

PORTLAND POLICE BUREAU PROFESSIONAL STANDARDS UNIT

S.O.P.	<u>5.00</u>
Effective:	<u>12-20-2012</u>
Review:	<u>12-19-2013</u>

SUBJECT:

Training Division program audit procedures and thirty-day advance notice to members of policy changes requirement audit procedures.

PURPOSE:

To establish an audit procedure for the Inspector to ensure the Portland Police Bureau (PPB) Training Division complies with standards listed within this Standard Operating Procedure (S.O.P.).

To establish an audit procedure for the Inspector to ensure sworn PPB members receive advance notice of directive and policy changes.

POLICY:

The Inspector will audit Training Division programs to ensure compliance with the specific standards outlined below.

The Inspector will audit the Training Division program to ensure that all sworn PPB members are provided a copy of all directives and policies and sign a statement acknowledging that they have received, read, and have had an opportunity to ask questions about the directives and/or policies, within 30 days of the release of the policy.

Training Division program audit:

The Inspector, in consultation with the Compliance Officer Community Liaison (COCL), shall audit the PPB training program using specific performance standards to ensure PPB does the following:

- a. Conducts a comprehensive needs assessment annually;
- b. Creates a Training Strategic Plan annually;
- c. Develops and implements a process for evaluation of the effectiveness of training;
- d. Maintains accurate records of training delivered, including substance and attendance;

- e. Makes training records accessible to the director of the Strategic Services Division, Assistant Chief of Operations, and the Department of Justice; and
- f. Trains officers, supervisors and command staff on areas specific to their responsibilities.

Receipt of directives and policies:

-The Inspector will consult with the Chief's Office and the Captain of the Training Division to ensure that correct procedures are in place to promptly distribute applicable directives and policies to all sworn members of PPB.

-Concurrent with the former, the Inspector will confirm that a tracking mechanism is in place to ensure that all members receive the applicable directives and polices and that there is a process in place for every sworn member to sign an acknowledgement form stating that they have received, read, and had an opportunity to ask questions about the directives and/or policies they have received.

Implementation of distribution of agreement specific directives and policies:

- The Inspector will monitor the distribution and tracking of the new directives and/or policies to all sworn members.

-On a weekly basis, the Inspector will audit Training Division records to track the progress of distribution and return of signed acknowledgement statements from individual Reporting Units (RU) to ensure the process is proceeding at an appropriate rate to be in compliance with the established timeline.

-On a weekly basis, the Inspector will present a report, through channels, to the Chief's Office detailing the progress of the distribution and return of acknowledgement statements from the individual RU's.

-The Inspector will advise, through channels, the Chief's Office of potential or projected tardiness as it relates to the 30-day completion requirement.

On-going process for distribution of directives and policies:

-The Inspector will establish a process with the Training Division and the Strategic Services Division to be made aware in advance of new directives and/or polices to be distributed.

-The Inspector will continually track and audit the process of distribution and return of acknowledgement statements relating to new directives and/or policies until ordered to cease by the Captain of the Professional Standards Division.

Captain David A. Famous
Professional Standards Division