) "District Commander" — Means the commanding officer of the district as established by the Oregon State Police.

(6) "Employee" — Any person in the service of a business under contract of hire, express or implied, oral or written, where the business has the power or right to control and direct the employee in the material details of how the work for the business is to be performed.

(7) "Hazardous Vehicle" — the meaning as given in the Oregon State Highway Division Administrative Rule OAR 734.

(8) "Hearings Officer" — A person appointed by the Hearings Program of the Driver and Motor Vehicle Services Branch of the Oregon Department of Transportation authorized to conduct hearings. The Hearings Program issues final determination of issues concerning Administrative Rules.

(9) "Highway" — Means every public way, road, street, thoroughfare and place including bridges, viaducts and other structures within the boundaries of the state open, used or intended for use of the general public for vehicles or vehicular traffic as a matter of right. (ORS 801.305).

(10) "Inspector" — Means a commissioned officer or other appointed representative of the Oregon State Police who has been designated as a tow truck inspector by the Department.

(11) "Letter of Appointment" — Means a letter issued by the Department that authorizes a licensed tow truck operator to tow on a rotational or contractual basis for the Oregon State Police.

(12) "Motor Vehicles Division" — Means the Driver and Motor Vehicle Services Branch of the Oregon Department of Transportation.

(13) "Non-preference List" — The list of authorized tow operators maintained at Oregon State Police Headquarters that is used to dispatch the tow operators on an equitable basis when no choice or preference to a towing company is stated by the vehicle owner, operator, or other person responsible for the vehicle.

(14) "On Road Time" — The time it takes the operator to have the tow truck started and on the road from the time the dispatcher was called by the Department.

(15) "Patrol Services Division" — Means the administrative body of the Department that is located at General Headquarters in Salem, Oregon.

(16) "Place of Business" — Means a building which the registered tow truck operator occupies either continuously or at regular times, where tow business books and records are kept and tow business is transacted in each assigned tow zone. Businesses operating on the same business lot shall maintain individual and separate records, storage facilities, and letters of appointment for operating authority.

(17) "Registered Tow Truck Operator" or "Operator" — Means any person who engages in the impounding, transportation or storage of vehicles or in the disposal of abandoned vehicles.

(18) "Response Time" — The reasonable driving time it takes for the tow truck to respond to the scene once it is on the road. Abandoned vehicles not deemed to be a hazard; tow request will be made during business hours. (For the purpose of non-hazard abandoned vehicles business hours are defined as 8 am to 5 pm, 7 days a week inclusive of weekends and holidays.) Requested tow companies may tow these vehicles at their convenience during business hours on the date of the tow request. Once the vehicle is removed from the roadway and in possession of the towing company they shall notify the requesting Oregon State Police Office/Dispatch Center, as soon as possible on the date of the tow request, of their possession of the abandoned vehicle. Notification of possession of the abandoned vehicle should be made immediately by the requested towing company. In no case will this notification to the Oregon State Police be made more than two hours after the abandoned vehicle comes into the possession of the responding towing company.

(19) "Revocation" and "revoked" — Means the withdrawal of a Letter of Appointment and the removal from the Oregon State Police Non-preference towing program for a period of not less than 10 years and shall become effective from the date of the Notice of Revocation from the Oregon State Police.

(20) "Station Commander" — Means the local commanding officer of an area established by the Oregon State Police.

(21) "Suspension" and "suspend" — Means the temporary removal from the Oregon State Police Non-preference towing program and shall become effective from the date of the Notice of Suspension from the Oregon State Police.

(22) "Tow Vehicle": — Means a motor vehicle that is:

(a) Altered or designed for, equipped for and used in the business of towing vehicles; and

(b) Used to tow vehicles by means of a crane hoist, tow bar, tow line or dolly, or otherwise used to render assistance to other vehicles. (ORS 801.530)

(23) "Tow Zone" — Means that geographical areas designated by the station commander for the removal of vehicles.

(24) "Vehicle Storage Area" — Means the approved yard or enclosed building where stored vehicles are kept. The storage area and fencing will comply with requirements as established by this rule and all local zoning rules and regulations. This storage area will be under the exclusive access and control of the individual towing service and be separate for each place of business.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440

Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95; OSP 1-1999(Temp), f. & cert. ef. 9-10-99 thru 3-7-00; OSP 1-2000, f. & cert. ef. 3-15-00; OSP 2-2000(Temp), f. & cert. ef. 7-14-00 thru 1-9-01; Administrative correction 6-12-01

### 257-050-0060

#### Application for Appointment

(1) An application for letter of appointment to provide towing services for the Department shall be filed by the applicant with the Patrol Services Division on a form prescribed by the Department. In case of a partnership, each partner will apply on the form prescribed by the Department. In the case of a corporation, the Department may require that each of the present, and any subsequent officers, managers, and stockholders holding 10% or more of the total issued and outstanding stock of the applicant corporation complete an application form.

(2) The application form will be assigned a document number by the Patrol Services Division which shall be its yearly identification number for all matters relating to appointments, granted or denied, and any other correspondence thereafter.

(3) The filing of an application for a letter of appointment to provide towing to the Department from a non-preference list does not in itself authorize the towing operator to provide towing services pursuant to these regulations until a letter of appointment has been granted by the Department. The Department shall not call a towing business for non-preference towing unless a current/valid yearly appointment letter has been issued in connection with such business by the Department. Nothing herein shall prohibit the Department from calling the towing business upon a specific request of the person responsible for the vehicle or his agent. An appointment letter will not be granted until all application sections of the application form to qualify as an approved tow truck operator has been met by the applicant.

(4) During implementation of the Administrative Rules, the present non-preference tow list system will be in effect until such time that the Administrative Rules are in place at the Patrol Services Division of the Department.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440

Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 2-1995, f. & cert. ef. 10-20-95

### 257-050-0070

#### Application for a Letter of Appointment

Application for appointment to provide towing services to the Department from the non-preference list as a tow truck business shall be made on the forms furnished by the Department and shall be accompanied by an inspection report. The inspection report shall be furnished by the Department, and shall be filled out by the applicant or the applicants authorized agent or representative. The application form shall establish:

(1) The applicant has an established place of business at the address shown.

(2) Place of business has an office area that is accessible to the public without entering the storage area.

(3) Each towing services shall be licensed as a separate legal entity with a separate business location and separates storage area. Only one towing business will be permitted to be operated at any one business location.

(4) The applicant has proof the following minimum insurance requirements. (Proof of required current insurance coverage shall be submitted with applications and inspection forms for appointment.)

(a) \$500,000 for liability for bodily injury or property damage per occurrence, (\$500,000 or the minimum required by the Oregon Public Utilities Commission (PUC), or the Oregon Department of Transportation (ODOT), which ever is greater when towing under authority of PUC or ODOT.); and

(b) Garage keepers legal liability (for care, custody and control) per occurrence will be set at:

(A) Class A — \$ 25,000;

(B) Class B — \$ 50,000;

(C) Class C — \$ 100,000;

(D) Class D:

(i) Class D-A — \$ 25,000;

(ii) Class D-B — \$ 50,000;

(iii) Class D-C — \$ 100,000.

(c) To protect against vehicle damage including but not limited to fire and theft, from the time the vehicle comes into custody and control of the operator and is hooked onto, throughout the recovery, and until it is reclaimed or sold.

(d) Insurance for cargo transported in the amount of \$15,000 as per ORS 822.205(3).

(e) Nothing in this section will relieve a person from maintaining insurance in the amounts and providing coverage of the type for motor carriers in ORS Chapter 767 if the amounts exceed or coverage is different from that required by this section.

(f) A certificate of insurance from the insurance carrier to the Department that includes the type and amounts of coverage and provides for notification of cancellation of the operators insurance is mandatory.

(5) The information for the certificate of approval may be included in the inspection form that is completed by the applicant or the applicants authorized agent or representative.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440

Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

### 257-050-0080

#### Certificate of Appointment

The certificate of appointment shall be completed by the Oregon State Police General Headquarters Patrol Services Division or their designee establishing that the requirements for a letter of appointment have been met by the applicant. The designated tow zone(s), class of tow vehicle(s) and any waivers will be listed in the certificate.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440

Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

### 257-050-0090

#### Inspections

Within 30 days of the receipt of a request for an application for a letter of appointment, the Patrol Services Division shall send a an application packet to include a current copy of these OAR's, and all forms related to the self certification, inspection and certification of equipment and other related information required by these OAR's. The applicant shall self certify under penalty of suspension and/or revocation from the non-preference tow rotation that they (their towing business, vehicles and operators) meet the minimum requirements as required by these OAR's. This self certification shall verify that the applicant's request for a letter of appointment complies with all the applicable local laws and regulations as prescribed for the geographical area where the towing business will be established. If the local zoning regulations are applicable a copy of the certifi-

cation of approval from the local zoning commission will be furnished to the Patrol Services Division by the applicant. The zoning certification must be included with the application. This zoning certification will become part of the permanent record maintained on each approved towing firm by the Department:

(1) Self certifications/re-inspections will be conducted at least once a year. Unscheduled inspections may be conducted without notice of the operator's place of business by any Oregon State Police Inspector to determine the fitness of tow trucks, facilities, and business records. These inspections shall be done during business hours.

(2)(a) In the event of missing or defective equipment which is not a safety related requirement but was required for approval initially, the Oregon State Police shall advise the operator of the defect. If after 15 days the operator fails or refuses to repair the defect, the towing company will be suspended from the non-preference list. If the defect has not been corrected within 30 days of suspension, the tow company's letter of authority shall be revoked;

(b) In the event repairs will take more than 15 days to complete, a tow company may voluntarily remove the involved vehicle from the Oregon State Police non-preference list until the repairs or corrections can be made. This shall be done by sending a letter to the Oregon State Police General Headquarters, Patrol Services Division, 400 Public Service Building, Salem, Oregon, 97310, advising of the towing companies voluntary removal of the vehicle from service on non-preference calls for the Oregon State Police. This voluntary removal defective equipment letter shall be received by the Oregon State Police Patrol Division no later than 10 days after the initial notification of the defect.

(3)(a) In the event of a safety related requirement which would render the tow truck a safety hazard upon a public highway the tow truck shall immediately be suspended from the use of the Department non-preference list, if the defect has not been corrected and reinspected within 30 days of the suspension, the tow company's letter of authority shall be revoked;

(b) In the event repairs will take more than 30 days to complete, a tow company may voluntarily remove the involved vehicle from the Oregon State Police non-preference list until the repairs can be made. This shall be done by sending a letter to the Oregon State Police General Headquarters, Patrol Division, 400 Public Service Building, Salem, Oregon, 97310, advising of the towing companies voluntary removal of the vehicle from service on non-preference calls for the Oregon State Police. This voluntary removal safety hazard letter shall be received by the Oregon State Police Patrol Division no later than 15 days after the initial notification of the defect.

(4) Upon repair of a defect which has previously caused the tow truck to be suspended or removed from the non-preference list an Oregon State Police Inspector upon written request of the affected towing business operator, shall reinspect the equipment which has been found defective. If the specified corrections have been satisfactorily completed, the inspector shall reinstate the tow truck on the non-preference list. In the event an Oregon State Police Inspector is not readily available to reinspect, another officer appointed by the inspector's supervisor may reinspect and re-institute the tow truck on the non-preference list. The reinspection shall be completed as soon as possible after a written request from the operator has been received by the Patrol Services Division, advising that the defect has been repaired. In no event longer than ten (10) business days after the written request for inspection has been received by the Patrol Services Division.

(5) Upon revocation of a letter of appointment the tow truck operator's right to conduct towing services at the request of the Department is cancelled.

(6) Upon sale or the transfer of the truck from the business, the operator shall advise the Department so that the truck may be dropped from the non-preference list. This notification must be made immediately and in no event exceed ten days.

(7) Upon the purchase or acquisition of any additional tow truck(s) to be used pursuant to this rule the operator shall immediately notify the Department. The operator shall make a self certified inspection of the new unit and submit this inspection to the Department, prior to the tow truck being used for non-preference towing.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0100**

**Issuance of Letter of Appointment**

(1) No towing operator shall be called upon to perform a towing service at the request of the Department unless such operator has a letter of appointment as described herein by the Patrol Services Division. No such letter of appointment will be issued by the Patrol Services Division unless the Patrol Services Division is satisfied all qualifications set out in these regulations have been either met by the applicant or that a waiver of one or more qualifications has been granted by the Patrol Division.

(2) A letter of appointment will be valid only in the zone or zones assigned by the station commander. Applications for additional letters of appointment in other zones must be based on a complete and separate business location capable of independent operation within the additional zone.

(3) A tow operator may petition the Patrol Services Division for a waiver of a non-safety related requirement. The waiver shall be sent to the station commander who may make a recommendation regarding the waiver as an operational need. The Patrol Services Division may grant a waiver if, it finds that the towing services available to the Department is inadequate in the area to meet the needs of the public.

(4) In the event a qualified tow business that meets all requirements and qualifications receives a letter of appointment in the same zone as the tow business that has been granted a waiver, the tow business currently operating under a waiver will have its letter of appointment rescinded by the Patrol Services Division and after notification will not be called for Department initiated tows.

(5) Every letter of appointment shall be issued in the name of the applicant and the holder thereof shall not allow any other person to use the letter of appointment.

(6) The letter of appointment will only be valid for the place of business named on the application and will not apply to any other place of business.

(7) A letter of appointment shall be valid for one (1) year unless suspended or revoked by the Patrol Services Division.

(8) Each separate place of business will have a letter of appointment.

(9) Before a letter of appointment can be issued by the Patrol Services Division the applicant must have a tow truck meeting the minimum standards set forth in OAR 257-050-0160.

(10) The letter of appointment shall state the zone the businesses are authorized to operate in. The zones will be determined by the station commander.

(11) All businesses shall agree to tow abandoned vehicles as required in Chapter 819 of the Oregon Revised Statutes.

Stat. Auth.: ORS 181.440  
 Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0110**

**Suspension and Revocation of Letter of Appointment**

(1) Upon receiving evidence that an appointee or applicant has failed to comply to; or no longer complies with any requirement or provision of these rules and regulations, (OAR's 257-050-0040 through 257-050-0160) or that the appointee or applicant has falsified any documentation or certification related to these Administrative Rules and Regulations (OAR's 257-050-0040 through 257-050-0160), the Patrol Services Division shall deny, suspend or revoke the letter of appointment. The Patrol Services Division may not deny, suspend or revoke the letter of appointment unless the appointee has been given notice and an opportunity to be heard as prescribed in these rules.

(2) Upon receiving evidence that an appointee has failed to comply to or no longer complies with the requirements of Administrative Rule 257-050-0070 their letter of authority shall be suspended or revoked by the Patrol Services Division.

(3) Upon receiving evidence that an appointee has failed to comply to or no longer complies with the requirements of Administrative Rules 257-050-0100, 257-050-0140, 257-050-0150, and 257-050-0160 their letter of appointment shall be suspended or revoked by the Patrol Services Division as provided in Administrative Rule 257-050-0090.

(4) The holder of a letter of appointment may voluntarily relinquish his/her letter. The Patrol Services Division will be advised in writing of this voluntary relinquishment. After receiving written notice the Patrol Services Division will cause an inspector to obtain the original letter of appointment and forward the same to the Patrol Services Division.

Stat. Auth.: ORS 181.440  
 Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0115**

**Suspension and Revocation**

(1) For purpose of 257-050-0115, the following suspension periods apply:

(a) "First suspension" — any first violation of OAR 257-050-0115 shall be for a period of not less than 60 days.

(b) "Second Suspension" — any second violation of OAR 257-050-0115 that is committed within a one (1) year period from the date of any final order under this rule shall be for a period of not less than one (1) year.

(c) "Third Suspension" — any third violation of OAR 257-050-0115 that is committed within a three (3) year period of the date of any final order under this rule shall be a revocation.

(2) The following constitutes grounds for suspension:

(a) A business that commits a violation, traffic crime or traffic infraction of Oregon Law during the course and operation of the business shall be suspended.

(b) An employee of a business that commits any violation or traffic infraction of Oregon Law while in the performance of his or her duties of employment shall be suspended.

(3) The following constitutes grounds for revocation:

(a) A business that commits a crime, other than a traffic crime and that is chargeable as a misdemeanor or felony during the course and operation of the business shall be revoked.

(b) An employee of a business that commits a crime chargeable as a misdemeanor or felony while in the performance of his or her duties of employment shall be revoked.

Stat. Auth.: ORS 181.440  
 Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1999(Temp), f. & cert. ef. 9-10-99 thru 3-7-00; OSP 1-2000, f. & cert. ef. 3-15-00

**257-050-0120**

**Hearings**

The Oregon Administrative Procedures Act shall govern the conduct of any hearing held pursuant to these regulations. The burden of proof in any hearing before the Hearings Program shall be on the applicant seeking a letter of appointment, or the person or agency seeking the suspension or revocation of a letter of appointment, or other action by the Hearings Program. A hearings officer duly appointed by the Hearings Program shall make written findings of the facts based on the evidence and written conclusions based on the findings. Oral proceedings shall be recorded on tape and such tape shall become part of the hearing record. Request for a hearing must be made within 30 days. Hearings must be conducted within 90 days.

Stat. Auth.: ORS 181.440  
 Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0130**

**Appeal**

The person aggrieved by the decision of the Hearings Program officer denying, suspending, or revoking a letter of appointment must make any further appeal of such decision to the Oregon Court of Appeals.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0140**

**Business Office and Business Hours/Non-Safety Related Requirements**

Business hours for the purpose of inspection of business records, place of business, and towing equipment shall be 8AM-5PM, excluding weekends and holidays:

(1) When an operator is not open for business and does not have personnel present at the place of business, the operator shall post a clearly visible telephone number at the business location for the purpose of public contact for the release of vehicles or personal property.

(2) The operator shall maintain personnel who can be contacted 24 hours a day to release impounded vehicles within a 30 minute period of time.

(3) Dispatch service. The operator shall provide dispatch services 24 hours a day 365 days a year. Each vehicle used under the agreement shall be equipped with a two-way radio or cellular phone. Equipment provided shall be subject to approval of the Oregon State Police. It shall be maintained in proper working condition at all times. Failure to respond to a call constitutes a call out:

(a) Refusal or failure of the operator to respond to calls from the Department for towing services may result in the suspension or revocation of the operator's letter of appointment;

(b) The tow operator shall advise the appropriate patrol office when the tow company is temporarily unavailable to respond to non-preference tow calls. Unavailability may occur due to conditions such as, but not limited to, other tow truck commitments, tow truck disabled and/or under repair, or unforeseen driver shortage due to illness, vacation, etc. The tow operator shall advise the patrol office once they are available to resume its normal operation;

(c) Regardless of the unavailability of any tow operator, the non-preference list rotation shall continue as if the operator was available.

(4) Service call response time. Response times are mandatory. Class A and D-A tow trucks shall be on the road in fifteen minutes. Class B, C, D-B and D-C tow trucks shall be on the road in thirty minutes. Once on the road, total response time shall be as defined in Administrative Rule 257-050-0050(18). At the time of the dispatch, all classes of tow trucks shall provide an estimated time of arrival at the scene. The station commander may waive this requirement due to inclement weather or unusual circumstances that might exist.

(5) Information provided by the state at the time a response is requested. The Department will provide the location, make, model, year of car license plate and estimated gross vehicle weight (if necessary) to the operator. Also, the Department will inform the operator about any condition or circumstances that may require special handling or assistance. The operator shall transmit the information to the tow truck operator.

(6) Operator's record requirement. Operator shall maintain records of the following information for a period of three years:

(a) Vehicle description:

(A) License number;

(B) Issuing state;

(C) Make;

(D) Model;

(E) Year;

(F) Vehicle identification number.

(b) Towing location:

(A) Location vehicle was towed from;

(B) Location to where the vehicle was towed.

(c) Towing operator:

(A) Name of towing operator;

(B) Reasons for towing and/or service;

(C) Time and date of service include storage dates as applicable;

(D) Class of tow truck or truck number.

(d) All fees for service shall be itemized. A copy of the invoice shall be filed by invoice number at the business location:

(A) A copy of any voided invoice shall be retained in this file;  
 (B) All vehicles shall be handled and returned in substantially the same condition that existed before being towed.

(7) All employees who serve as tow truck operators shall have an operator's license with the proper class or type for vehicle combinations. As prescribed by the state issuing the license, Oregon licensees shall comply with all applicable Oregon laws.

(8) Any person who shows proof of ownership or written authorization from the impound vehicle registered or legal owner may inspect and view the vehicle without charge during normal business hours. This does not apply to a vehicle seized and stored as evidence.

(9) All towing receipts on impounded vehicles, or confiscated vehicles, shall be hand delivered to the nearest Department office as soon as possible after the tow has been completed.

(10) The operator shall notify the Department immediately when any person seeks to redeem any vehicle towed as abandoned. Release of vehicle under temporary or formal hold shall require written release from the Department. When a person entitled to take possession of the vehicle subject to a hold presents the operator with an official Oregon State Police release form the operator shall release the vehicle to the person named.

(11) The address the operator lists on his or her application shall be the business location of the firm where business records are kept. The application shall also list all locations of secure areas for vehicle storage and redemption. If there is a change in business location the Patrol Division will be notified immediately and in no event longer than 10 days.

(12) All tow trucks shall display the firm's name, city, and telephone number. This information shall be painted or permanently affixed to both sides of the vehicle and the lettering shall be at least 2 inches in height with 1/2 inch stroke and in a color that is in contrast with the tow truck's color.

(13) When the reinspection of the tow truck is necessary the station commander shall designate a location and time for the inspection to be conducted. When practical the inspection or reinspection shall be made within ten (10) days following the request by the operator.

(14) The operator's storage facility shall be in conformance with all zoning requirements of all applicable governments. Operator agrees to accept abandoned autos and have a fenced and locked facilities for any vehicles towed at the request of the Oregon State Police. Storage shall be provided for each different class of vehicles being towed including semi trucks, motor homes, etc., except as provided in ORS 819.110.

(15) Storage shall be located within the contractual geographical service area described as zones.

(16) The operator shall allow anyone authorized in writing by the Oregon State Police to go to the vehicle and remove items of personal emergency nature, i.e. eyeglasses, medication, clothing, etc., except as provided in ORS 819.110.

(17) The operator shall be responsible for the contents, storage and disposal of all personal items except that which is taken by authorized personnel in the above paragraph.

(18) Storage areas are to be protected against unauthorized entry.

(19) The operator shall provide fenced and locked outside storage.

(20) All storage areas shall be under the operator's exclusive control and cannot be shared with other tow companies.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440

Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0150**

**Towing**

(1) The Department shall not establish, recommend or in any way dictate the cost of the tow by the operator.

(2) The operator shall furnish the Patrol Services Division an itemized list of charges that can be incurred during a tow including but not limited to:

(a) Hookup charge;

- (b) Mileage fee;
- (c) Response fee.

(3) The operator shall not charge for items not declared on the list relating to the towing of a vehicle. This does not include mechanical work, body work or other repair work conducted subsequent to the tow.

(4) Complaints of unfair charges shall be referred to the Attorney General's Office for action.

Stat. Auth.: ORS 181.440

Stats. Implemented: ORS 181.440

Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 2-1995, f. & cert. ef. 10-20-95

**257-050-0160**

**Mandatory Equipment Standards for Tow Trucks/Safety Related Requirements**

(1) All tow trucks under this contract shall have the following minimum equipment:

(a) Minimum of one light mounted behind the cab of the tow truck which is capable of illuminating the area of the tow under darkened, foggy or dangerous conditions;

(b) An FCC licensed two-way radio, in conformance with **Part 93 FCC Regulations**, or cellular phone. (Citizen Band radios are not acceptable.);

(c) Cables as called for in each class. Cable lengths shall be measured from the point of attachment on each drum. Cables shall meet the following requirements.

(A) Each cable shall be capable of being fully extended from and fully wound onto its drum;

(B) Cables or wire ropes shall be free from the following defects or conditions:

(i) There shall be no more than six randomly distributed broken wires in one rope lay, or more than three broken wires in one strand in one rope lay;

(ii) There shall be no evidence of any heat damage from any cause;

(iii) There shall be no end attachments that are cracked, deformed, worn or loosened;

(iv) Where a wire rope is attached to a hook with clamps instead of being swaged, a minimum of three clamps shall be used on end attachments. Clamps shall be spaced at least six rope diameters apart and attached with the base or saddle of the clamp against the longer or "live" end of the rope. The "U" bolt will be placed over the short or "dead" end of the rope and will be of the proper size.

(d) One revolving or intermittent red or amber lamp with 360 degree visibility. The truck may also be equipped with flashing amber lights which may be used in conjunction with the red lamp(s). Such lighting will not be used when responding to a call, but only at the scene when necessary to warn approaching traffic of impending danger.

(e) A broom and a shovel. The broom shall be at least twelve inches wide and have a handle at least four feet long. The shovel shall be flat scoop type with a minimum width of seven inches and overall length of at least three feet. Tow truck driver shall clean accident/incident scenes of all vehicle glass and debris. As required by ORS 822.225.

(f) A tow sling, wheel lift, car carrier or other comparable device made of a material designed to protect vehicles and motorcycles while being towed.

(g) One fire extinguisher, 25 BC rating or equivalent.

(h) One snatch block in good working condition or their equivalent for each working line.

(i) One portable dolly or its equivalent for hauling vehicles that are not towable.

(NOTE: This does not apply to Class D tow trucks (Roll Backs).)

(j) Class A and D-A tow vehicles shall have one pinch bar. Class B, C, D-B and D-C shall have two pinch bars or equivalent devices; one tapered, one flattened; one three feet and one four feet; with a minimum diameter of three quarters of one inch.

(k) Portable lights for unit being towed including, but not limited to, tail lights, stop lights and directional signals.

(NOTE: Class D tow trucks roll backs are exempt from this section if not towing a second vehicle).

(l) "Wreck Ahead" sign(s) to be set up by tow truck driver where needed. ORS 822.220

(m) All tow trucks and equipment used to perform services under this contract shall be maintained in good working order. Failure to maintain equipment shall be cause for breach of contract.

(2) Class A Tow Trucks (Small): Tow trucks shall be provided that are capable of towing and recovery operations for passenger cars, pickup trucks, small trailers or equivalent vehicles. All equipment used in conjunction with the tow truck must be compatible with the manufacturer's basic boom rating and must comply with current state laws and DMV OAR 735-154-0040. In addition to the equipment required for all trucks used to provide service under this rule, all trucks in this class shall have:

(a) Ten thousand pounds minimum manufacturer's gross vehicle weight rating or equivalent;

(b) Dual tires on the rear axle or duplex type tires, referred to as super single with a load rating that is comparable to dual tire rating;

(c) Six ton minimum boom rating dual or single boom with dual or single winches to control a minimum of one service cable;

(d) A minimum of one hundred feet of 3/8-inch continuous length cable;

(e) May include wheel lift or roll back tow trucks for this class of tow truck.

(3) Class B Tow Trucks (Medium): Class B tow trucks shall be capable of towing and recovery operations for medium size trucks, trailers, motor homes or equivalent vehicles. In addition to standard equipment required for all trucks used to provide service under this rule, all trucks in this class shall have:

(a) Seventeen thousand pounds minimum manufacturer's gross vehicle weight rating or equivalent;

(b) Ten ton minimum boom rating dual or single boom with dual or single winches to control a minimum of one service cable;

(c) Class B tow trucks in excess of 23,000 pounds GVW will not be required to carry dollies when used for heavy towing;

(d) May include wheel lift;

(e) A minimum of 150 feet of seven-sixteenths inch cable.

(4) Class C Tow Trucks (Large): Tow trucks that are capable of towing and recovery operations for large trucks, trailers, motor homes or equivalent vehicles. In addition to the standard equipment required for all trucks used to provide service under this rule, all trucks in this class shall have:

(a) Twenty-seven thousand five hundred pounds minimum manufacturer's gross vehicle weight rating or equivalent;

(b) Twenty-five ton minimum boom rating dual or single boom with dual or single winches to control a minimum of one service cable;

(c) Minimum of 150 feet of cable, five-eighths inch diameter;

(d) Air brakes and an air system capable of supplying air to the towed unit;

(e) Portable dollies are not required;

(f) Tandem rear axle truck chassis (three axle truck);

(g) May include wheel lift.

(5) Class D Tow Trucks (Roll Backs):

(a) Tow trucks in this class are to be used for towing purposes only. No recovery can be performed by trucks in this class;

(b) Tow trucks in this class capable of towing passenger cars, pickup trucks, trailers, trucks or equivalent vehicles, based on the size and ratings of the Class D tow unit used. All equipment used in conjunction with the tow truck must comply with current state laws and DMV OAR 735-154-0040. In addition to the equipment required for all trucks used to provide service under this rule, all trucks in the class shall have:

(A) Class D-A:

(i) Eleven thousand pounds minimum manufacturer's gross vehicle weight rating or equivalent.

(ii) Dual tires on the rear axle;

(iii) A minimum of fifty feet 3/8 inch continuous length cable;

(iv) May include wheel lift.

(B) Class D-B:

- (i) Seventeen thousand pounds minimum manufacturer’s gross vehicle weight rating or equivalent;
- (ii) Dual tires on the rear axle;
- (iii) A minimum of 50 feet of seven-sixteenths inch cable;
- (iv) May include wheel lift.
- (C) Class D–C:
  - (i) Twenty-seven thousand five hundred pounds minimum manufacturer’s gross vehicle weight rating or equivalent.
  - (ii) Minimum of 50 feet of cable, five-eighths inch diameter.
  - (iii) Tandem rear axle truck chassis (three axle truck).
  - (iv) May include wheel lift;
  - (v) Air brakes and an air system capable of supplying air to the towed unit.

[Publications: Publications referenced are available from the agency.]  
 Stat. Auth.: ORS 181.440  
 Stats. Implemented: ORS 181.440  
 Hist.: OSP 1-1989, f. & cert. ef. 1-3-89; OSP 3-1989, f. 10-16-89, cert. ef. 10-15-89; OSP 5-1992, f. & cert. ef. 12-16-92; OSP 2-1995, f. & cert. ef. 10-20-95

**DIVISION 55**

**EMPLOYMENT STANDARDS AND PRACTICES**

**257-055-0001**

**Gaming Industry Employment Prohibition**

As required by ORS 244.045(5)(a), the Superintendent of the Department of State Police has designated the following positions to be subject to the prohibitions outlined in the statute:

- (1) Superintendent.
- (2) Deputy Superintendent.
- (3) Operations Services Bureau Commander.
- (4) Director of the Gaming Enforcement Division.
- (5) Administrative Lieutenant of the Lottery Security Section.
- (6) Administrative Lieutenant of the Tribal Gaming Section.

Stat. Auth.: ORS 244.045 (5)(a)  
 Stats. Implemented: ORS 750, OL 1997 (ORS 244.045)  
 Hist.: OSP 1-2001, f. & cert. ef. 10-1-01

**DIVISION 60**

**DNA PROFILING OF CONVICTED OFFENDERS**

**257-060-0005**

**Collection and Submission of Samples**

(1) Blood Samples. Any blood sample drawn under the authority of ORS 137.076, 161.325, 419C.473 or 181.085 shall be collected in one 1 purple-stoppered vacutainers containing an EDTA preservative. The submitted sample shall consist of at least one full vacutainer. Agencies submitting blood samples shall:

- (a) Label the vacutainers with the contributor’s name and SID number. If no SID number has been assigned to the contributor, the submitting agency shall use the contributor’s date of birth.
- (b) Complete a submission form supplied by the Oregon State Police and enclose the completed form with the samples submitted.
- (c) Deliver the blood samples within seven (7) days of the date of collection to the Oregon State Police Crime Lab DNA Profiling Unit. Samples should be refrigerated prior to delivery to the Oregon State Police Crime Lab.

(2) Buccal Samples. Oral buccal cell samples shall be submitted on proper preservation media as described in the Oregon State Police protocols.

Stat. Auth.: ORS 181.085(1)(e)  
 Stats. Implemented: ORS 137.076  
 Hist.: OSP 2-1991(Temp), f. 9-12-91, cert. ef. 9-29-91; OSP 5-1991, f. & cert. ef. 11-21-91; OSP 3-2002, f. & cert. ef. 6-14-02

**257-060-0010**

**Inspection of DNA Profile Records**

(1) Any person who believes that he or she is the subject of a record within the criminal offender DNA database may make a request to the Oregon State Police Crime Lab to verify the existence or accuracy of such a record. All requests shall be in writing and on the form “request to view genetic database information”. This form

may be obtained by contacting the Oregon State Police. The form shall include all of the following information:

- (a) Name;
- (b) Mailing address;
- (c) Date of birth;
- (d) SID number (unless a SID number has not been assigned to the requestor);
- (e) Signature; and
- (f) Right thumbprint. The right thumbprint submitted with any request must be obtained from and witnessed by a law enforcement official authorized to take fingerprints.

(2) If the criminal offender DNA database contains no record pertaining to the requestor, the Oregon State Police Crime Lab shall notify the requestor in writing that no record exists.

(3) If the criminal offender DNA database contains a record pertaining to the requestor, the Oregon State Police Crime Lab shall send a printout of the pertinent genetic profile to the address of the requestor listed in the request. Profiles pertaining to individuals other than the requestor shall not be released to the requestor.

(4) Prior to the release of a printout of pertinent genetic profile, the Oregon State Police Crime Lab may require the requestor to pay the cost of preparing and photocopying the genetic profile as established by OAR 257-020-0005.

(5) This rule applies only to those records, samples, and autodiagraphs actually stored by the Oregon State Police Crime Lab, and it is not intended to preclude the crime lab from destroying those items after analysis.

Stat. Auth.: ORS 181.085(1)(e)  
 Stats. Implemented: ORS 137.076  
 Hist.: OSP 2-1991(Temp), f. 9-12-91, cert. ef. 9-29-91; OSP 5-1991, f. & cert. ef. 11-21-91; OSP 3-2002, f. & cert. ef. 6-14-02

**257-060-0015**

**Challenges of DNA Profile Records**

(1) Any contributor of a record within the criminal offenders DNA profile database may challenge the accuracy of the record by filing a challenge in writing with the Oregon State Police Crime Lab. The challenge shall identify the record by the name, date of birth, and SID number of the contributor and shall contain the contributor’s address and signature and a thumbprint from each thumb.

(2) If the challenge pertains to the accuracy of the profile, it must be accompanied by a profile of the contributor’s genetic material produced by an independent laboratory using the same genetic markers as those used to create the challenged record. The Oregon State Police will not be responsible for the cost of producing this independent profile.

(3) Any discrepancy between the database profile and the profile filed by the contributor will be classified as either significant or insignificant. A discrepancy is significant if it is more than twice the match criteria established by the Oregon State Police Crime Laboratory. Any lesser discrepancy will be classified as insignificant.

(4) If the discrepancy is significant, the Oregon State Police Crime Lab staff shall directly supervise the withdrawal of a new blood sample from the contributor and shall create a new profile from that sample. This new profile shall be entered into the database as the sole profile pertaining to the contributor.

(5) If the discrepancy is insignificant, the existing database record shall not be removed or altered, but shall remain the sole database profile pertaining to the contributor. The Oregon State Police Crime Lab shall retain in a separate file all materials submitted by the contributor to challenge the record.

Stat. Auth.: ORS 181.085(1)(e)  
 Stats. Implemented: ORS 137.076  
 Hist.: OSP 2-1991(Temp), f. 9-12-91, cert. ef. 9-29-91; OSP 5-1991, f. & cert. ef. 11-21-91

**DIVISION 70**

**SEX OFFENDER REGISTRATION;  
INFORMATION ACCESS**

**257-070-0005**

**Statement of Purpose**

The purpose of these rules is to implement and interpret ORS 181.585 to 181.606, Oregon Laws 1999, Chapter 626, and Oregon Laws 1999, Chapter 843. The Oregon State Police is authorized to adopt rules interpreting and implementing the described statutes. These rules establish standards and procedures for victim and public access to sex offender information and for designation of unsupervised adult and juvenile offenders as predatory sex offenders.

Stat. Auth.: ORS 183.335, ORS 181 & ORS 192.430.  
 Stats. Implemented: ORS 181.585 – 181.606, OL 1999 Ch. 626; OL 1999 Ch. 843  
 Hist.: OSP 3-1991(Temp), f. 9-27-91, cert. ef. 9-29-91; OSP 6-1991, f. & cert. ef. 11-21-91; OSP 2-1999(Temp), f. & cert. ef. 9-13-99 thru 3-10-00; OSP 3-2000, f. & cert. ef. 7-11-00

**257-070-0010**

**Authority**

Authority to provide information concerning registered sex offenders to victims is conferred by ORS 181.601. Authority to make information concerning registered sex offenders available to the public is conferred by Oregon Laws 1999, Chapter 626, section 1. Authority to designate unsupervised adult and juvenile offenders as predatory sex offenders and authority to notify the public concerning predatory sex offenders are conferred by ORS 181.585 to 181.589.

Stat. Auth.: ORS 183.335, ORS 181 & ORS 192.430.  
 Stats. Implemented: ORS 181.585 – 181.606, OL 1999 Ch. 626; OL 1999 Ch. 843  
 Hist.: OSP 3-1991(Temp), f. 9-27-91, cert. ef. 9-29-91; OSP 6-1991, f. & cert. ef. 11-21-91; OSP 2-1999(Temp), f. & cert. ef. 9-13-99 thru 3-10-00; OSP 3-2000, f. & cert. ef. 7-11-00

**257-070-0015**

**Definitions**

As used in these rules:

(1) “Predatory sex offender” means a person who has been determined to be predatory under ORS 181.585 to 181.589.

(2) “Registered sex offender” means a person who is required to report and be registered as a sex offender under ORS 181.595, 181.596, or 181.597.

(3) “Sex Offender Web Site” means a site established and maintained on the World Wide Web by the Department of State Police, containing information concerning registered and predatory sex offenders.

(4) “Under supervision for the first time” means that the registered sex offender is serving any period of supervision, whether active or inactive, arising out of the sentence imposed by the court upon the offender’s first conviction for a sex crime listed in ORS 181.594, including the following periods of supervision:

(a) In the case of a sentence of probation, the entire period of probationary supervision arising out of the probationary sentence, notwithstanding any periods of custody imposed or served in relation thereto. If probation is revoked and the offender is sentenced to a term of imprisonment, “under supervision for the first time” also includes all periods of supervision arising out of the revocation sentence, including any form of parole or supervised release from incarceration during, and any term of post-prison supervision imposed as part of, the revocation sentence.

(b) In the case of an indeterminate sentence of imprisonment, all periods of supervision arising out of the sentence, including any form of parole or supervised or conditional release from incarceration.

(c) In the case of a determinate sentence of imprisonment, all periods of supervision arising out of the sentence, including any form of supervised or conditional release from incarceration and the term of post-prison supervision imposed as part of the sentence.

(5) “Victim” means a person, or the legal guardian of a person, who is:

(a) The victim of a sex crime listed in ORS 181.594 the commission of which resulted in a conviction, a finding of guilty except for insanity, or a finding that a youth was within the jurisdiction of the juvenile court for an act which, if committed by an adult, would constitute a sex crime; or

(b) Any person who is named in a criminal complaint as a victim of a sex crime listed in ORS 181.594 who in the course of any

judicial proceeding is acknowledged by the defendant to be the victim of a sex crime listed in ORS 181.594.

Stat. Auth.: ORS 181.555 & ORS 181.730  
 Stats. Implemented: ORS 181.585 - ORS 181.606 & Or Laws 1999 Ch. 626  
 Hist.: OSP 3-1991(Temp), f. 9-27-91, cert. ef. 9-29-91; OSP 6-1991, f. & cert. ef. 11-21-91; OSP 3-1994, f. & cert. ef. 8-1-94; OSP 2-1999(Temp), f. & cert. ef. 9-13-99 thru 3-10-00; OSP 3-2000, f. & cert. ef. 7-11-00

**257-070-0025**

**Victim Access to Registered Sex Offender Information**

(1) A victim shall be issued a victim identification number and shall be given the registry identification number of the registered sex offender who committed the crime against the victim:

- (a) At any time, upon request by the victim; and
- (b) Upon verification of the identification of the victim.

(2) The Department of State Police has established a toll-free telephone number, 1-800-551-2934, to provide victims with updates on the prison status, release information, parole status and any information concerning the registered sex offender who committed the crime against the victim that is authorized for release under ORS 181.585 to 181.589, ORS 181.601, and Oregon Laws 1999, Chapter 626, section 1. The telephone line will be operational 8 a.m. to 5 p.m. Monday through Friday.

Stat. Auth.: ORS 183.335, ORS 181 & ORS 192.430.  
 Stats. Implemented: ORS 181.585 – 181.606, OL 1999 Ch. 626, OL 1999 Ch. 843  
 Hist.: OSP 3-1991(Temp), f. 9-27-91, cert. ef. 9-29-91; OSP 6-1991, f. & cert. ef. 11-21-91; OSP 2-1999(Temp), f. & cert. ef. 9-13-99 thru 3-10-00; OSP 3-2000, f. & cert. ef. 7-11-00

**257-070-0040**

**Designation of Persons as Predatory Sex Offenders; Notice and Opportunity to Be Heard Regarding Designation as Predatory Sex Offender**

(1) Under ORS 181.585 to 181.589, the Department of State Police is authorized to designate as predatory sex offenders:

(a) Persons who have been convicted of a sex crime listed in ORS 181.594(2)(a) to (d), convicted of attempting to commit one of those crimes, or found guilty except for insanity of one of those crimes, and who are not under the supervision of the Oregon Department of Corrections or a community corrections agency; and

(b) Persons who are required to report under ORS 181.595, 181.596, or 181.597 after having been found to be within the jurisdiction of the juvenile court for having committed acts that if committed by an adult would constitute sex crimes and who are not under the supervision of the juvenile court.

(2) The Department of State Police will designate persons as predatory sex offenders as provided in ORS 181.585 to 181.589 and this rule.

(3) The Department of State Police will designate a person as a predatory sex offender if the person meets the criteria for designation as a predatory sex offender established in the Department of State Police, Predatory Sex Offender Risk Assessment scale (Appendix 1).

(4) Prior to designating a person as a predatory sex offender, the department will notify the person in writing of the proposed designation, the basis for the designation and the method for submitting written objections to the proposed designation. The notice will include a copy of the Department of State Police sex offender risk assessment scale as scored for that person. The notice of proposed designation will be sent to the person by registered or certified mail.

(5) A person who has received notice under subsection (4) of this rule may submit written objections to the proposed designation. The person must complete and sign the “Objections to Predatory Sex Offender Designation” form provided for that purpose.

(6) In addition to the person’s signed “Objections to Predatory Sex Offender Designation” form, a person who has received notice under subsection (4) of this rule may submit other relevant written materials in support of the person’s objection to the designation. For the purpose of this rule, “relevant written materials” means documentary evidence that will assist the Department of State Police in determining as a factual matter whether the person meets one or more of the sex offender risk assessment scale criteria upon which the Department of State Police proposes to rely in designat-

ing the person as a predatory sex offender. For the purpose of this rule, relevant written materials includes:

- (a) A court order reversing, vacating or setting aside a judgment of conviction for a crime;
- (b) A court order reversing, vacating or expunging a finding that the person was within the jurisdiction of the juvenile court for committing an act that if committed by an adult would constitute a crime;
- (c) An order of pardon for a crime; or
- (d) Police reports, pre-sentence investigation reports, court records and transcripts, or other documentary evidence relating to the circumstances of the person's crime or crimes.

(7) The person's signed "Objections to Predatory Sex Offender Designation" form and other relevant written materials, if any, must be received by the Department of State Police within 35 days of the date of the Department of State Police notice of proposed designation provided under subsection (4) of this rule.

(8) The Department of State Police will consider materials submitted under subsections (5) and (6) of this rule prior to making its final determination of whether the person meets the criteria for designation as a predatory sex offender.

(9) If, after considering materials submitted under subsections (5) and (6) of this rule, the Department of State Police determines that the person meets the criteria for designation as a predatory sex offender, the Department of State Police will designate the person as a predatory sex offender and will inform the person in writing by registered or certified mail of the designation. The designation is effective as of the date of the letter informing the person of the designation.

(10) If, after considering materials submitted under subsections (5) and (6) of this rule, the Department of State Police determines that the person does not meet the criteria for designation as a predatory sex offender, the Department of State Police will inform the person in writing by registered or certified mail, that the Department of State Police is not designating the person as a predatory sex offender at that time.

(11) A person from whom the Department of State Police does not receive any materials under subsections (5) and (6) of this rule within 35 days of the date of the notice of proposed designation provided under subsection (4) of this rule will be deemed not to object to designation as a predatory sex offender, unless the cause for the failure to submit materials was beyond the reasonable control of the person, as determined by the Department of State Police. The designation is effective as of the thirty-sixth day after the date of the notice of proposed designation provided under subsection (4) of this section.

(12) The Department of State Police may designate a person as a predatory sex offender if the person meets the Department of State Police sex offender risk assessment scale criteria for designation as a predatory sex offender, regardless of whether the Department of State Police or any other agency determined at any previous time that the person was not a predatory sex offender.

(13) Prior to petitioning for judicial review of the department's designation of the person as a predatory sex offender under subsection (9) of this rule, the person shall file with the Department of State Police a petition for reconsideration of the designation. The petition for reconsideration must be received by the Department of State Police within 60 calendar days of the date of the department's designation of the person as a predatory sex offender under subsection (9) of this rule and must also comply with other requirements of OAR 137-004-0080 (September 15, 1997). The Department of State Police will inform the person in writing of its decision on reconsideration. The department's decision on reconsideration will be sent by registered or certified mail and is effective as of the date of the decision on reconsideration.

(14) Notwithstanding subsection (13) of this rule, within 60 calendar days of the date of the department's designation of the person as a predatory sex offender under subsection (9) of this rule, the Department of State Police may reconsider the designation on its own initiative as provided in OAR 137-004-0080 (September 15, 1997). Following reconsideration of a designation on the department's own initiative, the department will inform the person in writing of its decision on reconsideration. The decision on reconsideration

will be sent by registered or certified mail and is effective as of the date of the decision on reconsideration.

(15) In its discretion, the Department of State Police may conduct community notification or notify the public concerning a person designated as a predatory sex offender in any manner authorized by law.

[ED. NOTE: Appendices referenced in this rule are available from the agency.]  
 Stat. Auth.: ORS 183.335; ORS 181 & ORS 192.430.  
 Stats. Implemented: ORS 181.585-181.606; OL 1999, Ch. 626; OL 1999, Ch. 843  
 Hist.: OSP 4-1999(Temp), f. & cert. ef. 10-29-99 thru 4-25-00; OSP 3-2000, f. & cert. ef. 7-11-00

**DIVISION 80**

**TRIAL BOARD PROCEDURES**

**257-080-0000**

**Purpose of Rules**

These rules implement and give effect to state law mandating procedures for use when considering removal of Department members subject to ORS 181.290 – 340, with the following objectives:

- (1) To define the statutory grounds for removal of members.
- (2) To provide guidelines for the preparation and filing of written charges.
- (3) To outline the procedures to follow in hearings before the trial board.
- (4) To specify the form and general contents of written Findings and Recommendations.
- (5) To describe the duty of the Superintendent to carry out the written recommendation.
- (6) To assure an expeditious and fair resolution of any charges against a member through the trial board process.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0005**

**Statutory Authority for Rules**

These rules are adopted under the authority provided by ORS 181.200, 181.280, 181.290, 181.310, 181.330 and 181.340.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0010**

**Definitions**

- (1) Department — refers to the Oregon Department of State Police.
- (2) Member — refers to the employee subject to the written charges who is afforded a hearing under these rules.
- (3) Presiding officer — is the Superintendent or any commissioned officer designated by the Superintendent to preside over the trial board proceedings.
- (4) Willful — volitional conduct, of one's own free will; not accidental.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0015**

**Grounds for Removal**

The statutory grounds for removal are defined as follows:

- (1) **Inefficiency** means failure to meet expectations for a particular position, including the failure to exercise reasonable judgment, or to produce desired results.
- (2) **Misfeasance** means conduct which is improper, inappropriate or unsuitable, including performance of otherwise lawful actions in an illegal or unacceptable manner.
- (3) **Malfeasance** means conduct positively wrongful or unwarranted. It is characterized by behavior which is offensive and/or displays a disregard of ethical standards.
- (4) **Nonfeasance in office** means the omission to undertake actions, especially those which ought to be done in the particular position.

(5) **Violations of the criminal laws of the state or of the United States** means engaging in conduct which meets the elements of any criminal statutory offense. Proof may be established by either:

- (a) Evidence of the conduct offered before the trial board; or
- (b) Submission to the board of a certified judgment, after trial or plea, from the appropriate tribunal which disposed of the matter.

Conduct charged as a crime which does not result in conviction (either because there was no trial or the verdict resulted in acquittal) may still be grounds for removal under the preponderance standard in these rules.

(6) **Willful violation of any rule or regulation of the department** means volitional conduct by a member that is contrary to standards/expectations established in department rules and regulations.

(7) **Insubordination** means refusing to submit to authority as in disobedient and/or the failure to recognize or accept the authority of a superior. It is characterized by the willful refusal to:

- (a) Comply with a written or verbal instruction; or
- (b) At all times maintain toward superior officers the respectful attitude that discipline requires and courtesy demands.

(8) **Forfeiture of license to operate a motor vehicle** means that the member's license has been adjudged by a court of competent jurisdiction or an authorized administrative agency to be revoked or suspended.

(9) **Physical or mental disability not incurred in line of duty** means any condition which prohibits a member from performing the necessary duties of a sworn police officer even if reasonable adjustments were made to assist the member in performing.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0020**

**Preparation and Filing of Written Charges**

(1) Written charges may be prepared by the immediate supervisor of the affected member or by the Office of the Superintendent.

- (2) The document shall include:
  - (a) The name and mailing address of the member.
  - (b) A statement that the document is notice of written charges under the statutes and rules covering removal proceedings.
  - (c) A list of the statutory terms from ORS 181.290 that the trial board will be asked to consider.
  - (d) A description of information concerning the member's tenure with the department which may be relevant to an understanding of the charges. Examples include:
    - (A) Particular training or education provided;
    - (B) Prior corrective action;
    - (C) Informal discussions or other communications with the member by other managers or supervisors;
    - (D) The availability of written standards or expectations – whether formal or informal; and
    - (E) All other matters which may provide a context in which to review the specific conduct at issue. The contents of this part of the written charges shall not be construed as a limitation on the type or nature of evidence which can be offered at the hearing by either party.
  - (e) A concise description of the conduct which forms the basis of the charges, arranged either chronologically or by substantive content, so that it is organized in a fashion which is reasonably understandable by the member.

(3) A suggested format for the written charges is as follows:

- (a) Member's name;
- (b) Member's mailing address;
- (c) As a sworn member of the department, subject to ORS 181.290 through 181.340 and OAR 257, division 80, this is written notice of charges which can result in your removal as a member of the department.
- (d) The statutory grounds under ORS 181.290 relied upon are: [cite to each term in ORS 181.290 that applies].
- (e) Relevant background information: [set out particulars].
- (f) The conduct at issue: [set out particulars].

(4) The completed written charges shall be delivered to the Office of the Superintendent, where they will be filed and logged by date and time of receipt.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97; Administrative Reformating 12-1-97

**257-080-0025**

**Initiating a Trial Board**

(1) Upon receipt of written charges, the Superintendent shall, without undue delay, determine their sufficiency and whether to initiate a trial board. The charges may be referred back to the drafter or to the Professional Standards Section for revision or amendment. The revised or amended charges shall be refiled and logged in by date and time.

(2) During the pendency of the matter the Superintendent shall determine the appropriate duty and pay status of the member. Any action to suspend without pay must comply with due process of law.

(3) The Superintendent shall appoint two commissioned officers who are senior in service to serve on the board. If the Superintendent determines to designate a commissioned officer other than the Superintendent to act as presiding officer of the board that shall be done by written order.

(4) The Superintendent shall determine the time and place of the hearing, which designation shall be with no less than ten days notice to the member.

(5) The member shall be notified, in writing, of the following:

- (a) The individuals composing the trial board;
- (b) The location, date and time of the hearing;
- (c) The member's right to have legal counsel represent the member, at the member's expense, before the board;
- (d) The duty and pay status of the member during the hearing process; and
- (e) The need to inform the Superintendent within 72 hours whether the member will attend the hearing. Attached to this notice shall be a copy of these rules and a copy of the written charges.

(6) Failure to comply with one or more of the terms of these rules concerning the Trial Board process shall not invalidate any written charges or negate any proceeding before the board. To the extent necessary to protect a member's legal rights, if an extension of time is necessary for the member to prepare a defense, the presiding officer shall grant a reasonable period of time.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0030**

**Trial Board Proceedings – Generally**

(1) The presiding officer shall have full authority to direct all matters connected with the hearing process, including but not limited to the matters specified in these rules and the statute.

(2) To the extent any matter is not covered by these rules, the presiding officer shall have the authority to provide mechanisms necessary to comply with any legal requirements to assure a fair and orderly hearing process.

(3) An audio recording of the proceedings will be made, which shall constitute the official record.

(4) The department has the burden of going forward with its evidence and the burden of proving the written charges by a preponderance of the evidence. The member has the burden to establish any affirmative matters asserted in defense of the charges by a preponderance of the evidence.

(5) Evidence commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible subject to irrelevant or unduly repetitious evidence being excluded by the presiding officer.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0035**

**Trial Board Proceedings — Prehearing Matters**

(1) The Department shall forward to the member, within a reasonable time after the hearing is set, all investigative reports and other documents prepared according to the requirements of the department’s personnel review manual that were available at the time the written charges were formulated.

(2) Parties shall make written request to the presiding officer, with a copy to the opposing party, for the issuance of subpoenas. The presiding officer may require an explanation of the testimony expected from the witness and/or the nature of the physical evidence expected to be produced by subpoena and whether the opposing party has been requested to voluntarily produce the person or item sought before deciding whether to issue the subpoena. All fees authorized by the statute and service costs shall be the responsibility of the party requesting the subpoena.

(3) Any request for assistance or relief shall be by written motion; identifying:

- (a) The facts and circumstances supporting the motion;
- (b) The relief sought; and
- (c) The authority relied upon in seeking the particular request.

There must be proof of service on the other party to the proceeding accompanying the motion.

(4) Prehearing conference(s) may be convened if deemed necessary by the presiding officer or as requested by a party and approved by the presiding officer. During a conference the presiding officer may inquire of each side:

- (a) The number of witnesses and their estimated length of time testifying;
- (b) The number and description of documents;
- (c) Whether stipulations are possible;
- (d) Whether any motions are going to be filed; and
- (e) Any other matter which may facilitate the orderly and efficient presentation of evidence at the hearing.

(5) On a date established by the presiding officer, but in no event less than five days prior to the hearing, the parties shall exchange:

- (a) Marked exhibits;
- (b) A witnesses list; and
- (c) Any materials necessary to comply with prehearing agreements or orders. This provision does not apply to evidence to be used exclusively for impeachment.

(6) Failure to comply with requirements set by these rules or the presiding officer and failure to abide by agreements with the opposing party may result in denial of the right to submit evidence at the hearing on such matter, unless good cause is shown.

(7) The member’s official personnel file shall be available for inspection by the parties or their respective representatives upon advance request to the Professional Standards Section at General Headquarters.

(8) A copy of the official personnel file shall be forwarded to the presiding officer in advance of the hearing so that it will be available at the hearing. It shall be entered into evidence so that the parties may refer to it and the panel may have it available during deliberations.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0040**

**Trial Board Proceedings — The Hearing**

(1) The presiding officer shall open the hearing, on the record, by introducing the parties and identifying the purpose of the hearing as required by ORS 183.413.

(2) The parties may make opening statements.

(3) The parties may offer physical and testimonial evidence in support of their respective positions. All exhibits must be marked and the original and three copies submitted to the board and one (previously) supplied to the opposing party. Cross examination of witnesses shall be allowed.

(4) The parties shall make oral closing arguments unless the presiding officer requests a post-hearing written argument. The length and subjects of the written argument shall be specified by the presiding officer.

(5) The presiding officer may rule on objections at the time they are made or defer ruling until the board makes its written determination.

(6) All parties, counsel, witnesses and spectators shall conduct themselves in a respectful manner. Failure to comply with the presiding officer’s effort to retain order is ground for removal from the hearing.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97

**257-080-0045**

**Trial Board Proceedings — The Board Findings and Recommendation**

(1) The board’s Findings and Recommendation shall be in written form.

(2) The Findings and Recommendation shall contain:

- (a) All rulings on admissibility and/or objections that were deferred;
- (b) Factual findings, including specific findings of “guilty” to each charge found to be proved; and
- (c) Conclusions of law which address application of the facts to the controlling law.

(3) The Findings shall state specifically whether removal or other disciplinary punishment is recommended and identify and explain the rationale upon which the board relied. Any recommendation for economic discipline must comply with applicable laws, including the Fair Labor Standards Act.

(4) In assessing the appropriate level of punishment the panel shall consider:

- (a) The rank and corresponding duties and expectations for the position held by the member;
- (b) The number and relative severity of charges proven; and
- (c) Any evidence presented to mitigate the proven charges. The panel shall make credibility determinations as part of its process.

(5) While evidence may mitigate proven charges, the panel is not to apply progressive discipline as a matter of right nor shall it require proof of “just cause” as that term is used in labor agreements.

(6) The Superintendent shall direct the punishment established by the board and so inform the member by sending a copy of the board’s Findings and Recommendations along with the notice of punishment. This notice shall also advise the member of the right to appeal under ORS 181.350.

Stat. Auth.: ORS 181.280 & ORS 181.310  
 Stats. Implemented: ORS 181.290 – ORS 181.340  
 Hist.: OSP 1-1997, f. & cert. ef. 1-22-97