



# Meeting Minutes



Police Advisory Board	
<b>Date &amp; Time:</b>	Thursday May 21, 2015 7:00 pm
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Laurie Zwingli-Chair	Linda Henderson
Bob Silverforb-Vice Chair	<b>City Staff:</b>
Diane Foster	Jeff Groth-Police Chief
Sean Garland	Sylvia Murphy, City Recorder
Dave McCart	Joe Gall, City Manager
Rich Miller	
Amy Miller-Juvé	
Christian Verkest	
Chris West	

## 1. Call to Order

Chair Zwingli called the meeting to order at 7:02 p.m.

## 2. Roll Call

**Board Members Present:** Chair Zwingli, Vice Chair Silverforb, Diane Foster, Rich Miller, Amy Miller-Juvé, Christian Verkest and Chris West.

**Board Members Absent:** Sean Garland and Dave McCart.

**Staff Members Present:** Police Chief Jeff Groth, City Manager Joe Gall, City Recorder Sylvia Murphy and City Council Liaison Linda Henderson.

## 3. Approval of minutes

### a. April 16, 2015 Meeting Minutes

A motion was made by Chris West to approve the meeting minutes and seconded by Vice Chair Silverforb. All present members voted in favor.

**Business not on the Agenda:** Chief Groth introduced Dave Nelson a Public Safety Risk Manager with CIS, the City's insurance carrier. Mr. Nelson informed the Board of his role with CIS and explained best practice reviews. He stated reviews are conducted every 3-

4 years, or can be requested by the City to occur sooner. He explained the reviews cover areas such as OSHA compliance, hiring and training practices, review of IGA's (Intergovernmental Agreements). He provided examples of partial reviews, and stated CIS doesn't cover workers compensation for the City and this area is not covered in the reviews.

He informed the Board of the most recent review of the Sherwood Police Department and said the department scored 100% with no issues noted. He explained a previous review had 4 recommendations for the department to address.

The Board members asked various questions regarding: best practice reviews, complying with CIS recommendations for changes and corrections, timelines that changes/corrections needed to be addressed, the average number of recommendations on a review, if reviews are mandatory, if good and or bad reviews effect rates, if clients are ever dropped due to bad reviews and what occurs if a client lacks funds to address CIS recommendations. Mr. Nelson responded to all questions and provided examples and shared stories of unnamed clients.

#### **4. Business**

**a. PowerPoint Presentation-Introduction of Police Department.** Chief Groth recapped the presentation (see record, Exhibit A) and provided the Board with a copy of Sherwood Police Department Strategic Plan, Goal 4-Public Safety (see record, Exhibit B). In the review of Exhibit A, Chief Groth introduced all police department staff, the shifts they work and general areas of responsibilities and his expectations. He noted on the Organization Chart (page 6 of Exhibit A), the day shift officers indicates 3 and it should be 2. He explained staffing levels for each shift, ratio of officers per 1000 residents, number of patrol officers and support staff. He informed the Board members if they have any questions, they can inquire with the Sergeants, Captains and himself.

Chief Groth spoke of responsibilities of the patrol officers, Sergeants as supervisors and his expectations of the supervisors.

He recapped "What We Protect" and reviewed the list in the presentation. He reviewed "What We Are about," and referred to the Strategic Plan (Exhibit B). He spoke of department priorities and goals and his objective to keep police staff safe. He recapped population history and staffing history and explained the graphs. He reviewed Activity History and said more data is available today in comparison to prior years.

He reviewed "What We Have-Patrol" and explained that the minimum patrol staffing levels calls for 2 cars on duty 24/7. He explained impacts to the schedule results in having to pay overtime. He spoke of work/life balance of the officers and referred to an article from the International Association of Police Chief's Magazine, "The

Dispatch" in Exhibit A that refers to the primary sources of stress for officers. Chief Groth spoke of an 8 hour shift in comparison to a 10 hour shift and the benefits of a 10 hour shift allowing 3 days for an officer to decompress. He spoke of swing and graveyard 8 hours shifts not having 2 full days off before the start of a new shift.

He stated in 2013 he had an informal staffing study done and spoke of the study results. He read from the study regarding availability of officers and the results indicated a 76% availability, a shortage of about 25%. He said the study recommended 5 officers on each shift in order to provide the 2 car minimum for 24 hours, 7 days per week. He recapped workload results for officers and said using the example of 12 patrol officers, the workload breakdown came to 50% for committed time (responding to calls, doing things that they did not choose to do) and 50% uncommitted time (they go out and make proactive, discretionary types of activities). He said the industry standards suggest the ratio should be 60-40. He said if we added the sergeant in this we get inside that range or if we add the SRO traffic officer we would get into the range. He said the issue with adding these people has been discussed and this is not in their job descriptions. He informed the Board, the City has 1 SRO for over 5000 students in 8 schools and not wanting the SRO to work dayshift patrol. Chief Groth spoke of the motorcycle officer and his duties. He spoke of the 2 car minimum and said he wanted to know from people if this is sufficient for a City with a population of over 19,000 and 4 square miles. He spoke of the two main rush hour timelines traveling through the City and officer coverage.

He spoke of bookings and various types of offenses, and said with a Class A Misdemeanor or greater, those individuals go to jail. He explained transporting to Hillsboro and processing the individual. He said if there are two cars on a shift, someone is now alone for 60 minutes or as much as 2 hours. He reviewed Number of Bookings in the presentation. Discussion followed regarding the number of bookings per shift and number of officers on duty. He spoke of transport services provided by Washington County. Discussion occurred regarding Washington County Sheriff's Office providing a transport service and their availability during swing shift and early graveyard hours. Chief Groth explained if transport services were not available the booking data in the presentation would be much higher. He said the City could use reserves for transport, but they would have to be available on that shift. He said this information does not reflect transport for detox, they are transported to Hoopers in North Portland, nor does it address those that are mentally unstable, these are transported to a Metro area hospital. He said court appearances also pull officers out of the City during regular daytime business hours. Discussion followed regarding overtime and causes, Chief Groth stated the two largest factors for overtime were shift coverage and court and said late calls also account for overtime.

Council Liaison Henderson shared a story of being called into Washington County for jury duty and encountering two Sherwood officers who had been there several hours and then had to return to Sherwood to cover their regular shift.

Chief Groth reviewed "What We Have-Support" as; 1 Detective, with crimes that are more complex, seeing use of advanced technology, and not being able to keep up with investigative needs. He spoke of the workload of the detective and having a patrol officer cover a case when the detective cannot. He spoke of the workload of the detective and not being able to give a case the attention it deserves. He said the City has 1 SRO (School Resource Officer) for 5000 children in eight schools and said the SRO is reactive only and spends little time in the classrooms. Chief Groth provided comparative data from the City of Tualatin with 5 schools, 4600+ students and 3 SRO's, equivalent to 1 SRO for 1500 students. He said Tigard has 11 schools, 7700+ students and 4 SRO's, equivalent to 1 SRO for 1900 students. He said there isn't anyone currently on the Drug Team and the City used to have someone but they were pulled off to work patrol. He said in his opinion we need to give better attention to domestic violence, burglaries, thefts and child pornography investigations.

He explained to the Board that the police department has equipment on site that alerts to "pings" related to child pornography. He said the equipment needs constant monitoring of the worldwide web and looking for "pings" and said once an image is identified as pornographic and involves a child, it is given an "invisible flag". He said the system and tools we have are constantly searching for those and when these flags and images pop up, the system grabs them, and if it's from a Sherwood IP address it comes to our machine. He said they have not touched the machine in several months as they don't have someone that can do that as it involves specialized training. He said other agencies will see the "pings" in Sherwood and will work the case.

Chief Groth addressed narcotics and said we only do investigations when they fall into our laps and out of necessity. He said we don't have anyone focusing on these. He said we have Irma (canine) and she is a great resource.

Questions were asked regarding the funding of the SRO and Chief Groth stated the School District pays for 50% of this position.

He reviewed "What We Don't Have" as; a Sufficient Patrol schedule on day shift. He recapped data from 2013, explained the workload, overtime, and a single officer not being enough for demand. He reviewed Support Services and a single detective and SRO not being sufficient, no coordinated narcotic investigations and said we have programs that we have wanted to start for years and don't have the resources to do them right. He mentioned programs such as police volunteers, reserves and a community academy and not able to get to these programs.

Chief Groth recapped the "Conclusion" of the presentation and said Sherwood is a safe community. He spoke of policing and how it matters to ensure a safe community. He asked the Board how Sherwood got to be a safe community and how we got here. He said we got here through a focused application of adequate police resources over the last two decades. He spoke of crime rates and how they take time to get bad and

take time to improve. He said the reason Sherwood is currently safe is because for the last two decades the community, City Council and the leadership of the community has invested in law enforcement. He said if we do nothing now, everybody will be fine, but in 10 years people will ask what happened to Sherwood. He said we need to be thinking about tomorrow and the future and asked if we are keeping pace with the growth Sherwood is experiencing and keeping pace with how it's changing. He spoke of changes in the community from a "bedroom community" 10 years ago and a higher demand for services.

He referred to the presentation and two questions: What does the community want? And are we providing what the community wants? He said the best way to answer these questions is through a formal staffing study and said the funding is available and City Manager Gall would speak of this tonight. He said the other method to see what people want is through surveys, and through the Board members talking to community members and those community members then talking to others. He spoke of how the City would respond to the answers from the community, to either remain status quo, lower service levels, or services through a levy or fee system.

City Manager Gall spoke of prior police department leadership setting the stage for a successful community. He said future decisions will determine the direction of the community. He informed the Board the staffing study is in the budget and said the study could have been done 6 months ago and one of the reasons it was not, was because this Board was not created. He said the Board will now look at the study from a citizens perspective and taking the information to the community. He offered copies of a staffing study from the City of Portland, the RFP (Request for Proposal) and a Scope of Work, (see record, Exhibits C, D and E). He said staffing studies are not unusual and are conducted regularly. He said our RFP should be out next week. He informed the Board there are 4-5 companies nationwide that conduct these studies and expects Matrix, a company out of California to respond to the RFP. He spoke of the scope of work that will be in the RFP and said there is a part of the RFP that not only looks at staffing and organization, it looks at what the community values in term of police services. Mr. Gall referred to the question posed by Chief Groth of what does the community want and said this information is needed and is in the scope of work.

He said proposals to the RFP probably won't be received until late June and a decision on a consultant will probably be made late July or August and said the study will take time to conduct. He said he believes the study is essential to determine where we are and where we need to go. He informed the Board that Chief Groth has requested an additional officer in the FY2015-16 budget and he has included it in the proposed budget. He informed the Board that many members of the City Council were new and they have not seen this presentation.

Rich Miller asked what the total cost was for a police officer. Chief Groth replied about \$93,000.

Discussion followed regarding bringing on new officers, sustaining the hires, the cost of training and equipment, and if staff has figured out the total costs so the Council has a good idea of the actual cost. Chief Groth replied yes and explained when budgeting for an officer he budgets for hiring costs and equipment. He said as far as the vehicles, officers are not given a car, they share cars. Chief Groth explained the \$93,000 is an ongoing annual cost and other expenses (equipment) are a onetime expense. He said roughly, the total cost of equipment (vest, uniform, gun), is less than \$2000. He said hiring costs are about \$1000-\$1500. He said there are no additional training costs when they go to the police academy, we just pay their salaries and the state provides the training.

Discussion followed regarding the total cost of an officer, less than \$100,000 being worth the safety provided. City Manager Gall spoke of the City providing all the services and costs within the revenues brought in and said we have to live a balanced budget and he has to propose a balanced budget. He explained the City does not spend reserves on on-going operations.

City Manager Gall said he believes a solution to cover costs would be a levy and the need to go through the process and ask the community if this is what they want.

Chris West spoke of campaigning for a levy and asked for factual points the Board members can use to sell a levy.

City Manager Gall stated part of the challenge is we continue to hear how safe the community is and people don't realize where we are and where we are heading if we don't do something different. He said it will be a gradual erosion of safety.

Bob Silverforb spoke of the impacts on him when he heard we are not working on narcotics or pornography and said the average community member doesn't know what is not being done. He asked regarding the staffing study and if this is for staffing numbers only. Mr. Gall replied regarding the scope of work for the study and making sure we are asking the right questions. He referred to the Portland study and said when he saw the study he said this is what we need, an outside expertise.

Chief Groth spoke of receiving various types of feedback from the community and educating the community and finding out their needs, wants and expectations. He spoke of the role of the Board members and reminded them they were informed of this role during the interview process. He said their role is to be the heartbeat of the community. He asked the Board members to take charge and get busy for the City and find out what the community thinks. Chief Groth offered to provide more information to the Board members if they needed it. He said the City is going to proceed with the staffing study as it needs to be done and we need to get feedback from the community. He spoke of developing the RFP and getting feedback from the members.

Chair Zwingli commented that she believes community members do not know everything that occurs in the City and believes this information needs to get out to the community. She shared areas of concern that she had no idea of or knowledge of and gave examples of drug activity at Stella Olsen Park, child pornography and commented on the workload of the SRO.

Chief Groth commented that this is why the Board was established, to connect and engage with the community. He spoke of the challenges of engaging the community and the use of face book and twitter. He spoke of a recent department program he implemented of going door-to-door and conducting neighborhood surveys.

City Manager Gall informed the Board the work they did on the medical marijuana subject was huge, and the Planning Commission and the City Council heard the recommendations of the Board. Mr. Gall spoke of a recent levy in the City of Happy Valley and shared information with the Board of the Happy Valley levy that failed by one vote. He spoke of future decisions made in Sherwood and potential impacts.

Council Liaison Henderson commented regarding the Sherwood community and many people leaving town to go to work and being gone for several hours during the day. She spoke of the benefits of communicating via face book and keeping in touch with people without actually having to be in town. She commented that a challenge is people have different experiences with law enforcement and she believes the message is very important as we are trying to sustain the safety of the community, our youth and property, and not burnout staff. She spoke of the recent City budget meeting and multiple departments vying for the same pot of money. She mentioned the upcoming WCCLS Library levy in November and said if this doesn't pass the City has \$785,000 that will have to be filled and cuts will affect other City departments.

Diane Foster suggested the Council members do a ride-along with an officer and said she learned a lot in the eight hours she spent with an officer. She said she has spoken with community members and informed them there were only two officers on duty and said they were shocked and unaware. She said people are also unaware of transporting out of the City and this leaving one officer on duty.

Ms. Foster suggested the Council members also speaking to community members to inform about policing in Sherwood and said this would also be a good start of communication. Ms. Foster shared her experience with the ride-along.

Discussion followed regarding types of police calls and time involved to process an arrest. Chief Groth shared information on a police call that occurred in November.

Amy Miller-Juvé asked if there was police data that shows what happens when a police station is fully staffed in terms of what the community gets back. Chief Groth replied some of that data was provided tonight with the services that are not being provided. Discussion followed regarding types of data.

Ms. Miller-Juvé asked about a future Board agenda and said now that we have information to go talk to friends and colleagues, it would be nice to have a meeting where we can speak of the information retrieved and move forward. She said possibly creating a survey to obtain more input from the greater community.

Chair Zwingli said the agendas are set a few weeks before a meeting and said she believes this is what we are working towards, once we get this information from the community, we then present it to the Chief and then figure out how we are going to deal with it. Chief Groth said once the study is done, this will be data we can give to the public.

Mr. West said we need 3-4 talking points that lay out the situation and the number one item to him that would upset the mom's on his block is, there are many times that we don't have 2 officers on duty, either due to transport or other reasons. He said for a community of our size, people will be surprised. He said we then build on that by informing we have 1 detective and 1 SRO. He said Tualatin with a smaller student population has 3 SRO's. He said he is already processing what he will say to the people in his neighborhood and can start posting information on their face book chat room. Chief Groth clarified the methodology of the number of officers per shift, with 2-3 or 5. He said we need to explain to people how a schedule works. He gave the example of not having a minimum standard and referred to the Oregon State Police.

Rich Miller spoke of the approach of positive motivation versus negative motivation and having data that shows if we don't act now what will happen in 5 years.

Ms. Miller-Juvé suggested a 2-3 minute video as an option. Discussion followed.

Mr. Gall shared comments regarding the recent suicide death of a 10 year old and people now talking about what they can do to prevent this from happening again. He said he doesn't want to scare people, but if something isn't done we will move backwards.

Chief Groth spoke of the construction of the current police facility in 2003 and the passage of a bond. He said Tualatin had a similar bond passage and the reason these bonds were successful was because they started in the community. He said we need feedback from the community on what they want and what they will pay for or if they are happy with the services they currently have.

Chief Groth referenced the comments made by Rich Miller and the cost of \$93,000 for an officer. He referred to exhibit A and a proposed organizational chart and explained some of the positions and the total number of sworn and non-sworn staff. He said for the additional 8 positions, the average cost is \$752,000. He said we aren't

talking about a \$1 million levy, and if adjustments are made based on the community's priorities, we could be in the range of \$500,000-\$600,000.

Chair Zwingli asked what would be the best way to get information to the community. Discussion followed. Mr. West suggested having 3-4 talking points based on information received tonight. He elaborated on number of officers per shift, shift coverage, transporting, time off and the number of detectives and SRO in comparison to Tualatin. Mr. Silverforb said having the talking points is good, but we need to talk to the community about 3-4 of the same issues and bring that information back. Discussion followed with needing facts and then asking people what their expectations are.

City Manager Gall stated the Board can start having conversations and sharing the information they received tonight and we would still move forward with a more formal process of asking the community. Mr. West said we need to have some basic facts to allow for consistency.

Ms. Foster suggested to start with a more general conversation with the community and bringing this information back seeking consistent themes and then look at how to align this with the initiatives and directives of the police department.

Discussion followed regarding not leading the community conversations with discussion of a levy and giving people information and increasing their knowledge of the police department.

Discussion followed regarding the staffing study and the organization chart of proposed staffing. Chief Groth stated what he wants is for the community to tell him what they want and what they expect.

Chair Zwingli recapped what she has heard as far as what the Board members can do in the following months; Have a conversation with community members about what they want in a more generalized approach. And to have something to talk about if there are questions, have some of the talking points suggested by Chris to continue the conversations and see if themes show up. Chief Groth replied he agrees with what Chris has said and believes the beginning of the conversations should be what was suggested by Diane. He said don't worry about the talking points right now, and he would ask the Board to go and engage conversation and let people lead it. He said the goal tonight was to arm the Board with information and suggested they use that information as they need to or want to, but ask they simply start the conversation. He gave an example of gathering public input and developing themes, a theme would be people indicating things are fine with the level of current police services. He said based on developing themes, we can develop talking points.

Chief Groth spoke of the example of having a Master Plan and referred to the Parks Master Plan, he said let's have a policy document that indicates where we are going

and one that lays a future plan. Discussion followed regarding people wanting comparison data of other cities and looking at a City's budget for number of employees.

Council Liaison Henderson and City Manager Gall commented about the recent budget committee meetings, challenges with PERS, the Police Department being the most expensive City department, and new budget committee members.

Chair Zwingli asked if the committee members wanted to hear more about the budget as opposed to hearing about the police department budget only. Discussion followed and a comment was received that yes more information is good to have a better understanding of the City's budget, but not to detract from the work of the committee. City Manager Gall stated he would like within the next 3-6 months to have the Finance Director come talk to the committee about the overall budget and challenges in the next few years, including PERS.

Chair Zwingli asked if there was a need for further discussion on what the committee members should be doing in the coming month. No comments were received.

She addressed the next agenda item and asked Chief Groth if he had a staff report.

## **5. Staff report(s)**

- a. Chief Groth stated the report has been given.

## **6. Citizen Comment**

Neil Shannon, Sherwood citizen and Budget Committee Chair, stated he agreed with Councilor Henderson's comments regarding the Police Department's budget probably being approved by the budget committee. He said there was a lot of interest by the budget committee on staffing and said they had a shorter police department budget presentation in comparison to tonight's conversation and said it would have been useful for the budget committee to receive this information. He spoke about his previous concerns with a half time emergency management person and what the City could be doing with additional resources and emergency management being one of those things. He suggested the committee could email the Budget Committee and communicate their support of the police department. He commented regarding the quality of life for the police department staff and the demand of working 60 hours a week, their family life deteriorate and the disposition they may be in when dealing with the public with this type of a workload. He commented regarding tension of police staff.

Nancy Ellingson stated she volunteers with the police department and provided a testimonial and said it's an honor to be here. She shared with the committee that she has never heard a cross word amongst the staff and spoke of the positive environment and respect the officers show to the public. She commented regarding this being

reflective of the leadership of Chief Groth. She commented regarding the importance of the committee helping Chief Groth get the message to the public. She commented regarding the police department staff being there when a call came in and having 2 officers on shift.

Chair Zwingli asked the committee if they were interested in the suggestion of emailing the budget committee in support of the police department's budget. Discussion occurred regarding emailing as a statement from the committee or as individual citizens.

Chris West clarified that Chief Groth was asking for 1 more police officer and made the following motion:

**Motion:** from Chris West as the Police Advisory Board to wholeheartedly support the need for an additional officer in the upcoming budget. Discussion followed on the motion.

Bob Silverforb asked if it would be more beneficial to have a representative of this committee at the budget committee. Neil Shannon stated citizen comments at the budget committee has been closed and said the budget committee will be discussing the budget, but there will not be an opportunity at the meeting to present anything.

City Manager Gall stated there is an opportunity at the June 16<sup>th</sup> City Council meeting to have someone come to Council and speak. He said email also works as it becomes part of the record. He said the Council on June 16<sup>th</sup> will make the final decision on the budget. Discussion followed and it was suggested that each member take it upon themselves to send individual emails rather than emailing as a group.

Chief Groth stated the committee may have time between now and their June meeting to get input from their constituents and then send an email. Discussion followed regarding the committee members gathering information from the public and emailing that information to Chief Groth and Chief Groth or staff compiling the information and providing it to Chair Zwingli.

Chair Zwingli asked regarding the timeline of receiving the emails from the committee members. Chief Groth clarified, one suggestion was to email the budget committee as individuals and by a date in June, the 1<sup>st</sup> or 5<sup>th</sup>, this would allow the committee members time to engage the community and get that feedback back to staff and staff then forwarding this information to Chair Zwingli and then that email from the Police Advisory Board is sent to the Council.

Neil Shannon added that he agrees that emails from individual committee members to the budget committee would be more effective and if the Board wanted to make a presentation before the Council they could do that on June 16<sup>th</sup>. Neil stated the budget committee meets next Wednesday so if they wanted to send emails he recommends getting that done by next Tuesday.

Chair Zwingli recapped the timelines and said individual emails can be sent to the budget committee by next Tuesday and get emails into Chief Groth by June 5<sup>th</sup> for the City Council.

Christian Verkest asked Chief Groth what the timeline was to hire an officer and if it's difficult to find someone. Chief Groth said for this position, assuming everything is approved in July, we hope to use an existing pool we are hiring from. He said in more general terms, we usually gather about 75-100 applications for a position. He explained if a recruit is hired, it's about 18 months before they are on their own. Discussion followed and Chief Groth provided examples of hiring.

Chair Zwingli reminded Mr. West of his motion and the need to withdraw.

Chris West withdrew his motion.

Chief Groth informed the Board that the City Recorder suggested the Board meetings be recorded and said he would speak with IT staff to prepare the equipment so they can record from the current meeting location of the police community room. He said if this could not be done, the Board meetings would move to the City Hall community room. Comments were received that IT has videoed from this location in the past and more than likely can set up to record.

## **7. Adjourn**

Chair Zwingli adjourned at 9:55 p.m.

Approval of Minutes:

  
Chair Zwingli

Attest:

  
Angie Hass, Executive Assistant