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1500.00 Training

Second Universal Review: 7/3/23 – 8/2/23

Refer:

- Title 45 Code of Federal Regulations, Part 46
- The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research
- Law Enforcement Standards Manual of the Oregon Accreditation Alliance
- Guiding Principles for Evaluators: American Evaluation Association, 2018
- Training Advisory Council Bylaws
- Directive 1020.00, Weapons Administration
- Directive 1501.00, Field Training and Evaluation Program
- Training Division Standard Operating Procedures (SOPs):
 - SOP 1-15 Division Records Management
 - SOP 1-19 Training Division Instructor Selection Standards
 - SOP 1-21 Request to Provide Training and Submission of Lesson Plans
 - SOP 2-28 Review of Needs Assessment by Chief of Police
 - SOP 5-2 Reintegration of Training for Sworn Members After an Extended Absence or an Extended Light Duty Assignment

Definitions:

- **Director of Police Education:** The non-sworn manager in the Training Division responsible for planning, organization, direction, and evaluation of the activities and personnel related to the Bureau’s education program. The Director of Police Education co-manages the Training Division with the Training Operations Manager.
- **Annual Training Plan:** A document produced by the Training Division, which details all training anticipated to be delivered in the next fiscal year. Generally, it may identify who will receive training, what course material the Training Division will present, when and where the training will occur, and the reason for the training.
- **Force Inspector:** The command-level sworn member assigned to the Office of the Inspector General who is responsible for reviewing all uses of force and making recommendations regarding improvements to systems of accountability in relation to force management.
- **Improper Use of Force:** Any use of force that is inconsistent with PPB policy, training, or law.
- **Inspector General:** The non-sworn manager of the Office of the Inspector General who is responsible for overseeing the Bureau’s auditing and use of force review functions.

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- Procedural Justice: The practice of engaging people respectfully and policing in a neutral and trustworthy manner, while giving individuals a voice during police encounters.
- Responsibility Unit (RU) Manager: The highest-ranking sworn member or the non-sworn manager in a Responsibility Unit.
- Training Advisory Council: The Portland City Council-created body that is empowered to provide ongoing advice to the Chief of Police and Bureau Training Division in order to continuously improve training standards, practices, and outcomes through the examination of training content, delivery, tactics, policy, equipment, and facilities.
- Training Analyst: Bureau member assigned to the Training Division’s evaluation or curriculum development unit.
- Training Operations Manager: The highest-ranking sworn member permanently assigned to the Training Division and responsible for overseeing the technical operations of the Division. The Training Operations Manager co-manages the Training Division with the Director of Police Education.

Policy:

1. This directive establishes the processes and procedures for assessing Bureau training needs, creating and evaluating Bureau training, delivering training, retaining training records, and selecting training instructors.
2. It is the policy of the Training Division to administer a comprehensive training program that is consistent with Bureau directives and that will provide for the professional growth and continued development of all members. The Bureau provides necessary and adequate training as required by law and policy mandates, and as required for member assignments and staffing levels. In managing training programming, the Training Division plays a significant role in ensuring members possess the knowledge and skills necessary to provide a professional level of service that meets community needs and furthers the safety of members and the community.
3. All aspects of Bureau training shall reflect and instill agency expectations that officers are committed to the constitutional rights of all individuals whom they encounter, including those individuals who have or are perceived to have mental illness, and employ strategies to build community partnerships to effectively increase public trust and safety.
4. The Bureau is committed to training its members in community policing principles and tactics that are informed by input from both the community and evidence-based strategies, such as procedural justice and interpersonal communications skills. Training shall

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encourage creative thinking, proactive problem solving, community engagement, and techniques for dealing with quality-of-life concerns. Training shall utilize community members and people with lived experience in instruction, where appropriate. The Bureau encourages its members to use these community-centered principles and tactics, when feasible.

Procedure:

1. Annual Training Needs Assessment.
 - 1.1. The Training Division shall conduct an annual training needs assessment of the Bureau by October 20th of each year. At a minimum, the needs assessment shall consider the following: (a) trends in hazards officers are encountering in performing their duties; (b) analysis of officer safety issues; (c) misconduct complaints; (d) problematic uses of force; (e) input from members at all levels of the Bureau; (f) input from the community, including the Training Advisory Council (TAC); (g) concerns reflected in court decisions; (h) research reflecting best practices; (i) the latest in law enforcement trends; (j) individual precinct needs; and (k) any changes to Oregon or federal law or Bureau policy.
 - 1.2. The Chief or designee shall review the needs assessment during the Annual Training Plan development process, pursuant to SOP 2-28. The annual needs assessment shall inform the Annual Training Plan for the coming fiscal year(s).
 - 1.3. On an annual basis, the Training Operations Manager shall provide the Inspector General with a copy of the Annual Needs Assessment for revisions consistent with the Inspector’s role.
2. Annual Training Plan.
 - 2.1. The Annual Training Plan identifies who will receive training, what course material the Training Division will present, when training will occur, and the reason for the training. The Training Operations Manager or their designee shall develop the Annual Training Plan, which they shall review and update annually. It is the responsibility of the entire command staff to provide input to the Training Division to inform the Annual Training Plan. On an annual basis, the Training Operations Manager will brief the Chief of Police or their designee on the Annual Training Plan. The Chief of Police or their designee may adjust the Annual Training Plan as needed.
 - 2.2. The Annual Training Plan shall account for state-established accreditation standards.
3. Training Program Evaluation.
 - 3.1. The Training Division shall employ a program of evaluation that provides for the collections, analysis, and review of data regarding the delivery and effectiveness of training for the purpose of improving future instruction, course quality, and curriculum. The Training Division shall conduct its evaluation methods, including

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classroom and/or instructor observations, in a manner that upholds the integrity of the learning environment.

- 3.1.1. As part of the training evaluation process, the Training Division will ensure voluntary participation, provide participants information regarding reasonably foreseeable risks, describe limitations of record confidentiality (if any) prior to data collection, and minimize risks to participants.
- 3.1.2. The Training Division will conduct and manage all formal training evaluation processes that generate data regarding student feedback or performance for the Bureau, unless the Director of Police Education approves an exception. This includes various methods of evaluation, such as survey data and scenario scoring.
 - 3.1.2.1. This does not prevent a Responsibility Unit (RU) from utilizing scenario evaluation rubrics where the processes do not involve a data collection component, nor student performance testing as needed for training certification processes.
- 3.2. Evaluations shall measure and document student satisfaction with the training received; student learning as a result of training; and the extent to which members are applying the knowledge and skills acquired in training to their jobs, when applicable.
- 3.3. The assigned Training Analyst shall report evaluation results, including program and instructor evaluations, to the Training Operations Manager and Director of Police Education, or designee(s).
 - 3.3.1. Advanced Academy:
 - 3.3.1.1. Training Analysts (or a designee) shall:
 - 3.3.1.1.1. Provide weekly reports to Advanced Academy program managers and supervisors. Evaluations, as well as academic score reports, shall be included in the weekly reports; and
 - 3.3.1.1.2. Distribute survey results to lead instructors.
 - 3.3.2. Additional Training:
 - 3.3.2.1. Training Analysts (or a designee) shall:
 - 3.3.2.1.1. Provide knowledge test results to instructors and supervisors within 30 days of the conclusion of Enhanced Crisis Intervention Team (ECIT) training, In-Service, and Supervisors In-Service;
 - 3.3.2.1.2. Complete survey analysis within 60 days of the conclusion of the training and provide the survey results to program managers and supervisors;
 - 3.3.2.1.3. Distribute survey results to lead instructors; and
 - 3.3.2.2. Meet with lead instructors, program managers, and supervisors to discuss the survey results within 90 days of the conclusion of training. The team shall conduct informal analysis on an ongoing basis to identify training deficiencies or anomalies. If irregularities are detected, the team shall notify the Training Operations Manager and Director of Police Education,

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through channels.

4. Training Advisory Council.

4.1. The TAC will provide input to the Training Division as part of the annual needs assessment. Each quarter (every three months), the Force Inspector shall report to the TAC and Training Division regarding patterns and trends in officers’ uses of force. The TAC and Training Division shall make written recommendations to the Chief regarding proposed changes in policy, training, and/or evaluations based on patterns and trends in officers’ uses of force. The Chief’s Office shall assess all use of force patterns, which the TAC and/or Training Division identify, and implement necessary remedial training in a timely manner to address those identified deficiencies.

5. Training Records Maintenance and Reporting.

5.1. The Director of Police Education is responsible for ensuring the maintenance of all training records.

5.2. The Training Division shall:

5.2.1. Electronically track, maintain, and report records of Bureau-developed training curricula, lesson plans, training delivered, attendance records, and other training materials.

5.2.2. Maintain a record of all third party-developed training.

5.2.3. Maintain these electronic files, excluding individual scores, in a central, commonly accessible, and organized system.

5.2.4. Record all completed training in a member’s training record.

5.2.5. Report training delivered and received semi-annually to the Chiefs during the first and third quarters of the calendar year.

5.2.6. Conduct an annual review of every member’s training records to ensure compliance with state standards.

5.3. At the time of their annual performance evaluation, each member’s immediate supervisor shall review the semi-annual report for the members under their command to ensure their members are attending training as required.

5.3.1. If the supervisor identifies a deficiency, they shall consult with their Responsibility Unit (RU) Manager and the Training Operations Manager to resolve the issue.

5.4. The Department of Public Safety Standards and Training (DPSST reviews every member’s training record on annual and three-year cycles. In accordance with state certification requirements, the Training Division shall report training to DPSST on monthly and annual bases.

6. Training Procedures.

6.1. Field Training.

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- 6.1.1. Refer to Directive 1501.00, Field Training and Evaluation Program.
- 6.2. Bureau Advanced Academy training.
 - 6.2.1. In order to provide for the continued growth of newly appointed officers, the Training Division shall deliver Advanced Academy training to all probationary officers. Advanced Academy training shall be completed within the 18-month probationary period.
 - 6.2.2. The Training Operations Manager shall consider and approve or disapprove all Advanced Academy Training.
- 6.3. Tenured (Non-Probationary) Officer Training (Generally).
 - 6.3.1. The Chief of Police or their designee shall require via a Special Order that tenured members attend training.
 - 6.3.2. Sworn members must attend classroom training. Members with duty restrictions may be exempt from participating in non-classroom training activities. RU Managers shall provide justification to the Training Division for annotation in members’ training records.
 - 6.3.2.1. Members must participate fully in order to receive credit for training.
 - 6.3.3. Members attending training, regardless of rank or position, shall follow the direction of an instructor as they would the direction of a supervisor.
- 6.4. Annual In-Service training.
 - 6.4.1. To provide for the continued certification, growth and development of Bureau members, the Training Division shall deliver annual In-Service training to all active members that meets or exceeds the state standard.
 - 6.4.2. The Director of Police Education and Training Operations Manager shall oversee the development of the annual training plan and provide it to the Chief of Police or their designee for approval.
- 6.5. Supervisor Training.
 - 6.5.1. Members seeking to obtain a supervisory or management certificate must receive training equivalent to the requirements documented on the corresponding DPSST application for recognition of training form. Members must also satisfy time in grade and other eligibility standards set forth by DPSST prior to applying for certification.
 - 6.5.2. Current supervisory members shall attend additional on-going training, as required by DPSST, to maintain their certification. The training will comport with existing DPSST standards.
 - 6.5.3. The Training Division shall deliver supervisory training to all supervisory members to ensure that they maintain their supervisory certification.
 - 6.5.4. The curriculum for supervisory training shall be informed by the Annual Needs Assessment.

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6.6. Bureau Certifications.

6.6.1. The Training Division shall:

6.6.1.1. Deliver training to members for certification in specialty skills (e.g., Field Training Officer (FTO), Enhanced Crisis Intervention Training (ECIT), AR-15, less lethal, mentor sergeant, instructor courses).

6.6.1.1.1. Members shall attend maintenance training, as required, to maintain their proficiency in these specialty skills.

6.6.1.1.2. The curriculum for specialty skills training shall be informed by the Annual Needs Assessment.

6.6.1.2. Provide members with on-going training as needed, to ensure members maintain their certification(s).

6.6.1.3. Deliver supervisory training to all supervisory members to ensure that they maintain their supervisory certification.

6.6.2. The Special Emergency Response Team (SERT), Explosive Disposal Unit (EDU), Crisis Negotiation Team, CNT, and the Bureau’s Public Order Unit are permitted to certify their members in applicable specialty skills using certified instructors and Training Division-approved lesson plans and/or curricula.

6.7. Additional Certification Requirements.

6.7.1. DPSST requires all sworn police officers to comply with all state-defined training and/or certification requirements and to attend on-going training to maintain certification. Requirements may include instruction on the use of force, firearms, crisis intervention, first aid, etc. Current training and certification standards are available on the DPSST website.

6.7.2. Members in specialty assignments that require additional training and/or certification offered by a certifying entity that is external to the Bureau (e.g., Federal Bureau of Investigations [FBI], Federal Aviation Administration [FAA], Bureau of Alcohol, Tobacco, Firearms and Explosives [ATF], etc.) shall comply with all applicable requirements to attain and maintain certification.

6.8. Retraining.

6.8.1. Sworn and professional staff members may have absences from full duty resulting from injury, other service connected or non-service connected disability, military, educational and personal leave, resignation and rehire, or other reasons. The Bureau shall provide refresher training to sworn members returning to full duty after an absence to ensure the safety of officers, the community, and to maintain a high level of service delivery and officer conduct.

6.8.2. Sworn members returning to full duty after an absence of up to 90 days shall be assigned to their RU to identify and complete any outstanding training requirements (e.g., directive acknowledgments) applicable to the member’s current assignment.

6.8.2.1. The RU Manager or designee, shall determine if the returning member is

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- required to do any of the following prior to returning to their full duty assignment:
- 6.8.2.1.1. Qualify or recertify with their Bureau authorized primary sidearm, other weapon(s), conducted electrical weapon (CEW), or other equipment as required by directive.
 - 6.8.2.1.2. Complete any other training as required by the Training Division, directive, special or general order, or city policy.
 - 6.8.2.1.3. Review and test on any policies enacted during the member’s absence.
 - 6.8.2.2. The RU Manager may require the returning member to work with another non-probationary member for a reorientation period. The member’s RU Manager will determine the length of this assignment depending on the member’s progress.
 - 6.8.2.3. If training deficiencies are identified during reorientation, the member’s RU Manager will consult with the Training Operations Manager to develop a training reorientation plan.
 - 6.8.3. Sworn members returning to full duty after an absence between 91 and 180 days shall be assigned to their RU to identify and complete any outstanding training requirements applicable to the member’s current assignment.
 - 6.8.3.1. In consultation with the Training Division, the RU Manager or designee, shall determine if the returning member is required to do any of the following prior to returning to their full duty assignment:
 - 6.8.3.1.1. Qualify or recertify with their Bureau authorized primary firearm, other weapon(s), conducted electrical weapon (CEW), or other equipment as required by directive.
 - 6.8.3.1.2. Complete any other training as required by the Training Division, directive, special or general order, or city policy.
 - 6.8.3.1.3. Review and test on any policies enacted during the member’s absence.
 - 6.8.3.2. The RU Manager shall require the returning member to work with another non-probationary member for a reorientation period. The member’s RU Manager shall determine the length of the assignment depending on the member’s progress.
 - 6.8.3.2.1. If training deficiencies are identified during the reorientation period, the member’s RU Manager shall consult with the Training Operations Manager to develop a formal reorientation plan.
 - 6.8.3.3. At the completion of the identified retraining, the RU Manager shall provide written documentation to the Training Operations Manager that the member’s training needs were reviewed and satisfied.
 - 6.8.4. Sworn members returning to full duty after an absence of 181 days or more shall be assigned to the Training Division for reorientation training.
 - 6.8.4.1. Members must attend at least one 10-hour day of training that shall include Firearms, Control Tactics, Patrol Procedures, and Patrol Vehicle Operations, and legal and/or directive updates. The amount of training required beyond the one-day minimum shall be decided by the Training

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- Division Manager, in consultation with the Assistant Chief of Services, and shall be based on the individual member’s needs and amount of changes in training doctrine or directives.
- 6.8.4.2. The Training Division shall coordinate the delivery of initial training needed to prepare the member to return to their primary assignment.
 - 6.8.4.3. While the member is assigned to the Training Division, the member’s progress shall be monitored by the Training Division staff and reported to the Training Operations Manager.
 - 6.8.4.4. Upon successful completion of reorientation training, the member shall be released to their RU.
 - 6.8.4.5. The RU Manager shall assign the member to work with another non-probationary member for a reorientation period. The RU Manager shall determine the length of the assignment.
 - 6.8.4.6. While the member is assigned to their RU, the member’s progress shall be monitored by the RU and reported to the RU Manager.
 - 6.8.4.7. If training deficiencies are identified during the reorientation period, the member’s RU Manager shall consult with the Training Operations Manager to resolve the deficiencies.
 - 6.8.4.8. Upon successful completion of the reorientation period, the RU Manager shall provide written documentation to the Training Operations Manager that the member’s training needs have been met.
 - 6.8.4.9. Once verified by the Training Operations Manager, the member will be fully released to their RU.
- 6.8.5. Non-sworn members returning to full duty after an absence of any length will be assigned to their RU to identify and complete any outstanding training requirements applicable to the member’s current assignment, which may include the following:
- 6.8.5.1. Any training as required by directive, special order, or city policy.
 - 6.8.5.2. Any other training as required by their RU Manager.
7. Scheduling Training.
- 7.1. The scheduling of training has an impact on the day-to-day operations of the Bureau. To balance the need to train against maintaining an effective staffing level, the Training Division shall maintain a Bureau-wide training calendar.
 - 7.2. The Training Division will consider the impact to day-to-day operations when scheduling training initiatives.
 - 7.3. The Training Division shall make the training calendar accessible to all members.
8. Training Material Review and Approval.
- 8.1. The Training Division shall regularly review lesson plans and training to ensure that they conform to Bureau policy at the time of training.

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8.2. Bureau-Developed Training.

8.2.1. Bureau Instructors.

8.2.1.1. All training the Bureau develops or co-develops shall conform to current policies at the time of training.

8.2.1.2. To ensure consistency with current policy and training doctrine, the Training Division will maintain SOP 1-21, outlining the process for reviewing and approving Bureau curriculum, lesson plans, and other training materials.

8.2.2. Guest Speakers and Instructors.

8.2.2.1. The Training Division may seek qualified guest speakers or instructors from outside the Bureau. Guest speakers and instructors must have demonstrable expertise in areas of training, as necessary to supplement the staffing and skills of the full-time Training Division staff and Bureau satellite instructors.

The Director of Police Education and Training Operations Manager or a designee shall review guest instructors’ training content or a summary of their training materials in accordance with SOP 1-21.

8.3. Member Participation in Third Party-Developed Training.

8.3.1. Prior to a member attending training outside of the Bureau, the member’s RU Managers shall vet the training and ensure that the training is not on the Training Division’s list of prohibited vendors.

8.3.1.1. When determining whether to approve training, the RU Manager shall refer to the “training assessment checklist” and submit the completed form to the Training Division.

8.3.2. The Bureau expects all training to align with Bureau policies and procedures. Members who receive outside training that is inconsistent with Bureau values or, if implemented, would constitute misconduct, shall notify the Director of Police Education and Training Operations Manager upon completion of the outside training.

8.3.2.1. In these circumstances, the Training Division shall assess the training, and the Bureau may prohibit future member participation in the training.

8.3.3. The Bureau will not implement training that is inconsistent with Bureau policies and procedures.

8.3.4. The Training Division shall maintain a list of prohibited vendors.

9. General Training Requirements.

9.1. The Training Division shall not deliver or authorize training in conflict with Bureau policy.

9.2. The Training Division shall not deliver or authorize training unless there is an approved lesson plan.

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- 9.3. To ensure consistency, instructors shall not deviate from the approved lesson plan.
 - 9.3.1. In instances when an instructor believes changes must be made to instructional content (e.g., laws or policies change while trainings sessions are occurring, etc.), they shall, as soon as practicable, notify the Training Manager through their chain of command, so the instructor can seek conditional approval of an amended lesson plan.
 - 9.3.2. Training Division supervisors shall randomly audit training to ensure adherence to the lesson plan.
 - 9.4. To ensure consistency with current policy, instructors shall only teach policies that have received final approval from the Chief of Police or their designee.
10. Training Delivery Methods.
- 10.1. The Training Division shall determine the method used to deliver approved training curriculum. Methods of delivery include, but are not limited to:
 - 10.1.1. In-Person Instruction:
 - 10.1.1.1. The Training Division uses in-person instruction to deliver foundational materials that form the basis for decision making in the field.
 - 10.1.1.2. In-person instruction can include various adult learning strategies and methods, including but not limited to problem-based learning, independent learning strategies, active learning methods, presentations, , group exercises, facilitated discussions, and other adult learning strategies.
 - 10.1.2. Skills Training:
 - 10.1.2.1. Skills Training is used to provide members with the opportunity to practice or demonstrate “hands on” skills, techniques, or tactics.
 - 10.1.2.2. Skills training can include practical demonstrations, physical practice, assessment, and/or simulations.
 - 10.1.3. Scenario-Based Training:
 - 10.1.3.1. Scenario based training is used to provide members with the opportunity to demonstrate their knowledge, skills, and abilities to solve problems in a safe environment.
 - 10.1.3.2. Scenario-based training shall be delivered in a safe environment using procedures approved by the Training Division.
 - 10.1.4. Tips and Techniques:
 - 10.1.4.1. The Bureau uses Tips and techniques to deliver timely updates to members as part of their normal work shift.
 - 10.1.4.2. Subject matter experts (SMEs) outside of the Training Division may develop tips and techniques.
 - 10.1.4.3. The Training Division shall review and approve all Tips and Techniques prior to final publication and distribution.
 - 10.1.5. Online Training:
 - 10.1.5.1. Online training is computer-based instruction where training occurs via the

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learning management system (LMS). This may include asynchronous learning to allow students to independently review training material within a prescribed time frame.

10.1.5.2. The Bureau may use online training to deliver standalone content or to provide members with prerequisite information prior to other training.

10.1.5.3. The Training Division shall have the lead in the production of all online training modules, but it may rely on other SMEs to develop specific content.

11. Safety Planning.

11.1. The physical and psychological safety of the training environment is the responsibility of the Training Division. Certain types of training involve the use of simulated equipment and the use of such equipment requires a safety plan to ensure no dangerous or deadly weapons are present in the training environment.

11.2. For recurring training in RUs, the RU manager shall be responsible for reviewing the safety plan and submitting the plan, along with the lesson plan, to the Training Division.

11.2.1. The Training Division shall maintain SOP 1-21 outlining the process for the review and approval of a training safety plan. During instruction, the lead instructor or designated safety officer shall be responsible for ensuring member adherence to the safety plan.

11.2.1.1. Members attending training, regardless of rank or position, shall follow the direction of a safety officer as they would the direction of a supervisor.

11.2.1.2. If circumstances require a change to the approved safety plan, all training will cease, and a Training Division supervisor will be notified.

11.2.1.3. The training supervisor shall review the exception(s) or deviation(s) and must approve them before training can resume.

11.2.1.4. If the training supervisor does not approve of the exception(s) or deviations(s), the training shall be canceled.

11.2.2. All members attending training shall be briefed on the safety plan and all members shall terminate training immediately should anything unsafe be observed in the training environment.

12. Sworn Instructor Eligibility Requirements.

12.1. The Training Division shall select officers to serve as trainers consistent with the following:

12.1.1. The Training Division shall evaluate the prospective member’s record of professional conduct, work performance, and history for suitability as an instructor or trainer with the Training Division.

12.1.2. No member with a history of using improper force shall serve as a trainer as outlined below. The Training Division shall assess a member’s history of using improper force and determine their eligibility using the following criteria:

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12.1.3. No member may serve as an instructor, trainer, satellite instructor, or field training officer with the Training Division if they have been subject to disciplinary action based on a sustained finding of a violation of the Constitutional Force Standard, or use of force or mistreatment of person(s) with mental illness within the preceding three years, or twice in the preceding five years.

12.1.3.1. The timeframes described above (e.g., three and five years) commence from the date of the incident.

12.1.4. This section applies only to the selection of members assigned to the Training Division as instructors, trainers, and field training officers. Adverse findings outlined herein, which are made after a member has been selected and assigned to the Training Division, will be considered on a case-by-case basis, with the final decision determined by the Chief of Police or designee of whether that member continues their assigned duties in the Training Division.

12.2. Qualifications.

12.2.1. Withing 180 days of being assigned to the Training Division, instructors must complete a minimum 40-hour Training Division-approved instructor development course.

12.2.2. Prior to delivering training in a specific discipline (e.g., patrol procedures), instructors must complete a Training Division-approved instructional course in the specific discipline.

12.2.3. The Training Operations Manager or Director of Police Education may allow for exceptions to these requirements to meet an immediate operational need. They shall document the reason for the exception.

12.3. The Training Division shall maintain SOP 1-19 which outlines additional trainer selection guidelines.

13. Precinct/Division Training.

13.1. Authorization.

13.1.1. Precincts/divisions may deliver proficiency or tactical training as authorized by the Training Division.

13.1.2. To maintain training consistency throughout the Bureau, the Training Division shall review and preapprove all precinct/division training. Specifically, the Training Division shall be responsible for the review, approval, scheduling, safety planning, recording, and reporting of precinct/division training.

13.1.3. Precincts/divisions intending to conduct training shall submit a lesson plan through their RU Manager to the Training Division not less than sixty (60) days prior to the first day of the training.

13.1.3.1. When exigent circumstances exist, RU Managers may request a waiver of the (60) day requirement in writing to the Training Operations Manager.

13.1.3.2. The Training Operations Manager or designee shall review the training

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plan to ensure all training comports with current policies and training doctrine.

13.1.4. The Training Division shall randomly observe and audit precinct/division training to ensure adherence to the approved lesson plan.

13.1.5. In the event a training plan is denied, reasons for rejecting the training plan shall be provided in writing.

13.1.6. RU Managers may appeal denied training plans through channels, to the Chief of Police or their designee, in instances in which the RU Manager feels there is a compelling need to present the training.

13.2. Scheduling.

13.2.1. The Training Division may not authorize precinct/division training when it will have an adverse impact on the day-to-day operations of the Bureau.

13.2.2. If a request to train on a specific date(s) is denied, reasons for rejecting the date(s) shall be provided in writing to the RU Manager.

13.2.3. RU Managers may appeal the denied date(s) through channels, to the Chief of Police or their designee, in instances in which the RU Manager believes there is a compelling need to deliver the training on the specified date(s).

13.3. Safety Planning.

13.3.1. Based on the type(s) of training described in the training plan, the Training Division shall determine if a safety plan is needed before precincts/divisions will be authorized to deliver training.

13.3.2. The Training Division shall maintain a safety plan template and provide it to the requesting precinct/division when required.

13.3.3. The Training Operations Manager or designee shall review the safety plan to ensure it comports with standards established by the Training Division.

13.3.4. When required, precincts/divisions shall not deliver training unless there is an approved safety plan with the Training Division.

13.3.5. The Training Division may randomly observe and audit safety screening and delivery of training to ensure adherence to the approved safety plan.

13.3.6. In the event a safety plan is denied, reasons for rejecting the safety plan shall be provided in writing.

13.3.7. RU Managers may appeal the denied safety plan through channels, to the Chief of Police or their designee, in instances in which the RU Manager believes there is a compelling need to deviate from safety standards established by the Training Division.

13.4. Reporting.

13.4.1. All precinct/division training shall be reported to the Training Division within thirty (30) days of delivery.

13.4.2. RU Managers shall be responsible for reporting the names of instructors and attendees in its training programs to the Training Division.

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- 13.4.3. If training is reported more than thirty (30) days after delivery, the reporting RU shall include a memorandum to the Training Division Manager explaining the reason for the delay.
- 13.4.4. Once all documentation has been received, the Training Division shall record and report the training.

Provide Feedback [Here](#)

DRAFT

1500.00 Training

Refer:

- [Title 45 Code of Federal Regulations, Part 46](#)
- [The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research](#)
- [Law Enforcement Standards Manual of the Oregon Accreditation Alliance](#)
- [Guiding Principles for Evaluators: American Evaluation Association, 2018](#)
- Training Advisory Council Bylaws
- Directive 1020.00, Weapons Administration
- Directive 1501.00, Field Training and Evaluation Program
- Training Division Standard Operating Procedures (SOPs):
 - [SOP 1-15 Division Records Management](#)
 - SOP 1-19 Training Division Instructor Selection Standards
 - SOP 1-21 Request to Provide Training and Submission of Lesson Plans
 - [SOP 2-28 Review of Needs Assessment by Chief of Police](#)
 - SOP 5-2 Reintegration of Training for Sworn Members After an Extended Absence -or an Extended Light Duty Assignment

Definitions:

- [Director of Police Education: The non-sworn manager in the Training Division responsible for planning, organization, direction, and evaluation of the activities and personnel related to the Bureau's education program. The Director of Police Education co-manages the Training Division with the Training Operations Manager.](#)
- Annual Training Plan: A document produced by the Training Division, which details all training ~~due~~[anticipated](#) to be delivered in the next [fiscal](#) year. ~~It identifies~~[Generally, it may identify](#) who will receive training, what course material the Training Division will present, when and where the training will occur, and the reason for the training.
- [Force Inspector: The command-level sworn member assigned to the Office of the Inspector General who is responsible for reviewing all uses of force and making recommendations regarding improvements to systems of accountability in relation to force management.](#)
- [Improper Use of Force: Any use of force that is inconsistent with PPB policy, training, or law.](#)
- [Inspector General: The non-sworn manager of the Office of the Inspector General who is responsible for overseeing the Bureau's auditing and use of force review functions.](#)
- Procedural Justice: The practice of engaging people respectfully and policing in a neutral and trustworthy manner, while giving individuals a voice during police encounters.

- Responsibility Unit (RU) Manager: The highest-ranking sworn member or the civilian non-sworn manager in a Responsibility Unit.
- Training Advisory Council: The Portland City Council-created body that is empowered to provide ongoing advice to the Chief of Police and Bureau Training Division in order to continuously improve training standards, practices, and outcomes through the examination of training content, delivery, tactics, policy, equipment, and facilities.
- Training Analyst: Bureau member assigned to the Training Division's evaluation or curriculum development unit.
- Training Operations Manager: The highest-ranking sworn member permanently assigned to the Training Division and responsible for overseeing the technical operations of the Division. The Training Operations Manager co-manages the Training Division with the Director of Police Education.

Policy:

1. This directive establishes the processes and procedures for assessing Bureau training needs, creating and evaluating Bureau training, delivering training, retaining training records, and selecting training instructors.
2. It is the policy of the Training Division to administer a comprehensive training program that is consistent with Bureau directives and that will provide for the professional growth and continued development of all sworn members. -The ~~Portland Police~~ Bureau (PPB) provides necessary and adequate training as required by law and policy mandates, and as required for member assignments and staffing levels. -In managing training programming, the Training Division plays a significant role in ensuring members possess the knowledge and skills necessary to provide a professional level of service that meets community needs and furthers the safety of members and the community.
3. All aspects of PPB Bureau training shall reflect and instill agency expectations that officers are committed to the constitutional rights of all individuals whom they encounter, including those individuals who have or are perceived to have mental illness, and employ strategies to build community partnerships to effectively increase public trust and safety.
4. PPB The Bureau is committed to training its sworn members in community policing principles and tactics that encourage the use of non-traditional policing responses when practical. This training shall be informed by input from both the community and evidence-based strategies, such as procedural justice and interpersonal communications skills. -Training shall encourage creative thinking, proactive problem-solving, community engagement, and techniques for dealing with quality-of-life concerns. -Training shall utilize community members and people with lived experience in instruction, where appropriate ~~in instruction~~. The Bureau encourages its members to use these community-centered principles and tactics, when feasible.

Procedure:

1. Annual Training Needs Assessment:
 - 1.1. The Training Division shall conduct an annual training needs assessment of the Bureau by ~~August 1st~~October 20th of each year. At a minimum, the needs assessment shall consider the following: (a) trends in hazards officers are encountering in performing their duties; (b) analysis of officer safety issues; (c) misconduct complaints; (d) problematic uses of force; (e) input from members at all levels of ~~PPB~~the Bureau; (f) input from the community, including the Training Advisory Council (TAC); (g) concerns reflected in court decisions; (h) research reflecting best practices; (i) the latest in law enforcement trends; (j) individual precinct needs; and (k) any changes to Oregon or federal law or ~~PPB~~Bureau policy.
 - 1.2. The Chief or designee shall review the needs assessment during the Annual Training Plan development process, pursuant to SOP 2-28. The annual needs assessment shall inform the Annual Training Plan for the coming ~~calendar~~fiscal year(s).
 - 1.3. On an annual basis, the Training Operations Manager shall provide the Inspector General with a copy of the Annual Needs Assessment for ~~auditing purposes and~~ revisions consistent with the Inspector's role.
2. Annual Training Plan:
 - 2.1. The Annual Training Plan identifies who will receive training, what course material the Training Division will present, when ~~and where~~ training will occur, and the reason for the training. The Training Operations Manager or their designee shall develop the Annual Training Plan, which they shall review and update annually. It is the responsibility of the entire command staff to provide input to the Training Division to inform the Annual Training Plan. ~~On an annual basis, the Training Operations~~ Manager will brief the Chief of Police or their designee on the Annual Training Plan. The Chief of Police or their designee may adjust the Annual Training Plan as needed.
 - 2.2. The Annual Training Plan shall account for state-established accreditation standards.
3. Training Program Evaluation:
 - 3.1. The Training Division shall employ a program of evaluation that provides for the collections, analysis, and review of data regarding the delivery and effectiveness of training for the purpose of improving future instruction, course quality, and curriculum. The Training Division shall conduct its evaluation methods, including classroom and/or instructor observations, in a manner that upholds the integrity of the learning environment.
 - 3.1.1. As part of the training evaluation process, the Training Division will ensure voluntary participation, provide participants information regarding reasonably foreseeable risks, describe limitations of record confidentiality (if any) prior to data collection, and minimize risks to participants.
 - 3.1.2. The Training Division will conduct and manage all formal training evaluation processes that generate data regarding student feedback or performance for the Bureau, unless the Director of Police Education approves an exception. This

includes various methods of evaluation, such as survey data and scenario scoring.

3.1.2.1. This does not prevent a Responsibility Unit (RU) from utilizing scenario evaluation rubrics where the processes do not involve a data collection component, nor student performance testing as needed for training certification processes.

3.2. Evaluations shall measure and document student satisfaction with the training received; student learning as a result of training; and the extent to which members are applying the knowledge and skills acquired in training to their jobs, when applicable.

3.3. ~~Employees who analyze~~The assigned Training Analyst shall report evaluation results ~~shall report the results, including program and instructor evaluations,~~ to the Training Operations Manager and Director of Police Education, or designee ~~and shall include student evaluations of the programs and the instructor.(s).~~

3.3.1. Advanced Academy:

3.3.1.1. Training Analysts (or a designee) shall provide:

3.3.1.1.1. Provide weekly reports to Advanced Academy ~~instructors~~program managers and supervisors. ~~Evaluations, as well as academic score reports, shall be included in the weekly reports; and~~

~~3.3.1.1.1.~~3.3.1.1.2. Distribute survey results to lead instructors.

3.3.2. Additional Training:

3.3.2.1. At Training Analysts (or a designee) shall:

3.3.2.1.1. Provide knowledge test results to instructors and supervisors within 30 days of the conclusion of Enhanced Crisis Intervention Team (ECIT) training, In-Service, and Supervisors In-Service, ~~analysts shall provide the daily knowledge tests to instructors and supervisors within 30 days;~~

3.3.2.1.2. The Curriculum Development unit shall meet with the instructors and supervisors to discuss the results of the surveys. The Complete survey analysis of the surveys shall be completed within 60 days of the conclusion of the training; and provide the survey results to program managers and supervisors;

~~3.3.2.1.3. The Curriculum Development unit shall meet with~~Distribute survey results to lead instructors; and

3.3.2.2. Meet with lead instructors, program managers, and supervisors to discuss the survey results within 90 days of the conclusion of training. The ~~unit~~ team shall conduct informal analysis on an ongoing basis to identify training deficiencies or anomalies. If irregularities are detected, the ~~unit~~ team shall notify the Training ~~Division Captain to ensure instructors are informed~~ Operations Manager and Director of the issue Police Education, through channels.

4. Training Advisory Council:

~~4.1. The City Council established the Training Advisory Council by Ordinance on March 14, 2012. The mission of the Training Advisory Council is to provide ongoing advice~~

~~to the Chief of Police and the Training Division, in order to continuously improve training standards, practices, and outcomes through the examination of training content, delivery, tactics, policy, equipment, and facilities.~~

~~4.2.4.1. The Training Advisory Council shall meet at least quarterly and~~ The TAC will provide input to the Training Division as part of the annual needs assessment. Each quarter (every three months), the Force Inspector shall report to the ~~Training Advisory Council~~ TAC and Training Division regarding patterns and trends in officers' uses of force. The ~~Training Advisory Council~~ TAC and Training Division shall make written recommendations to the Chief regarding proposed changes in policy, training, and/or evaluations based on patterns and trends in officers' uses of force. The Chief's Office shall assess all use of force patterns, which the ~~Training Advisory Council~~ TAC and/or Training Division identify, and ~~timely~~ implement necessary remedial training in a timely manner to address those identified deficiencies.

~~4.3. Training Advisory Council meetings will be open to the public unless the matter under discussion is confidential or raises public safety concerns, as determined by the Chief.~~

5. Training Records Maintenance and Reporting.

~~5.~~ The Director of Training Records:

5.1. ~~The Training Manager~~ Police Education is responsible for ensuring the maintenance of all training records.

~~5.1.1.~~ 5.2. The Training Division shall ~~electronically:~~

~~5.1.1.~~ 5.2.1. Electronically track, maintain, and report records of Bureau-developed training curricula, lesson plans, training delivered, attendance records, ~~individual scores,~~ and other training materials.

~~5.1.2.~~ 5.2.2. ~~The Training Division shall maintain~~ Maintain a record of all third party-developed training.

~~5.1.2.~~ 5.2.3. Maintain these electronic files, ~~excluding individual scores,~~ in a central, commonly accessible, and organized ~~file~~ system.

~~5.1.3.~~ 5.2.4. ~~The Training Division shall record~~ Record all completed training in a member's training record.

~~5.1.4.~~ 5.2.5. ~~The Training Division shall provide~~ Report training delivered and received semi-annual training reports annually to ~~each Reporting Unit within~~ the Chiefs during the first and third quarters of the calendar year.

~~5.2.6.~~ Each Conduct an annual review of every member's training records to ensure compliance with state standards.

~~5.2.5.3.~~ 5.2.5.3. At the time of their annual performance evaluation, each member's immediate supervisor shall review the semi-annual report for the members under their command and to ensure ~~that~~ their ~~members'~~ members are attending training as required, ~~or, if~~

~~not, consult with their Reporting Unit Manager and the Training Manager to resolve the deficiency.~~

~~5.3.1. If the supervisor identifies a deficiency, they shall consult with their Responsibility Unit (RU) Manager and the Training Operations Manager to resolve the issue.~~

~~5.3.—The Department of Public Safety Standards and Training (DPSST) requires all sworn police officers to attend on-going training in order to remain certified. Each reviews every member's training record is reviewed by DPSST on a annual and three-year cycle and the member must have the following to maintain their certification:~~

- ~~1) A current First Aid/CPR Certification (every two years);~~
- ~~2) 8 hours of annual firearms or use of force training (24 hours total);~~
- ~~3) 60 hours of other training.~~

~~5.3.1.—DPSST also requires members with their Supervisory Certification to attend on-going training in order to remain certified. Each member with a Supervisory Certification must have the following in order to maintain their certification:~~

- ~~1) A current First Aid/CPR Certification;~~
- ~~2) 8 hours of annual firearms or use of force training (24 hours total);~~
- ~~3) 8 hours supervisory/leadership training (24 hours total);~~
- ~~4) 36 hours of other training.~~

~~5.4. cycles. In order to satisfy accordance with state certification requirements, the Training Division shall report training to DPSST on both a monthly and annual basis. The Training Division shall also conduct an annual review of each member's training records to ensure compliance with state standards.bases.~~

~~5.5.—In addition to state certification requirements, the Training Division shall issue and maintain certifications for specialized skills (e.g., FTO, ECIT, AR-15). Members shall attend maintenance training when required in order to maintain their proficiency in these specialized skills.~~

6. Training Procedures:

6.1. Field Training:

6.1.1. Refer to Directive 1501.00, Field Training and Evaluation Program.

6.2. PPB Bureau Advanced Academy training:

6.2.1. In order to provide for the continued growth of newly appointed officers, the Training Division shall deliver Advanced Academy training to all probationary officers. Advanced Academy training shall be completed within the 18-month probationary period.

6.2.2. The Training Operations Manager shall consider and approve or disapprove all Advanced Academy Training.

6.3. Tenured (Non-Probationary) Officer Training, generally: (Generally).

6.3.1. The Chief of Police or their designee shall require via a Special Order that tenured members attend training.

- 6.3.2. Sworn members must attend classroom training. -Members with duty restrictions may be exempt from participating in non-classroom training activities. -RU Managers shall provide justification to the Training Division for annotation in ~~the member's~~members' training records.
 - 6.3.2.1. Members must participate fully in order to receive credit for training.
- 6.3.3. Members attending training, regardless of rank or position, shall follow the direction of an instructor as they would the direction of a supervisor.

- 6.4. Annual In-Service training:
 - 6.4.1. ~~In order to~~To provide for the continued certification, growth and development of Bureau members, the Training Division shall deliver annual In-Service training to all active members that meets or exceeds the state standard.
 - 6.4.2. The Director of Police Education and Training Operations Manager shall oversee the development of the annual training plan and provide it to the Chief of Police or their designee for approval.

- 6.5. ~~Supervisory~~Supervisor Training:
 - 6.5.1. ~~Newly promoted Sergeants and Lieutenants shall complete their initial~~Members seeking to obtain a supervisory certification within one year of being promoted, in accordance with or management certificate must receive training equivalent to the requirements documented on the corresponding DPSST application for recognition of training form. Members must also satisfy time in grade and other eligibility standards set forth by DPSST; prior to applying for certification.
 - 6.5.1.1. ~~If newly promoted members are unable to attend initial~~Current supervisory training during the first year due to class capacity or other issues, then with DPSST's approval, they shall attend as soon as feasible thereafter not to exceed one ~~members shall attend~~ additional year.
 - 6.5.2. ~~In order to provide supervisory members with the on-going training needed, as required by DPSST, to maintain their supervisory certification. The training will comport with existing DPSST standards.~~
 - 6.5.2.6.5.3. ~~The,~~the Training Division shall deliver supervisory training to all supervisory members; to ensure that they maintain their supervisory certification.
 - 6.5.3.6.5.4. ~~The~~ curriculum for supervisory training shall be informed by the Annual Needs Assessment.

- 6.6. ~~PPB~~Bureau Certifications:
 - 6.6.1. ~~The~~ Training Division shall ~~deliver:~~
 - 6.6.1.1. ~~Deliver~~ training to members for certification in specialty skills (e.g., Field Training Officer (FTO-), Enhanced Crisis Intervention Training (ECIT-), AR-15, less lethal, mentor sergeant, instructor courses).
 - 6.6.1.1.1. ~~The Training Division~~Members shall ~~provide members with on-going~~attend maintenance training ~~in order for members, as required, to maintain their certification(s)-proficiency in these specialty skills.~~
 - 6.6.1.1.2. The curriculum for specialty skills training shall be informed by the

Annual Needs Assessment.

6.6.1.2. Provide members with on-going training as needed, to ensure members maintain their certification(s).

6.6.1.3. Deliver supervisory training to all supervisory members to ensure that they maintain their supervisory certification.

6.6.2. The Special Emergency Response Team (SERT), Explosive Disposal Unit (EDU), Crisis Negotiation Team, CNT, and the Bureau's Public Order Unit are permitted to certify their members in applicable specialty skills using certified instructors and Training Division-approved lesson plans and/or curricula.

6.7. Additional Certification Requirements.

6.7.1. DPSST requires all sworn police officers to comply with all state-defined training and/or certification requirements and to attend on-going training to maintain certification. Requirements may include instruction on the use of force, firearms, crisis intervention, first aid, etc. Current training and certification standards are available on the DPSST website.

6.7.2. Members in specialty assignments that require additional training and/or certification offered by a certifying entity that is external to the Bureau (e.g., Federal Bureau of Investigations [FBI], Federal Aviation Administration [FAA], Bureau of Alcohol, Tobacco, Firearms and Explosives [ATF], etc.) shall comply with all applicable requirements to attain and maintain certification.

6.7.6.8. Retraining:

6.7.1.6.8.1. Sworn and ~~non-sworn~~ professional staff members may have absences from full duty resulting from injury, other service connected or non-service connected disability, military, educational and personal leave, resignation and rehire, or other reasons. ~~PPB has a responsibility to~~ The Bureau shall provide refresher training to sworn members returning to full duty after an absence to ensure the safety of officers, the community, and to maintain a high level of service delivery and officer conduct.

6.7.2.6.8.2. Sworn members returning to full duty after an absence of ~~one (1)~~ up to less than ninety (90) days shall be assigned to their RU to identify and complete any outstanding training requirements (e.g., directive acknowledgments) applicable to the member's current assignment.

6.7.2.1.6.8.2.1. The RU Manager or designee, shall determine if the returning member is required to do any of the following prior to returning to their full duty assignment:

6.7.2.1.1.6.8.2.1.1. Qualify or recertify with their Bureau authorized primary sidearm, other weapon(s), conducted electrical weapon (CEW), or other equipment as required by directive.

6.7.2.1.2.6.8.2.1.2. Complete any other training as required by the Training Division, directive, special or general order, or city policy.

6.7.2.1.3.6.8.2.1.3. Review and test on any policies enacted during the member's absence.

6.7.2.2.6.8.2.2. The RU Manager may require the returning member to work with another non-probationary member for a reorientation period. The

member's RU Manager will determine the length of this assignment depending on the member's progress.

6.7.2.3-6.8.2.3. If training deficiencies are identified during reorientation, the member's RU Manager will consult with the Training Operations Manager to develop a training reorientation plan.

6.7.3-6.8.3. Sworn members returning to full duty after an absence ~~of more than ninety (90) days, but less than one hundred eighty (180) days~~ between 91 and 180 days shall be assigned to their RU to identify and complete any outstanding training requirements applicable to the member's current assignment.

6.7.3.1-6.8.3.1. In consultation with the Training Division, the RU Manager or designee, shall determine if the returning member is required to do any of the following prior to returning to their full duty assignment:

6.7.3.1.1-6.8.3.1.1. Qualify or recertify with their Bureau authorized primary firearm, other weapon(s), conducted electrical weapon (CEW), or other equipment as required by directive.

6.7.3.1.2-6.8.3.1.2. Complete any other training as required by the Training Division, directive, special or general order, or city policy.

6.7.3.1.3-6.8.3.1.3. Review and test on any policies enacted during the member's absence.

6.7.3.2-6.8.3.2. The RU Manager shall require the returning member to work with another non-probationary member for a reorientation period. The member's RU Manager shall determine the length of the assignment depending on the member's progress.

6.7.3.2.1-6.8.3.2.1. If training deficiencies are identified during the reorientation period, the member's RU Manager shall consult with the Training Operations Manager to develop a formal reorientation plan.

6.7.3.3-6.8.3.3. At the completion of the identified retraining, the RU Manager shall provide written documentation to the Training Operations Manager that the member's training needs were reviewed and satisfied.

6.7.4-6.8.4. Sworn members returning to full duty after an absence of ~~one hundred eighty one (181)~~ 181 days or more shall be assigned to the Training Division for reorientation training.

6.7.4.1-6.8.4.1. Members ~~shall be required to~~ must attend at least one 10-hour day of training that shall include Firearms, Control Tactics, Patrol Procedures, and Patrol Vehicle Operations, and legal and/or directive updates. -The amount of training required beyond the one-day minimum shall be decided by the Training Division ~~Captain~~ Manager, in consultation with the Assistant Chief of Services, and shall be based on the individual member's needs and amount of changes in training doctrine or directives.

6.7.4.2-6.8.4.2. The Training Division shall coordinate the delivery of initial training needed to prepare the member to return to their primary assignment.

6.7.4.3-6.8.4.3. While the member is assigned to the Training Division, the member's progress shall be monitored by the Training Division staff and reported to the Training Operations Manager.

6.7.4.4-6.8.4.4. Upon successful completion of reorientation training, the member

shall be released to their RU.

6.7.4.5-6.8.4.5. The RU Manager shall assign the member to work with another non-probationary member for a reorientation period. The RU Manager shall determine the length of ~~this~~the assignment ~~will be determined by the Training Manager.~~

6.7.4.6-6.8.4.6. While the member is assigned to their RU, the member's progress shall be monitored by the RU and reported to the RU Manager.

6.7.4.7-6.8.4.7. If training deficiencies are identified during the reorientation period, the member's RU Manager shall consult with the Training Operations Manager to resolve the deficiencies.

6.7.4.8-6.8.4.8. Upon successful completion of the reorientation period, the RU Manager shall provide written documentation to the Training Operations Manager that the member's training needs have been met.

6.7.4.9-6.8.4.9. Once verified by the Training Operations Manager, the member will be fully released to their RU.

6.7.5-6.8.5. Non-sworn members returning to full duty after an absence of any length will be assigned to their RU to identify and complete any outstanding training requirements applicable to the member's current assignment, which may include the following:

6.7.5.1-6.8.5.1. Any training as required by directive, special order, or city policy.

6.7.5.2-6.8.5.2. Any other training as required by their RU Manager.

7. Scheduling Training:

7.1. The scheduling of training has an impact on the day-to-day operations of ~~PPB. In order to~~ the Bureau. To balance the need to train against maintaining an effective staffing level, the Training Division shall maintain a Bureau-wide training calendar.

7.2. The Training Division will consider the impact to ~~the~~ day-to-day operations when scheduling training initiatives.

7.3. The Training Division shall make the training calendar accessible to all members.

8. Training Material Review and Approval ~~of Training Materials:~~

8.1. The Training Division shall regularly review lesson plans and training to ensure that they conform to Bureau policy at the time of training.

8.2. Bureau-Developed Training.

8.2.1. Bureau Instructors.

8.1.1-8.2.1.1. All training ~~PPB provides~~ the Bureau develops or co-develops shall conform to current policies at the time of training.

8.1.1.2-8.2.1.2. ~~In order to~~ To ensure consistency with current policy and training doctrine, the Training Division will maintain SOP 1-21, outlining the process for reviewing and approving Bureau curriculum, lesson plans, and other training materials.

8.2.2. Guest Speakers and Instructors.

8.2.2.1. The Training Division may seek qualified guest speakers or instructors from outside the Bureau. Guest speakers and instructors must have demonstrable expertise in areas of training, as necessary to supplement the staffing and skills of the full-time Training Division staff and Bureau satellite instructors.

The Director of Police Education and Training Operations Manager or a designee shall review guest instructors' training content or a summary of their training materials in accordance with SOP 1-21.

8.3. Member Participation in Third Party-Developed Training.

8.3.1. Prior to a member attending training outside of the Bureau, the member's RU Managers shall vet the training and ensure that the training is not on the Training Division's list of prohibited vendors.

8.3.1.1. When determining whether to approve training, the RU Manager shall refer to the "training assessment checklist" and submit the completed form to the Training Division.

8.3.2. The Bureau expects all training to align with Bureau policies and procedures. Members who receive outside training that is inconsistent with Bureau values or, if implemented, would constitute misconduct, shall notify the Director of Police Education and Training Operations Manager upon completion of the outside training.

8.3.2.1. In these circumstances, the Training Division shall assess the training, and the Bureau may prohibit future member participation in the training.

8.3.3. The Bureau will not implement training that is inconsistent with Bureau policies and procedures.

8.3.4. The Training Division shall maintain a list of prohibited vendors.

9. General Training Requirements.

9.1. The Training Division shall not deliver or authorize training in conflict with Bureau policy.

9.2. The Training Division shall not deliver or authorize training unless there is an approved lesson plan.

9.3. To ensure consistency, instructors shall not deviate from the approved lesson plan.

9.3.1. In instances when an instructor believes changes must be made to instructional content (e.g., laws or policies change while trainings sessions are occurring, etc.), they shall, as soon as practicable, notify the Training Manager through their chain of command, so the instructor can seek conditional approval of an amended lesson plan.

9.3.2. Training Division supervisors shall randomly audit training to ensure adherence to the lesson plan.

9.4. To ensure consistency with current policy, instructors shall only teach policies that have received final approval from the Chief of Police or their designee.

9.10. Training Delivery of Training Methods.

9.1.10.1. The Training Division shall determine the method used to deliver approved training curriculum. -Methods of delivery include, but are not limited to:

10.1.1. Classroom In-Person Instruction:

~~9.1.1.—The Training:~~

~~9.1.1.1.10.1.1.1.~~ Classroom training is used ~~Division uses in-person instruction~~ to deliver foundational materials that form the basis for decision making in the field.

~~9.1.1.2.—Classroom Training can include the use of lecture, presentation, assessment, tabletop exercises, and/or group exercises.~~

10.1.1.2. In-person instruction can include various adult learning strategies and methods, including but not limited to problem-based learning, independent learning strategies, active learning methods, presentations, , group exercises, facilitated discussions, and other adult learning strategies.

~~9.1.2.10.1.2.~~ Skills Training:

~~9.1.2.1.10.1.2.1.~~ Skills Training is used to provide members with the opportunity to practice or demonstrate “hands on” skills, techniques, or tactics.

~~9.1.2.2.10.1.2.2.~~ Skills training can include practical demonstrations, physical practice, assessment, and/or simulations.

~~9.1.3.10.1.3.~~ Scenario-Based Training:

~~9.1.3.1.10.1.3.1.~~ Scenario based training is used to provide members with the opportunity to demonstrate their knowledge, skills, and abilities to solve problems in a safe environment.

~~9.1.3.2.10.1.3.2.~~ Scenario-based training shall be delivered in a safe environment using procedures approved by the Training Division.

~~9.1.4.—Roll Call Videos:~~

~~9.1.4.1.—Roll Call Videos are used to deliver brief and timely video based updates to members as part of their normal work shift or to provide members with prerequisite information prior to other training.~~

~~9.1.4.2.—The Training Division will have the lead in the production of all roll call videos, but it may rely on other subject matter experts to develop specific content.~~

~~9.1.5.10.1.4.~~ Tips and Techniques:

~~9.1.5.1.10.1.4.1.~~ The Bureau uses Tips and techniques ~~are used~~ to deliver timely ~~printed~~ updates to members as part of their normal work shift.

~~9.1.5.2.10.1.4.2.~~ Tips and techniques may be developed by subject ~~Subject~~ matter experts (SMEs) outside of the Training Division may develop tips and techniques.

~~9.1.5.3.10.1.4.3.~~ The Training Division shall review and approve all Tips and Techniques prior to final publication and distribution.

~~9.1.6.—E-Learning:~~

10.1.5. E-Learning Online Training:

~~9.1.6.1.—Online training~~ is computer-based instruction where training occurs via the ~~Intranet.~~

10.1.5.1. E-Learning learning management system (LMS). This may be used include

asynchronous learning to allow students to independently review training material within a prescribed time frame.

9.1.6.2.10.1.5.2. The Bureau may use online training to deliver standalone content or to provide members with prerequisite information prior to other training.

9.1.6.3.10.1.5.3. The Training Division shall have the lead in the production of all E-Learningonline training modules, but it may rely on other subject matter expertsSMEs to develop specific content.

10.11. Safety Planning:

10.1.11.1. ~~The~~ The physical and psychological safety of the training environment is the responsibility of the Training Division. Certain types of training involve the use of simulated equipment and the use of such equipment requires a safety plan to ensure no dangerous or deadly weapons are present in the training environment.

11.2. For recurring training in RUs, the RU manager shall be responsible for reviewing the safety plan and submitting the plan, along with the lesson plan, to the Training Division.

10.1.1.11.2.1. The Training Division shall maintain SOP 1-21 outlining the process for the review and approval of a training safety plan. ~~During instruction,~~ the lead instructor or designated safety officer shall be responsible ~~to ensure~~ for ensuring member adherence to the safety plan.

10.1.1.1.11.2.1.1. Members attending training, regardless of rank or position, shall follow the direction of a safety officer as they would the direction of a supervisor.

10.1.1.2.11.2.1.2. If circumstances require a change to the approved safety plan, all training will ~~be stopped~~ cease, and a Training Division supervisor will be notified.

10.1.1.3.11.2.1.3. The training supervisor shall review the exception(s) or deviation(s) and must approve them before training can resume.

10.1.1.4.11.2.1.4. If the training supervisor does not approve of the exception(s) or deviations(s), the training shall be canceled.

10.1.2.11.2.2. All members attending training shall be briefed on the safety plan and all members shall terminate training immediately should anything unsafe be observed in the training environment.

Delivery of Training:

~~10.2. The Training Division shall regularly review lesson plans and training to ensure that they conform to PPB's policies at the time of training.~~

~~10.2.1.1.1.1. The Training Division shall not deliver or authorize training in conflict with PPB policy.~~

~~10.3. The Training Division shall not deliver or authorize training unless there is an approved lesson plan on file.~~

~~10.4. In order to ensure consistency, instructors shall not deviate from the approved lesson plan.~~

~~10.4.1.1.1.1. Training Division supervisors shall randomly audit training to ensure adherence to the lesson plan.~~

~~10.5. In order to ensure consistency with current policy, instructors shall only teach policies that have received final approval from the Chief of Police or their designee.~~

11.12. Selection of Sworn Trainers: Instructor Eligibility Requirements.

11.1.12.1. The Training Division shall select officers to serve as trainers consistent with the following:

~~11.1.1.12.1.1.~~ 12.1.1. The ~~officer~~ Training Division shall ~~have a demonstrable~~ evaluate the prospective member's record of professional conduct ~~and suitable,~~ work performance, and ~~work~~ history, for suitability as an instructor or trainer with the Training Division.

~~11.1.2.12.1.2.~~ 12.1.2. No ~~officer~~ member with a history of using ~~excessive~~ improper force shall serve as a trainer. ~~A as outlined below.~~ The Training Division shall assess a member's history of using excessive improper force shall be determined by the and determine their eligibility using the following criteria:

~~11.1.2.1.~~ 12.1.2.1. ~~If the officer has~~ No member may serve as an instructor, trainer, satellite instructor, or field training officer with the Training Division if they have been subject to disciplinary action based ~~upon~~ on a sustained finding of force within the preceding three (3) years, or twice in the preceding five (5) years.

~~11.1.3.12.1.3.~~ 12.1.3. No ~~officer~~ member may serve as a trainer if they are subject to disciplinary action ~~based upon violation of~~ the Constitutional Force Standard, or use of force or mistreatment of people person(s) with mental illness within the three (3) preceding three years, or twice in the preceding five (5) years.

12.1.3.1. The timeframes described above (e.g., three and five years) commence from the date of the incident.

12.1.4. This section applies only to the selection of officers to serve members assigned to the Training Division as instructors, trainers shall, at a minimum, take into account whether a civil judgment, and field training officers. Adverse findings outlined herein, which are made after a member has been rendered against the City of Portland in the last five (5) years based on the trainer candidate's use of force selected and assigned to the Training Division, will be considered on a case-by-case basis, with the final decision determined by the Chief of Police or designee of whether that member continues their assigned duties in the Training Division.

12.2. Qualifications.

12.2.1. Withing 180 days of being assigned to the Training Division, instructors must complete a minimum 40-hour Training Division-approved instructor development course.

12.2.2. Prior to delivering training in a specific discipline (e.g., patrol procedures), instructors must complete a Training Division-approved instructional course in

the specific discipline.

12.2.3. The Training Operations Manager or Director of Police Education may allow for exceptions to these requirements to meet an immediate operational need. They shall document the reason for the exception.

11.2.12.3. The Training Division shall maintain SOP 1-19 which outlines additional trainer selection guidelines.

12.13. Precinct/Division Training:

12.1.13.1. Authorization:

12.1.1.13.1.1. Precincts/divisions may deliver proficiency or tactical training as authorized by the Training Division.

12.1.2.13.1.2. ~~In order to~~To maintain training consistency throughout the Bureau, the Training Division shall review and preapprove all precinct/division training. Specifically, the Training Division shall be responsible for the review, approval, scheduling, safety planning, recording, and reporting of precinct/division training.

12.1.3.13.1.3. Precincts/divisions intending to conduct training shall submit a training lesson plan through their RU Manager to the Training Division not less than sixty (60) days prior to the first day of the training.

12.1.3.1.13.1.3.1. When exigent circumstances exist, RU Managers may request a waiver of the (60) day requirement in writing to the Training Operations Manager.

12.1.3.2.13.1.3.2. The Training Operations Manager or designee shall review the training plan to ensure all training comports with current policies and training doctrine.

13.1.4. The Training Division shall randomly observe and audit precinct/division training to ensure adherence to the approved lesson plan.

12.1.4.13.1.5. In the event a training plan is denied, reasons for rejecting the training plan shall be provided in writing.

12.1.5.13.1.6. RU Managers may appeal denied training plans through channels, to the Chief of Police or their designee, in instances in which the RU Manager feels there is a compelling need to present the training.

12.2.13.2. Scheduling:

12.2.1.13.2.1. The Training Division may not authorize precinct/division training when it will have an adverse impact on the day-to-day operations of ~~PPB~~the Bureau.

12.2.2.13.2.2. If a request to train on a specific date(s) is denied, reasons for rejecting the date(s) shall be provided in writing to the RU Manager.

12.2.3.13.2.3. RU Managers may appeal the denied date(s) through channels, to the Chief of Police or their designee, in instances in which the RU Manager believes there is a compelling need to deliver the training on the specified date(s).

12.3.13.3. Safety Planning:

12.3.1.13.3.1. Based on the type(s) of training described in the training plan, the Training Division shall determine if a safety plan is needed before

precincts/divisions will be authorized to deliver training.

~~12.3.2.~~13.3.2. The Training Division shall maintain a safety plan template and provide it to the requesting precinct/division when required.

~~12.3.3.~~13.3.3. The Training Operations Manager or designee shall review the safety plan to ensure it comports with standards established by the Training Division.

~~12.3.4.~~13.3.4. When required, precincts/divisions shall not deliver training unless there is an approved safety plan ~~on file~~ with the Training Division.

~~12.3.5.~~13.3.5. The Training Division ~~shall~~may randomly observe and audit safety screening and delivery of training to ensure adherence to the approved safety plan.

~~12.3.6.~~13.3.6. In the event a safety plan is denied, reasons for rejecting the safety plan shall be provided in writing.

~~12.3.7.~~13.3.7. RU Managers may appeal the denied safety plan through channels, to the Chief of Police or their designee, in instances in which the RU Manager believes there is a compelling need to deviate from safety standards established by the Training Division.

~~12.4. Delivery:~~

~~12.4.1. Precincts/divisions shall not deliver training unless there is an approved lesson plan on file with the Training Division.~~

~~12.4.2. In order to ensure consistency, instructors shall not deviate from the approved lesson plan.~~

~~12.4.3.1.1.1. The Training Division shall randomly observe and audit precinct/division training to ensure adherence to the approved lesson plan.~~

~~12.5.13.4. Reporting:~~

~~12.5.1.~~13.4.1. All precinct/division training shall be reported to the Training Division within thirty (30) days of delivery.

~~12.5.2.~~13.4.2. RU Managers shall be responsible for reporting the names of instructors and attendees in its training programs to the Training Division.

~~12.5.3.~~13.4.3. If training is reported more than thirty (30) days after delivery, the reporting RU shall include a memorandum to the Training Division Manager explaining the reason for the delay.

~~12.5.4.~~13.4.4. Once all documentation has been received, the Training Division shall record and report the training.

#1

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

Training should be established primarily by the Police Bureau for its members, with priorities set based on protecting Police from a growing number of violent, lawless, sociopathic criminals, gang members, Antifia and BLM included, other armed and violent individuals working to sow social unrest, and injury of anyone working on behalf of the taxpaying citizens to maintain public order (despite contradicting actions by temporarily elected City politicians at all levels.

If you can't live without browbeating our already attacked, harrassed and brutalized Policemen and Women, then any Committee would only have the ability to review and comment on police training policies, or any other law enforcement policies.

Those people advising on any such committee, should have to sign an agreement stating that they are opposed to violent lawless actions by anyone in the City, and that safety of all Portland residents is their first priority, rather than protecting small special interest groups; i.e. their perspective of police policies HAS TO BE THAT OF judging the effectiveness and, therefore, value of any police policy only as it relates to protecting the health and well being of all members of law enforcement, who act on behalf of the vast majority of Portland taxpayers, as well as, to a lesser extent, all permanent resident Portland voters.

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Third Gen. Portland Native**

#2

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

I wanted to say that I noticed a change in vernacular and jargon, making the directives easier to read.

Thank you!

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Kala Franklin**

#3

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

Annual Training Plan: CHANGE from “due to be” TO “anticipated to be.” Things change (e.g., pandemic, training priorities, etc.), and PPB and the Training Division need to ability to make changes and not be locked into things in the Annual Training Plan.

Item 1 font is different than the other items. It ends with “member assignments, staffing levels.” An “and” should be added in place of the comma. “In managing training programming [insert comma here]”

Font change in item 3. Change from “Training shall utilize community members and people with lived experience where appropriate in instruction.” Change to “Training shall utilize community members and people with lived experience in instruction where appropriate.”

1.1. Change from “any changes to Oregon or federal law or Portland Police Bureau policy.” Change to “substantive

3.2. Evaluations shall measure and document student satisfaction with the training received; student learning as a result of training; and the extent to which members are applying the knowledge and skills acquired in training to their jobs. REMOVE SEMI-COLONS. Use commas.

4.2. The Training Advisory Council shall meet at least quarterly and will provide input to the Training Division as part of the annual needs assessment. Each quarter (every three months), the Inspector shall report to the Training Advisory Council and Training [REMOVE EXTRA SPACE] Division regarding patterns and trends in officers' uses of force. The Training Advisory Council and Training Division shall make written recommendations to the Chief regarding proposed changes in policy, training, and/or evaluations based on patterns and trends in officers' uses of force. The Chief's Office shall assess all use of force patterns [ADD COMMA] which the Training Advisory Council and/or Training Division identify [ADD COMMA] and timely [MOVE TIMELY AFTER IMPLEMENT AND ADD “AND”] implement necessary remedial training to address those deficiencies.

RE: 5.1.1. The Training Division shall electronically track, maintain, and report records of training curricula, lesson plans, training delivered, attendance records, individual scores, and other training materials.

[Individual scores are not retained for firearms qualifications]. Add language after individual scores that reads “when applicable”

5.1.2. The Training Division shall maintain these electronic files in a central, commonly accessible, and organized file system. [Remove file from “organized file system.”

5.5. The Department of Public Safety Standards and Training (DPSST) requires all sworn police officers to attend on-going training in order to remain certified. Each member's training record is reviewed by DPSST on a three-year cycle and the member must have the following to maintain their certification:

Revise the last sentence to read, “Each member's training record is reviewed by DPSST on annual and three-year cycles, and the member must have the following to maintain their certification:”

5.7. In addition to state certification requirements, the Training Division shall issue and maintain certifications for specialized skills (e.g. FTO, ECIT, AR-15)

[ADD comma after e.g.] Also in 6.6.1

In other directives, RU manager is written. In this directive is “Responsibility Unit.” Make it just RU manager.

7.1. The scheduling of training has an impact on the day to day operations of the Police Bureau. In order to balance the need to train against maintaining an effective staffing [remove space] level [add comma here] the Training Division shall maintain a Bureau [add hyphen here] wide training calendar.

9.1.1.2. Change to: “Classroom Training can include the use of lecture, presentations, assessment, tabletop exercises, group exercises, and other adult learning strategies.”

9.1.3. Scenario-based should be hyphenated.

9.1.5.1. Tips and techniques are used to deliver timely printed updates to members as part of their normal work shift.

[These are no longer printed. They are published on the Intranet in PDF.

9.1.6. E-Learning:

Replace Intranet for learning management system (LMS).

11.4. In order to ensure consistency, instructors shall not deviate from the approved lesson plan.

What happens when changes need to be made? There needs to be a process that doesn't jam up instructors.

"In instances when an instructor believes changes must be made to instructional content (e.g., laws or policies change while training sessions are occurring), the Training manager shall be notified as soon as practicable through the chain of command so that the instructor can seek and and acquire conditional approval of an amended lesson plan."

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

#4

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

Section 5.5.1 Specify # of hours in behavioral health as part of other 60 hours training (I e. conflict resolution or deseculation, and even cultural safety.

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Robbie (he/him)**

#5

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

- Under `Refer:`, 'Training Advisory Committee' should be 'Training Advisory Council'. It is important to get this right to avoid public confusion.
- Obligations that apply to officers outside of the Training Division (Procedure 8. Review and Approval of Training Materials, 13.1 Authorization) should be placed at the top of the document. Consider a separate section that calls out obligations/responsibilities of people who aren't TD staff/members.
- PPB needs to ensure that all training is reviewed by TD; a line saying that shall happen isn't enough, a system needs to be in place to ensure that happens. I look forward to seeing creative solutions proposed by the community and bureau members, and I offer one of my own: Implement a visible stamp or review mark that indicates when a training was signed off on by the Training Division (perhaps with the Captain's signature and date) and require that to be placed prominently on PowerPoints, printouts, and other training materials. Train officers to look for that mark and set the expectation that calling out unapproved training is an expectation (perhaps connected to ABLE). This would ideally make the expectation visible and through environmental cues start to change the culture. Eventually, a mark of approval (which could not legally be forged) could become like a food safety seal - expected and an obvious cause for concern if missing.
- Procedure 1.1 f; 'input from the community' should be expanded to say 'input from the community, including the Training Advisory Council'
- Procedure 1.3 'Inspector' isn't clear; is that the force inspector, inspector general, or someone else?
- Procedure 2: The TD should take advantage of the Training Advisory Council to give feedback and input on the training plan
- Procedure 2: The Training Plan should ideally be made public in some form and shared with the community, so that community members have the opportunity to understand PPB's excellent training. This already happens, but it should be policy.
- Procedure 4.2: paragraph uses 'Inspector', unclear if this is the Force Inspector or the OIG.
- Procedure 4: consider setting the expectation that the TD seeks feedback/input from Training Advisory Council on all new and substantially revised training. Training reviews tend to be more fruitful than TAC's review of force data, which is difficult to put to use without a holistic understanding of existing training or officer work.
- Procedure 6.2: Should Advanced Academy be refreshed for existing officers in addition to probationary officers on some cadence? I understand Advanced Academy is being improved over time, so there may be value in re-training officers every e.g. five years. I have heard feedback from multiple officers that they value Advanced Academy and wish they could revisit throughout their career. I think this is justified and not duplicating 6.4 in-service, because the in-service training is only required to meet state standards, while Advanced Academy is deliberately designed and intended to exceed them.
- Procedure 6.3: What is a tenured officer?
- Procedure 6.3.2: The wording here is unclear and I'm not sure I understand it. If I do understand it correctly, it seems like it would be better re-worded as a 'shall not'
- Procedure 6.7.2.1.1 missing comma after 'sidearm'.
- Procedure 10: The safety planning policy technically only applies to scenarios with simulated weapons. Any training with 'real' firearms might theoretically not require a safety plan per policy. Maybe the policy should be expanded to include a requirement for a

1500.00 Directive Feedback (1UR)

safety plan for live fire training. This already happens and in observation I was impressed by the commitment to safety and like to see that reflected in policy.

- Procedure 10.1.2: should this be connected explicitly to ABLE duty to intervene?
- Procedure 11.1: consider providing a specific definition of 'regularly' - perhaps annually or at the time of scheduling?
- Procedure 11.4.1: consider defining a proportion of trainings to audit
- Procedure 12.1.1.1 and 12.1.2: The three and five year thresholds seem a little low, and have specifically caused community concerns in the past (<https://www.portlandcopwatch.org/PPR74/tac74.html>). Maybe look at current trainers' records and start with resetting the threshold at the highest level that wouldn't cause anyone to become ineligible. Or maybe an evidence-based approach that accounts for officers' capacity for growth/improvement as well as the reality that PPB has been undergoing a reform effort designed to reduce uses of excessive force. The threshold that made sense 8 years ago when the Settlement Agreement was written may not make sense now given the bureau's improved training and policies.
- Procedure 13: Again, anything that needs to be implement by someone outside of TD's direct command should be placed in a prominent location, ideally at the top of the document, or maybe even a completely separate directive. I know it wasn't, but the current policy almost reads like it was designed to fly under the radar.
- Procedure 13.2.1: Given staffing constraints, it seems that most training would adversely impact day-to-day operations. In the long term, neglecting training is likely to make things worse. Consider scrapping or adding nuance to this to reinforce the importance of training even (especially) when the bureau is under strain.
- Procedure 13.3.5, 13.4.2.1: Be specific about parameters for 'random' and set expectations about minimum audit rate.
- Procedure 13.4.2.1 and 13.5.1 seem to disagree; if the TD is notified after the training is delivered, how can the TD audit training delivery? Reading between the lines it seems that precincts can schedule training at any time once the plan is approved, but that causes problems for internal audit/oversight.

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name

Nathan Castle

#6

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

The bureau has a universal review process for directives. Other police departments extend this process to include training.

<https://www.baltimorepolice.org/transparency/bpd-policies/general-supervisor-training-2022>

<https://www.baltimorepolice.org/transparency/bpd-reform-calendar>

Consider if it would be beneficial to the bureau and public trust to try a similar system.

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

#7

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

--Section 5.5 needs to be updated to highlight new/changed maintenance requirements:

From <https://www.oregon.gov/dpsst/CJ/Pages/Maintenance.aspx>:

Applies to individuals holding Basic, Intermediate, or Advanced certification

Annual Training Requirements:

8 hours use of force or firearms training

1 hour ethics training

3-year Training Requirements

2 hours airway circulatory anatomy and physiology (ACAP) training.

ACAP training includes the risk of various holds on respiratory compromise, the signs of a person in respiratory compromise, and the law enforcement officer's responsibility to render or obtain aid.

3 hours mental health/crisis intervention training

84 hours total training over the 3-year period

First Aid and Adult/Child CPR Certification

Must hold First Aid and Adult/Child CPR Certification at all times

Equity Training: HB2162 requires DPSST to develop a statewide equity training program which includes a maintenance training requirement. DPSST is in the process of developing this program which must go through the Board approval and rule writing process before it becomes effective.

--5.5.1 Also needs similar updating. From <https://www.oregon.gov/dpsst/CJ/Pages/Maintenance.aspx>:

Applies to individuals holding Supervisory, Management, or Executive Certification

Annual Training Requirements

8 hours use of force or firearms training

1 hour ethics training

3-year Training Requirements

2 hours airway circulatory anatomy and physiology (ACAP) training.

ACAP training includes the risk of various holds on respiratory compromise, the signs of a person in respiratory compromise, and the law enforcement officer's responsibility to render or obtain aid.

3 hours mental health/crisis intervention training

24 hours leadership training

84 hours total training over the 3-year period

First Aid and Adult/Child CPR Certification

Must hold First Aid and Adult/Child CPR Certification at all times

Q2

Respondent skipped this question

Contact Information (optional - your name will be visible on PPB's website)

#8

COMPLETE

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Page 1

Q1

Please provide feedback for this directive

COMMENTS on Training Directive, August 2022

To Chief Lovell, Inspector Buckley, Lieutenant Morgan, PPB Policy Analysts, Compliance Officer/Community Liaison Team, Portland Committee on Community Engaged Policing, Mayor/Police Commissioner Wheeler, US Dept. of Justice, Citizen Review Committee, Training Advisory Council and the Portland Police Bureau:

A lot has changed since the last time we commented on Directive 1500.00 Training, but one thing that hasn't changed is the Directive itself. The current version online shows an enactment date of 12/30/18. In March, 2020, our last set of comments went to a different Chief, at about the time the US Department of Justice found the City in full compliance with the Settlement Agreement. But due to the PPB not following Directive 1500.00 and allowing crowd control training to be created without oversight from the Training Division, we're in a different place today. That said, we are including the comments we made in 2020 with a few minor changes to bring them up to date. As we have urged many times, we think the Bureau should release an initial list of items that are going to be addressed when the new draft gets posted. A short memo could give a hint to community members and other commenters what to look for. The Directive can be found at .

One thing Portland Copwatch (PCW) noted before is that whether talking about the 15-day initial review or the 30-day "Second Universal" reviews, the Training Advisory Council (TAC), which only meets once every two months, may not have a chance to weigh in on this policy that is most closely associated with their work.

Once again, we urge the Bureau to add letters to each major section (Refer, Definitions, Policy, Procedure) and to number the definitions for easy reference. Unless otherwise noted, our comments are about the Procedure section.

DIRECTIVE 1500.00 Training

We're not sure what happened to the revisions drafted in March 2020, but we previously noted that two proposed changes reflected comments from PCW, along with others we suspect were made by Bureau members.

New Comment:

Add Consequences: The Bureau should spell out consequences for Training Division leadership, subordinates and those entrusted to conduct trainings off-site if their trainings do not match policy or, as in the case of the Crowd Control slide deck, otherwise violate policy or other Bureau standards. Discipline should be imposed if they approve inappropriate training or fail to review training, whether or not it turns out to be appropriate.

Proposed Changes from 2020:

The changes PCW had asked for, which are not reflected in the current version were these:

(1) Semi-Annual Reviews: Individual officer training reviews happen every six months, while officer Performance Reviews only happen annually (Section 5.4). The 2020 proposed revision made it so the supervisor would only be looking at the semi-annual reviews once a year for deficiencies. As we suggested before, a better idea would be to address those deficiencies at the six-month mark and then if there are still problems, discuss it with the officer at the annual review.

(2) Requirements: Regarding state training requirements in Sections 5.5 and 5.5.1, the Bureau had removed the detailed list and replaced it with broad categories: "use of force, firearms, crisis intervention [and] first aid." We would support making this change again so the Bureau does not have to update the Directive every time the Department of Public Safety, Standards and Training updates their requirements.

1500.00 Directive Feedback (1UR)

We also commented on two other changes that were made:

(3) Section 6.5 on Supervisory Training, as edited in 2020, said "Members seeking to obtain a supervisory certificate must satisfy a time in grade requirement." We had to look this term up to find that it means spending time at a job before seeking a promotion. If this term is going to be used, spelling it out like that will make it more clear to those unfamiliar with what "time in grade" means.

(4) Section 6.6.3 was going to be edited to say that "the curriculum for specialty skills training may be informed by the Annual Needs Assessment." The current policy says that training "shall" be informed by the Needs Assessment. Since that Assessment is partially informed by the Training Advisory Council, the original language should remain to show the Bureau takes the TAC seriously. Even if recommendations do not make it into the training, the Bureau should be required to evaluate the recommendations to inform their decision-making.

Comments on the Directive from March 2020 (based in part on comments from August 2015, December 2017, February 2018 and January 2020):

Does the Training Match Policy?: We have recommended five times that "the concept of making sure training matches policy" should be placed in the "Policy" Section of the Directive, and made clear much earlier than Sections 8.1, 11.1 (requiring the Division to ensure training plans conform with policy), 11.4 (prohibiting deviation from approved lesson plans) and 11.5 (base training only on approved policies). We noted in our last comments that the importance of this issue was driven home by the revelation in early 2020 that the PPB was training officers to use knives as defensive weapons despite the lack of a policy. We add here a reference to the crowd control slide deck which is similarly problematic.

Affirm Public's Right to Comment: We still would like to see clarification in Section 1.1(f), which asks for the Training Division to take input from the community, to explain whether people who are not part of the Training Advisory Council are allowed to be part of that feedback process. The Compliance Officer/Community Liaison hinted at this concept in their response to community comments on their Q4 2019 report on the US Department of Justice Agreement.

Prioritize De-Escalation: The Policy section still does not place an emphasis on de-escalation, even though de-escalation is now the first section of the Force directive.*-1 In general, the PPB's training should emphasize that the mere presence of an officer can escalate a situation quickly, so officers should approach situations cautiously and quietly.

Increase State Supervision: We suggested that the Bureau's monthly and annual reports to the Department of Public Safety, Standards and Training (DPSST) (Section 5.6) should be looked at more often in Salem than once every three years (5.5).

Be Clear When the Clock Runs Out: We noted that the policy does not clarify officers' certification will expire after 5 years if they do not undergo re-training (this information should be in Section 6).

Add Community Oriented Classes: We repeat our previous support for comments from the National Lawyers Guild that "all officers should be required to attend regular training on cultural competency, community policing, and nonviolent communication." We also continue to believe the policy should include mandatory training on institutional racism, which the Bureau claims to be providing in some form now in 2022. Furthermore, PCW has stated repeatedly that officers should undergo a "homeless immersion" and live on the street for 24 or more hours to get more empathy. We repeat here that it is PCW's policy not to have our members go on ridealongs with police until such an immersion is given to all Portland Police.

CONCLUSION

We continue to call the Bureau's attention to the 2004 community policing City Council Resolution (binding City Policy), which called for Advanced Academy to be expanded from 14 to 16 weeks. The last we learned, Advanced Academy was reduced to 10 weeks in order to push new recruits out on the streets more quickly. We continue to ask the Bureau to reconsider and/or find a way to get the new recruits all the training they need. On that note, the 2020 revised Directive talked about "all members" of the PPB, making some

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clarifications about which training is only for sworn members. With the Public Safety Support Specialists, whose training was cobbled together quickly without input from the TAC, it would be good to specifically address these "unarmed officers" (who do carry pepper spray but do not have authority to arrest anyone).

We note again that this Directive is over 10 pages long and the Bureau is asking for feedback on such complex policies in just 15 days. When we comment on the "Directives Directive" later this month you will surely hear suggestions on altering these timelines.

Thank you for the opportunity to comment
dan handelman and other members of
Portland Copwatch

*1- This suggestion goes back to 2015 and came both from us and the National Lawyers Guild.

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name

Portland Copwatch

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, August 16, 2022 10:55:53 PM
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Q1

Please provide feedback for this directive

1. I would like to be knowledgeable of who trains the trainers & Responsibility Unit Managers.
 2. I would like the trainers & trainers of trainers to be culturally competent and that all training materials are culturally relevant.
 3. I did not see that Diversity, Equity, & Inclusion is part of the bureau's training. I believe that has to be required.
 4. 13.3 Safety planning - what is the safety plans keeping the trainees safe from? Physical, mental, cultural?
 5. 11.5 policies are only taught that have received final approval from the Chief, how is that guaranteed? in light of the racists slide deck that was included in a recent training.
 6. How do you vet a trainer, if not already in the Bureau?
-

Q2

Contact Information (optional - your name will be visible on PPB's website)

Name **Tia Palafox**
