

Please Note: This is a working draft containing proposed changes to this directive. The Portland Police Bureau has not yet implemented the changes. The changes can be viewed in the redline draft included in this attachment.

Submit your comments using this [survey](https://www.surveymonkey.com/r/BFBTS8M). (https://www.surveymonkey.com/r/BFBTS8M)

## ***Second Universal Review: 9/15/25 – 10/15/25***

### **0337.00, Police Review Board Personnel Selection**

#### **Refer:**

- City of Portland Code 3.20.140, Police Review Board
- DIR 0330.00, Internal Affairs, Complaint Intake, and Processing
- DIR 0336.00, Police Review Board

#### **Definitions:**

- **Advisory Member:** The Police Review Board (PRB)'s non-voting consultants who serve as subject matter experts in areas of law, policy, training, administration, and equity.
- **Community Member:** For this directive, a Portland resident or business owner, recommended by the Independent Police Review (IPR) Director or designee, and confirmed by City Council, who serves on the PRB as a community representative.
- **Facilitator:** A neutral, non-voting moderator who manages the PRB hearing and authors a written report reflecting the PRB's Findings and recommendations.
- **Peer Member:** A sworn member, appointed by the Chief, who serves on the PRB as a member of the same rank/classification as the involved member.

#### **Policy:**

1. This directive establishes the selection procedure and confidentiality provisions for Police Review Board (PRB) members and the PRB facilitator, pursuant to Portland City Code 3.20.140, Police Review Board.

#### **Procedure:**

1. Community Members.
  - 1.1. Appointment.
    - 1.1.1. Per City code, the Independent Police Review (IPR) Director or designee recommends Portland community volunteers to City Council to participate as Community Members on the PRB.
    - 1.1.2. City Council selects and confirms Community Members to serve in a pool of volunteers who participate in PRB hearings.
    - 1.1.3. The Chief may identify candidates for IPR's consideration, but IPR is ultimately responsible for providing a list of qualified candidates to the Chief.
  - 1.2. Qualifications.
    - 1.2.1. Community Members shall:
      - 1.2.1.1. Pass a background check performed by PPB.

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- 1.2.1.2. Participate in Bureau training to become familiar with the PRB process, and police policy and training.
- 1.2.1.3. Sign and adhere to a confidentiality agreement.
- 1.2.1.4. Participate in ride-alongs to maintain sufficient knowledge of police patrol procedures.

#### 1.3. Selection Criteria.

- 1.3.1. City Council selects Community Members recommended by IPR based on:
  - 1.3.1.1. Demonstrated ability to make sound and rational decisions under pressure.
  - 1.3.1.2. Demonstrated ability to review complex investigations.
  - 1.3.1.3. Absence of any real or perceived bias for or against the police.
  - 1.3.1.4. Absence of any real or perceived bias against persons based on race, color, national origin or ethnicity, citizenship or immigrant or refugee status, religion, gender or gender identity or gender expression, age, marital or familial status, sexual orientation, mental or physical disability, mental illness, economic status, political ideology or affiliation, veteran status, language, or housing status.
  - 1.3.1.5. Absence of any real or perceived conflict of interest.
  - 1.3.1.6. Residence or business ownership within the City of Portland.

#### 1.4. Term Limits.

- 1.4.1. Community Members serve for a three-year term.
- 1.4.2. Community Members may serve no more than two full terms, not including the remainder of any unexpired vacancy they are appointed to fill.

#### 1.5. Removal from the Board.

- 1.5.1. The Chief or IPR may recommend that City Council remove a Community Member from the pool for:
  - 1.5.1.1. Failure to attend training.
  - 1.5.1.2. Failure to read Case Files.
  - 1.5.1.3. Objective demonstration of disrespectful or unprofessional conduct.
  - 1.5.1.4. Repeated and excessive unavailability for service when requested.
  - 1.5.1.5. Breach of confidentiality.
  - 1.5.1.6. Objective demonstration of bias for or against the police.
  - 1.5.1.7. Objective demonstration of bias against persons based on the basis of race, color, national origin or ethnicity, citizenship or immigrant or refugee status, religion, gender or gender identity or gender expression, age, marital or familial status, sexual orientation, mental or physical disability, mental illness, economic status, political ideology or affiliation, veteran status, language, or housing status.
  - 1.5.1.8. Objective demonstration of conflict of interest.

## 2. Peer Members.

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***Second Universal Review: 9/15/25 – 10/15/25***

2.1. Appointment.

- 2.1.1. The Chief shall appoint Bureau members to serve among a pool of Peer Members for the PRB. Peer Members serve at the discretion of the Chief.
- 2.1.2. Representatives of PPB's bargaining units may review Peer Member applications.
- 2.1.3. Assistant Chiefs, the Professional Standards Division (PSD) Commander, and the appropriate Responsibility Unit Manager, shall review Peer Member applications and make appointment recommendations to the Chief.

2.2. Qualifications.

- 2.2.1. Bureau members are ineligible to serve as PRB Peer Members if they:
  - 2.2.1.1. Are currently under investigation, unless for a complaint regarding poor quality of service or a rule violation that, if sustained, would not result in corrective action greater than command counseling.
  - 2.2.1.2. Received a final sustained finding related to unsatisfactory performance or misconduct, resulting in corrective action less than a 40-hour suspension, within the past year.
  - 2.2.1.3. Received a final sustained finding related to unsatisfactory performance or misconduct, resulting in corrective action greater than a 40-hour suspension, within the past two years.

2.3. Selection Process.

- 2.3.1. The PRB Coordinator shall select a Peer Member from the pool for each PRB.
- 2.3.2. The selected Peer Member cannot be a relative of the involved member and cannot have been involved in or witnessed the incident.

2.4. Removal.

- 2.4.1. The Chief may remove a Peer Member from the PRB pool for:
  - 2.4.1.1. Failure to attend training.
  - 2.4.1.2. Failure to read Case Files.
  - 2.4.1.3. Objective demonstration of disrespectful or unprofessional conduct.
  - 2.4.1.4. Repeated and excessive unavailability for service when requested.
  - 2.4.1.5. Breach of confidentiality.
  - 2.4.1.6. Objective demonstration of bias for or against the police.
  - 2.4.1.7. Objective demonstration of bias against persons based on the basis of race, color, national origin or ethnicity, citizenship or immigrant or refugee status, religion, gender or gender identity or gender expression, age, marital or familial status, sexual orientation, mental or physical disability, mental illness, economic status, political ideology or affiliation, veteran status, language, or housing status.
  - 2.4.1.8. Objective demonstration of conflict of interest.
- 2.4.2. Peer Members may request to be removed from the PRB pool at any time.

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***Second Universal Review: 9/15/25 – 10/15/25***

3. PRB Facilitator.

3.1. The PRB shall be facilitated by a person who is not a voting member of the PRB.

3.2. To schedule PRBs expeditiously, the following order for obtaining a facilitator shall be used when scheduling a PRB:

3.2.1. A person who is not employed by PPB, which may include someone who is an independent contractor or someone who is from another City bureau or office;

3.2.2. The PRB Coordinator.

3.3. Qualifications of PRB Facilitator who is an independent contractor:

3.3.1. To qualify, facilitators must:

3.3.1.1. Demonstrate impartiality and no apparent conflict of interest.

3.3.1.2. Pass a background check performed by PPB.

3.3.1.3. Participate in Bureau training to become familiar with the PRB process.

3.3.1.4. Sign a confidentiality agreement.

3.4. Appointment.

3.4.1. The PRB Facilitator will be an independent contractor who is not a board member or employed by PPB and will be selected as follows:

3.4.1.1. PPB will prepare a solicitation document in accordance with City procurement rules.

3.4.1.2. PPB will provide the IPR Director a draft of the solicitation document for comment.

3.4.1.3. The selection criteria will include:

3.4.1.3.1. Experience in the basic skills of following good meeting practices: timekeeping, following an agreed-upon agenda, and keeping a clear record.

3.4.1.3.2. Experience in managing groups and individuals and group dynamics.

3.4.1.3.3. Demonstrated listening skills including the ability to paraphrase and balance participation.

3.4.1.3.4. Demonstrated ability to be a neutral party who, by not taking sides or expressing or advocating a point of view during the PRB meeting can manage PRB meetings in accordance with established procedures.

3.4.1.3.5. Demonstrated ability to contribute structure and process to interactions so groups are able to function effectively and make high-quality decisions.

3.5. PPB will screen the responses to the solicitation in accordance with City procurement rules.

## 0337.00, Police Review Board Personnel Selection

### Refer:

- City of Portland Code 3.20.140, Police Review Board
- DIR ~~330~~0330.00, Internal Affairs, Complaint Intake, and Processing
- DIR ~~336~~0336.00, Police Review Board

### Definitions:

- Advisory Member: The Police Review Board (PRB)'s non-voting consultants who serve as subject matter experts in areas of law, policy, training, administration, and equity.
- Community Member: For this directive, a Portland resident or business owner, recommended by the Independent Police Review (IPR) Director or designee, and confirmed by City Council, who serves on the PRB as a community representative.
- Facilitator: A neutral, non-voting moderator who manages the PRB hearing and authors a written report reflecting the PRB's Findings and recommendations.
- Peer Member: A sworn member, appointed by the Chief, who serves on the PRB as a member of the same rank/classification as the involved member.

### Policy:

- ~~1. The Portland Police Bureau's (PPB) Police Review Board (PRB) serves as an advisory body to the Chief of Police ("Chief"). The PRB includes command staff, community members and peer members of the same rank as the Bureau member whose conduct is the subject of review, in addition to a facilitator. Portland City Code 3.20.140 requires PPB and Independent Police Review (IPR) to establish a directive outlining selection criteria and confidentiality provisions for PRB members and facilitator.~~
1. This directive establishes the selection procedure and confidentiality provisions for Police Review Board (PRB) members and the PRB facilitator, pursuant to Portland City Code 3.20.140, Police Review Board.

### Procedure:

1. PRB Community Members.
  - 1.1. Pursuant to Appointment.
    - ~~1.1.1. Per City code, IPR is responsible for the selection and management of qualified~~Independent Police Review (IPR) Director or designee recommends Portland community member volunteers approved to City Council to participate as Community Members on the PRB.
    - ~~1.1.1.1.1.2.~~ City Council selects and confirms Community Members to serve in a pool of volunteers who participate in PRB hearings.
    - ~~1.1.2.1.1.3.~~ The Chief may identify candidates for IPR's consideration, but IPR is ultimately responsible for providing a list of qualified candidates to the Chief.
  - 1.2. Qualification of PRB Qualifications.
    - ~~1.1.3.1.2.1.~~ Community Members shall:

- ~~1.1.3.1.1.2.1.1.~~ ~~Community members must pass~~Pass a background check performed by PPB.
- ~~1.1.3.2.1.2.2.~~ ~~Community members must participate~~Participate in Bureau training to become familiar with ~~the~~ PRB process, ~~and~~ police policy, and training.
- ~~1.1.3.3.1.2.1.3.~~ ~~Community members must sign~~Sign and adhere to a confidentiality agreement.
- ~~1.1.3.4.1.2.1.4.~~ ~~Community members will be required to participate~~Participate in ride-alongs ~~at least once per year~~ to maintain sufficient knowledge of police patrol procedures.

### 1.3. Appointment of PRB Selection Criteria.

#### ~~1.2. City Council selects~~ Community Members:

- ~~1.2.1.1.3.1.~~ ~~Community board members will be selected by City Council, upon nomination recommended~~ by IPR, based on ~~the following~~:
- ~~1.2.1.1.1.3.1.1.~~ Demonstrated ability to make sound and rational decisions under pressure.
- ~~1.2.1.2.1.3.1.2.~~ Demonstrated ability to review complex investigations.
- ~~1.2.1.3.1.3.1.3.~~ Absence of any real or perceived bias for or against the police.
- ~~1.2.1.4.1.3.1.4.~~ Absence of any real or perceived bias against persons based on race, color, national origin or ethnicity, citizenship or immigrant or refugee status, religion, gender or gender identity or gender expression, age, ~~-marital or-~~ familial status, sexual orientation, mental or physical disability, mental illness, economic status, political ideology or affiliation, veteran status, language, or housing status.
- ~~1.2.1.5.1.3.1.5.~~ Absence of any real or perceived conflict of interest.
- ~~1.2.1.6.1.3.1.6.~~ Residence or business ownership within the City of Portland.
- ~~1.2.2. The City Council will confirm community member volunteers to form a pool of community members to serve on the PRB.~~

### 1.4. Term Limits.

- ~~1.4.1. Community members shall be appointed~~Members serve for a ~~term of no more than three years.~~ ~~year term.~~
- ~~1.2.3.1.4.2.~~ Community ~~members~~Members may serve no more than two full terms, not including the remainder of any unexpired vacancy they are appointed to fill.

#### ~~1.3.1.5. Removal of PRB Community Members: from the Board.~~

- ~~1.3.1.1.5.1.~~ The Chief or IPR may recommend that City Council remove a ~~community member~~Community Member from the pool for ~~the following reasons~~:
- ~~1.3.1.1.1.5.1.1.~~ Failure to attend training;
- ~~1.3.1.2.1.5.1.2.~~ Failure to read Case Files;
- ~~1.3.1.3.1.5.1.3.~~ Objective demonstration of disrespectful or unprofessional conduct;
- ~~1.3.1.4.1.5.1.4.~~ Repeated and excessive unavailability for service when requested;
- ~~1.3.1.5.1.5.1.5.~~ Breach of confidentiality;
- ~~1.3.1.6.1.5.1.6.~~ Objective demonstration of bias for or against the police;
- ~~1.3.1.7.1.5.1.7.~~ Objective demonstration of bias against persons based on the basis of race, color, national origin or ethnicity, citizenship or immigrant or refugee status, religion, gender or gender identity or gender expression, age, ~~-marital or-~~ familial status, sexual orientation, mental or physical disability, mental illness, economic

status, political ideology or affiliation, veteran status, language, or housing status;  
~~and/or.~~

~~1.3.1.8-1.5.1.8.~~ Objective demonstration of conflict of interest.

## 2. ~~PPB PRB~~ Peer Members.

### 2.1. Appointment ~~of PRB Peer Members:~~

~~2.1.1. The Chief shall appoint Bureau members to serve among a pool of Peer Members for the PRB. Peer Members serve at the discretion of the Chief.~~

~~2.1.1.2.1.2.~~ Representatives of PPB's bargaining units may review ~~peer member~~ Peer Member applications.

~~2.1.2.2.1.3.~~ Peer member applications will be reviewed by Assistant Chiefs, the Professional Standards Division (PSD) Commander, and ~~at the appropriate~~ Responsibility Unit Manager, ~~who will~~ shall review Peer Member applications and make appointment recommendations to the Chief.

~~2.1.3. The Chief will appoint Bureau members to serve among a pool of peer members for the PRB.~~

~~2.1.3.1. The PRB Coordinator shall select candidates for each PRB from the pool who are not related to the involved member or involved or have witnessed the incident.~~

### 2.2. Eligibility and Removal of PRB Peer Members:

~~2.2.1. All peer members will serve at the discretion of the Chief.~~

### 2.2. Qualifications.

~~2.2.2.2.2.1.~~ Bureau members are ineligible to serve as PRB ~~peer members for the following reasons~~ Peer Members if they:

~~2.2.2.1. Members~~ Are currently under investigation ~~are ineligible to serve as a peer member until the investigation is closed and any resultant discipline is imposed as a result of a sustained finding.~~

~~2.2.2.2.2.1.1.~~ This provision does not apply to investigations of complaints, ~~unless for a complaint~~ regarding poor quality of service or ~~alleging~~ a rule violation that, if sustained, would not result in corrective action greater than command counseling.

~~2.2.2.3.2.2.1.2.~~ Members whose actions have resulted in a ~~Received a final~~ sustained finding related to unsatisfactory performance or misconduct, ~~with resulting discipline in corrective action~~ less than a 40-hour suspension, ~~are ineligible to serve as peer members for a period of one~~ within the past year ~~from the date they accept notice of final discipline. Members can reapply after the one year has passed.~~

~~2.2.1.3. Members whose actions have resulted in a~~ Received a final sustained finding related to unsatisfactory performance or misconduct, ~~with resulting discipline in corrective action~~ greater than a 40-hour suspension ~~without pay, are ineligible to serve as peer members for a period of,~~ within the past two years.

### 2.3. Selection Process.

~~2.3.1. The PRB Coordinator shall select a Peer Member from the date they accept notice of final discipline. Members can reapply after pool for each PRB.~~

~~2.2.3.2.3.2.~~ The selected Peer Member cannot be a relative of ~~the two years has passed~~ involved member and cannot have been involved in or witnessed the incident.

## 2.4. Removal.

2.2.4.2.4.1. The Chief may remove a ~~Bureau member~~ Peer Member from the PRB pool for the following reasons:

2.2.4.1.2.4.1.1. Failure to attend training;

2.2.4.2.2.4.1.2. Failure to read Case Files;

2.2.4.3.2.4.1.3. Objective demonstration of disrespectful or unprofessional conduct;

2.2.4.4.2.4.1.4. Repeated and excessive unavailability for service when requested;

2.2.4.5.2.4.1.5. Breach of confidentiality;

2.2.4.6.2.4.1.6. Objective demonstration of bias for or against the police;

2.2.4.7.2.4.1.7. Objective demonstration of bias against persons based on the basis of race, color, national origin or ethnicity, citizenship or immigrant or refugee status, religion, gender or gender identity or gender expression, age, marital or familial status, sexual orientation, mental or physical disability, mental illness, economic status, political ideology or affiliation, veteran status, language, or housing status; and/or

2.2.4.8.2.4.1.8. Objective demonstration of conflict of interest.

2.2.5.2.4.2. Peer members Members may request to be removed from the list of peers PRB pool at any time.

## ~~3. Training.~~

### ~~AH~~

## 3. PRB Facilitator.

~~3.1. The PRB shall be facilitated by a person who is not a voting member shall receive initial training prior to serving on a PRB.~~

~~3.2.3.1. All voting members shall attend mandatory annual training, which will be tracked and coordinated by member of the Training Division. Training topics shall be identified by the PSD Commander and Training Division prior to the scheduled training date. PRB.~~

## ~~4.1. PRB Facilitator.~~

~~3.2. To schedule PRBs expeditiously, the following order for obtaining a facilitator shall be used when scheduling a PRB:~~

~~3.2.1. A person who is not employed by PPB, which may include someone who is an independent contractor or someone who is from another City bureau or office; or~~

~~3.2.2. The PRB Coordinator.~~

~~4.1.3.3. Qualifications of PRB Facilitator who is an independent contractor:~~

~~4.1.1.3.3.1. To qualify, facilitators must:~~

~~4.1.1.1.3.3.1.1. Demonstrate impartiality and no appearance of apparent conflict of interest.~~

~~4.1.1.2.3.3.1.2. Pass a background check performed by PPB.~~

~~4.1.1.3.3.3.1.3. Participate in Bureau training to become familiar with the PRB process.~~

~~4.1.1.4.3.3.1.4. Sign a confidentiality agreement.~~

4.2.3.4. Appointment of PRB Facilitator:

4.2.1.3.4.1. The PRB Facilitator will be ~~facilitated by~~ an independent contractor who is not a board member or employed by PPB and will be selected as follows:

4.2.1.1.3.4.1.1. PPB will prepare a solicitation document in accordance with City procurement rules.

4.2.1.2.3.4.1.2. PPB will provide the IPR Director a draft of the solicitation document for comment.

4.2.1.3.3.4.1.3. The selection criteria will include:

4.2.1.3.1.3.4.1.3.1. Experience in the basic skills of following good meeting practices: timekeeping, following an agreed-upon agenda, and keeping a clear record.

4.2.1.3.2.3.4.1.3.2. Experience in managing groups and individuals and group dynamics.

4.2.1.3.3.3.4.1.3.3. Demonstrated listening skills including the ability to paraphrase and balance participation.

4.2.1.3.4.3.4.1.3.4. Demonstrated ability to be a neutral party who, by not taking sides or expressing or advocating a point of view during the PRB meeting can manage PRB meetings in accordance with established procedures.

4.2.1.3.5.3.4.1.3.5. Demonstrated ability to contribute structure and process to interactions so groups are able to function effectively and make high-quality decisions.

4.3.3.5. PPB will screen the responses to the solicitation in accordance with City procurement rules.

# #1

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, April 01, 2025 9:42:22 AM  
**Last Modified:** Tuesday, April 01, 2025 9:44:36 AM  
**Time Spent:** 00:02:13

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## Q1

Please provide feedback for this directive

Facilitator should reflect updated city code to include the PRB coordinator as a possible option

E. Board Facilitator.

1. The Board will be facilitated by a person who is not a voting member of the Board. All PRB facilitators will be neutral and will not be influenced in their work as a facilitator. PRBs will occur as expeditiously as possible. To schedule PRBs expeditiously, the following order for obtaining a facilitator will be used when scheduling a PRB:

- a. A person who is not employed by Portland Police Bureau, which may include someone who is not an employee of the City or someone who is from another City bureau or office; OR
  - b. The Bureau Review Board Coordinator.
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## Q2

Respondent skipped this question

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

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