

**PORTLAND POLICE BUREAU
DETECTIVE DIVISION
STANDARD OPERATING PROCEDURES**

S.O.P. # _____
September 1, 2014
Revised:
Review: April 1, 2015

I. SUBJECT

Justice Reinvestment Detail (JRD)

II. PURPOSE

To define the standard procedures for the Justice Reinvestment Detail (JRD), which is a multijurisdictional detail comprised of the Portland Police Bureau, Gresham Police Department, Multnomah County Sheriff's Office, Troutdale Police Department, and Fairview Police Department. This detail will support the successful community supervision of the Multnomah County Justice Reinvestment Program (MCJRP) offenders in cooperation with parole and probation officers by serving arrest warrants, detainers, assisting with home visits, and proactively patrolling areas in which offenders reside or commit crimes. Personnel assigned to this detail will also document and notify parole and probation of noncompliant activities on the part of MCJRP offenders when encountered. Scheduling for this detail will be the responsibility of the Portland Police Bureau's Burglary Detail.

III. PROCEDURE

The Burglary Detail has the primary responsibility for scheduling and supervising personnel assigned to the JRD. Personnel working a JRD shift will comply with this Standard Operating Procedure (S.O.P.), the rules of conduct and procedure for his or her agency, as well as the laws and regulations of the State of Oregon and United States of America.

A. Staffing, Work Days and Hours of Operation:

The JRD will be staffed Monday through Friday, for a period of no less than five hours per day, by two law enforcement officers. The JRD will not work on holidays.

The standard shift for the JRD will be 0900-1400. If both members working on an assigned detail wish to change the working hours, they may only do so with the permission of a Burglary Detail Sergeant. The JRD will not work hours outside of the normal workday for the Multnomah County Court system or Multnomah County

Community Corrections.

B. Funding and Obligations of Partnering Agencies:

The JRD is funded annually through grants from the State of Oregon. Each Partnering agency has received notification of how much funding they will receive from the State, and are obligated to provide staffing for the Detail commensurate with the amount of funding they receive.

The Partnering agencies are: Portland Police Bureau, Gresham Police Department, Multnomah County Sheriff's Office, Troutdale Police Department and Fairview Police Department.

Partnering agencies will provide the name, DPSST number, and phone number for each member selected by that partnering agency to work on an identified day. Partnering agencies are asked to provide this information a week prior to the day that the member will be working a shift with the Detail.

In the event that the initial State funding is inadequate to provide the promised level of service (2 LEO per day, five hours a day, five days a week), the Portland Police Bureau will assume responsibility for staffing the unfunded days.

C. Supervision:

The JRD will be scheduled and supervised by the Burglary Detail Sergeants as part of their regular duties. The Burglary Detail Sergeants will provide each partnering agency with a copy of this S.O.P. and a schedule detailing when personnel from each Partnering agency will be needed.

The Burglary Detail Sergeants are responsible for providing training to the Officers or Deputies working the JRD. Training will cover reporting for work requirements, expectations and record keeping requirements, as well as an overview of the program.

The Burglary Detail Sergeants will ensure that the JRD is properly staffed each day. The Burglary Detail Sergeants will be responsible for monthly shift sign-ups for the PPB members. Burglary Detail Sergeants will provide JRD members with notice of days they will be working a shift, as well as the name and contact information of their on-duty supervisor and for their partner that day.

The Burglary Detail Sergeants will familiarize themselves with the applicable rules of conduct and procedure for the partnering agencies. Should members of the JRD engage in conduct which requires an administrative after-action investigation, the Burglary Detail Sergeants will be responsible for such investigation. Partnering agencies will be allowed to make their own findings relating to their members conduct based upon this investigation.

The Burglary Detail Sergeants will be responsible for ensuring that JRD members complete activity log forms in a timely fashion. These activity logs will be submitted to the Burglary Detail Sergeants by the end of each shift. In the event they cannot be turned in at that time, they will be submitted no later than Friday of that particular work week. The Burglary Detail Sergeants will ensure that these activity log forms are provided to the appropriate analyst for entry into a computerized database. This information will be made available to any agency involved in the MCJRP that wishes to review it.

By the end of each fiscal year, the Burglary Detail Sergeants, in consultation with the MCJRP analysts, will be responsible for preparing an annual report on the Detail, and assist with any MCJRP report prepared by the County or other Partnering agency.

D. Expectations of Justice Reinvestment Detail Members:

Officers or Deputies assigned to work a shift with the JRD will be expected to do any of the following:

1. Arrest offenders based upon lists of MCJRP offenders with warrants;
2. Arrest offenders on parole or probation detainers;
3. Assist parole or probation officers with home visits;
4. Proactively patrolling areas identified as having higher numbers of MCJRP participants living in the area, or higher crime rates of a type associated with MCJRP participants;
5. Document and notify parole and probation of any noncompliant MCJRP offenders encountered during the shift;
6. Direct any Arrest / Booking reports to the precinct closest to the custody location for approval;
7. Keep the Burglary Detail Sergeants apprised of their activities;
8. At the end of each shift complete a "Multnomah County Justice Reinvestment Detail Daily Activity Log" and ensure it is delivered to a Burglary Detail Sergeant; and
9. Complete overtime slips in a prompt manner. PPB members will deliver overtime slips to the Burglary Detail Sergeants for approval. Participating Agency members will route overtime documents according to agency policy

Prior to the beginning of each shift, JRD members are expected to communicate with their assigned partner and arrange for a meeting location that is convenient for each member.

***JRD units will not work as transport officers for uniform patrol or detectives who take a person into custody for probation violation detainers or warrants unless they are active participants in the program and /or it is beneficial to the MCJRP and parole & probation for a JRD officer to contact that person. ***

E. Equipment:

PPB Members are expected to obtain a patrol car from their home RU for use during their assigned JRD shift. If a PPB member works for an RU without patrol vehicles, that member should arrange to borrow a vehicle from a Precinct or RU that has vehicles capable of transporting prisoners and equipped with an MDC.

The Detective Division will obtain and maintain a cell phone for use by the JRD members. JRD members may either pick up this cell phone from the Burglary Detail Sergeant, or they may elect to have calls forwarded from this phone to the member's Bureau-issued cell phone for the duration of their particular shift. The JRD phone will not be forwarded to a personally owned phone. Evidence bags and personal protection equipment are available at the precincts. The Burglary Detail Sergeants will provide a supply of the Multnomah County Justice Reinvestment Detail Daily Activity Log forms to members working the detail. This form will also be made available for members on the PPB Intranet.

F. Record keeping:

The Burglary Detail Sergeant will assign a PASS or Assistant Crime Analyst to enter the Daily Activity Logs into an Excel database.

The PASS or Assistant Crime Analyst will be the point of contact for parole and probation for lists of MCJRP offenders who have valid arrest warrants. The PASS or Assistant Crime Analyst will provide this updated list to the Burglary Detail Sergeants on a weekly basis.

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