



CITY OF
PORTLAND, OREGON
BUREAU OF POLICE

VERA KATZ, MAYOR
Derrick Foxworth, Chief of Police
1111 S.W. 2nd Avenue
Portland, Oregon 97204

Service Compassion Integrity Excellence Respect

MEMORANDUM

READ AT ROLL CALLS AND POST

DATE: June 7, 2004
TO: All Bureau Employees
SUBJECT: Standard of Conduct: Notice to All Employees

The issue of discipline is a topic that generates concerns and questions from Bureau members and the public. That is why it is important that I share the following information with each of you.

The Bureau of Police reaffirms that it is the Chief's responsibility to set the Bureau's standards for imposing discipline. In setting and enforcing these standards, I ask for and receive input from Bureau managers, supervisors, assistant chiefs, city attorney, union representatives and the Bureau of Human Resources.

It is my responsibility as Chief that any recommended discipline be consistent with the terms of the Portland City Charter, City Code, the Manual of Policy and Procedure, the various labor agreements and the City's Human Resources Administrative Rules.

Whether to recommend discipline and if so, at what level in response to misconduct, poor performance, or a violation of Bureau policies and procedures, will be based on the individual circumstances of each particular situation.

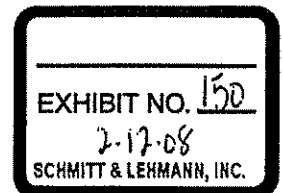
It is my goal as Chief to apply discipline standards in as fair, balanced and consistent manner as possible, but I will always be interested in selecting the level that is most appropriate to the particular situation. My purpose for imposing discipline will be to ensure accountability for our individual actions and to improve behavior and performance. In doing so, we reinforce our organizational values of service, compassion, integrity, respect and excellence. We also maintain our credibility and the trust of the citizens we serve.

While prior Chiefs' decisions concerning what constitutes appropriate discipline in a particular situation may be instructive, I will be starting from a "clean slate" when it comes to imposing discipline.

Here are my expectations:

- I expect all Bureau members to conduct themselves, whether on-duty or off-duty, in accordance with Bureau rules, local ordinances and state and federal law. I expect to never be faced with a situation in which a member's respect for the law is in doubt.
- I expect all Bureau members to conduct themselves in a manner where there is never a question about their ability or willingness to carry out their job responsibilities in a manner that is respectful of the rights of others, honest, fair, ethical and effective.
- I expect all Bureau members to exercise good judgment in serving the public and that all members' actions reflect our organizational values and community policing philosophy.

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- I expect all Bureau members to refrain from conduct that adversely reflects on their fitness to perform their job.
- I expect all Bureau members' performance and conduct to reflect the organizational values.

Following are some violations I will not tolerate and consider imposing serious discipline, to include lengthy suspension or termination, in the event of a sustained finding:

- Laws, Rules and Orders – Directive 315.00
- Truthfulness – Directive 310.50
- Use of Force – Directives 10101.10, 1010.20, 1030.00, 1040.00, 1050.00; and all other applicable directives
- Prohibited Discrimination – Directive 344.00 and City Administrative Rule 2.2
- Retaliation – Directive 310.20
- Unsatisfactory Performance – Directive 315.30

If you are not familiar with these directives, take time and read them. In addition,

- A Bureau member who engages in conduct that constitutes unnecessary use of force, misuse of public funds or engaging in sexual activity while on duty can expect serious disciplinary action.

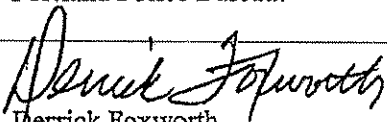
I will also consider proposing serious consequences, up to and including termination, in the event,

- A member fails to take appropriate action on the occasion of a crime, disorder or other conditions deserving police attention;
- A member has been arrested (for example, driving under the influence);
- A member demonstrates a history of personal habits off the job which would affect a member's performance on the job, which makes the member both inefficient and otherwise unfit to render effective service because of the Bureau's and/or public's loss of confidence in the member's ability to perform competently.

In closing, I hope that by communicating this information to you that you have a much clearer idea of my expectations.

Having been in law enforcement and part of this organization for nearly 23 years and serving in almost every sworn rank classification and in various assignments, I truly understand the risks and the challenges associated with being a public servant. Like you, I have experienced the highs and lows, triumphs and failures. I am committed to supporting and praising each of you and this organization when we are right and do good, but also admitting mistakes, ensuring accountability, making improvements and moving forward when we fall short of our goal.

I have often said this is an extraordinary profession that requires extraordinary people. I would like to thank each of you for your commitment and dedication to the citizens we serve, the profession of law enforcement and the Portland Police Bureau.


Derrick Foxworth
Chief of Police