



## CITY OF PORTLAND, OREGON



### Bureau of Police

Tom Potter, Mayor

Rosanne M. Sizer, Chief of Police

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Integrity • Compassion • Accountability • Respect • Excellence • Service

### EXECUTIVE ORDER

DATE: September 12, 2008

TO: All Members

RE: New directive 412.00 Employee Retraining Program

### **DIR 412.00 Employee Retraining Program**

New

Index: Title;

Refer: Oregon Administrative Rule 259-008-0025

Directive 1020.00 Firearms

Directive 210.05 Field Training Program

### **POLICY (412.00)**

Sworn and non-sworn members may have absences from duty resulting from injury, other service-connected or non-service connected disability, military, educational and personal leave, resignation and re-hire or other reasons. The Bureau has a responsibility to provide training to members returning to work after an absence to ensure the safety of officers, the public and to maintain a high level of service delivery. This policy mandates required training following absences from duty.

### **PROCEDURES (412.00)**

#### **Returning to Full Duty Status (412.00)**

- a. Sworn members returning to full duty status after an absence of two and one half years or less may be required to complete all or portions of the following training:
  1. Qualify or re-certify with their Bureau authorized primary sidearm, other weapon(s), Taser or other equipment as required by directive.
  2. Complete any other training as required by directive, special or city policy.
  3. May be required to complete the Bureau's Advanced or Detective Academy and/or any other training as determined by the appropriate RU manager, Training Division manager and Branch chief.
  4. Members returning to duty may be required to work with another non-probationary member for a re-orientation period. The relief commander and detail sergeant will determine the length of the re-orientation period depending on the member's progress.
  5. The relief commander and detail sergeant may recommend to the RU manager that the member be required to attend the Bureau's Advanced Academy, Detective Academy or other training as necessary to meet any identified training deficiencies.

6. This re-orientation period will be outside of the evaluation and reporting requirements of the Field Training Program in DIR 210.05.
- b. Sworn members returning to full duty status after an absence of over two and one half years but less than five years will be required to complete the following training:
  1. Qualify or re-certify with their Bureau authorized primary sidearm, other weapon(s), Taser or other equipment as required by directive.
  2. Complete any other training as required by directive, special or city policy.
  3. The DPSST Career Officer Development course or other training required by DPSST to regain police certification.
  4. The Portland Police Bureau Advanced and/or Detective Academy.
  5. Any other training as directed by the RU manager, Training Division manager and Branch chief.
  6. A re-orientation period working with another non-probationary member. The relief commander and detail sergeant will determine the length of the re-orientation period depending on the member's progress. The relief commander and detail sergeant may recommend to the RU manager that the member be required to complete other training as necessary to meet any identified training deficiencies.
  7. The appropriate Branch chief may grant a waiver of attendance at the Advanced or Detective Academy on a recommendation from the RU and Training Division managers.
  8. This re-orientation period will be outside of the evaluation and reporting requirements of the Field Training Program in DIR 210.05.
- c. Sworn members returning to duty status after an absence of five years or more will be required to complete the following training:
  1. Qualify or re-certify with their Bureau authorized primary sidearm, other weapon(s), Taser or other equipment as required by directive.
  2. Complete any other training as required by directive, special or city policy.
  3. The DPSST Basic Police Course or other training required by DPSST to regain police certification.
  4. The Portland Police Bureau Advanced and/or Detective Academy.
  5. Any other training as directed by the appropriate RU manager, Training Division manager and Branch chief.
  6. A re-orientation period working with another non-probationary member. The relief commander and detail sergeant will determine the length of the re-orientation period depending on the member's progress. The relief commander and detail sergeant may recommend to the RU manager that the member be required to complete other training as necessary to meet any identified training deficiencies.
  7. The appropriate Branch chief may grant a waiver of attendance at the Bureau's Advanced or Detective Academy on a recommendation from the RU and Training Division managers.
  8. This re-orientation period will be outside of the evaluation and reporting requirements of the Field Training Program in DIR 210.05.

**Non-Sworn Returning to Duty (412.00)**

- a. Non-sworn members returning to duty after an absence will be required to:

1. Complete any training as required by directive, special or general order, or city policy.
2. Complete any other training as directed by the appropriate immediate supervisor, RU manager and Branch chief.

**FOR MORE INFORMATION:**

Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

**ROSANNE M. SIZER**  
Chief of Police

RMS/mp