

80 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

Action Completed pending COCL approval	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	90	Participate on local Coordinated Care Organizations' subcommittees	BHU	Immediate	BHU Captain participates; Health Share Oregon and Family Care
✓	121	Complete administrative investigations w/in 180 days	PSD	Immediate	Timelines and flow charts established. PSD tracking implementation
✓	122	Conduct admin and criminal investigations concurrently	PSD	Immediate	PSD SOP #7
✓	165	Portland Police Bureau will hire Compliance Coordinator	CHO	Immediate	Compliance Team established, 12/2012 – see description

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	91	Establish BHU	CHO/BHU	60 days	All elements of BHU established as of 5/30/2013
	131b.	Develop protocol for Citizen Review Committee participation on Police Review Board	PSD/IPR	60 days	In progress; requires changes to City Code for both PRB and CRC
	137	Develop and implement discipline guide	PSD	60 days	Involved in bargaining discussions
	160	Publicly identify three Compliance Officer Community Liaison (COCL) candidates	City Council	60 days	City Council identifying hiring process
✓	94	Establish BHU Board	BHU	90 days	Co-chair is Shannon Pullen, Executive Director of NAMI - Multnomah (National Alliance on Mental Illness)
✓	116 a. and b.	Commanders/supervisors review Employee Information System (EIS) for officers	PSD	90 days	This is established policy and will be reported on annually
✓	116c.	Regularly analyze units and supervisors through EIS to identify trends	PSD	90 days	Directive 345.00; results to be reported annually

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	119	Add threshold to trigger case management review	PSD	90 days	New SOP lists new thresholds and requirements
✓	120	Select and train additional EIS administrator(s)	PSD	90 days	
	124	Revise protocols for compelled statements and on scene public safety statements/interviews	PSD	90 days	In progress
✓	125-127	Ensure effectiveness of Internal Affairs investigations into serious use of force events	PSD	90 days	SOP #7
	141-145, 151-155	Design draft Community Outreach Advisory Board (COAB)	City Council/CHO	90 days	City Council pursuing this.
	160b.	Select COCL after 30 day public comment period	City Council	90 days	City Council pursuing this.
✓	99-103	Establish Enhanced Crisis Intervention Trained (ECIT) group of officers	BHU	120 days	First group of volunteer officers have completed ECIT training as of May 30, 2013

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	105	Train ECIT to gather appropriate data	BHU	120 days	See above
✓	106-110	Expand Mobile Crisis Unit (MCU)	BHU	120 days	Staff and cars established and expanded unit up and running
	109	Produce training materials for MCU	BHU	120 days	
	113	Policies and procedures for Bureau of Emergency Communications (BOEC) triage	BHU	120 days	Proceeding, but need to understand how ECIT and MCU operate in the field
	128	Develop plan for new IPR/Internal Affairs interview process to reduce duplication and redundancy and increase independence for IPR	PSD/IPR	120 days	In progress; requires change to City Code
✓	139	Ensure complainants receive requested documents	IPR/PSD	120 days	
✓	66-67	Use of Force policy update	CHO	180 days	New policy released February, 2013

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	68	Revise Taser Policy	CHO	180 days	New policy released, February, 2013
✓	69	Revise force reporting policies	CHO	180 days	Draft Dir. 940.00
✓	70	Revise 940.00	CHO	180 days	Draft Dir. 940.00
✓	72	Supervisor investigation checklist	CHO	180 days	Draft checklist available
✓	73	Revise 940.00 re: Chain of Command review	CHO	180 days	In draft 940.00
✓	74	Inspector perform quarterly review of force reports and 940.00s	PSD	180 days	PSD SOP #6. Will report on findings quarterly
✓	75	Inspector audits force reports and 940.00s for supervisor responsibilities	PSD	180 days	PSD SOP #6
✓	76	Inspector conducts quarterly analysis and annual report of force data and 940.00s	PSD	180 days	First quarterly report done
✓	77	Inspector audits adequacy of chain of command reviews.	PSD	180 days	PSD SOP #6. Will report on findings
	80	New process for analyzing effectiveness of training	Training	180 days	Training analyst hired to begin developing this process

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
	81a.	Ensure electronic maintenance of training curricula, lesson plans, etc.	Training	180 days	Maintained in EIS; need to ensure system runs as needed and training has complete tracking system
	81b.	Supervisors shall review training database for all officers	CHO	180 days	New SOP will mandate as part of EIS review
✓	83	PPB Trainer selection criteria	Training	180 days	New SOP for Training
✓	84	Train officers on agreement requirements	Training/CHO	180 days	2013 In Service
	84b.	Train supervisors on new responsibilities	Training	180 days	In progress
✓	87	Training Advisory Council (TAC) is open to the public	Training	180 days	TAC webpage lists upcoming meetings and agendas
✓	95	Identify BHU Advisory Board responsibilities	BHU	180 days	Mission statement and agendas available
	111	Develop policies and procedures for transfer of custody	BHU	180 days	In progress; better tracking of data through ECIT will help inform

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	112	Ensure Service Coordination Team (SCT) or similar program continues in BHU	BHU	180 days	SCT brought into BHU as ongoing program in FY 2013-2014 budget
	114-115	Train BOEC dispatchers and implement new triage protocols	BHU	180 days	In progress
	131	Revise PRB make up and new processes for CRC members on PRB	PSD	180 days	In progress; requires change to City Code
	132	Ensure PRB may request additional investigation by majority vote	PSD	180 days	In progress; requires change to City Code
	133	New policy for process following civil trial findings of liability	PSD	180 days	
	134-136	Changes to CRC policies and protocols	IPR	180 days	In progress; requires changes to City Code
	138	Ensure complainants can file and track complaints through website	IPR	180 days	Can file, tracking is a technology issue
	169	Have revised all policies related to agreement.	CHO	180 days	In progress
✓	169b.	Provide initial and in-service training on newly implemented or revised policies	Training	180 days	In service 2013 included training on new use of force and taser policies

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
					with emphasis on interactions with individuals experiencing mental illness
	96	BHU Advisory Board provide status report and recommendations	BHU	240 days	Will report annually
✓	71	Maintain sergeant level	CHO	ongoing	FY 2013-2014 Budget approved
✓	79	Update training plan annually	Training	ongoing	In progress/assigned to TAC
	82	Report on training annually	Training	Ongoing	In progress
✓	85	Inspector audits training program	PSD	Ongoing	PSD SOP #5
✓	86	Inspector presents quarterly report on patterns and trends in use of force to inform training. Feedback loop w/TAC	PSD	Ongoing	First quarterly report produced
	90d.	Expand triage options for BOEC	BHU	ongoing	In progress; SOP 20.10.200
✓	90v.	Expand use of peers to coordinate with BHU	BHU	Ongoing	Through BHU Board and training

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
	90g.	Pursue tele-psychiatry for first responders	BHU	Ongoing	Pursuing, but unsure how this would fit into police work
	92	BHU manages data sharing	BHU	Ongoing	Exploring how info sharing can be improved protecting individual privacy
	93	BHU tracks outcome data for needs	BHU	Ongoing	
	95	BHU Advisory Board provides report on recommendations	BHU	Ongoing	
	98	CI Refresher training (Training and BHU Advisory Board determine subjects)	Training/BHU	Ongoing	
	104	BHU highlights work of CI Team	BHU/CHO	Ongoing	In progress
	105	BHU reports on data gathered	BHU	Ongoing	
✓	123	Report on timeline targets for IA process	PSD/IPR	Ongoing	Tracking timelines closely; able to report
✓	129	Ensure use of excessive force investigations result in findings	PSD/IPR	Ongoing	PSD SOP #19

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
✓	130	Expressly prohibit retaliation	PSD	Ongoing	PPB Directive 310.120 and City of Portland HR Policy 2.02
	140	Ensure that IPR provides tracking # and informs complainants of progress in investigations.	IPR	ongoing	Requires technology improvements.
✓	147	Collect demographic data	SSD	Ongoing	SSD has produced maps as examples.
	148	Continue to look at ways to improve data collection and report on those efforts	CHO	Ongoing	Awaiting input from the COAB
	149	Develop metrics to evaluate community outreach	CHO	Ongoing	in progress, must wait for COAB for full development
	150	Issue annual report and hold community meetings	CHO/CHO	Ongoing	Preparing to report consistently on progress
	158	Make all audits and reports publicly available	CHO	Ongoing	Collecting all info for easy access
	169	Document employee review of and training in new/revised policies	CHO	Ongoing	
	171	Ensure CHO reviews policies 180 days	CHO	Ongoing	

COMPLETED PENDING APPROVAL	DOJ #	ACTION ITEM	LEAD	DUE	NOTES
		after implementation			
	173	Semi annual assessments to measure implementation	CHO	Ongoing	
	173a.	Ensure that PPB tracks appropriate data for COCL usage	BHU/SSD /PSD	Ongoing	Collecting all information for easy access and availability. Waiting for COCL direction on specific data needed.