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210.70 Secondary Employment

First Universal Review: 3/1/24 – 3/31/24

Refer:

- PPA Contract, Article 57.1

Policy:

1. It is the policy of the Portland Police Bureau to establish clear comprehensive guidelines for secondary employment contracts between the City of Portland and local businesses. The Portland Police Bureau strives to enter into secondary employment contracts consistently and fairly. These contracts are managed through mutual agreement by the Portland Police Association (PPA).
2. The Portland Police Bureau may approve, at the discretion of the Operations Branch Chief (or designee), those contracts which provide for an enhanced public safety presence at certain events or ongoing operations. The contracted work must be a policing function that provides a benefit to the public, and is not focused solely on the interests of the business. In fulfilling the secondary employment contracts, members assigned to the contract shall perform their duties within the operational directives and mission of the Bureau.
3. Certain events create significant impacts on traffic, pedestrian safety, and general public safety. Examples include Portland Trailblazers games, Portland Thorns/Timbers games, and large venue concerts. So long as staffing allows, the Portland Police Bureau will seek to provide resources via secondary employment contracts to the owners/organizers of these events.

Procedure:

1. All secondary employment requests shall be directed to the Chief’s Office Special Events Sergeant, or Chief’s Designee.
2. In evaluating secondary employment contracts, the Chief’s Office Special Events Sergeant shall consider the following:
 - 2.1. Whether the event has a discernable impact on the safety of the community.
 - 2.2. Whether the event provides a benefit to the greater community.
 - 2.3. If the establishment or the persons controlling the establishment initiated proceedings against the City of Portland which may cause adverse actions for the City of Portland.
 - 2.4. If there is a significant criminal history associated with the person(s) controlling the establishment.
 - 2.5. If this is primarily a security function for the sole benefit of the establishment.

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3. If the Chief’s Office Special Events Sergeant recommends approval of the contract following analysis of the above criteria, they shall work with the employer to complete an Agreement for Police Services application.
 - 3.1. The Sergeant will ensure the employer understands that members assigned to the contract will be expected to perform full law enforcement functions (e.g. arrest in response to witnessing a crime in progress).
 - 3.2. The Sergeant will ensure the employer understands that completion of the application does not guarantee approval by the Police Bureau or the City Attorney’s Office.
4. The Chief’s Office Special Events Sergeant will route completed applications for review to the City Attorney’s Office. At this time, the Sergeant shall also notify the Portland Police Association (“PPA”) so that they may create the event on their website for future staffing needs.
5. If approved by the City Attorney’s Office, the application will be forwarded to the Operations Branch Assistant Chief, or their designee, for final approval.
6. If approved by the Operations Branch Assistant Chief, the Chief’s Office Special Events Sergeant shall notify the PPA so that the contract can be executed by filling the agreed upon positions. The Special Events Sergeant shall also notify the Business Services Division of the approved contract.
 - 6.1. If special skills are required to fill the contract positions, the Special Events Sergeant will route the information to the appropriate Responsibility Unit (e.g. motor officer requests will be routed to Traffic Division).
7. The RU responsible for the geographical area or specialized skill will be responsible for handling billing of the event.
8. Grounds for rejection or termination of secondary employment contracts:
 - 8.1. The City Attorney’s Office or Operations Branch Assistant Chief can reject a secondary employment application. Reasons could include the following, as well as any other reasonable grounds:
 - 8.1.1. No clear benefit to the greater community or community safety.
 - 8.1.2. The proposed work would be for the sole benefit of the employer.
 - 8.1.3. The employer’s expectation is that members would be present as mere observers or bystanders.
 - 8.2. If the PPA is unable to fill the positions as defined in the contract, the RU Manager has the right to terminate the contract prior to its execution.
 - 8.3. Requests for secondary employment submitted with less than 5 business days until contracted employment date cannot be guaranteed; however, the Portland Police Bureau will attempt to process these short notice requests when feasible.
9. All contracts will be sent electronically to the Operations Branch administrative assistant and the Chief’s Office Special Events Sergeant, who will save the files. There will be an annual review of the contracts by the Operations Branch Assistant Chief or their designee.

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