



POLICE ADVISORY BOARD MEETING PACKET

FOR

**Thursday, June 20, 2024
7 p.m.**

**Sherwood Police Department
Community Room
20495 SW Borchers Drive**

This meeting will be live streamed and recorded:
<https://www.youtube.com/user/CityofSherwood>



MEETING AGENDA



Police Advisory Board

Date & Time:	Thursday – June 20, 2024 7:00 pm
Location:	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood 97140
<u>Attendees</u>	

P.A.B. Members:	Council Liaison:
Brian Dorsey - Chair	Council President Kim Young
Laurie Zwingli - Vice Chair	City Staff:
Richard Amicci (TSC Liaison)	Chief Ty Hanlon
Diane Foster	Angie Hass-Executive Assistant
Brandi Morton	
Lawrence O'Keefe	
Mike Schultz	
Amanda van Arcken	
Chris West	

This meeting will be live streamed at:
<https://www.youtube.com/user/CityofSherwood>

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of May Meeting Minutes (Chair)
4. *Citizen Comments
5. Board Member Announcements (Chair)
6. Business
 - A. Term Expirations: July 1st
 1. Diane Foster, Mike Schultz & Richard Amicci
 2. Chair & Vice Chair Nominations/Voting
 3. TSC Liaison(s)
7. Traffic Safety Committee Update (TSC Liaison)
8. Councilor News
9. Staff Report(s)
 - A. Commission on Statewide Law Enforcement Standards of Conduct and Discipline - 2024 Commission Survey
10. Adjourn (Chair)

***How to Provide Citizen Comments:** Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to policeinformation@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email or call, 503-625-5523, #2, at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

If you require an ADA accommodation for this public meeting, please contact the Sherwood Police Department at (503) 625-5523, #2 or policeinformation@sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.

Dear community partners:

You are receiving this email because you have expressed interest in the work of the Commission on Statewide Law Enforcement Standards of Conduct and Discipline (“the Commission”). The Commission adopted [rules](#) that set conduct and discipline standards for misconduct by law enforcement officers. Pursuant to ORS 243.812(14)(b), the Commission is required to submit a report to the legislature that includes recommendations on updates to the standards. In order to prepare this report and meet the statutory deadline, the Commission is inviting you, as a community partner, to complete a survey to provide your input. Please feel free to forward this message and the survey link to other community members that you think might be interested in providing input to the Commission. Please do note that responses to this survey will be submitted to the Legislature and will be publicly available on the Commission’s website. Please do not include confidential information in your responses.

The survey is available here: [2024 Commission Survey \(smartsheetgov.com\)](#) Please complete by June 25, 2024.

SURVEY QUESTIONS

What recommendations do you have for the Commission to update the uniform standards of conduct?

What recommendations do you have for the Commission to update the uniform standards of discipline?

Commission on Statewide Law Enforcement

Standards of Conduct & Discipline

Chapter 265

Division 1 Procedural Rules

265-001-0001

Model Rules of Procedure

Pursuant to ORS 183.341, the Commission adopts the Attorney General's Model Rules of Rulemaking under the Administrative Procedures Act as amended and effective March 1, 2022.

Statutory/Other Authority: ORS 243.812 (12)

Statutes/Other Implemented: ORS 243.812 (12)

History:

CSLES 1-2022, adopt filed 03/28/2022, effective 03/28/2022

265-001-0005

Notice of Proposed Rules

Prior to adoption, amendment or repeal of any permanent rule, the Commission shall give notice of the intended action:

- (1) In the Secretary of State's bulletin referred to in ORS 183.360 at least 21 days prior to the effective date of the rule;
- (2) By mailing or e-mailing a copy of the Notice to persons on the mailing list established pursuant to ORS 183.335 (8) at least 28 days prior to the effective date of the rule;
- (3) By mailing or e-mailing a copy of the notice to the legislators specified in ORS 183.335(15) at least 49 days before the effective date of the rule; and
- (4) By mailing, e-mailing, or furnishing a copy of the notice to the following at least 28 days prior to the effective date of the rule:
 - (a) The Associated Press;
 - (b) The Capitol Press Room;
 - (c) Each District Attorney in the state;
 - (d) Each Sheriff in the state;
 - (e) Each Chief of Police in the state;
 - (f) The Superintendent of the Oregon State Police;

(g) The Director of the Oregon Department of Corrections; and

(h) Each civilian or community oversight board, agency, or review body as defined in ORS 243.812(15)(b).

Statutory/Other Authority: ORS 243.812 (12)

History:

[CSLES 1-2024, amend filed 02/05/2024, effective 02/05/2024](#)

[CSLES 4-2022, adopt filed 06/30/2022, effective 06/30/2022](#)

[CSLES 3-2022, temporary adopt filed 03/28/2022, effective 03/28/2022 through 09/23/2022](#)

265-001-0010

Public Records Requests

(1) A request to inspect or obtain copies of a public record or information from public records shall be made in writing and must include the following information:

(a) Name, address, email address, and telephone number of the requester; and

(b) A specific description of the records requested and time period records were produced.

(2) The Commission will charge fees pursuant to ORS 192.324 and the Oregon Department of Administrative Services Standardized Public Records Requests Fees and Charges Statewide Policy 107-001-030 and ensure that all charges reflect no more than the actual cost to the Commission of producing and processing the public records request. This includes fees for:

(a) Staff time necessary to identify, locate, summarize or compile the record as requested;

(b) Attorney fees and staff time associated with the screening of materials or redacting information that is exempt from disclosures

(c) Supervision of on-site inspection of the public record by the requester;

(d) Customary fee per page or other media for reproduction, handling and assembling of copies to be provided; and

(e) Postage or similar expenses and special supplies or services necessary to furnish the records.

(3) The requester must pay all fees for access of a public record in advance.

Statutory/Other Authority: ORS 243.812 (12)

History:

[CSLES 4-2022, adopt filed 06/30/2022, effective 06/30/2022](#)

[CSLES 3-2022, temporary adopt filed 03/28/2022, effective 03/28/2022 through 09/23/2022](#)

Division 5 General/Definitions and Policy

265-005-0001

Definitions

(1) "Assault" has the meaning given that term in ORS 163.115.

- (2) "Civilian or community oversight board, agency or review body" has the meaning given that term in ORS 243.812.
- (3) "Controlled Substance" has the meaning given that term in ORS 475.005.
- (4) "Deadly physical force" has the meaning given that term in ORS 161.015.
- (5) "Disciplinary action" means a personnel action against a law enforcement officer in the form of a written reprimand, suspension without pay, reduction in salary, demotion, or termination of employment upon a finding that the law enforcement officer engaged in misconduct.
- (6) "Disciplining body" means a law enforcement agency or, if applicable, a civilian or community oversight board, agency or review body.
- (7) "Domestic violence" has the meaning given that term in ORS 135.230.
- (8) "Exclusive representative" has the meaning given that term in ORS 243.650(8).
- (9) "Finding" means a final determination by the decision maker of a disciplining body that a law enforcement officer has engaged in misconduct for which the decision maker making the determination has authority to impose disciplinary action.
- (10) "Intentional" has the meaning given that term in ORS 161.085.
- (11) "Justification" means a justifiable use of physical or deadly physical force pursuant to ORS 161.205 to ORS 161.267.
- (12) "Just Cause" has the meaning given that term in ORS 236.350.
- (13) "Law enforcement agency" has the meaning given that term in ORS 243.812.
- (14) "Law enforcement officer" has the meaning given that term in ORS 243.812.
- (15) "Misconduct" means conduct that violates state, tribal or federal law or the policies of the law enforcement agency employing the law enforcement officer, or that subjects the law enforcement officer to disciplinary action under these rules.
- (16) "Misuse of authority for financial gain" occurs when a law enforcement officer's vote, opinion, judgment, action, decision or exercise of discretion is influenced by the officer's solicitation or acceptance of a financial benefit for the officer or a third person. This rule does not apply to agency-approved fundraising activities.
- (17) "Moral Character" means performing the duties of a law enforcement officer in a manner that demonstrates honesty, fairness, and respect for the rights of others and for the laws of the state and the nation.
- (18) "Physical Force" has the meaning given that term in ORS 161.015.
- (19) "Physical Injury" has the meaning given that term in ORS 161.015.
- (20) "Serious Physical Injury" has the meaning given that term in ORS 161.015.
- (21) "Sexual assault" has the meaning given that term in ORS 243.317.

(22) "Sex crime" has the meaning given that term in ORS 163A.005.

(23) "Sexual Harassment" has the meaning given that term in OAR 839-005-0030.

(24) "Stalking" means engaging in conduct constituting the crime of stalking in ORS 163.732.

(25) "Untruthfulness" means being dishonest or untruthful in a manner that reflects adversely on the ability of a law enforcement officer to perform their official duties, which includes knowingly or willfully: making false statements, falsifying work-related records or official documents, omitting material facts or material information, or answering questions or providing information in a manner that is incomplete, evasive, deceptive, or misleading. A statement is not considered untruthful when the officer reasonably believes that deception (i) is necessary due to the nature of the officer's assignment, such as an undercover assignment; (ii) is necessary to acquire information for a criminal investigation, or (iii) to protect the officer or others from an articulable threat. The use of deception in these circumstances must be for a specific and legitimate law enforcement purpose.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 1-2024, amend filed 02/05/2024, effective 02/05/2024](#)

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-005-0005

Application of Oregon Revised Statutes

These rules are subject to the Oregon Revised Statutes, including but not limited to ORS 243.808, 236.350, and 243.706.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-005-0010

Burden of Proof

(1) For any collective bargaining agreement entered into or renewed on or after July 1, 2021, for all disciplinary actions imposed upon a law enforcement officer, a disciplining body has the burden to prove by a preponderance of evidence that the officer engaged in misconduct and that any disciplinary action taken against the officer was with just cause as defined by ORS 236.350.

(2) No collective bargaining agreement entered into or renewed on or after July 1, 2021, may include a standard of just cause for law enforcement officers other than the standard as defined in ORS 243.808 and 236.350.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 6-2022, minor correction filed 10/04/2022, effective 10/04/2022](#)

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-005-0015

Disciplinary Action for Misconduct Not Identified By These Rules

Upon a finding of misconduct not specifically identified within these rules, a disciplining body may take disciplinary action pursuant to the employing law enforcement agency's policies and practices so long as the disciplinary action is consistent with these rules.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-005-0020

Multiple Instances of Misconduct; Arbitrary and Capricious Discipline

(1) For purposes of an arbitration proceeding concerning multiple instances of alleged misconduct by a law enforcement officer, if the arbitrator finds that a disciplining body has not met its burden of proof by a preponderance of the evidence to show that:

(a) The officer engaged in one or more of the instances of alleged misconduct, or

(b) That the disciplinary action taken against the officer was with just cause, as defined in ORS 236.350, for one or more of the instances of misconduct, the arbitrator must rescind the disciplinary action imposed on those allegations of misconduct and refer the matter back to the disciplining body.

(2) The disciplining body may, at its discretion, amend the disciplinary action on any instances of misconduct upheld by the arbitrator.

(3) In determining the reasonableness of a disciplinary action imposed by a disciplining body, including the appropriateness of the discipline imposed, the arbitrator shall rescind the discipline imposed and refer the matter back to the disciplining body if the arbitrator finds that the disciplinary action was arbitrary and capricious.

(4) Nothing in this rule precludes the exclusive representative of the law enforcement officer from continuing the arbitration proceeding regarding a disciplinary action imposed after the referral by the arbitrator.

(5) An arbitrator who refers a matter back to the disciplining body under paragraph (1) or (3), shall retain jurisdiction over any arbitration proceeding initiated under paragraph (4).

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-005-0025

Incorporation of Rules

All disciplining bodies shall adopt policies incorporating these rules. The failure of a disciplining body to adopt policies incorporating these rules does not impair the application of these rules.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-005-0030

Application of Aggravating and Mitigating Factors

- (1) A disciplining body shall impose the presumptive sanction required by these rules unless it finds that one or more of the aggravating or mitigating factors enumerated in OAR 265-015-0035 justifies a departure from the presumptive sanction.
- (2) If the disciplining body determines that a mitigated sanction is justified, it shall impose a sanction that is no less than the mitigated sanction for the specific instance of misconduct but may impose a sanction that is no more than the presumptive sanction.
- (3) Except when the presumptive sanction for misconduct is termination, if the disciplining body determines that an aggravated sanction is justified, it shall impose a sanction that is no more than the aggravated sanction for the specific instance of misconduct but may impose a sanction that is no less than the presumptive sanction.
- (4) A disciplining body shall not apply an aggravating or mitigating factor if the factor is already included in determining whether misconduct occurred (example: intentionality).
- (5) A disciplining body has the discretion to impose mitigated or aggravated sanctions as permitted by these rules. A disciplining body shall document its reasoning, including whether it found aggravating or mitigating factors and the relative weight it gave to each factor, for imposing a disciplinary action other than the presumptive sanction.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

Division 10

Discipline Standards for Misconduct

265-010-0001

Sexual Assault

A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the officer engaged in misconduct constituting an act of sexual assault:

- (1) The presumptive sanction shall be termination.
- (2) The mitigated sanction shall be suspension without pay, salary reduction, demotion, or a written reprimand.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0005

Sexual Harassment

A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the officer engaged in misconduct constituting sexual harassment:

- (1) The presumptive sanction shall be demotion, suspension without pay, or salary reduction.
- (2) The mitigated sanction shall be a written reprimand.
- (3) The aggravated sanction shall be termination.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0010

Assault

A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the officer engaged in misconduct constituting an act of intentional assault without justification:

- (1) The presumptive sanction shall be termination.
- (2) The mitigated sanction shall be suspension without pay, salary reduction, demotion, or a written reprimand.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0015

Unjustified or Excessive Use of Physical or Deadly Force

(1) A disciplining body shall impose upon a law enforcement officer disciplinary action of termination upon a finding that the officer engaged in misconduct constituting unjustified or excessive use of deadly physical force by the officer that results in death or serious physical injury.

(2) A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the officer engaged in misconduct constituting unjustified or excessive use of physical force by the officer that results in death or serious physical injury:

- (a) The presumptive sanction shall be termination.
- (b) The mitigated sanction shall be suspension without pay, salary reduction, demotion, or a written reprimand.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0020

Conduct that is Motivated by or Based on a Real or Perceived Factor of an Individual's Race, Ethnicity, National Origin, Sex, Gender Identity, Sexual Orientation, Religion, or Homelessness

(1) A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the officer engaged in misconduct in violation of statutory or constitutional law by intentionally targeting an individual for a suspected violation of law based solely on the individual's real or perceived race, ethnicity, national origin, sex, gender identity, sexual orientation, religion, or homelessness:

(a) The presumptive sanction shall be termination.

(b) The mitigated sanction shall be suspension without pay, salary reduction or demotion.

(2) It is not misconduct under this rule if the law enforcement officer is acting on a suspect description or information related to an identified or suspected violation of a provision of law.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0025

Moral Character

(1) For the purposes of this rule, lack of good moral character means conduct constituting:

(a) A felony under state or federal law

(b) Domestic violence

(c) Stalking

(d) A drug-related offense, except for offenses involving use or possession of marijuana

(e) A bias or hate crime under state or federal law

(f) A sex crime

(g) Untruthfulness

(h) Misuse of authority for financial gain.

(2) If a law enforcement officer is convicted of a crime based on conduct identified in subsection (1) of this rule, proof of the conviction is conclusive evidence that the conduct occurred.

(3) A disciplining body shall impose upon a law enforcement officer disciplinary action of termination upon a finding that the officer engaged in misconduct demonstrating a lack of good moral character.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0030

The Use of Drugs or Alcohol While on Duty

(1) A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the law enforcement officer engaged in misconduct by unlawfully using a controlled substance while on duty.

(a) The presumptive sanction shall be termination.

(b) The mitigated sanctions shall include suspension without pay, a salary reduction, or demotion.

(2) A disciplining body shall impose upon a law enforcement officer disciplinary action within the following disciplinary range upon a finding that the law enforcement officer engaged in misconduct by being impaired to a noticeable or perceptible degree due to the consumption of an alcoholic beverage while reporting to duty or while on duty.

(a) The presumptive sanction shall be termination.

(b) The mitigated sanctions shall be suspension without pay, a salary reduction, demotion, or written reprimand.

(3) For the purposes of this rule, "being impaired to a noticeable and perceptible degree" includes having a BAC greater than 0.02.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)

265-010-0035

Aggravating and Mitigating Factors

(1) Aggravating Factors:

(a) Prior disciplinary history.

(b) Delay in reporting.

(c) Intentional conduct.

(d) Significant impact upon the agency's mission, reputation, or relationship with the community.

(e) Significant nature and extent of property damage or harm.

(f) Efforts to conceal or cover up conduct or behavior.

(g) Does not accept responsibility if misconduct is undisputed.

(h) Motivated by personal interest or gain.

(i) Failure to meet documented expectations.

(j) Supervisory position.

(k) Failed or declined to attempt to de-escalate the encounter even though feasible to do so.

- (l) Low probability or limited potential for rehabilitation.
- (m) The nature of the event allowed time for deliberate reflection or action.
- (n) Victim's vulnerability.
- (o) The presence of training or experience that is germane to the incident.
- (2) Mitigating Factors:
 - (a) Positive employment history.
 - (b) Self-reported the violation.
 - (c) Unintentional conduct.
 - (d) Limited impact upon the agency's mission, reputation, or relationship with the community.
 - (e) Limited nature and extent of property damage or harm.
 - (f) Attempt to ameliorate or correct the conduct or behavior.
 - (g) Promptly accepted responsibility.
 - (h) Motivated by public interest or wellbeing of others.
 - (i) No repeated or other sustained misconduct.
 - (j) Role of the officer (subordinate to supervisor on scene).
 - (k) Attempted to de-escalate the encounter.
 - (l) Potential for rehabilitation.
 - (m) The nature of the event was unpredictable, volatile, or unfolded rapidly, not allowing time for deliberate action.
 - (n) Extraordinary circumstances or hardships that may be relevant.
 - (o) The lack of training or experience that is germane to the incident.

Statutory/Other Authority: ORS 243.812

Statutes/Other Implemented: ORS 243.812

History:

[CSLES 5-2022, adopt filed 09/30/2022, effective 09/30/2022](#)



Meeting Minutes

DRAFT



Police Advisory Board	
Date & Time:	May 16, 2024 - 7:00 pm
Location:	Sherwood Police Department-Community Room 20495 SW Borchers Drive Sherwood, OR 97140



P.A.B. Members:	Council Liaison:
Brian Dorsey - Chair	Council President Kim Young (Absent)
Laurie Zwingli - Vice Chair	City Staff:
Richard Amicci (TSC Liaison)	Jon Carlson-Captain (for Chief Hanlon)
Diane Foster	Angie Hass – Executive Assistant
Brandi Morton	
Lawrence O’Keefe	
Mike Schultz	
Chris West	
Amanda van Arcken	

This meeting was recorded and is available for viewing through the City of Sherwood’s YouTube channel:

<https://www.youtube.com/watch?v=laKsmmxaby0>

1. Call to Order

Chair Dorsey called the meeting to order at 7:00 p.m.

2. Roll Call

Board Members Present: Chair Brian Dorsey, Vice Chair Laurie Zwingli, Richard Amicci, Brandi Morton, Lawrence O’Keefe, Amanda van Arcken and Chris West

Board Members Absent: Diane Foster and Mike Schultz

Staff Present: Captain Carlson and Executive Assistant-Angie Hass (Council President Young and Chief Hanlon were attending a Budget Meeting.)

3. Approval of Minutes- March 21, 2024 Meeting Minutes

Mr. O’Keefe moved that the March meeting minutes be approved as presented and Vice Chair Zwingli seconded the motion. All present board members voted in favor of approval.

4. Citizen Comments

N/A

5. Board Member Announcements (Chair)

Mr. Amicci shared that he had seen a Sherwood Community Group Facebook post showing a photo of a bear on their property. Captain Carlson stated that the Sherwood PD had heard about the post when it first came out, but they hadn't heard anything since.

Mr. O'Keefe said that it was a pleasure to attend the Volunteer Appreciation Banquet. It was really fun.

Ms. van Arcken announced that Middleton Pioneer Cemetery was having its annual clean up day that Saturday from 10-12 in honor of Isaac Schweitzer who passed away four years ago.

Vice Chair Zwingli reported that the Sherwood Police Foundation Gala took place the month before and was a roaring success. The Foundation netted \$88,000, which was a \$21,000 increase from the year before. She thanked the Sherwood community. The Foundation's next fundraising event is Bowling with a Cop at Langer's Entertainment Center. It will be held on the upcoming Monday, May 20th. Profits from renting the bowling lanes and shoes will go to the Foundation during the hours of 11 a.m. – 8 p.m. Officers will be there from 4-8 p.m.

Vice Chair Zwingli shared that Sherwood High School had opened their FFA sale to the public and there are still a bunch of plants left. Prices are comparable and fair. It is a great way to support the kids.

Mr. West said that the gala was a great time and the food was good.

A. Charter Review Committee Update, Chris West

Mr. West provided an update from his time on the Charter Review Committee. The night before was the third and possibly the final meeting for possibly six months. There was representation from all of the City boards and commissions, plus two or three at large. Councilor Mays served as the City Council Liaison. The Assistant City Manager, City Council and the City Recorder were in attendance. He explained that per the City Charter, the City Charter has to be reviewed every six years. A couple issues were raised. One had to do with the fact that the City Council members are not compensated. Other cities have started compensating, so they asked City staff to do a review. More importantly, it also deals with reimbursement for when someone has to travel. There have been some determinations set at the State level that if a Council member uses a rewards credit card (for miles) and they get reimbursed, then there's an issue. Through the discussions of the committee, they passed a motion to recommend some language change to provision 37, which deals with the reimbursement issue. It was recommended that they follow

the City employee manual/handbook for this issue. The way it works is the Charter Review Committee makes recommendations to the City Council and then the Council decides the next steps and whether or not to put something on the ballot for citizens to vote on.

Mr. West stated that the big issue they wrestled with had to do with a citizen initiative that passed in 2015 or 16 that limited fee increases, mostly on water, to 2% annually. There are some pretty rigorous requirements with regards to 50% of the people who are registered to vote to pass a change for that initiative. This was being discussed that night by the Budget Committee. There are some sewer investments that need to be made to the tune of \$600,000.00. The 2% cap hasn't allowed for them to be able to bank enough to cover that. As a result, money is being loaned out of the City's budget to whatever budget item, in order to get those repairs done. There was a lot of discussion of what was included in that 2% cap. Clean Water Services passes through and they aren't bound by the 2%.

Mr. West said that there was some public comment the night before. Some of the individuals who spoke said that they didn't want the 2% changed. Things got a little tense. What came out in their discussion is that City staff needs to do some more homework and assessment. Both on what the budget implications are and what is covered or limited by that 2%, including what outlooking investments is the City going to have to make. The Charter Review Committee's recommendation, that the City Attorney is carrying forward, is that the City needs to do an assessment. If the Council wants them to relook at a particular provision, then they can call the Committee back together.

Mr. West shared that on the next Tuesday's ballot, the City of Tigard is increasing their City Council size, changing some things with regard to mass transit and some other things all in one charter amendment. The City of Wilsonville has four different amendments being put on the ballot, individually. Sherwood will see how those go before making decisions. Chair Dorsey thanked him for serving on the Charter Review Committee.

Vice Chair Zwingli shared that she'd had an opportunity to take a class through the Oregon Police Officers Association. It was a presentation on trauma and how to reduce the trauma that a police officer's presence will inflict on people who have traumatic histories. She came out of the meeting with a really renewed understanding of what officers deal with on a cumulative bases. She read aloud, some of the things that were listed on one of the slides titled, "The Health Impact of Allostatic Load". She explained that "allostatic load" refers to the cumulative effects. There is the cumulative trauma and the secondary trauma that the officers have to deal with, which can build up over time and how it affects them. That specific slide pertained to cumulative physical and mental wear and tear due to chronic exposure to stressors, which our officers deal with every day. The physiological load includes the development of hypertension, high blood pressure, immune dysfunction, thyroid dysregulation and metabolic dysregulation. The psychological load includes mood disorders, cognitive decline, substance abuse and sleep disorders. The emotional load includes fear, worry anxiety, emotional reactivity, decreased

resilience and emotional dysregulation. Vice Chair Zwingli wanted to point these things out so that folks know that this is what our wonderful police department deals with day in and day out, yet they are still such wonderful people. We have such a great relationship them and they are so good with our community members. She feels that what our officers deal with gets lost in the shuffle for a lot of people. The Sherwood Police Foundation tries to help with some of this, by helping to develop and support their Wellness Program. They are in the process of trying to fund a shed, which would be a rest area for them. If an officer works the night shift and has court first thing in the morning, the rest area option is currently in a closet.

Chair Dorsey acknowledged that week was National Police Week. National Police Week is an opportunity to show appreciation, as a community, to our Officers, which he thinks folks in Sherwood do a great job of. On behalf of the Police Advisory Board, he asked Captain Carlson to please let all officers and staff know how much they're appreciated.

Chair Dorsey talked about his recent experience at the Axon Road Show, held at the Sherwood PD. He explained that Axon provides the tasers and body worn cameras for the officers. He was given the opportunity to see some of the new cameras that they were showcasing. These cameras can read driver's license plates in mass. As an officer is driving down the street in their cruiser, the camera captures all of the license plates they pass. They can get alerts, live and in real time, if they run across a stolen vehicle, for example. Chair Dorsey shared a bit about the newest Taser, which has ten prongs and can shoot out a further distance. He believed it was up to 40 feet. It also emits bright lights. These cool new features help to keep it safer for officers, which is the most important thing.

Chair Dorsey announced that Cruisin' Sherwood is coming up. The SPD will have some of their Reserve Officers, as well as the Tigard PD, helping out.

Mr. West mentioned that Tigard and Gresham both have police and safety levies on their ballots, due that next Tuesday. Tigard's is a renewal and relates to eight officers, SRO's and some others. Gresham's also includes a Fire Department levy. This will be their first levy. Just like everybody, they're in a world of hurt. He felt that it would be a good idea to see how theirs goes, since Sherwood has talked about the possibility of doing something similar here.

6. Business (Chair / Staff)

A. Term Expirations: July 1st

1. Diane Foster, Mike Schultz & Richard Amicci

All three wish to remain on the board and Chief Hanlon has begun the process for their reappointments.

2. Chair & Vice Chair

Chair Dorsey asked everyone to think about taking on one of these roles. Nominations and voting will take place at June meeting.

3. TSC Liaison(s)

Mr. Amicci talked a bit about the Traffic Safety Committee and how he enjoys being part of it. He has been on this committee for less than a year and will continue on for another term. Historically, there has been two liaisons from the PAB. It would be nice if there was a second person as it would help take some of the pressure off if he were unable to attend one of the meetings. Ms. Morton asked when the meetings take place. Mr. Amicci stated that the meetings are held the fourth Thursday of every month and begin at 6 pm, in this same room. The meetings generally last the full two hours as they usually have a pretty full agenda. Ms. Morton and Mr. O'Keefe both expressed an interest in taking on a liaison role with the TSC. Ms. Morton stated that she would plan to attend the May meeting to see if it was something she would be interested in.

7. Traffic Safety Committee (TSC) Update

Mr. Amicci reported that the April meeting had been cancelled, due to the Volunteer Appreciation Dinner falling on the same evening. He spoke a bit about the pedestrian bridge that was starting to go up. He asked folks to be aware that they might see some closures on Elwert in the coming weeks. A brief discussion ensued regarding the bridge.

Chair Dorsey provided a brief update on the proposed Sherwood Costco on the property where the former Regal Cinemas building is. A neighborhood meeting had taken place and word was just starting to get out. Nothing else had happened yet.

Mr. West asked Captain Carlson if the traffic light at A & W / KFC will be going back up. Captain Carlson wasn't sure. Ms. Morton had heard that there may be plans for a Fred Meyer by Al's Garden Center. No one in attendance at the meeting had hear about that.

8. Councilor News

N/A

9. Staff Report(s)

Captain Carlson announced that a new lateral officer, Robert Caraway, was sworn in the day before. He comes to the Sherwood PD from a local agency with about seven years of experience where he was on the Search and Rescue Team. He will be a great addition to the SPD. Once he gets through his field training, he may be able to re-join the Search and Rescue Team. Captain Carlson explained what training looks like when a lateral officer comes on board. The length of training, before they can go out solo, depends a lot on their experience. Officer Caraway is also trained as a Field Training Officer (FTO), which will be helpful for this department.

They do have an officer retiring in July. Vice Chair Zwingli asked who and Captain Carlson stated that the officer didn't want to make a formal announcement quite yet.

Officer Keesee has been promoted to Patrol Sergeant and will assume his new position in July. He has just completed the Sergeants Academy and will finish up his time on the MHRT team soon. The soon to be vacant MHRT position has been opened up to all qualified officers and will close on 5/23. Mr. West asked if Sergeant Keesee will have to resign as President of the Officers Association. Captain Carlson replied that was correct. With Corey Jentsch's promotion to Sergeant, they recently opened up the K-9 Handler position. Officer Lucas Spencer was selected and will become the new K-9 Officer for Miss B. His training will begin the following week.

Sergeant Asla is taking on a new role as well. His new title will be, "Administrative Sergeant". In his new position, he will oversee the Detectives, School Resource Officers, Evidence and the Training Program. Mr. West asked if they previously had an Admin Sergeant. Captain Carlson replied that it is a new position that was funded, approximately, two years ago. Because of staffing issues, it was not filled until now.

They are in the process of getting a couple more Reserve Officers. Interviews will be held in July.

Captain Carlson let the board members know of some upcoming SPD events:

- ★ Sherwood High School prom will be that upcoming weekend. Two officers will be helping out.
- ★ Reserve Officers will help out at the upcoming Airshow in Hillsboro.
- ★ Fishing With a Cop to be scheduled soon. It will be held in the back lot of the SPD.
- ★ Shred & Food Drive Event that Saturday, May 18th, from 9-noon. (Flyers attached to agendas.)
- ★ Bowling with a Cop, Monday, May 20th, from 4-8 @ Langers Entertainment Center.
- ★ SPD will have a table set up at Cruisin' on Saturday, June 15th and the Robin Hood Festival on July 20th.
- ★ Plans for National Night Out are in full swing. National Night Out falls on the first Tuesday of August each year. It will be on August 6th this year. The Foundation will, once again, be providing hot dogs and the GHD Band will be providing live music.

Mr. Amicci asked if there was another Citizens Academy being planned. Captain Carlson stated they don't have one scheduled yet and added that it is a staffing challenge.

Ms. Morton asked how many field officers Sherwood has. Captain Carlson said that, not including sergeants, captains, detectives, etc., there are 19, or so, sworn officers. Mr. West asked if there are three officers and a sergeant on duty, each shift. Captain Carlson replied that, often times, there are only two on duty, per shift – one officer and one sergeant. Ms. Morton asked what the capacity number would be if they were fully staffed. He stated that the Chief may have a different opinion, but in his opinion, three officers plus a sergeant on each shift, would be ideal. Mr. O'Keefe recalled the Chief sharing that his ideal scenario was the same, but with days off, military leaves, maternity / paternity leaves, illnesses, PTO, etc., it was very challenging. Ms. Morton asked about Reserve Officers and their roles. Captain Carlson shared that each Reserve receives training through the Reserve Academy. Once they complete that, they go through the same full curriculum

that an officer does. Reserves aren't allowed to go out on the road on their own. They are a great asset with working all of the special events. Ms. Morton asked how many Reserve Officers they normally have. Captain Carlson stated that they currently have two working and two in the academy. They would like to add two to three more. One of the current Reserves is in the hiring process with a couple different agencies, so they may lose that one. Mr. Okeefe asked if a Reserve Officer ends up getting hired on as an officer, do they still have to go to the Police Academy. Captain Carlson stated that they do. Chair Dorsey asked if the Reserves get paid while they are attending the Academy. Captain Carlson said that the program is 100% volunteer. The PD pays for all of their uniform items and necessary gear/equipment.

10. Adjourn (Chair)

At 7:53 p.m., Mr. West made a motion to adjourn the meeting and Vice Chair Zwingli seconded the motion. All board members voted in favor.

The next meeting is scheduled for June 20th at 7 p.m.

Approval of Minutes:

Chair Brian Dorsey

Date

Attest:

Angie Hass-Executive Assistant

Date