This is a draft of a proposed new directive. The Portland Police Bureau has not yet adopted this draft.

Submit comments using this survey.

***Public Comment Period*: 07/15/26 – 09/13/26**

0290.00 Processing Formal Recommendations

Refer:
- United States v. City of Portland Settlement Agreement (2012)
- Portland City Code 3.20.140 Police Review Board
- DIR 0010.00, Directives Review and Development Process
- Professional Standards Division Standard Operating Procedure #41, Recommendation and Action Item Tracking Process

Definitions:
- Action Item: A task that originates from a Formal Recommendation and the Deputy Chief assigns to a member, unit, or division for research and/or completion by a deadline.

- Formal Recommendation: An actionable proposal regarding Bureau policy, practice, training, or other procedures or operations, submitted in writing by an authorized entity. The Bureau will respond to Formal Recommendations by Accepting, Modifying, or Declining the recommendation in full or in part.
    - Accept: The Bureau will act on the recommendation.
    - Modify: The Bureau will act on the recommendation, as amended.
    - Decline: The Bureau will not act on the recommendation.

Policy:
1. This directive establishes the process for receiving, reviewing, tracking, and evaluating Formal Recommendations the Bureau receives regarding its policies, practices, training, or other procedures or operations. This directive does not apply to recommendations or correspondence received pursuant to the Department of Justice settlement agreement or during the Public Comment Period or Open Engagement as defined in Directive 0010.00, Directives Review and Development Process.

2. This directive applies only to recommendations offered by an entity that is authorized by city code, contract, agreement, charter, or another governing source to submit Formal Recommendations to the Police Bureau. This includes city employees acting on behalf of another bureau or service area.

Procedure:
1. Receipt and Processing.
    1.1. The Professional Standards Division (PSD) is responsible for managing and tracking all Formal Recommendations. PSD will track recommendations in accordance with PSD Standard Operating Procedure #41, Recommendation and Action Item Tracking Process.

    1.2. Members who receive a Formal Recommendation shall forward the recommendation and any supplemental materials (e.g., reports, citations, model policy, etc.) to PSD.

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1.3. After logging the Formal Recommendation, PSD will submit the recommendation to the Deputy Chief for review.

2. Deputy Chief Review and Formal Recommendation Decision.
   2.1. The Deputy Chief or designee shall evaluate all Formal Recommendations to determine if the Bureau will Accept, Modify, or Decline the recommendation, in part or in full.

   2.2. When determining the Bureau's response to the recommendation, the Deputy Chief or designee may consider factors that include but are not limited to:
      2.2.1. Legality.
      2.2.2. Operational impact (e.g., disruption to current service levels, call response, etc.).
      2.2.3. Fiscal impact.
      2.2.4. Resource and staffing demands.
      2.2.5. Implementation timeline.

   2.3. If the Deputy Chief or designee decides to Accept or Modify the Formal Recommendation, they shall:
      2.3.1. Create a recommendation-specific Action Item(s);
      2.3.2. Assign the Action Item(s) to the appropriate member or Responsibility Unit (RU);

      2.3.3. Establish the response timeline and parameters for completion; and
      2.3.4. Direct additional work toward implementing the Action Item(s), as needed;

   2.4. If the Deputy Chief or designee decides to Decline the Formal Recommendation, they shall notify PSD of their decision and include in the notification the reason for the declination.

3. Tracking and Implementation.
   3.1. Assigned Member or RU Responsibilities.
      3.1.1. The assigned member or RU shall:
         3.1.1.1. Execute and implement the Action Item (e.g., research the issue, draft proposals, analyze data);
         3.1.1.2. Provide status updates to PSD, as needed; and
         3.1.1.3. Submit draft proposals and, ultimately, final products (e.g., report, memo, etc.) and supplemental materials to the Deputy Chief.

   3.2. Professional Standards Division Responsibilities.
      3.2.1. PSD shall:
         3.2.1.1. Document and track, the status of all Formal Recommendations, to include the Deputy Chief's decision, Action Item(s) assignment, parameters, timeline, and completion;

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3.2.1.2. Coordinate responses with the Deputy Chief or designee, when responding to or providing an update on a Formal Recommendation; and

3.2.1.3. Provide final products (e.g., explanation or proof of adoption) or, if the Deputy Chief or designee Declines a Formal Recommendation, justification to the entity that submitted the Formal Recommendation.

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