

Memorandum of Agreement
Public Safety Support Specialists

The Parties to this Memorandum of Agreement are the City of Portland (City), on behalf of Portland Police Bureau (PPB) and Portland Police Association (PPA).

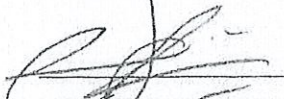
Background

1. The City and the Union are parties to the Portland Police Association (PPA) Collective Bargaining Agreement (CBA) November 11, 2016 – June 30, 2020.
2. The City and the PPA reached a Tentative agreement on October 2, 2018, to establish the classification of Public Safety Support Specialist.
3. The PPA ratified the Tentative agreement regarding the implementation of the Public Safety Support Specialist classification on November 9, 2018.


Agreement

1. Public Safety Support Specialist will work a 4/10 shift schedules that mirror patrol schedules at patrol precincts.
2. Public Safety Support Specialists hiring timeline will generally mirror sworn officer hiring timeline.
3. Public Safety Support Specialists classification specification is attached as Exhibit A.
4. Components of pre-hire criminal background check and disqualifying events for Public Safety Support Specialist are the same as for current sworn Portland Police Bureau employees.
5. Components of pre-hire psychological exam and disqualifying events for Public Safety Support Specialist are the same as current sworn Portland Police Bureau employees.
6. Public Safety Support Specialist pre-hire physical examination is the same as sworn Portland Police Bureau employees.
7. Public Safety Support Specialist physical agility test is the same as for Portland Bureau of Transportation's Parking Enforcement employee's (attached as Exhibit B).
8. Components of Public Safety Support Specialist training program will be as specified in attached Exhibit C.
9. Public Safety Support Specialists will carry Oleoresin capsicum (OC) spray and will receive related use of force training.
10. All provisions of the PPA CBA will apply to the Public Safety Support Specialist Classification except as provided in the attached Tentative Agreement (Exhibit D).

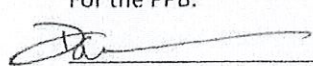
For the City:

 Date: 11/27/18
BHR Chief Human Resources Officer,
Serilda Summers-McGee

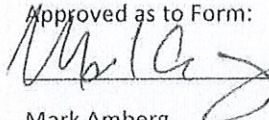
For the Union:

 Date: 11/28/18
PPA President,
Daryl Turner

For the PPB:

 Date: 11/27/18
Danielle Outlaw,
Chief of Police, Portland Police Bureau

Approved as to Form:

 Date: 11/26/18
Mark Amberg,
Chief Deputy City Attorney

Approved as to Form:

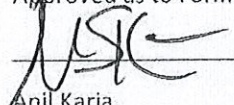
 Date: 11/27/18
Anil Karia,
Attorney at Law

EXHIBIT A

City of Portland

CLASS SPECIFICATION

PUBLIC SAFETY SUPPORT SPECIALIST

CLASS CODE: 30002611

ESTABLISHED DATE: June 4, 2018

CLASSIFICATION SUMMARY

Reports to a Police Sergeant or a sworn, management-level position. Under direct supervision, provides support to sworn police officers in non-emergency, non-priority situations; assists sworn personnel in community outreach with the public; provides a visible, community-based police support function to enhance the Portland Police Bureau's (PPB) service to the public.

Responsibilities include: responding to non-emergency calls for service that do not require police authority; assisting sworn officers with community engagement; providing referral services to the public.

During their **12-month** probationary period, new Public Safety Support Specialists receive extensive classroom and on-the-job training related to non-emergency community police support services. Each phase of training must be successfully completed for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

Public Safety Support Specialists represent the Portland Police Bureau and are deployed in the field to assist police officers in responding to non-emergency calls for service that do not require police authority.

Public Safety Support Specialist is distinguished from Police Officer in that the latter is a sworn classification performing full-scope law enforcement and crime prevention work. The Public Safety Support Specialist is a non-sworn and non-certified police support function.

ESSENTIAL FUNCTIONS

Depending on the assignment, under the supervision of a sworn police supervisor, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Write police reports for non-emergency situations that do not require police officer authority, and do not involve potential evidence, suspects, or a crime scene.
2. Respond to non-injury traffic collisions to facilitate information exchange between involved parties; coordinate tow services for disabled vehicles.
3. Conduct follow-up on property crimes where there is no suspect information, either by phone or in person, with an emphasis on crime victims' rights and referrals to other City Bureaus.

4. Process evidence or property, including writing reports and properly securing property.
5. Attend neighborhood meetings, community and/or public events. (This does not replace attendance at such events by sworn officers.)
6. Assist police officers in searching for missing persons such as elderly adults, medically fragile adults, or children when there is no reason to believe they are a threat to themselves or the community.
7. Assist with inventory and maintenance of PPB-issued equipment, excluding weapons and ammunition.
8. Assist drivers in stalled vehicles and summon other necessary assistance; respond to pedestrians, bicyclists, and other community members in need of assistance.
9. Broadcast and receive messages via police radio and Mobile Data Terminal (MDT); maintain contact with field units; ask for assistance when appropriate due to incident type and scope.
10. Assist with temporary street closures, detours and other public service duties identified by police supervisors.
11. Summon a police officer for situations they encounter in which enforcement action is necessary.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is directed and assigned by a sworn, management-level position, and is performed under direct supervision by a Police Sergeant.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Skill in reading and understanding laws, ordinances, rules and regulations.
2. Skill in coping with stressful situations firmly, tactfully, and with respect for individual rights.
3. Skill in communicating clearly, verbally and in writing.
4. Ability to communicate effectively over the phone, radio and in person; operate multiple computer systems and various office equipment.
5. Ability to rapidly assess critical situations involving the public; remain calm in emergencies or threatening situations; learn rules, regulations and procedures related to police support.
6. Ability to establish and maintain effective working relationships with fellow employees and with citizens from varied racial, ethnic, and economic backgrounds.
7. Ability to utilize City-specific technology and general office software.
8. Ability to learn state and criminal law, City ordinances and Portland Police Bureau Directives.
9. Ability to learn legal criminal investigation techniques, evidence collection, report writing, crash investigation, First Aid/CPR, interviewing techniques, and conflict de-escalation.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High School Diploma or GED;

AND

Experience: Two (2) years of work experience which could include two years of military service, or four years of reserve military service.

Special Requirements and/or Qualifications:

A valid state driver's license must be maintained at all times during employment in this class.

At least 21 years of age at date of hire.

Successful passage of criminal background investigation equivalent to criminal background check conducted for sworn employees.

LEDS certification within three months of hire.

Physical strength and agility sufficient to perform the work of the class.

Successful completion of a psychological evaluation relevant to the position, as well as a drug screening.

Bargaining Unit: PPA

FLSA Status: Non-Exempt

HISTORY

Revision Dates:

PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

SCORE SHEET

Applicant Name _____

I TREADMILL ENDURANCE TEST**PASS/ FAIL**

Walk 5 min 2.6-3.6 mph 0 incline; walk 3 min @ 7.0 incline.

Walk 5 min 2.6-3.6 mph 0 incline; walk 3 min @ 9.0 incline.

Walk 5 min 2.6-3.6 mph 0 incline; walk 3 min @ 7.0 incline.

Walk 6 min 0 incline to cool down.

Total: 30 minutes

Completed: _____

II FLEXIBILITY TEST**PASS/ FAIL**

Squat down on heels/reach up on tip toes, hold 3 seconds. Repeat 5X.

III. STEP TEST**PASS/FAIL**

StaQes	Metronome	Time Stopped	Comments
Level 1	72		
Level2	96		
Level3	128		

Must complete 3 minutes at each level to pass.

IV. WALK & STEP TEST**PASS/FAIL**Step up/down 10" step, walk 2 steps, step up/down 2nd 10" step. Then walk back to 1st step while recording data for 3 minutes. Completed: _____**V. LIFT & CARRY TEST****PASS/FAIL**

Pick up 40 lb small box off the 16" shelf, carry 200' and reach 23" to set on 30" high platform. Repeat sequence of lift & carry 5 times.

Comments _____

Evaluator's Name _____ Date _____

May 4, 2012**Suzanne Trebnick PT, OCS, COMT**

Laurelhurst Physical Therapy Clinic LLC

9828 E. Burnside Street, Ste 250, Portland, OR 97216

www.lpt@laurelhurstpt.com

503-254-3424, Phone



PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

FLEXIBILITY TEST

I. TEST INSTRUCTIONS

Read these instructions to the applicant:

1. This test is an evaluation of your joint flexibility.
2. You will start in a standing position. You will then bend and squat down with your heels touching the ground and your knees fully bent. Hold this position for 3 seconds.
3. You will reverse the position by standing up from the squatted position and stretch your arms overhead as high as possible without causing any "undue strain". Hold this position for 3 seconds and repeat the sequence for a total of 5 repetitions.
4. Do you have any questions?

II. TEST ADMINISTRATION

1. Candidate stands in a position that feels comfortable with feet spread shoulder width apart for a solid base of support.
2. Candidate will bend and squat down with heels touching the ground and knees fully bent and hold this position for 3 seconds.
3. Candidate will reverse the position by standing up from the squatted position and stretch arms overhead as high as possible. Candidate will hold this position for 3 seconds.
4. Candidate may rest 30 seconds between each repetition.
5. Repeat 5 times.

PRECAUTIONS:

Stop test if participant reports pain or discomfort.

Stop test if muscle tremors, radical posture changes, severe strain, or shortness of breath is noted.

III. RECORD RESULTS

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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR Parking Code Enforcement Officer #2203

LIFT AND CARRY TEST

I. TEST PREPARATION

Equipment needed: small box 8 ½" x7" x10" containing 40 # of weights

II. TEST INSTRUCTIONS

Read these instructions to the applicant:

1. This test is an evaluation of your ability to bend, lift, and carry the coin canister from the parking meter to the vehicle.
2. I will demonstrate how to safely bend, lift and carry the 40# box.
3. You will bend over to pick up the 40# box off the 16 inch shelf and carry at waist level.
4. Walk 200 feet over to the 30 inch shelf and reach 23 inches across to set the box down.
5. Repeat the sequence 5 times.

III. TEST ADMINISTRATION

1. Instruct the client to pick up the 40# box off the 16 inch shelf and walk 200 feet.
2. Then the client has to reach across 23 inches to set the box down on the 30 inch shelf.
3. Repeat the sequence 5 X by picking up the box off the 30 inch shelf, walk 200 feet, and set back down on the 16 inch shelf.
4. The client demonstrates safe bending and lifting and is graded on the score sheet.
5. The client may rest briefly between repetitions.

IV. RECORD RESULTS

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**City of Portland, Oregon
Parking Code Enforcement Officer**

#2203

Physical Demand Category

SEDENTARY LIGHT MEDIUM HEAVY VERY
HEAVY

GENERAL PHYSICAL DEMAND CHARACTERISTICS OF WORK			
DEMAND LEVEL:	OCCASSIONAL (1-33% of workday)	FREQUENT (34-66% of workday)	CONSTANT (67-100% of workday)
SEDENTARY	10 POUNDS	NEGLIGIBLE	NEGLIGIBLE
LIGHT	20 POUNDS	10 POUNDS	NEGLIGIBLE
MEDIUM	50 POUNDS	20 POUNDS	10 POUNDS
MEDIUM-HEAVY	75 POUNDS	35 POUNDS	15 POUNDS
HEAVY	100 POUNDS	50 POUNDS	20 POUNDS
VERY HEAVY	OVER 100 POUNOS	OVER 50 POUNDS	OVER 20 POUNDS

The Physical Job Task Analysis represents the physical demands and essential job tasks of the Parking Code Enforcement Officer.

The Treadmill Test, Flexibility Test, Step Test, Walk and Step Test and Lift & Carry Test which have been developed for the Parking Code Enforcement Officer position simulate the essential job tasks that were identified in the Physical Job Task Analysis.

Suzanne Trebnick PT, OCS, COMT Date

Mark Friedman Parking Enforcement Supervisor II Date

Donald Hunter, Parking Enforcement Supervisor Date

May 4, 2012
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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

STEP TEST

I TEST PREPARATION

Equipment Needed:

Digital metronome - set at 72, 96, 128

Stopwatch

Step (22"length x 18"width x 10"height platform) non-skid surface

Check metronome and stop watch to be sure they are working properly before you begin.

II TEST INSTRUCTIONS

Read these instructions to the applicant:

1. The step test is a test of your general fitness level.
2. You will step up and down for 3 brief time periods on this step.
3. Listen to the rhythm of the metronome to match with your step for 3 minutes.
4. At the end of the 3 minutes, stop.
5. For Level 2 the procedure is the same, only at a faster rate.
6. Report any of the following signs immediately:
 - ▶ Light-headed
 - ▶ Dizzy
 - ▶ Discomfort in head, chest, arms or legs
 - ▶ Unusual shortness of breath
 - ▶ Sense of disturbed balance
7. Do you have any questions?
8. I will demonstrate the test first, before you begin. Step up with whole foot on platform then fully extend the knee (up-up, down- down). Step close by the step.
9. Allow each candidate 3-5 ascents for practice.
10. If client complains of any of the above symptoms, terminate test immediately.

III TEST ADMINISTRATION

Discourage talking during test. Answer all questions prior to giving test. Do not discuss performance or comment (i.e.: "good job"). Use neutral remarks only.

Level I

1. Set metronome at 72.
2. Instruct the client to step up and down on the 10" step to the beat of the metronome for 3 minutes.
3. At the completion of 3 minutes:

4. Applicant stops.
 - ▶ Rest for one minute.
 - ▶ Evaluate whether or not to proceed.

Level II

1. Set metronome at 96.
2. Instruct the client to step up and down on the 10" step to the beat of the metronome for 3 minutes.
3. At the completion of 3 minutes:
 - ▶ Applicant stops.
 - ▶ Rest for one minute.
 - ▶ Evaluate whether or not to proceed.

Level III

1. Set metronome at 128.
2. Instruct the client to step up and down on the 10" step to the beat of the metronome for 3 minutes.
3. At the completion of 3 minutes:
4. Applicant stops.
 - ▶ Rest for one minute.
 - ▶ Evaluate whether or not to proceed.

Stop test if any of the following symptoms are present:

- ▶ Light-headed
- ▶ Dizzy
- ▶ Discomfort in head, chest, arms or legs
- ▶ Unusual shortness of breath
- ▶ Sense of disturbed balance

IV RECORD RESULTS

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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

TREADMILL ENDURANCE TEST

I. TEST PREPARATION

Equipment needed:

Treadmill

Stop watch

Electronic Handheld Computer & long strap provided by City of Portland at time of test.

2-Way Radio & Envelope Pouch provided by City of Portland at time of test.

II. TEST INSTRUCTIONS

Read these instructions to the applicant:

1. This test is an evaluation of your endurance to be able to walk 8-10 miles/day on a beat carrying Bibs of gear.
2. I will demonstrate how to walk on the treadmill before you begin.
3. You will step up on the treadmill and begin walking when I say "Start".
4. Walk gently swinging your arms at your side at a pace comfortable for you between 2.6-3.6 mph for 30 minutes.

PRECAUTIONS: Please let me know if you experience chest pain, leg pain, nausea, or shortness of breath, lightheadedness, and I will stop the test.

III. TEST ADMINISTRATION

1. Place the long strap that holds the computer around their neck and attach the pouch to their waist.
2. Instruct the client to straddle the treadmill and grip the hand rail before stepping onto the treadmill.
3. Set treadmill speed to 2.6-3.6 mph with no incline and depress button to allow treadmill to get to that speed as soon as possible.
4. Depress stopwatch to begin timing and give order to "Start".
5. Applicant will then begin walking, using the hand bar to get started. Encourage the client to swing their arms and advise client to look forward, not down while testing.
6. Client will walk on level surface 5 minutes at 2.6-3.6 mph then set the incline to 7.0 for 3 minutes.
7. Client will walk on level surface 5 minutes at 2.6-3.6 mph, set incline to 9.0 for 3 minutes.
8. Client will walk on level surface 5 minutes at 2.6-3.6 mph, set incline to 7.0 for 3 minutes.
9. Finish with a 6 minute cool down with no incline for total of 30 minutes.

IV. RECORD RESULTS

PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR Parking Code Enforcement Office #2203

PASSING CRITERIA

PCT TESTS

TREADMILL ENDURANCE TEST

PASSING CRITERIA

Walk 5 min 2.6-3.6 mph 0 incline
Walk 3 min @ 7.0 incline
Walk 5 min 2.6-3.6 mph 0 incline
Walk 3 min @ 9.0 incline
Walk 5 min 2.6-3.6 mph 0 incline
Walk 3 min @ 7.0 incline
Walk 6 min 0 incline for a total of 30 min.

FLEXIBILITY TEST

Squat down/reach up hold 3 seconds. 5X.

STEP TEST

Step up/down 10" step for 3 minutes @ 72, 96 & 128 bpm.

WALK AND STEP TEST

Step up/down 10" step, walk 2 steps, step up/down 2nd step, then walk back to 1st step while recording data for 3 minutes.

LIFT & CARRY TEST

Pick up 40 lb small box off 16" shelf, carry 200' and reach 23" to set on 30" high platform.
Repeat sequence of lift & carry 5 times.

May 4, 2012
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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

WALK AND STEP TEST

I. TEST PREPARATION

Equipment needed: 2 10" Platforms placed 4' apart
Electronic handheld computer & long strap provided by City of Portland at time of test.
2-Way Radio & Envelope pouch provided by City of Portland.
Metronome

II. TEST INSTRUCTION

1. This test is an evaluation of your ability to step up/down curbs, while entering information on your handheld computer.
2. You will step up and down 2 10" platforms placed 4' apart.
3. I will demonstrate the sequence of walking and stepping up and down the two steps.
4. I will call out random numbers for you to record while walking between the steps.

III. HANDHELD OPERATING INSTRUCTIONS

1. To turn on hit, windows icon, left side, toward bottom.
 2. Enter id "999".
 3. Touch password screen with Stylus, Password "pedro".
 4. On back of handheld, press black button once.
 5. On Menu Screen with Stylus touch "notebook".
 6. Enter in beat field, F030462.
 7. Look for test in list, touch test with stylus.
- Blank screen will come up, candidate can enter numbers now.

IV. TEST ADMINISTRATION

1. Place the long strap that holds the computer around the neck and attach pouch to the waist of the candidate.
2. Candidate will step up/down a 10" platform.
3. Candidate walks between the two steps and then walks back to the first platform while recording numbers into the computer as they are called out randomly by the test administrator.
4. Repeat walk and step sequence for 3 minutes.

PRECAUTIONS: Stop test if chest pain, leg pain, nausea, or shortness of breath are reported.

V. RECORD RESULTS

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Public Safety Support Specialist Academy Outline

Course

Command Greeting/ Orientation	1 hour
L.E.D.S. Certification	8 hours
M.R.E. / R.M.S.	20 hours
Procedural Justice/Implicit Bias	4 hours
Interpersonal Communication	2 hours
Crime Scene Management	2 hours
F.E.D. / Property Processing	2 hours
Law/ City Ordinances	6 hours
Radio Communication	1 hours
Geography	4 hours
Policy and Procedure	10 hours
2.02 Training	2 hours
Report writing	6 hours
Bloodborne Pathogens	1 hour
Internal Affairs	1 hour
Portland Police Association	1 hour
Employee Assistance Program	1 hour
Burglary Investigations	1 hour
Drug and Alcohol Recognition	2 hours
BOEC Ride Along	8 hours
First Aid/AED	4 hours
Traffic Crash Investigations/Road Safety	3 hours

Crisis Intervention Training	40 hours
1010.00/Graham Standard	3 hours
COM	2 hours
Total Classroom:	135 hours

Skills Training

Safe Driving Course	10 hours
T.E.C.C.	3 hours
Wound Packing/ IFAK	2 hours
Control Tactics	20 hours
Scenarios	30 hours


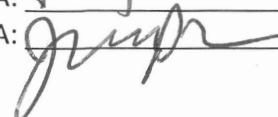
Total Skills: 65 hours

Total Academy: 200 hours

Additional possible topics could include: **NIMS**, Precinct Tours, Taser Orientation, Gas Mask

In addition, to gain reference and understanding, students would go on ride-alongs during a week break in the academy (40 hours). During the ride-alongs, the emphasis of the sworn officer would be to respond to calls the PSSS would predominately handle.

EXHIBIT D

PPA TA:  Date: 10/02/18
City TA:  Date: 10/2/18

PS3 Tentative Agreement 10/2/18

I. Public Safety Support Specialist Classification

The following will be reduced to a Memorandum of Agreement.

- Public Safety Support Specialists will work 4/10 shift schedules that mirror patrol schedules at patrol precincts.
- Public Safety Support Specialists hiring timeline will generally mirror sworn officer hiring timeline.
- Public Safety Support Specialist class specification is attached as Exhibit A.
- Components of pre-hire criminal background check and disqualifying events for Public Safety Support Specialist are the same as for current sworn PPB employees.
- Components of pre-hire psychological exam and disqualifying events for Public Safety Support Specialist are the same as current sworn PPB employees.
- Public Safety Support Specialist pre-hire physical examination is the same as sworn PPB members.
- Public Safety Support Specialist physical agility test is the same as for Parking Enforcement (attached as Exhibit B).
- Components of Public Safety Support Specialist training program are attached as Exhibit C. Public Safety Support Specialists will carry oleoresin capsicum (OC) spray and will receive related use of force training.

All provisions of the PPA CBA will apply to the Public Safety Support Specialist Classification except as follows.

- A. Recognition clause amended to include Public Safety Support Specialist Classification as follows:

Article 1 Recognition

1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the purposes of establishing salaries, wages, hours, and other conditions of employment for all sworn Police personnel presently recognized, who have

PPA TA: _____ Date: _____
City TA: _____ Date: _____

taken the oath of office, are authorized to execute warrants and are charged with law enforcement responsibilities. The term "sworn Police personnel" is applied without regard to sex, rank (except as provided herein), division, or duty to personnel employed by the City of Portland, Oregon, Bureau of Police. **The City recognizes the Association as the sole and exclusive bargaining agent for the purposes of establishing salaries, wages, hours, and other conditions of employment for all non-sworn employees in the Public Safety Support Specialist classification.**

1.2 As used in this contract, "officer" shall refer to **sworn and non-sworn** members of the Association's bargaining unit unless otherwise specifically indicated.

B. 12-month probationary period to be accounted for as follows:

Article 21 **Discharge and Demotion**

21.1 Discharge or demotion shall be for just cause, and in such case, an officer in permanent status may choose between two avenues of appeal:

21.1.1 The officer may exercise appeal rights under Chapter 4 Civil Service, Article 5 of the City of Portland Charter, or

21.1.2 The Association may, in lieu of those provisions established pursuant to the City Charter, be allowed to take up the matter at Step II of the Grievance Procedure.

21.2 These two avenues of appeal do not apply to an officer who:

21.2.1 Is separated during the eighteen (18) months' entry level probationary period **for a sworn Police Officer**, or

21.2.2 Fails to successfully complete the twelve (12) months' probationary period in a **sworn** promotional position and is reverted to the officer's former **sworn** classification, or

21.2.3 Is separated during the twelve (12) months' lateral **sworn** probationary period or during the six (6) month's lateral **sworn** probationary extension period.

21.2.3.1 The Chief of Police or the Chief designee may reasonably extend the twelve (12) month's lateral **sworn** probationary period by six (6) months.

21.2.4 Is separated during the twelve (12) months' non-sworn probationary period.

21.2.4.1 However, a non-sworn employee who fails the eighteen (18) month entry level probationary period for a sworn Police Officer may revert, at the Police Chief's discretion, to their

PPA TA: _____ Date: _____
City TA: _____ Date: _____

**former non-sworn Public Safety Support Specialist
Classification if a position in that classification is available. If
reverted, the employee's anniversary date and wage rate shall
be set as if the employee had continued without interruption in
the Public Safety Support Specialist Classification.**

C. Seniority for Public Safety Support Specialist.

Article 23 Seniority

23.1 **For sworn employees, seniority shall be defined as the length of uninterrupted service by the officer in the Bureau within the officer's Civil Service classification following the officer's most recent appointment. Time spent in the Armed Forces, on military leaves of absence, other authorized leaves and time lost because of duty-connected disability shall be included in length of service. If an officer who has been promoted reverts to a position the officer formerly held, the officer's seniority shall be the sum of the seniority earned in the promotional class and in the class to which the officer reverts.**

23.1.1 Seniority for non-sworn Public Safety Support Specialists shall be defined as the length of uninterrupted service by the employee in the Bureau within the employee's classification following the employee's most recent appointment. Time spent in the Armed Forces, on military leaves of absence, other authorized leaves and time lost because of duty-connected disability shall be included in length of service. If a non-sworn employee moves to a sworn position, the employee's non-sworn seniority will not transfer to the employee's new sworn position. However, if the employee reverts to a formerly held non-sworn Public Safety Support Specialist position from a sworn position within two years of their appointment to the sworn position, the employee's seniority shall be the sum of the seniority earned in the sworn class and in the non-sworn class to which the employee reverts.

23.1.2 Ties in seniority for non-sworn Public Safety Support Specialists will be broken first by date of hire, then by ranking during the hiring process, and then by offer date. Any further ties will be broken by lot.

D. Article 42, Education Reimbursement Program and Education Premium *will not* apply to Public Safety Support Specialists.

PPA TA: _____ Date: _____
City TA: _____ Date: _____

- E. Article 57.2, Special Duty for Second Employers (union overtime) *will not* apply to Public Safety Support Specialists.
- F. Article 58, Firearms and Protective Vests *will not* apply to Public Safety Support Specialists as they will not be assigned firearms or protective vests.
- G. Article 65.1, Recruitment Incentives *will not* apply to Public Safety Support Specialists.
- H. Article 65.3, Longevity Pay *will* apply to Public Safety Support Specialists, with the following *clarifying language*:

65.3.8 If a non-sworn employee moves to a sworn position, the employee's time in the non-sworn position will not transfer to the employee's new sworn position for the purpose of longevity pay. However, if the employee reverts to a formerly held non-sworn Public Safety Support Specialist position from a sworn position within two years of their appointment to the sworn position, the employee's time earned in the sworn class will accrue towards longevity pay in the non-sworn class.

- I. Article 65.4, Retire-Rehire Program *will not* apply to Public Safety Support Specialists.
- J. Miscellaneous items:
 - a. Public Safety Support Specialists are eligible for social security.
 - b. Public Safety Support Specialists pension pick-up is as follows (from Article 27.6 of DCTU CBA):

PERS/OPSRP. The City agrees to maintain its membership in the State of Oregon Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP). The City shall "pick-up", assume and pay a six percent (6%) average employee contribution to the Public Employees Retirement Fund and the Oregon Public Service Retirement Plan for the employee members then participating in the Public Employees Retirement System. Such "pick-up" or payment of employee member contributions to the system shall continue for the life of this agreement and shall also be applicable to employees who first begin to participate in the system on and after July 1, 1980, to the termination of this agreement.

PPA TA: _____ Date: _____
City TA: _____ Date: _____

The full amount of required employee contributions “picked-up” or paid by the City on behalf of employees pursuant to this agreement shall be considered as “salary” within the meaning of ORS 238.005 (21) or ORS 238A.005 (16), as appropriate, for the purposes of computing an employee member's “final average salary” within the meaning of ORS 238.005 (8) or ORS 238A.130, as appropriate, but shall not be considered as “salary” for the purposes of determining the amount of employee contributions required to be contributed pursuant to ORS 238.200 or ORS 238A.330, as appropriate. Such “picked-up” or paid employee contributions shall be credited to employee accounts pursuant to ORS 238.200 (2) or ORS 238A.335, as appropriate, and shall be considered to be employee contributions for the purposes of ORS 238.200 or ORS 238A.330, as appropriate.

- c. Workers compensation coverage for Public Safety Support Specialists will be as set forth in BHR Rule 6.13.
- d. Public Safety Support Specialists will have paid rest and meal breaks like sworn officers (i.e., take them when they can).

K. Salary Rates.

- a. Insert a new Schedule C as follows:

**SCHEDULE A
SALARY RATES**

- 1. Upon ratification, the “Entry Rate” step for the Police Officer will be removed and the “After 6 Mo.” step will become the new entry rate step as set forth in Schedule B. Police Officers at the old “Entry Rate” step in Schedule A will be moved to the new “Entry Rate” step in Schedule A.
- 2. Effective January 1, 2017, an additional three percent (3.0%) top pay step will be added to the salary schedules for all classifications in Schedule B. Police Officers with more than six years of service, and Detectives, Criminalists, and Sergeants with more than five years of service, will be immediately advanced to the new pay step. Thereafter, advancement to the new step will occur on the date a Police Officer has more than six years of service, and a Detective, Criminalist, or Sergeant has more than five years of service. For example, a Police Officer with more than six years of service as of January 1, 2017 will be moved to the new top Police Officer step on January 1, 2017, and a Police Officer with a classification seniority date of February 10, 2011, will be advanced to the new step on February 10, 2017.
- 3. Effective July 1, 2017, Schedule “B” wage rates will be revised as follows:

Salary rates for classifications in Schedule “B” for the period July 1, 2016 to June 30, 2017 are to be increased by one hundred percent (100%) of the annual increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) (as measured by the annual change in the index for between 2nd Half 2015 and 2nd Half 2016) for the Portland-Salem, OR-WA, published by the Bureau of Labor

PPA TA: _____ Date: _____
City TA: _____ Date: _____

Statistics, U.S. Department of Labor. However, in no event shall the salary increase attributable to the CPI be less than one percent (1.0%) or greater than five percent (5.0%).

4. Effective January 1, 2018, an additional three percent (3.0%) top pay step will be added to the salary schedules for all classifications in Schedule "B". Police Officers with more than seven years of service, and Detectives, Criminalists, and Sergeants with more than six years of service, will be immediately advanced to the new pay step. Thereafter, advancement to the new step will occur on the date a Police Officer has more than seven years of service, and a Detective, Criminalist, or Sergeant has more than six years of service. For example, a Police Officer with more than seven years of service as of January 1, 2018 will be moved to the new top Police Officer step on January 1, 2018, and a Police Officer with a classification seniority date of February 10, 2011, will be advanced to the new step on February 10, 2018.

5. Effective July 1, 2018, Schedule "B" wage rates will be revised as follows:

Salary rates for classifications in Schedule "B" for the period July 1, 2017 to June 30, 2018 are to be increased by one hundred percent (100%) of the annual increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) (as measured by the annual change in the index for between 2nd Half 2016 and 2nd Half 2017) for the Portland-Salem, OR-WA, published by the Bureau of Labor Statistics, U.S. Department of Labor. However, in no event shall the salary increase attributable to the CPI be less than one percent (1.0%) or greater than five percent (5.0%).

6. Effective January 1, 2019, an additional three percent (3.0%) top pay step will be added to the salary schedules for all sworn classifications in Schedule "B". Police Officers with more than eight years of service, and Detectives, Criminalists, and Sergeants with more than seven years of service, will be immediately advanced to the new pay step. Thereafter, advancement to the new step will occur on the date a Police Officer has more than eight years of service, and a Detective, Criminalist, or Sergeant has more than seven years of service. For example, a Police Officer with more than eight years of service as of January 1, 2019 will be moved to the new top Police Officer step on January 1, 2019, and a Police Officer with a classification seniority date of February 10, 2011, will be advanced to the new step on February 10, 2019.

7. Effective July 1, 2019, Schedule "B" wage rates will be revised as follows:

Salary rates for classifications in Schedule "B" for the period July 1, 2018 to June 30, 2019 are to be increased by one hundred percent (100%) of the annual increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) (as measured by the annual change in the index for between 2nd Half 2017 and 2nd Half 2018) for the ~~Portland-Salem, OR-WA~~ West - Size A, published by the Bureau of Labor Statistics, U.S. Department of Labor. However, in no event shall the salary increase attributable to the CPI be less than one percent (1.0%) or greater than five percent (5.0%).

In the event that City revenue sources should be decreased by the passage or impact of a tax limitation measure, legislatively mandated change, cut back in Federal and/or State revenue sharing, or any other conditions causing a worsening of the City's financial position, the City Council and the signatory labor organizations agree that they will meet and discuss the economic impact and, by mutual agreement, will put forth a good faith effort to arrive at alternatives to a reduction in the work force.

In the event that a current city employee is appointed to the Police Officer classification, the officer's pay rate shall be the step within the pay range which represents at least a 3% increase over the officer's regular rate in the officer's former classification, provided that in no event shall the new rate of pay exceed the maximum rate for Police Officer.

A Police Officer promoted to Sergeant, Detective, or Criminalist will be placed at the step on the Sergeant, Detective, or Criminalist pay scale that is at least one and three-quarters percent (1.75%) higher than the Police Officer's pay step upon promotion.

PPA TA: _____ Date: _____
City TA: _____ Date: _____

SCHEDULE B
SALARY RATES

Rates as of January 1, 2019

JOB TITLE	Entry Rate	After 1 Yr.	After 2 Yr.	After 3 Yr.	After 4 Yr.
Public Safety	\$23.95	\$24.91	\$25.91	\$26.95	\$28.03
Support Specialist					

*Newly hired Employees will start at the entry rate of the pay scale.

CLASS SPECIFICATION

DRAFT PUBLIC SAFETY SUPPORT SPECIALIST

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Police Sergeant or a sworn, management-level position. Under direct supervision, provides support to sworn police officers in non-emergency, non-priority situations; assists sworn personnel in community outreach with the public; provides a visible, community-based police support function to enhance the Portland Police Bureau's (PPB) service to the public.

Responsibilities include: responding to non-emergency calls for service that do not require police authority; assisting sworn officers with community engagement; providing referral services to the public.

During their **12 month** probationary period, new Public Safety Support Specialists receive extensive classroom and on-the-job training related to non-emergency community police support services. Each phase of training must be successfully completed for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

Public Safety Support Specialists represent the Portland Police Bureau and are deployed in the field to assist police officers in responding to non-emergency calls for service that do not require police authority.

Public Safety Support Specialist is distinguished from Police Officer in that the latter is a sworn classification performing full-scope law enforcement and crime prevention work. The Public Safety Support Specialist is a non-sworn and non-certified police support function.

ESSENTIAL FUNCTIONS

Depending on the assignment, under the supervision of a sworn police supervisor, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Write police reports for non-emergency situations that do not require police officer authority, and do not involve potential evidence, suspects, or a crime scene.
2. Respond to non-injury traffic collisions to facilitate information exchange between involved parties; coordinate tow services for disabled vehicles.
3. Conduct follow-up on property crimes where there is no suspect information, either by phone or in person, with an emphasis on crime victims' rights and referrals to other City Bureaus.

4. Process evidence or property, including writing reports and properly securing property.
5. Attend neighborhood meetings, community and/or public events. (This does not replace attendance at such events by sworn officers.)
6. Assist police officers in searching for missing persons such as elderly adults, medically fragile adults, or children when there is no reason to believe they are a threat to themselves or the community.
7. Assist with inventory and maintenance of PPB-issued equipment, excluding weapons and ammunition.
8. Assist drivers in stalled vehicles and summon other necessary assistance; respond to pedestrians, bicyclists, and other community members in need of assistance.
9. Broadcast and receive messages via police radio and Mobile Data Terminal (MDT); maintain contact with field units; ask for assistance when appropriate due to incident type and scope.
10. Assist with temporary street closures, detours and other public service duties identified by police supervisors.
11. Summon a police officer for situations they encounter in which enforcement action is necessary.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is directed and assigned by a sworn, management-level position, and is performed under direct supervision by a Police Sergeant.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Skill in reading and understanding laws, ordinances, rules and regulations.
2. Skill in coping with stressful situations firmly, tactfully, and with respect for individual rights.
3. Skill in communicating clearly, verbally and in writing.
4. Ability to communicate effectively over the phone, radio and in person; operate multiple computer systems and various office equipment.
5. Ability to rapidly assess critical situations involving the public; remain calm in emergencies or threatening situations; learn rules, regulations and procedures related to police support.
6. Ability to establish and maintain effective working relationships with fellow employees and with citizens from varied racial, ethnic, and economic backgrounds.
7. Ability to utilize City-specific technology and general office software.
8. Ability to learn state and criminal law, City ordinances and Portland Police Bureau Directives.
9. Ability to learn legal criminal investigation techniques, evidence collection, report writing, crash investigation, First Aid/CPR, interviewing techniques, and conflict de-escalation.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High School Diploma or GED;

AND

Experience: Two (2) years of work experience which could include two years of military service, or four years of reserve military service.

Special Requirements and/or Qualifications:

A valid state driver's license must be maintained at all times during employment in this class.

At least 21 years of age at date of hire.

Successful passage of criminal background investigation equivalent to criminal background check conducted for sworn employees.

LEDS certification within three months of hire.

Physical strength and agility sufficient to perform the work of the class.

Successful completion of a psychological evaluation relevant to the position, as well as a drug screening.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: PPA

FLSA Status: Non-Exempt

HISTORY

Revision Dates: Created June ?, 2018

PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

SCORE SHEET

Applicant Name _____

I. TREADMILL ENDURANCE TEST

PASS/ FAIL

Walk 5 min 2.6-3.6 mph 0 incline; walk 3 min @ 7.0 incline.
Walk 5 min 2.6-3.6 mph 0 incline; walk 3 min @ 9.0 incline.
Walk 5 min 2.6-3.6 mph 0 incline; walk 3 min @ 7.0 incline.
Walk 6 min 0 incline to cool down.
Total: 30 minutes
Completed: _____

II. FLEXIBILITY TEST

PASS/ FAIL

Squat down on heels/reach up on tip toes, hold 3 seconds. Repeat 5X.

III. STEP TEST

PASS/FAIL

Stages	Metronome	Time Stopped	Comments
Level 1	72		
Level 2	96		
Level 3	128		

Must complete 3 minutes at each level to pass.

IV. WALK & STEP TEST

PASS/FAIL

Step up/down 10" step, walk 2 steps, step up/down 2nd 10" step. Then walk back to 1st step while recording data for 3 minutes. Completed: _____

V. LIFT & CARRY TEST

PASS/FAIL

Pick up 40 lb small box off the 16" shelf, carry 200' and reach 23" to set on 30" high platform. Repeat sequence of lift & carry 5 times.

Comments _____

Evaluator's Name _____ Date _____

May 4, 2012

Suzanne Trebnick PT, OCS, COMT

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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

FLEXIBILITY TEST

I. TEST INSTRUCTIONS

Read these instructions to the applicant:

1. This test is an evaluation of your joint flexibility.
2. You will start in a standing position. You will then bend and squat down with your heels touching the ground and your knees fully bent. Hold this position for 3 seconds.
3. You will reverse the position by standing up from the squatted position and stretch your arms overhead as high as possible without causing any "undue strain". Hold this position for 3 seconds and repeat the sequence for a total of 5 repetitions.
4. Do you have any questions?

II. TEST ADMINISTRATION

1. Candidate stands in a position that feels comfortable with feet spread shoulder width apart for a solid base of support.
2. Candidate will bend and squat down with heels touching the ground and knees fully bent and hold this position for 3 seconds.
3. Candidate will reverse the position by standing up from the squatted position and stretch arms overhead as high as possible. Candidate will hold this position for 3 seconds.
4. Candidate may rest 30 seconds between each repetition.
5. Repeat 5 times.

PRECAUTIONS:

Stop test if participant reports pain or discomfort.

Stop test if muscle tremors, radical posture changes, severe strain, or shortness of breath is noted.

III. RECORD RESULTS

May 4, 2012
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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

**City of Portland, OR
Parking Code Enforcement Officer #2203**

LIFT AND CARRY TEST

I. TEST PREPARATION

Equipment needed: small box 8 ½" x7" x10" containing 40 # of weights

II. TEST INSTRUCTIONS

Read these instructions to the applicant:

1. This test is an evaluation of your ability to bend, lift, and carry the coin canister from the parking meter to the vehicle.
2. I will demonstrate how to safely bend, lift and carry the 40# box.
3. You will bend over to pick up the 40# box off the 16 inch shelf and carry at waist level.
4. Walk 200 feet over to the 30 inch shelf and reach 23 inches across to set the box down.
5. Repeat the sequence 5 times.

III. TEST ADMINISTRATION

1. Instruct the client to pick up the 40# box off the 16 inch shelf and walk 200 feet.
2. Then the client has to reach across 23 inches to set the box down on the 30 inch shelf.
3. Repeat the sequence 5 X by picking up the box off the 30 inch shelf, walk 200 feet, and set back down on the 16 inch shelf.
4. The client demonstrates safe bending and lifting and is graded on the score sheet.
5. The client may rest briefly between repetitions.

IV. RECORD RESULTS

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City of Portland, Oregon
Parking Code Enforcement Officer #2203

Physical Demand Category

SEDENTARY LIGHT MEDIUM HEAVY VERY
HEAVY

GENERAL PHYSICAL DEMAND CHARACTERISTICS OF WORK			
DEMAND LEVEL:	OCCASSIONAL (1-33% of workday)	FREQUENT (34-66% of workday)	CONSTANT (67-100% of workday)
SEDENTARY	10 POUNDS	NEGLIGIBLE	NEGLIGIBLE
LIGHT	20 POUNDS	10 POUNDS	NEGLIGIBLE
MEDIUM	50 POUNDS	20 POUNDS	10 POUNDS
MEDIUM-HEAVY	75 POUNDS	35 POUNDS	15 POUNDS
HEAVY	100 POUNDS	50 POUNDS	20 POUNDS
VERY HEAVY	OVER 100 POUNDS	OVER 50 POUNDS	OVER 20 POUNDS

The Physical Job Task Analysis represents the physical demands and essential job tasks of the Parking Code Enforcement Officer.

The Treadmill Test, Flexibility Test, Step Test, Walk and Step Test and Lift & Carry Test which have been developed for the Parking Code Enforcement Officer position simulate the essential job tasks that were identified in the Physical Job Task Analysis.

Suzanne Trebnick PT, OCS, COMT Date

Mark Friedman Parking Enforcement Supervisor II Date

Donald Hunter, Parking Enforcement Supervisor Date

May 4, 2012
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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

STEP TEST

I TEST PREPARATION

Equipment Needed:

Digital metronome – set at 72, 96, 128

Stopwatch

Step (22"length x 18"width x 10"height platform) non-skid surface

Check metronome and stop watch to be sure they are working properly before you begin.

II TEST INSTRUCTIONS

Read these instructions to the applicant:

1. The step test is a test of your general fitness level.
2. You will step up and down for 3 brief time periods on this step.
3. Listen to the rhythm of the metronome to match with your step for 3 minutes.
4. At the end of the 3 minutes, stop.
5. For Level 2 the procedure is the same, only at a faster rate.
6. Report any of the following signs immediately:
 - Light-headed
 - Dizzy
 - Discomfort in head, chest, arms or legs
 - Unusual shortness of breath
 - Sense of disturbed balance
7. Do you have any questions?
8. I will demonstrate the test first, before you begin. Step up with whole foot on platform then fully extend the knee (up-up, down- down). Step close by the step.
9. Allow each candidate 3-5 ascents for practice.
10. If client complains of any of the above symptoms, terminate test immediately.

III TEST ADMINISTRATION

Discourage talking during test. Answer all questions prior to giving test. Do not discuss performance or comment (i.e.: "good job"). Use neutral remarks only.

Level I

1. Set metronome at 72.
2. Instruct the client to step up and down on the 10" step to the beat of the metronome for 3 minutes.
3. At the completion of 3 minutes:

4. Applicant stops.
 - Rest for one minute.
 - Evaluate whether or not to proceed.

Level II

1. Set metronome at 96.
2. Instruct the client to step up and down on the 10" step to the beat of the metronome for 3 minutes.
3. At the completion of 3 minutes:
 - Applicant stops.
 - Rest for one minute.
 - Evaluate whether or not to proceed.

Level III

1. Set metronome at 128.
2. Instruct the client to step up and down on the 10" step to the beat of the metronome for 3 minutes.
3. At the completion of 3 minutes:
4. Applicant stops.
 - Rest for one minute.
 - Evaluate whether or not to proceed.

Stop test if any of the following symptoms are present:

- Light-headed
- Dizzy
- Discomfort in head, chest, arms or legs
- Unusual shortness of breath
- Sense of disturbed balance

IV RECORD RESULTS

May 4, 2012
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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

TREADMILL ENDURANCE TEST

I. TEST PREPARATION

Equipment needed:

Treadmill

Stop watch

Electronic Handheld Computer & long strap provided by City of Portland at time of test.

2-Way Radio & Envelope Pouch provided by City of Portland at time of test.

II. TEST INSTRUCTIONS

Read these instructions to the applicant:

1. This test is an evaluation of your endurance to be able to walk 8-10 miles/day on a beat carrying 8lbs of gear.
2. I will demonstrate how to walk on the treadmill before you begin.
3. You will step up on the treadmill and begin walking when I say "Start".
4. Walk gently swinging your arms at your side at a pace comfortable for you between 2.6-3.6 mph for 30 minutes.

PRECAUTIONS: Please let me know if you experience chest pain, leg pain, nausea, or shortness of breath, lightheadedness, and I will stop the test.

III. TEST ADMINISTRATION

1. Place the long strap that holds the computer around their neck and attach the pouch to their waist.
2. Instruct the client to straddle the treadmill and grip the hand rail before stepping onto the treadmill.
3. Set treadmill speed to 2.6-3.6 mph with no incline and depress button to allow treadmill to get to that speed as soon as possible.
4. Depress stopwatch to begin timing and give order to "Start".
5. Applicant will then begin walking, using the hand bar to get started. Encourage the client to swing their arms and advise client to look forward, not down while testing.
6. Client will walk on level surface 5 minutes at 2.6-3.6 mph then set the incline to 7.0 for 3 minutes.
7. Client will walk on level surface 5 minutes at 2.6-3.6 mph, set incline to 9.0 for 3 minutes.
8. Client will walk on level surface 5 minutes at 2.6-3.6 mph, set incline to 7.0 for 3 minutes.
9. Finish with a 6 minute cool down with no incline for total of 30 minutes.

IV. RECORD RESULTS

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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Office #2203

PASSING CRITERIA

PCT TESTS

PASSING CRITERIA

TREADMILL ENDURANCE TEST

Walk 5 min 2.6-3.6 mph 0 incline
Walk 3 min @ 7.0 incline
Walk 5 min 2.6-3.6 mph 0 incline
Walk 3 min @ 9.0 incline
Walk 5 min 2.6-3.6 mph 0 incline
Walk 3 min @ 7.0 incline
Walk 6 min 0 incline for a total of 30 min.

FLEXIBILITY TEST

Squat down/reach up hold 3 seconds. 5X.

STEP TEST

Step up/down 10" step for 3 minutes @ 72, 96 & 128 bpm.

WALK AND STEP TEST

Step up/down 10" step, walk 2 steps, step up/down 2nd step, then walk back to 1st step while recording data for 3 minutes.

LIFT & CARRY TEST

Pick up 40 lb small box off 16" shelf, carry 200' and reach 23" to set on 30" high platform.
Repeat sequence of lift & carry 5 times.

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PRE-PLACEMENT PHYSICAL CAPACITIES TEST

City of Portland, OR
Parking Code Enforcement Officer #2203

WALK AND STEP TEST

I. TEST PREPARATION

Equipment needed: 2 10" Platforms placed 4' apart
Electronic handheld computer & long strap provided by City of Portland at time of test.
2-Way Radio & Envelope pouch provided by City of Portland.
Metronome

II. TEST INSTRUCTION

1. This test is an evaluation of your ability to step up/down curbs, while entering information on your handheld computer.
2. You will step up and down 2 10" platforms placed 4' apart.
3. I will demonstrate the sequence of walking and stepping up and down the two steps.
4. I will call out random numbers for you to record while walking between the steps.

III. HANDHELD OPERATING INSTRUCTIONS

1. To turn on hit, windows icon, left side, toward bottom.
 2. Enter id "999".
 3. Touch password screen with Stylus, Password "pedro".
 4. On back of handheld, press black button once.
 5. On Menu Screen with Stylus touch "notebook".
 6. Enter in beat field, F030462.
 7. Look for test in list, touch test with stylus.
- Blank screen will come up, candidate can enter numbers now.

IV. TEST ADMINISTRATION

1. Place the long strap that holds the computer around the neck and attach pouch to the waist of the candidate.
2. Candidate will step up/down a 10" platform.
3. Candidate walks between the two steps and then walks back to the first platform while recording numbers into the computer as they are called out randomly by the test administrator.
4. Repeat walk and step sequence for 3 minutes.

PRECAUTIONS: Stop test if chest pain, leg pain, nausea, or shortness of breath are reported.

V. RECORD RESULTS

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Public Safety Support Specialist

Academy Outline

Course

Command Greeting / Orientation	1 hour
L.E.D.S. Certification	8 hours
M.R.E. / R.M.S.	20 hours
Procedural Justice/Implicit Bias	4 hours
Interpersonal Communication	2 hours
Crime Scene Management	2 hours
F.E.D. / Property Processing	2 hours
Law / City Ordinances	6 hours
Radio Communication	1 hours
Geography	4 hours
Policy and Procedure	10 hours
2.02 Training	2 hours
Report writing	6 hours
Bloodborne Pathogens	1 hour
Internal Affairs	1 hour
Portland Police Association	1 hour
Employee Assistance Program	1 hour
Burglary Investigations	1 hour
Drug and Alcohol Recognition	2 hours
BOEC Ride Along	8 hours
First Aid/AED	4 hours
Traffic Crash Investigations/Road Safety	3 hours

Crisis Intervention Training	40 hours
1010.00/Graham Standard	3 hours
CDM	2 hours
Total Classroom:	135 hours

Skills Training

Safe Driving Course	10 hours
T.E.C.C.	3 hours
Wound Packing / IFAK	2 hours
Control Tactics	20 hours
Scenarios	30 hours

Total Skills: **65 hours**

Total Academy: **200 hours**

Additional possible topics could include: NIMS, Precinct Tours, Taser Orientation, Gas Mask

In addition, to gain reference and understanding, students would go on ride-alongs during a week break in the academy (40 hours). During the ride-alongs, the emphasis of the sworn officer would be to respond to calls the PSSS would predominately handle.

