88 Action Items from DOJ Agreement

On course, proceeding without delay

Proceeding but needs attention to be finalized or progress

Experiencing barriers to implementation that require attention

ACRONYMS

BHU = Behavioral Health Unit | PSD = Professional Standards Division | CHO = Chief's Office | IPR = Independent Police Review | SSD = Strategic Services

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
✓	66	Use of Force policy continuation	CHO	Required elements of original force policy consistent in new policy, finalized December, 2013.
✓	67	Use of Force policy update	CHO	Final policy release, December 2013. Implementation scheduled January 1, 2014.
✓	68	Revise Taser Policy	CHO	Final policy release, December 2013. Implementation scheduled January 1, 2014.
✓	69	Revise force reporting policies	CHO	Draft Dir. 940.00 awaiting finalization
✓	70	Revise 940.00	CHO	Draft Dir. 940.00 awaiting finalization
✓	71	Maintain sergeant level	CHO	FY 2013-2014 Budget approved; sgt to officer ratio graphed

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
✓	72	Supervisor investigation checklist	CHO	Draft checklist available, scheduled supervisor training in January, 2014
✓	73	Revise 940.00 re: Chain of Command review	CHO	In draft DIR 940.00, scheduled supervisor training January, 2014
✓	74	Inspector perform quarterly review of force reports and 940.00s	PSD	S&A SOP #6. Quarterly force reports produced and available on PPB website, DOJ tab
✓	75	Inspector audits force reports and 940.00s for supervisor responsibilities	PSD	S&A SOP #6. Review occurs and analysis provided through quarterly force reporting.
✓	76	Inspector conducts quarterly analysis and annual report of force data and 940.00s	PSD	Quarterly reports for 2013 available on PPB website, DOJ tab.
✓	77	Inspector audits adequacy of chain of command reviews.	PSD	S&A SOP #6. Review occurs and analysis provided through quarterly force reporting.
✓	79	Update training plan annually	Training	In progress - Training performing needs assessment, working with Training Advisory Council to develop in service 2014 training materials.

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
	80	New process for analyzing effectiveness of training	Training	Surveys given to some officers following 2013 in service trainings; Training analyst developing more robust evaluation process
✓	81 a.	Ensure electronic maintenance of training curricula, lesson plans, etc.	Training	Maintained in EIS; training has complete tracking system and is exploring further refinements to its system for easy access for outside entities.
✓	81 b.	Supervisors shall review training database for all officers	CHO	Additions to Directive 120.00 mandate this review as part of supervisor annual review of employees under their command. Training for this new process will be included in supervisor In Service in January, 2014.
✓	82	Report on training semi-annually	Training	First report delivered to Chief's office and DOJ.
✓	83	PPB Trainer selection criteria	Training	New SOP for Training Division outlines requirements. All Training staff meet requirements.

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
✓	84	Train officers on agreement requirements	Training/CHO	2013 In Service provided initial training. 2014 supervisor In Service will continue agreement education. Tenets of the agreement will be considered in needs assessments for Training updates.
✓	84 b.	Train supervisors on new responsibilities	Training	Initial training occurred through 2013 In Service. Additional training scheduled for supervisor In Service in January, 2014.
✓	85	Inspector audits training program	PSD	S&A SOP #5
	85 g.	Thirty day advance notice to members of policy changes	CHO	A digital process for this is currently being developed by CHO and PPB communications team.
✓	86	Inspector presents quarterly report on patterns and trends in use of force to inform training. Feedback loop w/TAC	PSD	Quarterly reports for 2013 available on PPB website, DOJ tab. Training Advisory Council established subcommittee to review force reports.
✓	87	Training Advisory Council (TAC) is open to the public	Training	TAC webpage lists upcoming meetings and agendas

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
	89	Establishment of Drop-off centers	CHO; BHU	The PPB's BHU is actively seeking participation with local Coordinated Care Organizations per the requirements of the Agreement.
✓	90	Participate on local Coordinated Care Organizations' subcommittees	BHU	BHU command participates; Health Share Oregon and Family Care
✓	91	Establish BHU	CHO; BHU	All elements of BHU established as of 5/30/2013
	92	BHU manages data sharing	BHU	Exploring how info sharing can be improved protecting individual privacy. BHU implemented referral system within PPB so that officers can refer individuals to BHU services and BHU will track PPB services delivered to those individuals.
	93	BHU tracks outcome data for needs	BHU	BHU advisory groups analyzing outcomes for individuals on Mobile Crisis Unit caseload. Expansion of this analysis planned. Data somewhat difficult to extract in current systems so BHU working to improve data capturing.

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
✓	94	Establish BHU Board	BHU	Board established in early 2013 and working diligently on various aspects of BHU development, including training for ECIT and MCU officers.
✓	95	Identify BHU Advisory Board responsibilities	BHU	Mission statement and agendas available
	96	BHU Advisory Board provide status report and recommendations	BHU	BHUAC currently drafting report to be delivered in early 2014.
✓	97	Continue Officer Training on Crisis Intervention	Training	PPB continues to require 40 hours of Crisis Intervention training for all officers in advance of becoming sworn PPB officers.
✓	98	CI Refresher training (Training and BHU Advisory Board determine subjects)	Training/BHU	Training available for specific CI needs and incorporated into Annual In Service.
✓	99 - 100	Establish Enhanced Crisis Intervention Trained (ECIT) group of officers	BHU	First group of volunteer officers have completed ECIT training as of May 30, 2013
✓	101	ECIT member qualifications	BHU	BHU performs background review of all volunteer ECIT officers, per the requirements of the agreement and other standing PPB requirements

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
✓	102	Specially train ECIT members	BHU	As of May, 2013 there are 53 ECIT trained officers. An additional 25-30 ECIT officers will be trained in April, 2014
	103	Guidelines for ECIT dispatch	BHU	Guidelines established, training provided. Improvements possible and BOEC and PPB are exploring options to enhance current guidelines.
✓	104	BHU highlights work of CI Team	BHU; CHO	Monthly BHU newsletter provides opportunity for highlighting work of BHU team, in addition to the use of Commendations.
✓	105	Train ECIT to gather appropriate data	BHU	Initial group of ECIT officers trained in May, 2013. Additional officers scheduled to be trained in mid-2014.
✓	106-107	Expand Mobile Crisis Unit (MCU)	BHU	Staff and cars established and expanded unit up and running
✓	108	MCU member qualifications	BHU	Qualifications established and members selected through new selection process.

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
✓	109	Specially train MCPT members	BHU	MCUs attend training in addition to ECIT training based on availability and funding, including: Applied Suicide Intervention Skills Training (ASIST); Trauma Informed Care; and Civil Commitment Investigator Training
✓	110	Utilize ECIT data proactively	BHU	Electronic referral system completed on September 12, 2013 and is actively utilized by MCU teams in coordination with the Behavioral Health Coordination Team (BHCT).
	111	Develop policies and procedures for transfer of custody	BHU	In progress; better tracking of data through ECIT will help inform
✓	112	Ensure Service Coordination Team (SCT) or similar program continues in BHU	BHU	SCT brought into BHU as ongoing program in FY 2013-2014 budget
✓	113	Policies and procedures for Bureau of Emergency Communications (BOEC) triage	BHU	Have draft BOEC SOP 20.10.200
✓	114	Train BOEC dispatchers and implement new triage protocols	BHU	In progress

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	NOTES
	115	Fully Operational Crisis Triage	BHU	BHU is currently working with BOEC to ensure that established protocols and policies are in practice
✓	116-117	Commanders/supervisors review Employee Information System (EIS) for officers	PSD	This is established policy (DIR 345.00) and will be reported on annually. Supervisors will receive additional training in supervisor In Service in January, 2014
	118-119	Add threshold to trigger case management review	PSD	New SOP lists new thresholds and requirements. Currently working with software contractor to ensure that the system can operate as required.
✓	120	Select and train additional EIS administrator(s)	PSD	Back up EIS administrator is housed in Training Division. SOP for position outlines roles and responsibilities.
✓	121	Complete administrative investigations w/in 180 days	PSD	Timelines and flow charts established. PSD tracking implementation and providing analysis when timeline is not met.
✓	122	Conduct admin and criminal investigations concurrently	PSD	This is current practice as outlined in Internal Affairs SOPs #7 and #30

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✓	123	Report on timeline targets for IA process	PSD/IPR	Timelines and flow charts established. PSD tracking implementation and providing analysis when timeline is not met.
	124	Revise protocols for compelled statements and on scene public safety statements/interviews	PSD	Discussions with stakeholders in progress
✓	125	Ensure effectiveness of Internal Affairs investigations into serious use of force events	PSD	Established protocol as outlined by IA SOP #7; 30
✓	126	Lethal force on-scene witness officer briefings	PSD	This is current practice as outlined in PSD SOP #7 and #30.
✓	127	PPB requests voluntary on-scene statements for lethal force/in-custody death events	PSD	Current practice as outlined in Internal Affairs SOPs #7 and #30
	128	Develop plan for new IPR/Internal Affairs interview process to reduce duplication and redundancy and increase independence for IPR	PSD/IPR	In progress; requires change to City Code
✓	129	Ensure use of excessive force investigations result in findings	PSD/IPR	Current Practice as outlined in Internal Affairs SOP #19
✓	130	Expressly prohibit retaliation	PSD	Current practice as outlined in PPB Directive 310.120 and City of Portland HR Policy 2.02

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	131	Revise PRB make up and new processes for CRC members on PRB	PSD	In progress; requires change to City Code
	131b.	Develop protocol for Citizen Review Committee participation on Police Review Board	PSD/IPR	In progress; requires changes to City Code for both PRB and CRC
	132	Ensure PRB may request additional investigation by majority vote	PSD	In progress; requires change to City Code
✓	133	New policy for process following civil trial findings of liability	PSD	New Internal Affairs SOP #31 identifies process for IA Lieutenant to review tort claims, lawsuits, and findings of liability.
	134-136	Changes to CRC policies and protocols	IPR	In progress; requires changes to City Code
✓	137	Develop and implement discipline guide	PSD	New discipline guide agreed upon, awaiting finalization.
	138	Ensure complainants can file and track complaints through website	IPR	Can file, tracking is a technology issue that IPR is working through.
✓	139	Ensure complainants receive requested documents	IPR/PSD	Current practice as outlined in PSD SOP #14.

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	140	Ensure that IPR provides tracking # and informs complainants of progress in investigations.	IPR	Can file, tracking is a technology issue that IPR is working through.
	141-145, 151-155	Design draft Community Outreach Advisory Board (COAB)	City Council;CHO	City Council pursuing this.
	146	Develop CEO Plan	CHO	initial background research begun. Must wait for COAB establishment to pursue.
✓	147	Collect demographic data	SSD	Current practice - SSD has produced maps as examples.
✓	148	Continue to look at ways to improve data collection and report on those efforts	CHO	Currently reviewing all options with movement toward new data system for regional law enforcement agencies. Also awaiting recommendations from COAB, once established.
	149	Develop metrics to evaluate community outreach	CHO	in progress, must wait for COAB for full development
	150	Issue annual report and hold community meetings	CHO	Preparing to report consistently on progress, beginning in early 2014

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✓	158	Make all audits and reports publicly available	CHO	All information collected and posted to PPB website, DOJ tab as it is released.
✓	159	DOJ compliance records and retention	CHO	PPB maintains staff for records retention and requests associated with Oregon Public Records Law.
	160	Publicly identify three Compliance Officer Community Liaison (COCL) candidates	City Council	City Council identifying hiring process
	160 b.	Select COCL after 30 day public comment period	City Council	City Council pursuing this.
✓	165	Portland Police Bureau will hire Compliance Coordinator	CHO	Compliance Team established, 12/2012 – see description
	169	Document employee review of and training in new/revised policies	CHO	In progress
✓	169b.	Provide initial and in-service training on newly implemented or revised policies	Training	In service 2013 included training on new use of force and taser policies with emphasis on interactions with individuals experiencing mental illness
✓	170	Public notice and comment on draft changes	CHO	PPB has and will continue to post new policies related to this provision for public review on the DOJ tab of the PPB website.

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	171	Ensure CHO reviews policies 180 days after implementation	CHO	In progress; need to establish new review protocols.
	173a.	Ensure that PPB tracks appropriate data for COCL usage	BHU; SSD; PSD	Collecting all information for easy access and availability. Waiting for COCL direction on specific data needed.
✓	176	Agreement Compliance Report	SSD/ CHO	PPB is currently undergoing the process of an initial report to the DOJ. Following the delivery of this report, PPB will produce another report that will meet the requirements of this provision, considering the requirements of #166.