

## **AGREEMENT FOR CLEAN & SAFE DISTRICT SECURITY SERVICES**

**This Agreement for Security Services (Agreement) for the Downtown Clean & Safe Program is effective as of July 1, 2019, and is between the Portland Business Alliance, Inc. (the Alliance) and Portland Patrol Inc. (PPI).**

### **RECITALS:**

1. The City of Portland (City), in Chapter 6.06 of the City Code, has established a downtown enhanced services district (the "District") for the provisions of special services to the downtown area including cleaning, security, crime prevention, business development, marketing, and communications services. A map of the District is attached hereto as Map 1.
2. **The Alliance manages several contracts for Clean & Safe services.**
3. **The City of Portland has contracted with Clean & Safe, Inc. to provide security services as part of its overall management of the Clean & Safe District. Clean & Safe, Inc has subcontracted with the Alliance to provide District Management Services. The security services for the District are referred to in this Agreement as the "District Security Services" or, simply, as "security services."**
4. Contractor is an independent contractor qualified to provide District Security Services.

### **AGREEMENT:**

#### **1. Term and Services Provided.**

Contractor will provide services to the Alliance for the period from July 1, 2019, to June 30, 2020. The term may be extended for up to one (1) additional year at the Alliance's sole discretion. The following obligations and performance requirements apply:

- A. Contractor's contact is the Alliance's Director of Clean & Safe ("Director") and the Vice President of Downtown Services ("VPDS").
- B. Contractor will perform the services outlined in Exhibit A (Work Scope) of this document, which may, by mutual written agreement, be amended to provide more specificity as necessary.
- C. Contractor will provide timely and professional responses to District property owners and associated contractors' security concerns. Upon request of the VPDS, Contractor

will also provide case summaries, **founded and unfounded complaints about security services, and complaint resolutions.**

- D. **Contractor will provide guidelines for all of its employees ensuring that all employees maintain the highest degree and standards of courtesy and professionalism as representatives of the Alliance and the Clean & Safe program.**
- E. Contractor will issue and maintain employee uniforms approved by the Alliance. Contractor shall ensure that all security officers correctly wear their uniforms, in a well-maintained condition, during all scheduled work hours, and that Contractor employees do not wear the uniforms during off-duty hours. Contractor will explore the option of new higher visibility uniforms and purchase plan will be approved by the Alliance and paid for as listed under compensation. The design, placement, and number of identifying patches on uniforms shall be subject to the VPDS' review.
- F. **Employee Review.** Contractor will maintain a regularly scheduled program of employee review and evaluation, which will;
- i. Use the position performance criteria set mutually agreed upon;
  - ii. Have a six-month training period for all new employees;
  - iii. Evaluate training period employees monthly;
  - iv. Evaluate all employees semi-annually (in April and October);
  - v. Maintain individual employee personnel files containing the record of all employee review and evaluation results. The VPDS, on request, shall have access to all employee review and evaluation results as allowed by law. The VPDS will be notified if an employee has more than one similar complaint in one year.
- G. **Reports.** Contractor shall maintain a procedure for timely preparation, in a format mutually agreed on by Contractor and the VPDS, **of reports of all security incidents observed by officers.** Contractor shall also provide a **monthly analytical summary of Incident data to the VPDS and the Director to be used by Contractor and VPDS for the purpose of operation and proactive strategic planning by the VPDS and Contractor.** Finally, **Contractor shall furnish monthly reports indicating businesses visited and contacts made per downtown block.** Contractor shall insure that all reports are:
- i. available to the VPDS and Director, on request, and in a timely manner;
  - ii. available to the Portland Police Bureau on request;
  - iii. in a format that mirrors, as much as possible, the format used by the Portland Police Bureau; and shared with other law enforcement agencies in a manner that **facilitates the effective and efficient sharing of information.**
  - iv. Contractor will have ability to track deployment of security via GPS and will use this information to enhance speed of dispatch. Contractor will provide monthly reports **upon request** that provide GPS information to display coverage

All these reports  
are to be  
provided upon  
request by PBA  
and Police Bureau

throughout the District and in hot spots. Director and VPDS will have access to real-time displays of coverage in the district.

- v. Contractor will send electronic copies of daily deployment rosters to VPDS and Director.

#### H. Level of Services.

- i. Contractor will provide personnel sufficient to staff mutually agreed upon operating shifts on those days contractually set forth in the Exhibit A as needed to provide the agreed upon level of coverage to the District for Security Services. Alliance will pay for ■■■ FTE unarmed security, ■■■ FTE armed security, ■■■ FTE Supervisory Security, ■■■ FTE Administrative/Dispatch and ■■■ FTE Management.

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- ii. The organizational bases for assignment of Contractor's staff may include, but will not necessarily be limited to, geographic sub areas of the District, assignment of employees to specific locations in the District, and assignment of targeted, flexible-deployment employees that can rapidly respond to problem areas that may benefit from intensified service. Coverage, when possible, will emphasize targeted flexible deployment. Staffing levels shall be based on resources available as defined by the VPDS and Director as a result of their interpretation of the monthly data, historical and known current needs. Staffing shall be subject to adjustment by the Alliance's direction based on availability of funds received from the City of Portland and approved by the Clean & Safe Board of Directors. Any significant level of service changes shall be subject to prior approval by the VPDS.

- I. Non-Competition Agreements. Contractor shall not require its employees to sign agreements preventing them from accepting future employment with the Alliance and any non-competition agreement signed by Contractor's employees shall be deemed not to be applicable to future employment with the Alliance, notwithstanding any contrary provision of the Agreement.

#### 2. Compensation, Billing and Payment.

- A. Operating Budget. Both parties will negotiate any budget amendments for each additional extension. Alliance will notify contractor of COLA increases that are projected at least 60 days prior to June 30 of each calendar year.
- B. Total Amount of Compensation. The Alliance shall compensate Contractor monthly for services provided under this Agreement in an amount not to exceed \$1,754,817 over the period of performance from July 1, 2019 through June 30, 2020 for direct security
- C. Billing. Contractor will submit to the Alliance by the 1<sup>st</sup> of each month an invoice for 1/12<sup>th</sup> of the total amount of the contract's "not to exceed" limit as referenced in

subsection 2B above. Billing will include a detail of actual hours worked by security officers. Contractor will provide documentation of actual hours worked.

D. Payment. The amount invoiced, as per Section 2B and 2C above, will be due and payable within fourteen (14) days of receipt of invoice for the previous month's services. Payment received after that date will be subject to a late charge of three percent (3%).

3. Communications. All communications between the Alliance and Contractor regarding obligations under this Agreement, budgetary matters, and operational decisions shall be between the VPDS or designee and the Contractor CEO or designee. All communications from Contractor regarding matters of public media interest in the Clean & Safe program shall be to the VPDS or designee. Contractor shall respond to communications relating to services to be provided by Contractor under this Agreement in a manner consistent with the terms of this Agreement. Operational procedures shall be developed and implemented by the VPDS and the Contractor CEO or designee.

4. Maintenance of Records. Contractor shall maintain documentation of any salary and/or time keeping records of Contractor regarding its billings or its work under this Agreement. Contractor shall retain these records for inspection, audit and copying for three years from the date of completion or termination of this Agreement. Contractor may be required to provide certified payroll, earning statements and time cards as outlined above.

A. Monthly Review. Contractor and the VPDS will coordinate and plan how the budgeted FTE hours will be utilized. Contractor shall review with the VPDS, on a requested basis, the budgeted FTE hours for the preceding month as compared to actual FTE hours. Contractor and the VPDS will jointly work to insure that FTE hours are used to the maximum benefit of the security program.

B. Overpayment. If an audit discloses that payments to Contractor under this Agreement were in excess of the amount to which Contractor was entitled, then Contractor within fifteen (15) days of receipt of the audit shall repay the amount of the excess to the Alliance. Contractor may, at its own expense, have the records audited before repaying any claim in excess of \$1000.

5. **Compliance with Law.** In carrying out its obligations under this Agreement, Contractor shall comply with all the applicable federal, state, and local laws and regulations.
6. **EEO Certification.** Contractor shall maintain compliance with Chapter 3.100 of the Portland City, pertaining to equal employment opportunity.
7. **Indemnification.** Contractor shall hold harmless, defend, and indemnify the Alliance, Clean & Safe, Inc, and the City of Portland and their officers, agents, employees and insurers against all claims, demands, actions and suits (including attorney fees and costs) brought against any of them arising from Contractor's work under this Agreement.
8. **Liability Insurance.**
  - A. **Coverage.** Contractor shall maintain public liability and property damage insurance that protects Contractor, the Alliance, Clean & Safe, Inc, and the City of Portland, and their officers, agents, employees and insurers from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from work under this Agreement. The insurance shall include coverage for any damages or injuries arising from the use of automobiles or other motor vehicles by Contractor.
  - B. **Amount and Terms.** The insurance shall provide at least a single limit policy of not less than \$5,000,000 covering all claims per occurrence. The limits of the insurance shall be subject to statutory changes as to the maximum of liability imposed on municipalities of the State of Oregon during the term of this Agreement. The insurance shall be without prejudice to coverage otherwise existing and shall name as additional insureds the Alliance, Clean & Safe, Inc, and the City of Portland, and their officers, agents, and employees. Notwithstanding the naming of additional insureds, the insurance shall protect each insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person of interest had been named as insured. The coverage must name the Alliance as to claims between insured on the policy. The insurance shall provide that the insurance shall not terminate or be cancelled without thirty days written notice first being given to the Alliance and City Auditor. If the insurance is cancelled or terminated prior to completion of this Agreement, Contractor will provide a new policy with the same terms. Contractor shall maintain continuous uninterrupted coverage for the duration of the Agreement.
  - C. **Certificate.** Contractor shall maintain on file with the Alliance and the City Auditor a certificate of insurance certifying the coverage required under this section. The adequacy of the insurance shall be subject to approval of the Alliance and the City. Failure to maintain liability insurance or failure to pay premiums as they become due

shall be cause for immediate termination of this Agreement by the Alliance and, except for the notice requirement, shall be treated as a termination pursuant to Section 12D of this Agreement. Failure to maintain liability insurance for any other reason shall be cause for immediate termination of this Agreement by the Alliance and, except for the notice requirement, shall be treated as a termination pursuant to Section 12B of this Agreement.

9. **Workers Compensation Insurance.** Contractor shall provide and maintain workers compensation coverage for all of its workers and employees as a carrier-insured employer or a self-insured employer, as provided by Chapter 656 of the Oregon Revised Statutes. Contractor shall provide a certificate of insurance or a copy thereof to the Alliance and the City Auditor prior to this Agreement becoming effective. The adequacy of the insurance shall be subject to the approval of the Alliance and the City.
10. **Employee Health Plan.**
  - A. **Health Plan.** Contractor shall provide a health benefit plan to its full-time employees who have completed 30 days of satisfactory services. The plan may be an employee contribution plan.
11. **Conditions Subsequent.** If, at any time after July 1, 2018, the City of Portland terminates any portion of the Clean & Safe Program's security services, fails to fund such services, or fails to renew such services (which services are to be performed by Contractor as services under this Agreement), then the Alliance has the right to redefine the Agreement to exclude any of those previously-funded services. If the Alliance exercises such right, the parties agree to adjust that basic fee downward, and if the Alliance's exercise of such right adversely affects the amount of space Contractor needs under the sublease for purposes of this Agreement, the terms of the sublease shall be renegotiated, in each case in a commercially reasonable manner to account for the narrower scope of services. The Alliance agrees that Contractor will be consulted to advise and consent before any security bid is put forth by the Alliance where Contractor is to be the provider.
12. **Termination.**
  - A. **Mutual Agreement.** The Alliance and Contractor, by mutual written agreement, may terminate this Agreement at any time.
  - B. **By the Alliance - Discretionary.** The Alliance, on thirty (30) days written notice to Contractor, may terminate this Agreement for any reason deemed appropriate in its sole discretion, in its entirety. The Contractor will make every effort to provide information and access to the Alliance and/or its designee to ensure continuous security services outlined in this Agreement.

- C. By Contractor - Discretionary. Contractor, on thirty (30) days written notice to the Alliance, may terminate this Agreement for any reason deemed appropriate in its sole discretion, in its entirety. The Contractor will make every effort to provide information and access to the Alliance and/or its designee to ensure continuous security services outlined in this Agreement.
- D. For Breach. Either the Alliance or Contractor may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination, however, the party seeking the termination shall give to the other party written notice of the breach and of the party's intent to terminate. If the other party has not entirely cured the breach within thirty (30) days of the notice, then the party giving the notice may terminate the Agreement at any time thereafter by giving a written notice of termination. The Contractor will make every effort to provide information and access to the Alliance and/or its designee to ensure continuous security services outlined in this contract.

### **13. Payment on Early Termination.**

- A. Mutual Agreement. In the event of termination under Section 12A of this Agreement, the Alliance shall pay Contractor for work performed in accordance with the Agreement prior to the date of termination.
- B. By the Alliance Discretionary. In the event of termination under Section 12B of this Agreement, the Alliance shall pay Contractor, as to the entire Agreement or the portion terminated, for work performed in accordance with the Agreement prior to the date of termination, plus reimbursement of any non refundable costs such as insurance, lease termination fees, and other expenses and obligations incurred by Contractor in anticipation of full-term performance.
- C. By Contractor, Discretionary. In the event of termination under Section 12C of this Agreement, the Alliance shall pay Contractor, as to the portion terminated, for work performed in accordance with the Agreement prior to the date of termination.
- D. By Contractor, for Breach. In the event of termination by Contractor under Section 12D of this Agreement due to a breach by the Alliance, then the Alliance shall pay Contractor as provided in Section 13B.
- E. By the Alliance, for Breach. In the event of termination by the Alliance under Section 12D of this Agreement due to a breach by Contractor, then the Alliance shall pay Contractor as provided in Section 13A.
- F. Payment Reconciliation. The termination of this Agreement shall be subject to the payment reconciliation provisions of Section 2E and the overpayment provisions of



Section 4B of this Agreement, whether those provisions require an excess payment by Contractor to the Alliance, or an excess payment by the Alliance to Contractor.

**14. Breach of Agreement.**

A. **Generally.** The Alliance or Contractor shall breach this Agreement if it fails to perform any substantial obligation under this Agreement, except as provided in Section 14B.

B. **Events Not Breach.** Neither the Alliance nor Contractor shall have breached this Agreement by reason of any failure to perform a substantial obligation under this Agreement if the failure arises out of causes beyond its control and without its fault or negligence. Such causes may include, without limitation, acts of God or the public enemy, acts of the federal, state, or local governments, fires, floods, epidemics, volcanic eruptions, quarantine restrictions, strikes, freight embargoes, and unusually severe weather.

**15. Oregon Law and Forum.** This Agreement shall be construed according to the laws of the State of Oregon.

**16. Assignments and Subcontracting.** Contractor may not assign this Agreement or any part hereof or any right or obligation hereunder without the prior written approval of the Alliance. Contractor may not subcontract any portion of the work under this Agreement without the prior written approval of the Alliance. All subcontracts, unless otherwise approved in writing by the Alliance, shall require that the subcontractors carry liability insurance in the amounts relative to the size of the subcontracts, naming the Alliance, Clean & Safe, Inc, and the City of Portland and their officers, agents, and employees as additional insured. All subcontracts shall require subcontractors to maintain compliance with Chapter 3.100 of the Portland City Code.

**17. Confidentiality.**

A. For purposes of this Section 17, the following terms shall have the following meanings:

I. **"Confidential Information"** means all written, recorded or oral information furnished under this Agreement on or after the date hereof, together with all copies, reproductions, summaries, analyses or extracts thereof or based thereon in the possession of either party or in the possession of any of their representatives. Confidential Information does not include information that is or becomes generally available to the public other than as a result of a disclosure by the parties, was available to either party in prior written documents on a non-confidential basis prior to its disclosure by the Alliance or becomes available to either party on a non-confidential basis from a person who is not otherwise bound

Any reports, info, case summaries, data, etc, submitted under this contract is to be kept confidential by the PBA and any of PBA's representatives.



by a confidentiality agreement with Customer or is not otherwise prohibited from transmitting the information to the party.

- ii. **"Representatives" of a party shall mean any affiliates, directors, officers, employees, attorneys, agents or controlling persons of such party.**

B. Unless otherwise agreed to in writing by the Alliance and Contractor, the Alliance and Contractor shall keep all Confidential Information confidential and not disclose or reveal any Confidential Information to any person other than those employed by the Alliance and Contractor that are actually involved in the day-to-day administration of this Agreement, inform the Disclosing Party of the Identity (names, office addresses and titles) of all such persons and cause them to agree in writing to comply with the terms of this Section, and not use the Confidential Information for any purpose other than in the day-to-day administration of this Agreement. The Alliance and Contractor will be responsible for any breach of the terms hereunder by the Alliance and Contractor or by any of its Representatives.

**18. Independent Contractor Status.** Both parties to this Contract attest to the fact that PPI is an independent contractor and PPI employees are not employees of the Alliance. All employees of Contractor shall be subject exclusively to the supervision and control of Contractor, including, but not limited to, the rights to hire, train, assign work, discipline, and fire its employees. Contractor and its subcontractors and employees are not employees of the Alliance and are not eligible for any benefits through the Alliance including, but without limitation to, social security, health, workers compensation, unemployment compensation, sick leave and/or retirement benefits. The Contractor shall maintain its own supplies, equipment, and materials to perform this Contract. The Contractor shall also maintain its own business facility as well as maintain all licenses, certificates and/or specialized training required to provide the services. The Contractor shall be responsible for the payment of the wages or salary of any of its workers with whom it may contract and who are involved in the providing of the services, including insurance premiums, and taxes and fees of every kind as required by any governmental body.

**19. Taxes.** Contractor shall pay when due all fees, taxes, and charges in connection with or related to the services provided under this Agreement, including but not limited to license fees, payroll taxes, and income taxes. All such fees, taxes, and charges shall be a reimbursable expense, except that penalties and interest on delinquent fees, taxes, and charges shall not be reimbursable unless the delinquency is caused by a late payment by the Alliance hereunder.

**20. Arbitration.**

A. **Scope and Procedure.** Any dispute under this Agreement that is not settled by mutual agreement of the Alliance and Contractor within sixty (60) days of notification in writing by either party shall be submitted to an arbitrator. A list of five available

arbitrators will be obtained from the State of Oregon. The Alliance will strike one name, and then the contractor will strike one name until only one name remains. That name will be the arbitrator. The arbitrator shall be selected within thirty (30) days of the expiration of the sixty (60) day period. The arbitration shall be conducted in Portland, Oregon, shall be governed by the laws of the State of Oregon, and shall be as speedy as is reasonably possible. The Alliance and Contractor shall agree on the rules governing the arbitration (including allocation of costs), or, if the Alliance and Contractor cannot agree on rules, the arbitrator shall adopt rules consistent with this section. The arbitrator shall render his/her decision within forty-five (45) days of their first meeting with the Alliance and Contractor. The Alliance and Contractor shall be bound by the decision of the arbitrator.

**B. Services and Payments Pending Arbitration.** Notwithstanding any dispute under this Agreement, whether before or during arbitration, Contractor shall continue to provide services and the Alliance shall make payments as required by this Agreement, pending resolution of the dispute.

**21. Notice.** Any notice provided for under this Agreement is considered sufficient if in writing and delivered personally to the following addressee or deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed as follows, or to such other address as the receiving party thereafter shall specify in writing:

If to the Alliance:

Maureen Fisher

Vice President of Downtown Services

Portland Business Alliance, Inc.

200 SW Market Street, Suite 150

Portland, OR 97201

If to Contractor:

Dorian Yee

President

Portland Patrol Inc.

208 NW 1<sup>st</sup> Ave

Portland, OR 97209


**22. Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken. This Contract sets forth the final and exclusive understanding of the parties, and there are no other representations, warranties, statements, or agreements between the parties except as expressly set forth in this Agreement.

**23. Non-Waiver.** The Alliance and Contractor shall not be deemed to have waived any breach of this Agreement by the other party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach may be of the same nature as that waived.

**24. Payments to Vendors and Contractors.** Contractor shall pay timely all suppliers, lessors, and contractors providing it services, materials or equipment for carrying out its obligations under this Agreement. Contractor shall not take or fail to take any action in a manner that causes the Alliance, or any material or equipment that the Alliance provides hereunder to be subject to any claim or lien of any person without the Alliance's prior written consent.

**25. Business License.** Contractor shall maintain a City of Portland business license throughout this Agreement.

**26. Right to Audit Records.** Contractor shall make all records relating to the Agreement and the services provided thereunder available as required in Section 4 of this Agreement.

By:   
Pamela Aneshansley Hren  
CEO  
Portland Patrol Inc.

By:   
Andrew Hoan  
President & CEO  
The Portland Business Alliance

Date: 6/27, 2019

Date: 6-25-19, 2019

**Clean & Safe Service Area**

The map shows a dense grid of streets in the North End of Boston. Major streets include North Street, South Street, and various numbered streets. A large black box in the upper right corner contains the text "Clean & Safe Service Area". The map includes labels for major streets like North Street, South Street, and various numbered streets. A compass rose indicates North is towards the top left.

**EXHIBIT A**

**2018 - 2019**

**DOWNTOWN PORTLAND ENHANCED SERVICES**

**SCOPE OF WORK**

**I Downtown Clean & Safe – Security Program**

**A Patrol Officers.** Patrol Officers shall patrol the areas within the District to achieve the following:

- 1 Provide a presence of authority on the street, sidewalks and other public areas within the District by walking foot beats and performing bicycle patrols to observe, report and prevent street disorder;**
- 2 In partnership with the Portland Police Bureau, engage in problem solving to reduce the fear of crime and prevent street disorder;**
- 3 Apply community policing and crime prevention strategies to identify stakeholders and focus efforts to reduce community disorder;**
- 4 Prepare and distribute public safety communications among businesses and organizations in the District; and**
- 5 Provide information and wayfinding services to downtown users.**

**B In performance of their duties, Patrol Officers shall:**

- 1 Provide a presence of authority on the areas within the District by conducting bicycle patrols and walking beats assigned by the Shift Supervisor based on reported and known trouble spots;**
- 2 Attempt to stop criminal conduct and street disorder wherever possible;**
- 3 Report criminal activities to the Portland Police Bureau, avoiding participation in arrests or criminal investigations except in an emergency;**
- 4 Engage in problem-solving and community policing strategies;**
- 5 Maintain a daily log and file incident reports;**

- 6 Be uniformed and radio-equipped to communicate with Shift Supervisors, Portland Police Officers and other service agencies; Officers will be equipped with GPS tracking to provide real-time information to dispatchers to enhance response times and allow for historical data for reports of district coverage patterns.

- 7 Maintain communications with businesses and organizations in the District.

**C The Patrol Officers shall be under the direction of the following personnel:**

**1 Shift Supervisors. The Shift Supervisors shall be:**

- i Assigned day-to-day responsibilities for the Patrol Officers on duty;
- ii Responsible for scheduling, performance reports, continuing in-service training, crew and program evaluation, and disciplinary action;
- iii Armed, appropriately uniformed and radio equipped to allow contact with the Portland Police Bureau Clean & Safe Officers through the District communications center, as well as having access to a vehicle to facilitate quick response times for calls for service;
- iv Full-time with salary based on a 40-hour week.

**2 Chief Operating Officer. The Chief Operating Officer shall:**

- i Attend planning and community meetings with District personnel and other downtown stakeholders.
- ii COO or designee will be the liaison with VPDS and Director
- iii Upon receipt of a citizen complaint regarding security officers, the COO will perform an investigation that will include interviews of complainant, witness and involved PPI personnel. COO will make a finding upon completion of the investigation and if allegations are sustained, will articulate plans to remediate i.e. employee training, policy change etc. On a quarterly basis, COO will send a summary report of citizen complaints and results of investigation, to the Executive Director of Clean & Safe, who will forward a copy to the Commissioner in Charge of the Police Bureau. COO will alert the Executive Director of Clean & Safe if an officer has more than one citizen complaint in a year.

Supervised by  
Portland patrol Inc  
shift supervisors

On a quarterly basis COO  
will send summary of  
these citizen complaints  
and results of  
investigations to the  
Executive Director of  
Clean & Safe, who will  
forward copy to the  
Commissioner in Charge  
of Police bureau.

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**D Portland Police Bureau Clean & Safe Officers.** The Portland Police Bureau Clean & Safe Officers shall provide a presence of authority within the District by:

- 1 Working bicycle patrols focused on reported and known trouble spots;**
- 2 Working with and assisting District Patrol Officers to address public safety problems; and**
- 3 Engaging in problem solving and community policing activities to enhance District crime prevention services.**

**E The Portland Police Bureau Officers shall be armed, uniformed and radio-equipped to communicate with Shift Supervisors, District Patrol Officers and other service agencies and work 40 hours per week.**

**F Supervision of the Portland Police Patrol Clean & Safe Officers will be coordinated between the District Shift Supervisors and a Portland Police Bureau Sergeant designated by the Central Precinct Commander. Overall command of the Portland Police Patrol Clean & Safe Officers will always remain with the Portland Police Bureau.**

**G All Shift Supervisors and Patrol Officers will wear appropriate uniforms with the Clean & Safe insignia and maintain a neat and clean appearance.**

**H Facilities for the Shift Supervisors, Patrol Officers and Portland Police Bureau Clean & Safe Officers shall be provided by the security contractor, including lockers and dressing space, conference room, storage space, and office space.**

**I A staff person shall be on duty during the day and evening shift to monitor the central dispatch, handle filing activities, input incidents and activity data, answer questions and route information to and from the public. Staff person will be responsible for preparing response time monthly reports for security and cleaning. Additional tasks will be managing Downtown Security Network Database and alert notifications. Staff person will have baseline and updated customer service training and will be capable of utilizing GPS data to dispatch effectively and prepare deployment reports.**

**J Shift Supervisors shall also maintain direct contact with the District's Janitorial Supervisor to ensure the coordination of security and cleaning efforts.**



**K Patrol Officers and Shift Supervisors shall be courteous and professional and conduct their duties in an appropriate manner so as to generate a positive image to the public.**

**L Operations of the security program shall generally be carried out as listed below. Contractor will ensure a minimum of four armed officers per shift.**

**1 Day and evening (swing) work shifts will be scheduled Monday through Friday as follows:**

- i Day shift shall include a Shift Supervisor and approximately [REDACTED] Patrol Officers staggered in six (6) to eight (8) hour shifts beginning at 7:00 am and ending at 3:00 pm; and**
- ii Swing shift shall include a Shift Supervisor and approximately [REDACTED] Patrol Officers staggered in six (6) to eight (8) hour shifts from 3:00 pm to 11:00 pm.**
- iii E relief shift of [REDACTED] officers and shift supervisor until 3:00am, Wednesday through Saturday.**

**2 Day and evening (swing) shifts will be scheduled on Saturday and Sunday as follows:**

- i Saturday Day shift shall include a Shift Supervisor and approximately [REDACTED] Patrol Officers staggered in six (6) to eight (8) hour shifts beginning at 7:00am and ending at 3:00pm;**
- ii Saturday Swing shift shall include a Shift Supervisor and approximately [REDACTED] [REDACTED] Patrol Officers staggered in six (6) to eight (8) hour shifts from 3:00 pm to 11:00 pm.**
- iii Sunday staffing will be approximately [REDACTED] patrol officers and shift configuration will be based on mutual agreement between contractor and VPDS.**

**3 [REDACTED] contracted Portland Police Bureau Clean & Safe Officers and [REDACTED] officers provided at no cost by the Portland Police Bureau will work four - ten (10) hour staggered shifts, Monday through Friday, with coverage from 7:00am to 11:00pm.**

- 4 Patrol routes will be configured for more frequent coverage in areas of high pedestrian activity with varied deployment strategies during the two shifts or on selected days to reflect changes in pedestrian traffic and special events.