

## **PSF-2.04 - Partnership Agreements**

### **PARTNERSHIP AGREEMENTS**

*Administrative Rules Adopted by Police Bureau Pursuant to Rule-Making Authority*

ARB-PSF-2.04

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#### ***Section 1 - Policy***

Members will be trained, recognized and supported in problem-solving and Partnership Agreements. The Bureau recognizes the quality of life and the reduction of actual crime, as well as the fear of crime, is greatly impacted by problemsolving initiatives of the Bureau and concerned members of our community.

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#### ***Section 2 - Procedure***

##### **Directive Specific Definitions**

Good Neighbor Plans are plans of action pre-dating Partnership Agreements. These agreements have their roots in land use issues.

Partnership Agreements define the strategies and responsibilities of different resource providers in leveraging and managing resources against a livability issue or problem. The agreement does not depend on enforceability in a court of law for its value, but rather on the spirit of cooperation and willingness to work together to make our community a better, safer place to live and work.

City of Portland Partnership Agreement Workbook is a city wide problem-solving workbook, which culminates in and supports a Partnership Agreement. The format for the workbook was developed by the Office of Neighborhood Involvement, District Coalition Boards and the Bureau.

##### **Member Responsibilities**

- a. Assist in problem-solving partnerships, as both a facilitator and participant.
- b. The Partnership Agreement Workbook should be used whenever developing a Partnership Agreement in order to document the process.
- c. Members shall not volunteer unknowing resource providers, i.e., Records Division, Data Processing, Planning and Support's Statistical Unit.
- d. Special attention shall be given to the dissemination of criminal justice information (DMV, LEDS, NCIC, or PPDS computer information or printouts, and copies of police reports) to anyone outside the

Bureau. The Records

Division or City Attorney's Office can be contacted for assistance.

e. Members shall strive to ensure that agreements are consistent with Bureau goals and values and meet federal, state, county and city law.

f. Members shall submit a Partnership Agreement or Good Neighbor Plan for RU manager review before they sign and engage the Bureau.

g. Keep the PIO (Public Information Officer) apprised of agreements being developed.

h. After signing, a copy of the Partnership Agreement and the supporting workbook will be forwarded through channels to the Planning and Support Division where they will be indexed and placed on file as a reference and made available for others.

### **Supervisor Responsibilities**

a. Assist members and citizens to the degree necessary and practical to develop and implement a partnership agreement.

b. Review agreements to assure the following components are clear:

1. Problem statement

2. Goal(s)

3. Response strategies

4. Assignments or responsibilities of resource providers

5. Dates: anticipated starting, anticipated ending, and assessment/evaluation date

6. Evaluation/assessment members

7. Assessment method identified

8. Copy of workbook

9. Agreement is consistent with Bureau policy and goals

10. Agreement is not in conflict with other agreements

11. Agreement does not unknowingly commit an RU, city or private agency to some action they have not agreed to do (Have they signed the agreement?)

## 12. Bureau has resources to fulfill its commitment

### **RU Manager Responsibilities**

Because members sometimes change assignments before Partnership Agreements are fulfilled, and because agreements and Good Neighbor Plans sometimes have budgetary implications and can be in conflict with goals and values, it is the Bureau's policy that RU manager review will occur before a member signs and engages the Bureau into an agreement. This is not meant to preclude or discourage member's participation in and development of agreements.

- a. RU Managers will ensure that members are appropriately supported and recognized for their initiative in problem-solving.
- b. Review Partnership Agreements or Good Neighbor Plans.
- c. Ensure the participants who are instrumental in the agreement's strategies and those who were instrumental in the development of the partnership agreement sign the agreement.

### **Planning and Support Division Responsibilities**

- a. Maintain, as complete as possible, a reference resource library and index of Partnership Agreements occurring within the City, regardless whether the Bureau is a signatory or not.
  - b. Provide all Branch Managers, RU Managers, the Office of Neighborhood Involvement, District Coalition Boards, PIO, the Chief, the Mayor with updated Partnership Agreement indexes at least quarterly.
  - c. Provide completed Partnership Agreements, Workbooks, or Partnership Agreement indexes to all who request them.
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### ***Section 3 - References***

City of Portland Partnership Agreement Workbook

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### ***HISTORY***

Submitted for inclusion in PPD March 6, 2002.

Originally published as Directive 630.37 of the Portland Police Bureau Manual of Policy and Procedure, August 2001.