



## CITY OF PORTLAND, OREGON



### Bureau of Police

Charlie Hales, Mayor  
Michael Reese, Chief of Police

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## EXECUTIVE ORDER

DATE: April 30, 2014

TO: All Bureau Members

RE: **Directive 010.00, Directives Manual**

ACTION: Substantial rewrite of 010.00, effective May 1, 2014

### 010.00, Directives Manual

#### Refer:

- DIR 020.00, Mission, Values, and Goals
- DIR 315.00, Laws, Rules, and Orders
- City of Portland Public Involvement Principles
- United States v. City of Portland Settlement Agreement

#### Definitions:

- Directives: The name the Portland Police Bureau has given to its collection of policy, procedure, and rule.
- Executive Order: A written memorandum signed by the Chief of Police (or designee) that dictates compliance and/or amends a specific directive.
- Policy: A course or line of action adopted and pursued by the Portland Police Bureau that provides guidance on the Bureau's philosophy on identified issues.
- Procedure: A detailed description of how a directive is to be accomplished, describing the steps to be taken, the frequency of the task, and the persons responsible for completing the tasks.
- Rule: Procedures that apply each and every time a situation occurs with specific direction members are required follow, which may result in members being disciplined for failing to follow the direction provided.

#### Policy:

1. Portland Police Bureau members are entrusted with great authority. With great authority comes great responsibility, thus great liability. As a result, the City of Portland and its Police Bureau must demonstrate due regard in directing member action and hold members accountable to such direction.
2. Member action is directed through the establishment of policy, procedure, and rule, as found within directives. Directives serve as the foundation for all Portland Police Bureau operations.

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The policy, procedure, and rule reflected within directives provide staff with information to act decisively, consistently, and legally. When unusual circumstances are encountered, directives help members identify the best course of action to follow. Therefore, directives promote confidence and professional contact among members; thereby demonstrating members are good shepherds of public trust.

3. Because collaboration among many people is critical to successful Bureau outcomes, feedback on directives is necessary. First and foremost, the Bureau believes all members should be involved in the development of directives. Secondly, the work of the Bureau could not be accomplished without intergovernmental collaboration, thus our working partners add value and should have consideration in the development of directives. Additionally, the City of Portland prides itself in having active, involved, and informed residents, as reflected in the Council approved Public Involvement Principles. Therefore, community stakeholders may contribute worthy insight into directives. Finally, in accordance with the United States v. City of Portland Settlement Agreement, directives specific to force, training, community-based mental health services, crisis intervention, employee information system, officer accountability, and community engagement require public review and comment prior to a directive being finalized.

**Procedure:**

1. Initiation:
  - 1.1. Any member of the Portland Police Bureau may make a written request, routed through the chain of command, to create a new directive, revise an existing directive, or rescind a directive.
  - 1.2. The initiation of the directives procedure will likely be tied to an administrative, legislative, or legal rationale.
    - 1.2.1. Examples of administrative matters that may create a need to address a directive include, but are not limited to; organizational philosophy, division need, trend data, complaints or discipline outcomes, contract negotiations, budget, administrative rule, audits, and more.
    - 1.2.2. Example of legislative matters that may create a need to address a directive includes changes in city, state, or federal law.
    - 1.2.3. Examples of legal matters that may create a need to address a directive include the publication of a court holding or order, issued in binding jurisdictions.
2. Drafting:
  - 2.1. Upon approval by the Chief of Police (or designee) of a requested new, revised, or rescinded directive, the Strategic Services Division will be directed to initiate the directives procedure and commence drafting.
  - 2.2. The Strategic Service Division will compile a Lead Reviewer Packet regarding the directive before presenting the information to the Lead Reviewer, who is the managing member of the area most impacted by the directive. The packet will contain a copy of the most current version of the directive and any supporting documentation as applicable.
  - 2.3. The Lead Reviewer will review all the material in the packet, identify a subject matter expert(s) for the directive topic, solicit and document input from that expert(s), before

- creating a recommended directive draft, complete with tracked changes and an updated reference section.
- 2.4. The recommended draft will be returned to the Strategic Services Division.
3. Universal Review:
    - 3.1. The recommended draft will be posted on the Bureau's website for universal review and comment for thirty (30) days.
    - 3.2. The Strategic Services Division will notify all Bureau members and interested parties of the recommended draft being posted to the Bureau's website for review and comment at the start of the thirty (30) day review period.
  4. Executive Reconciliation:
    - 4.1. The recommended draft and comments submitted via the website will be compiled by the Strategic Services Division for executive reconciliation.
    - 4.2. The Strategic Services Division, together with the Lead Reviewer and the Office of the City Attorney, will staff the Bureau's executive members in finalizing the directive for enactment.
    - 4.3. Focus will be given to ensuring language ultimately reflects Bureau operations, is clearly written and easy to understand, and mirrors organizational philosophy, legal requirements, and applicable standards of best practice.
  5. Enactment:
    - 5.1. Executive members of the Bureau will present the final directive draft to the Chief (or designee) for approval.
    - 5.2. Upon approval, the directive will be prepared for publication by the Strategic Services Division.
  6. Publication:
    - 6.1. The Strategic Services Division will announce a new directive to members before posting the directive on the Intranet as an Executive Order.
    - 6.2. The Strategic Services Division will schedule the directive for routine review, biennially, unless otherwise required by the United States v. City of Portland Settlement Agreement.
    - 6.3. The Strategic Services Division will record the directive within Bureau archives, enabling a member to retrieve a prior version of a directive.
    - 6.4. The Strategic Services Division will further coordinate needs with internal divisions as necessary (e.g. Training Division, Professional Standards Division, etc.).
  7. Acknowledgment:
    - 7.1. In accordance with the United States v. City of Portland Settlement Agreement, members will be required to electronically sign a statement acknowledging they have received, read, and had an opportunity to ask questions about the directive within thirty (30) days of its release.
    - 7.2. Supervisors will be responsible for ensuring member statements have been electronically signed.

## **History:**

- Originating Directive Effective: 09/06/01
- First Revision Effective: 06/01/07
- Second Revision Effective: 05/01/14
- Next Review Date: 05/01/16
- Review By: Strategic Services Division

Inquiries about directives should be routed to Stephanie Prybyl, Strategic Services Division, 503-823-9307, [Stephanie.prybyl@portlandoregon.gov](mailto:Stephanie.prybyl@portlandoregon.gov).

Sincerely,



MICHAEL REESE  
Chief of Police