



BUREAU OF POLICE

Special Order

PORTLAND, OREGON



AMMENDED

PUBLISHED DATE: February 19, 2013

SECTION NO. 1307.00

SUBJECT: 2013 All Sworn Members In-Service Training
ALL SWORN MEMBERS
March 5th – May 31st / September 3rd – October 24th, 2013

REFER:

3 day In-Service Matrix (Attached)

Tips and Techniques bulletin regarding DPSST Police Maintenance Standards (Attached)

PURPOSE:

To provide all sworn members 25 hours of police training. Completing this training will satisfy DPSST police maintenance training requirements for the 2013 calendar year.

PROCEDURE:

The commanding officer of each RU subject to this Special Order (The Chief's office, Central, East, North, Traffic, Transit, Youth Services, Drugs and Vice, Detective Division, Tactical Operations, Family Services, Fiscal, Forensics, Personnel, Professional Standards, Strategic Services, Training, and Records) will designate one sworn supervisor or manager as the coordinator for scheduling the attendance of the members from their RU. Coordinators will refer to the attached matrix and assign members to attend In-Service for each of the spaces allotted to their RU.

Members previously signed up for March 5th through May 23rd will keep their selected dates. Members who were signed up for a week that was cancelled, will sign up for the newly added weeks, beginning with the week of May 28th. The RU coordinator will provide the list of attendees and the dates they will attend to PASS Teresa Leeper in the Training Division, no later than March 29th, 2013.

If a member cannot attend the training at the time scheduled and there are more than 72 hours before the training is scheduled to begin, it is the member's responsibility to notify their RU coordinator for rescheduling. It is the responsibility of the RU coordinator to re-schedule that member AND replace them with another member in the original class. If there are less than 72 hours before the training is scheduled to begin, the member will notify the Training Division (PASS Teresa Leeper at 503-823-2124) IN ADDITION to their RU coordinator. The RU coordinator will notify the Training Division (PASS Teresa Leeper) which member is replacing the absent member. If a replacement is not found, Training may offer the space to another RU at their discretion.

Members are required to notify the Court Coordinator of their training by submitting a Court Unavailability report through channels.

The three-day In-Service training begins on Tuesdays (with the exception of the first week, which starts on Wednesday and is intended for command personnel). Members are required to attend all classes. Attendance is NOT on a drop-in basis. Members who are not registered for a class will return to their RU at the discretion of the instructor or Training Division staff.

All three training days will be completed at the Training Division Airport Way facility which is located at 14912 NE Airport Way. For the Tuesday classroom portion of in-service, members will report to the Training Division, classroom one. Classroom one is located inside the west entrance at the Airport Way training facility. Wednesday and Thursday members will report for training at the Airport Way training facility inside the West lobby. Members reporting for training will park in the marked student parking areas on the west side of the parking lot.

Participation is required. If a medical condition prohibits a member from participating in training, a memorandum signed by the member's RU manager must be received by the Training Division on or before the first day of the member's training week. This memorandum will document what activities the member is excused from participating in. Questions regarding participation may be directed to Sergeant Matt Stimmel.

UNIFORMS AND EQUIPMENT REQUIRED:

Uniform of the day is the new style Class B uniform. All members are required to wear their protective vest (new outer carrier or under shirt style), bring their full duty belts with Taser holster, assigned Taser and pack set radio to Wednesday and Thursday training sessions. Members are not required to bring their duty weapon to training; there will be no live fire during this year's in-service. Members without these items will not be allowed to participate and will be returned to their RU for assignment.

No overtime is authorized to attend training. It is the responsibility of the RU's to track overtime for backfill.

Any member that fails to comply with the direction of this Special Order may face discipline for Unsatisfactory Performance (DIR 315.30) as it relates to Laws, Rules and Orders (DIR 315.00). There has been a high number of "no shows" for previous In-Service sessions. This failure creates extra hardships for the trainers, Training Division and other RU's. DPSST has strict requirements regarding certifications and the number of hours of training. Members may face revocation of their DPSST certification if they do not complete the required training.

MICHAEL REESE
Chief of Police

MR/tg/tl