



## City of Sherwood Police Department



*An Accredited Police Agency*



# 2012 Annual Report





2012 Holiday Card Photo

International Association Chiefs of Police

### **Law Enforcement Code of Ethics**

**As a Law Enforcement Officer, my fundamental duty is to serve humankind; to safeguard lives and property; to protect all persons against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.**

**I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.**

**I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. Without compromise and with relentlessness, I will uphold the laws affecting the duties of my profession courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.**

**I recognize my badge as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of The Criminal Justice System. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.**



**Jeffrey A. Groth**  
**Chief of Police**

*On behalf of the men and women of the City of Sherwood Police Department, it is my pleasure to present our 2012 Annual Report. This past year has been another great year of accomplishments as well as a continuation and strengthening of ongoing programs and services to the Sherwood community.*

*As your Chief of Police, I am honored to serve you, the citizens of Sherwood, and the men and women of the Sherwood Police Department. In addition, the men and women of the department are also very proud of what they do and where they work.*

*It is my hope that you will find this report both informative and interesting. We have attempted to capture what we accomplished during the year and provide some insight into the everyday work your police officers perform. Your support is important to us, and this is our opportunity to show you what we are doing with your investment.*

*The Sherwood community has every reason to be proud of its Police Department. In addition to the great work they do every day, in April of 2012, the City of Sherwood Police Department received its 1<sup>st</sup> ever Accreditation Award. This distinction is professional recognition that your Police Department has sound policy and procedure and is in fact adhering to Industry Best Practices.*

*Your Police Department takes a no-nonsense approach when it comes to community policing and we will maintain an open-door philosophy with our community, because we exist to serve you.*

*Sherwood is a special place-and we promise to keep it that way.*

*In your service,*



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## Vital Statistics

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### City Data

Incorporated: 1893

Location: Washington County, State of Oregon

Community Population: 18,255 in 2012

Geographic Size: 4.1 Square Miles

Density: 2,895 People per square mile

Elevation: 193 Feet

Median Age: 34

Youth Population: 32% under age 18

### City Government

Form of Governance: Council-Manager

**Elected Mayor and six elected Councilors, with an appointed City Manager.**

### Police Department

Agency size: 24 total (21 sworn, 3 civilian)

Officer/Citizen Ratio: 1.2 total sworn per 1,000 residents

Leadership Team: Police Chief (1), Police Captain (2), Police Sergeants (3).

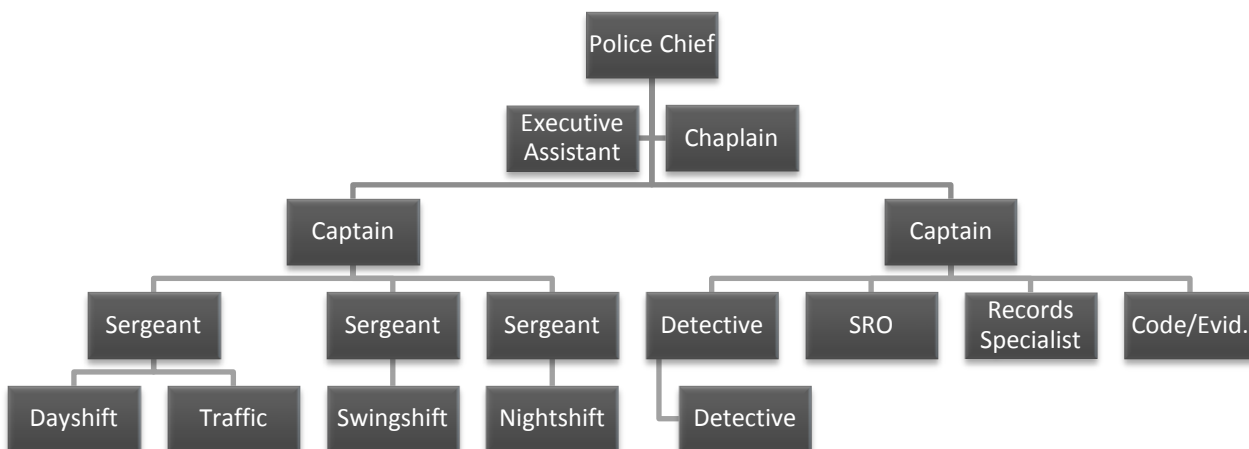
Median Age: 40



# Organizational Chart

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## Police Department Organizational Chart



## Operational Overview

The City of Sherwood Police Department is comprised of three (3) organizational sections, as follows;

- The **Administration Section** is managed by the Chief of Police and provides overall leadership, direction and guidance of the Police Department.
  - *The primary responsibilities of the Chief include budget development and accountability, policy development and adherence, community and city involvement, state & regional involvement and labor relations.*
- The **Patrol Section** is managed by a Police Captain who provides leadership, direction and supervision of the daily, uniform operations of the Police Department.
  - *The primary responsibilities of the Patrol Captain include the oversight of all patrol teams, traffic units, tactical response and preparation, police canine teams and community events planning and participation.*
- The **Support Section** is managed by a Police Captain who provides leadership, direction and supervision of all support functions of the Police Department.
  - *The primary responsibilities of the Support Captain include the oversight of the records function, investigations unit, school police, property and evidence, professional standards, code compliance, public information and human resource liaison.*

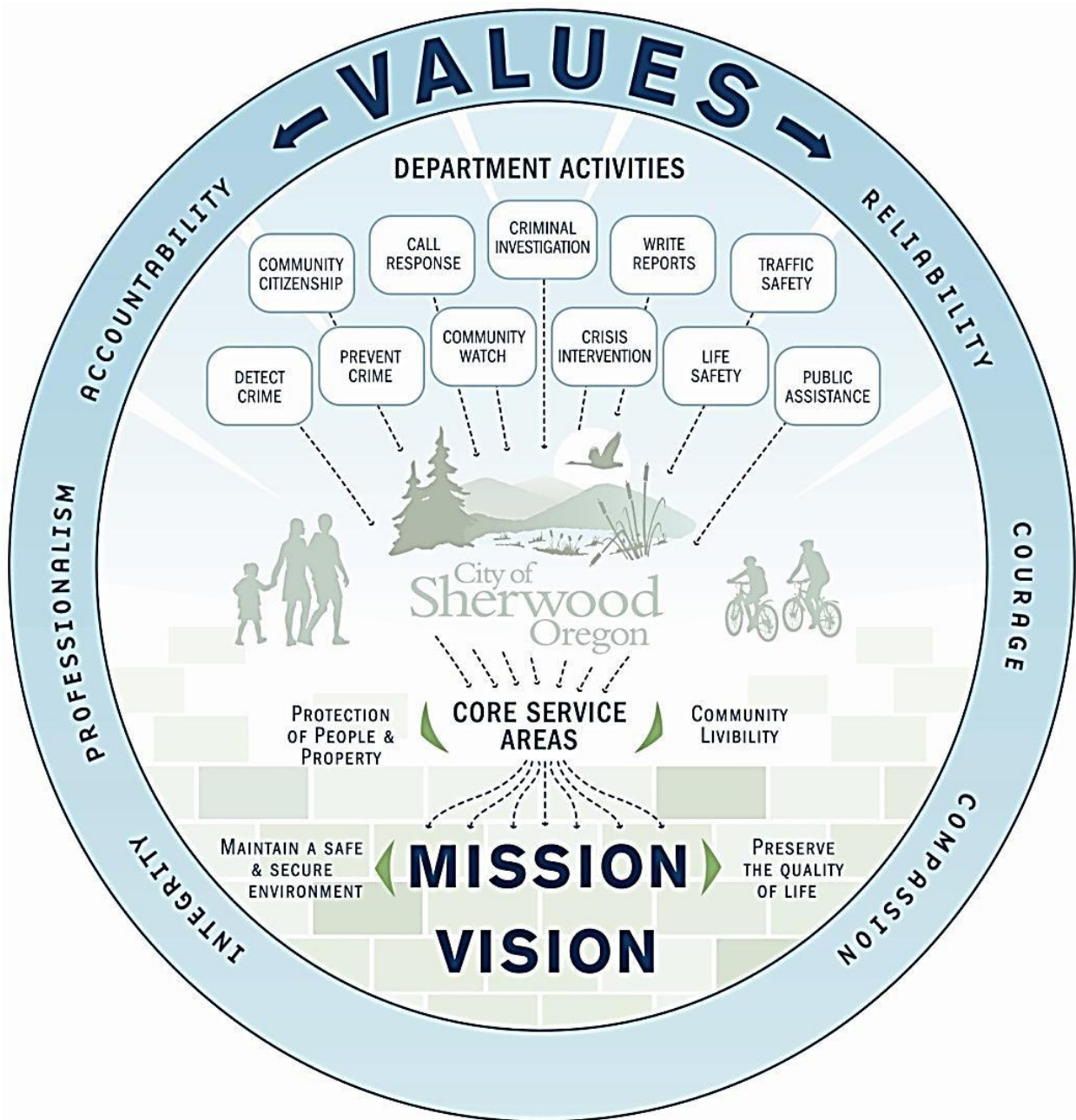
As shown by the Operational Overview, this structure is balanced and provides equally distributed command responsibilities, greater internal effectiveness and increased accountability. It is the command structure utilized by most area police departments our size, it is an industry accepted standard, and it will carry the Police Department into the future and accommodate department growth.

*City of Sherwood Police Department*  
February 2012





## Community Policing Plan



The Community Policing Plan provides a visual depiction of how we police the Sherwood community, and how everything we do is significant and value-based. A plan cannot anticipate every incident we might face, or every decision we may need to make, and no amount of training and preparation can cover every situation that will confront members of our organization. The Community Policing Plan was developed to provide a foundation and framework of how and why we do what we do, in any given situation.

Since we are a Value-Based organization, the entire graphic is surrounded and framed by our organizational values. Since everything we do must remain inside the limits of our values, they serve as our boundaries and filter. We will absolutely do the right thing, for the right reason at the right time. When deciding the appropriate course of action, the first things we consider are our values.

Across the top of the graphic are listed the eleven (11) general Department Activities. Every police activity and everything we do and every service we provide fits into one of these Department Activities, as listed below:

- ***Community Citizenship*** includes such things as participation at community events, attending neighborhood meetings, supporting charities, personal community involvement and community service.
- ***Call Response*** includes both emergency and non-emergency requests.
- ***Criminal Investigation*** includes the initial scene response to major events, evidence collection, victim assistance, ongoing case investigation and follow-up with prosecutors.
- ***Write Reports*** (Event Documentation) includes the documentation we provide for certain events and incidents.
- ***Traffic Safety*** includes traffic stops, enforcement actions, red light camera monitoring, crash response and investigation, DUII enforcement, delivery of educational talks, child safety seat clinics and traffic surveys.
- ***Detect Crime*** includes focused patrols, business checks, residential checks, citizen contacts, traffic stops and our K-9 Program.
- ***Prevent Crime*** includes routine uncommitted patrol through neighborhoods and business areas, special patrols, focused patrols, Night Eyes, K-9 Program and crime prevention surveys.
- ***Community Watch*** includes working with businesses, churches and neighborhood associations to combat crime. It also includes certain crime prevention activities like National Night Out and Night Eyes.
- ***Crisis Intervention*** includes working with individuals in crisis, including mental health and/or social crisis. It includes resource referral, detoxification, protective custodies, service vouchers and Chaplaincy.
- ***Life Safety*** includes the training, equipment and actual intervention in life threatening emergencies, conducting welfare checks and code enforcement.
- ***Public Assistance*** includes assisting motorists, providing resources, service vouchers and supporting local assistance programs.

Near the middle of the graphic, we have identified our two (2) Core Service Areas, which are the protection of people and property and community livability. These two areas are critical to accomplishing our Mission.

Members of the Sherwood community must feel safe and trust their property is safe, and they must never lose this sense of safety and community livability they value. Every one of the Department Activities helps address the Core Service Areas and solidifies the sense of safety and livability our Community appreciates and values. *"In a democracy, the first and most important obligation of government to its people is to ensure freedom from fear, crime and disorder."*<sup>1</sup>

The graphic provides a clear sense of flow and connection showing how everything we do leads to accomplishing our Mission of providing a safe and secure environment and preserving the quality of life for the community. The methods we use to accomplish this include the basic tenants of Community Policing; partnerships with the community and other government agencies, problem solving and prioritization and an emphasis on prevention and accountability.



Scout tour of the Police Department by Bill Collins

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<sup>1</sup> William Bratton and George L. Kelling, "Cops Count, Police Matter: Of Tactics and Strategy," *The Police Chief* 79 (December 2012): 54–59.



## Patrol Section

Commonly referred to as the “backbone” of any police department, the Patrol Section includes most of the uniform functions and personnel. While not the only functional and



operational component responsible for daily activities, the Patrol Section does account for the majority of the work product, or activities.

The below table lists the types of activities patrol officers are involved in, and the number of occurrences in 2012.

Activity Highlights	2011 Totals	Q1	Q2	Q3	Q4	2012 Totals	% Difference
Premise checks for security	1,303	388	383	482	373	1,626	24.7%
Assistance provided to public	856	259	293	392	279	1,223	42.8%
Suspicious Vehicles	584	167	148	212	170	697	19.3%
Subject Stops/contacts	397	103	119	186	59	467	17.6%
Suspicious Circumstances	188	69	75	123	84	351	86.7%
Animal Complaints	177	26	50	72	25	173	-2.2%
Alarms	186	49	38	73	55	215	15.5%
Juvenile Problems	197	77	96	150	58	381	93.4%
Thefts	222	72	72	109	52	305	37.3%
Suspicious Persons	187	47	55	80	31	213	13.9%
Welfare Checks-People	181	45	49	73	53	220	21.5%
Harassment	142	41	27	48	28	144	1.4%
Noise Complaints	172	19	40	71	34	164	-4.6%
Incomplete 911 calls	116	43	33	44	28	148	27.5%
Warrant Service	98	28	19	39	24	110	12.2%
Fraud	81	22	21	28	37	108	33.3%
Domestic Disturbance	148	36	41	50	30	157	6.0%

Activity Highlights	2011 Totals	Q1	Q2	Q3	Q4	2012 Totals	% Difference
Criminal Mischief	111	30	33	56	27	146	31.5%
Drug Complaints	62	18	19	33	17	87	40.3%
Burglaries	39	12	10	12	7	41	5.1%
Suicide Threats	22	6	1	6	6	19	-13.6%
Suicide Attempts	8	3	2	2	2	9	12.5%
Mental Intervention	15	7	4	7	4	22	46.6%
Case Follow-Up	1,029	313	343	455	330	1,441	40.0%
Robberies	3	1	1	1	2	5	66.6%
Assaults	31	12	18	14	8	52	67.6%
Disturbances	49	33	36	48	27	144	193.8%
Assist Fire/Other PD	158	66	52	63	40	221	39.8%
Sex Offenses	17	4	7	8	1	20	17.6%
Missing Persons	13	3	2	5	8	18	38.4%
Arson	1	0	0	0	0	0	-100.0%
Kidnap	0	0	0	0	1	1	--

The Police Department's work product is referred to as "Total Activities" and is categorized as either a call for service or self-initiated activities.

*Calls for service* are requests from our customers and include two (2) types:

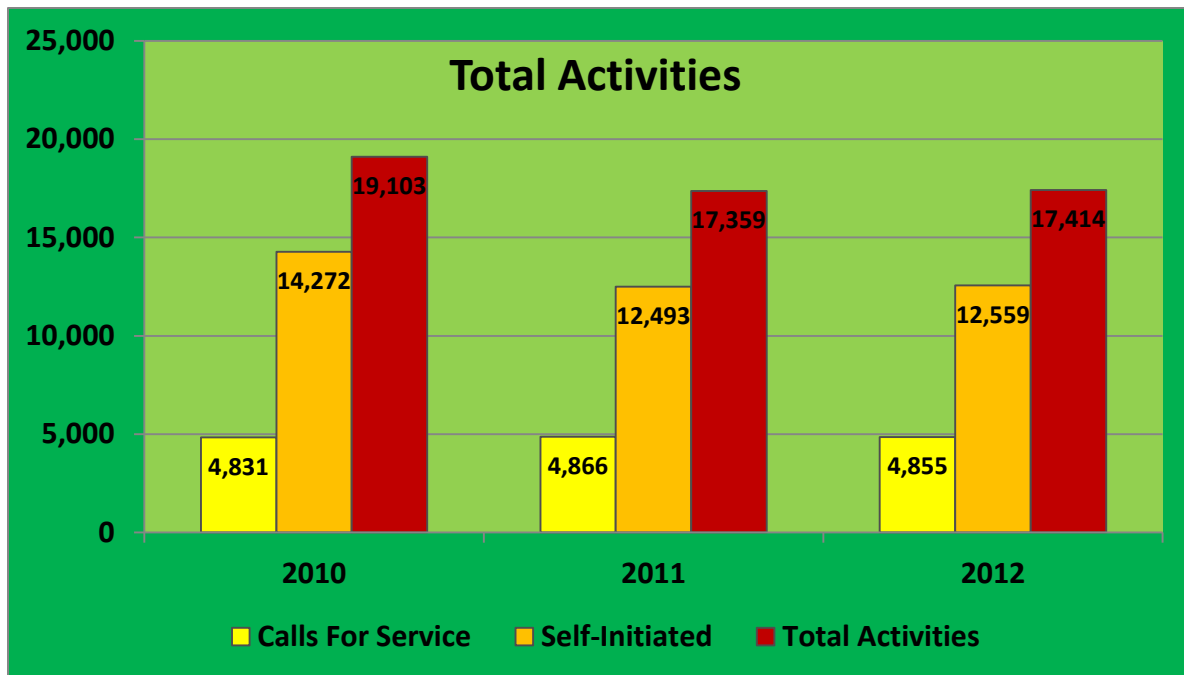
1. Those received on the emergency 9-1-1 line, and
2. Those that come in via the non-emergency dispatch line.

Self-initiated activities means activities police officers do without being requested, and generally include traffic stops, and community presence efforts like conducting extra patrols, security checks and assisting the public.

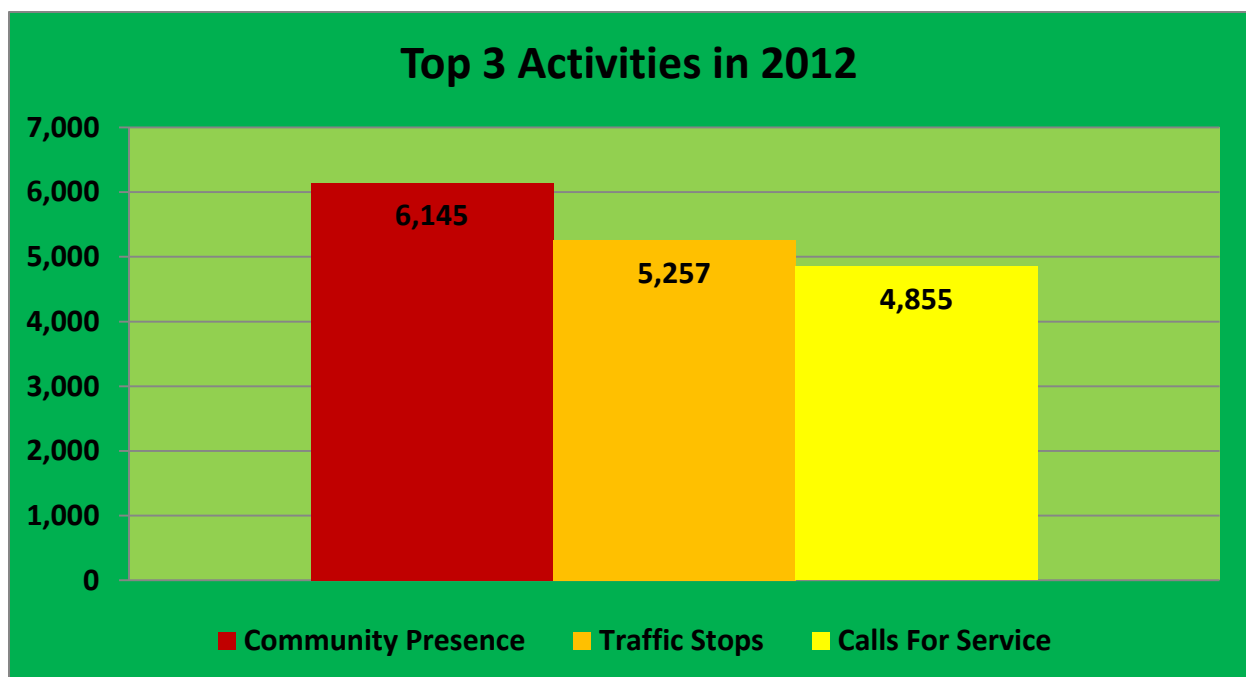


2012 Community Services Fair

The following graph shows the “Total Activities” recorded by the Police Department over the last three (3) years.

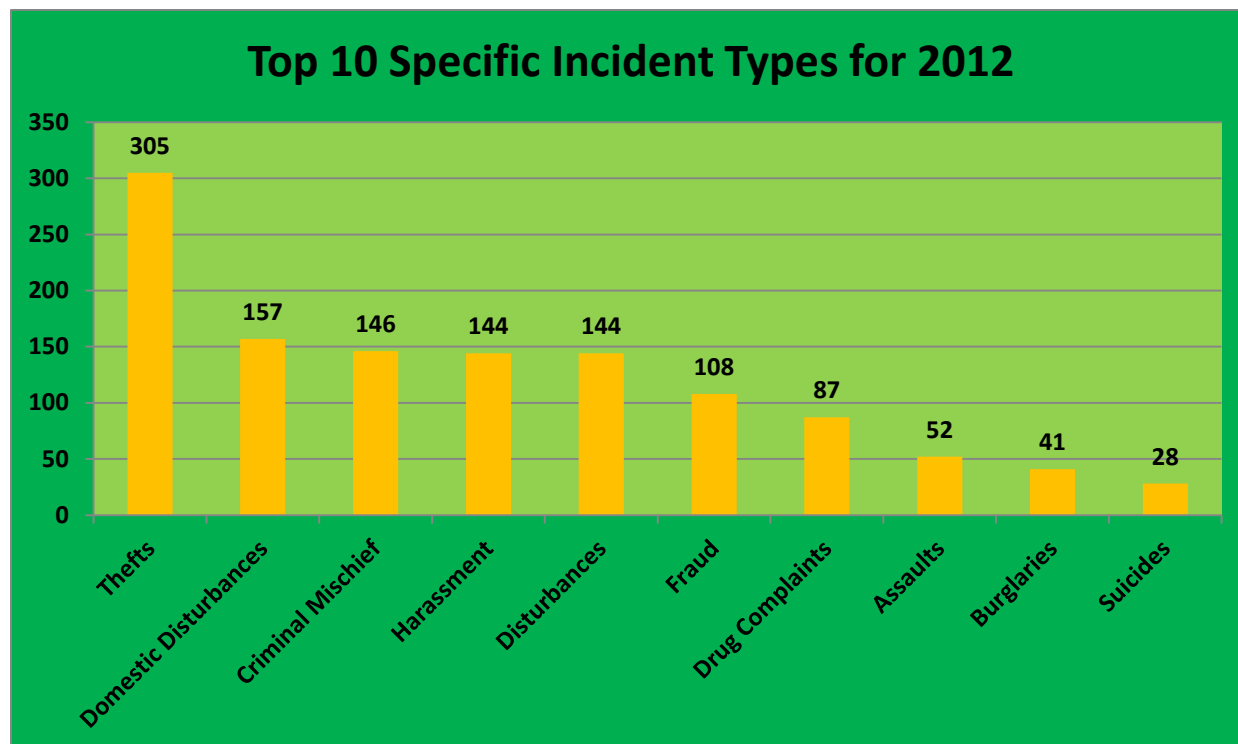


The next graph breaks down the top two (2) self-initiated activities (*community presence* and *traffic stops*) and shows how those compared to *calls for service* in 2012.





This graph breaks down *calls for service* and shows the top ten (10) specific types of calls for service (by incident type) we received from the community during 2012.



As a function of patrol, traffic safety is important in any community, but becomes even more critical in a community that is dissected by two (2) regional transportation corridors. Our traffic safety efforts involve every patrol officer as well as the motorcycle officer.

Traffic safety is also an important component of Community Policing. *"The role of police in our democracy is to control and influence behavior in order to prevent crime, but, when it occurs, to be able to find, apprehend, and assist in the prosecution of the offenders."*<sup>2</sup>



When police officers make traffic stops, they are not only enforcing the traffic law that was the focus of the stop, they are also controlling and influencing behavior and preventing crime. Traffic stops are perhaps the *most visible* of all police activities.

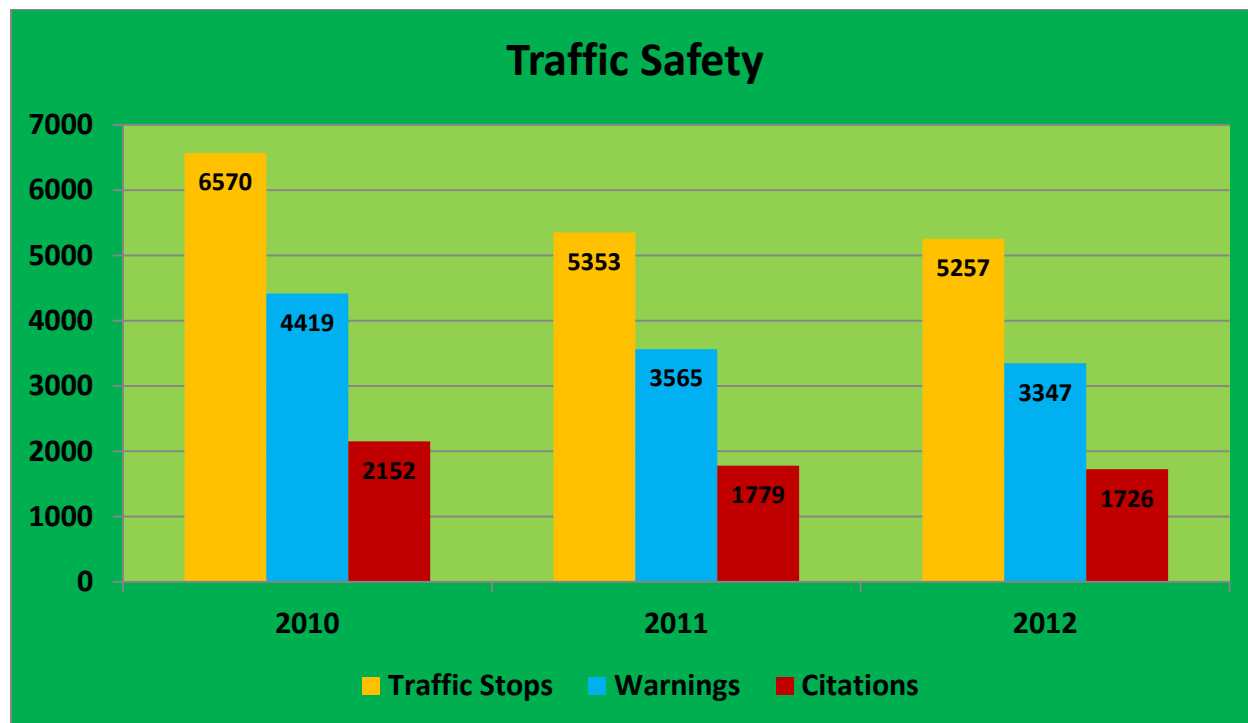
<sup>2</sup> William Bratton and George L. Kelling, "Cops Count, Police Matter: Of Tactics and Strategy," *The Police Chief* 79 (December 2012): 54–59.

The below table lists the types of traffic safety activities officers were involved in, and the number of occurrences in 2012.

<b>Traffic Safety Call/Activity</b>	<b>2011 Totals</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2012 Totals</b>	<b>% Difference</b>
Traffic Crashes	208	66	91	123	92	372	78.8%
Traffic Stops-Street	5,353	1,430	1,357	1,473	997	5,257	-1.7%
Citations-Street	1,788	482	521	558	349	1,910	6.8%
PRL Violations	17,040	1,828	2,481	3,024	2,174	9,507	-44.2%
PRL Citations	8,664	849	1,103	1,066	1,045	4,063	-53.1%
Extra Patrols	2,876	839	674	1,080	703	3,296	14.6%
Parking/City Ordinance Complaints	210	40	39	60	59	198	-5.7%
Motorist Assists	255	74	58	65	57	254	-0.3%
Hazards	170	39	49	60	48	196	15.2%
Att. to Locate Driver (DUI-Reckless)	132	55	64	128	68	315	138.6%
Driving Under the Influence	97	21	36	40	27	124	27.8%
Traffic Complaints from Community	89	20	26	29	37	112	25.8%

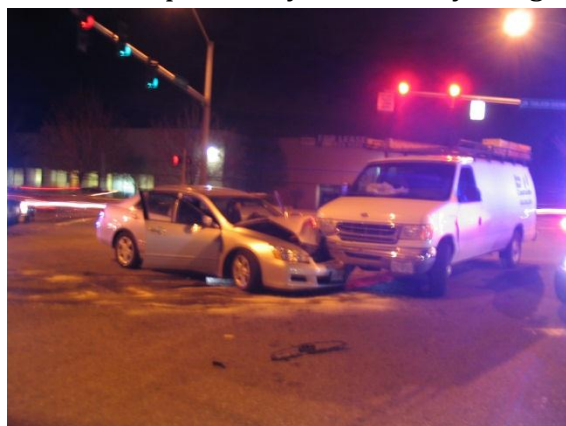


Traffic safety can take many forms, and the focus of traffic stops is not solely on issuing citations, but rather on changing and modifying unsafe behaviors. The following graph shows the number of traffic stops and resulting warnings and citations over the last three (3) years.



It has always been our goal to maintain a ratio of 60% warnings to 40% citations. As shown above, the Police Department has issued 67% warnings to 33% citations.

Another important component of our overall traffic safety efforts is the administration and oversight of the City's Photo Red Light Program (PRLP). The PRLP is a common strategy that deals specifically with a very dangerous risk to driver and pedestrian safety. While it



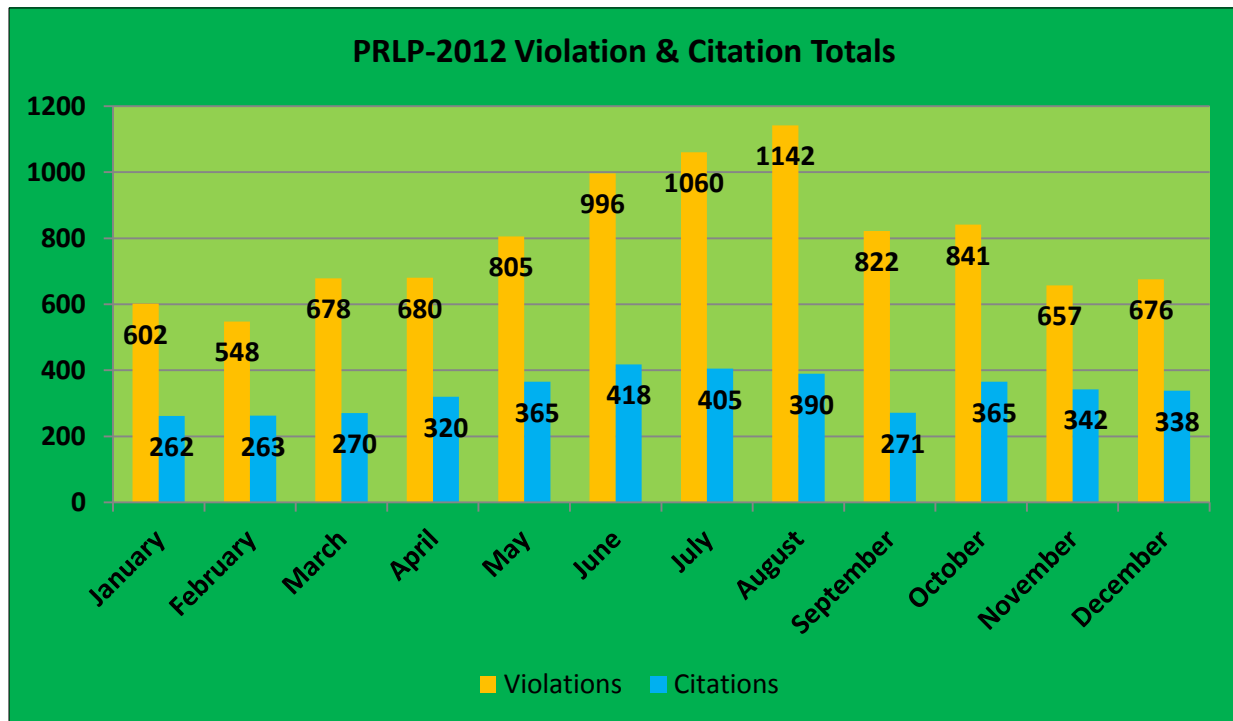
doesn't provide the same level of visibility and crime prevention that happens when a uniformed police officer enforces the law, it is a component of Community Policing, because it most certainly influences and modifies behavior, and increases the community's sense of safety, as spoken of earlier.

According to a national survey, 97% percent of drivers feel that other drivers running red-lights are a major safety threat.<sup>3</sup>

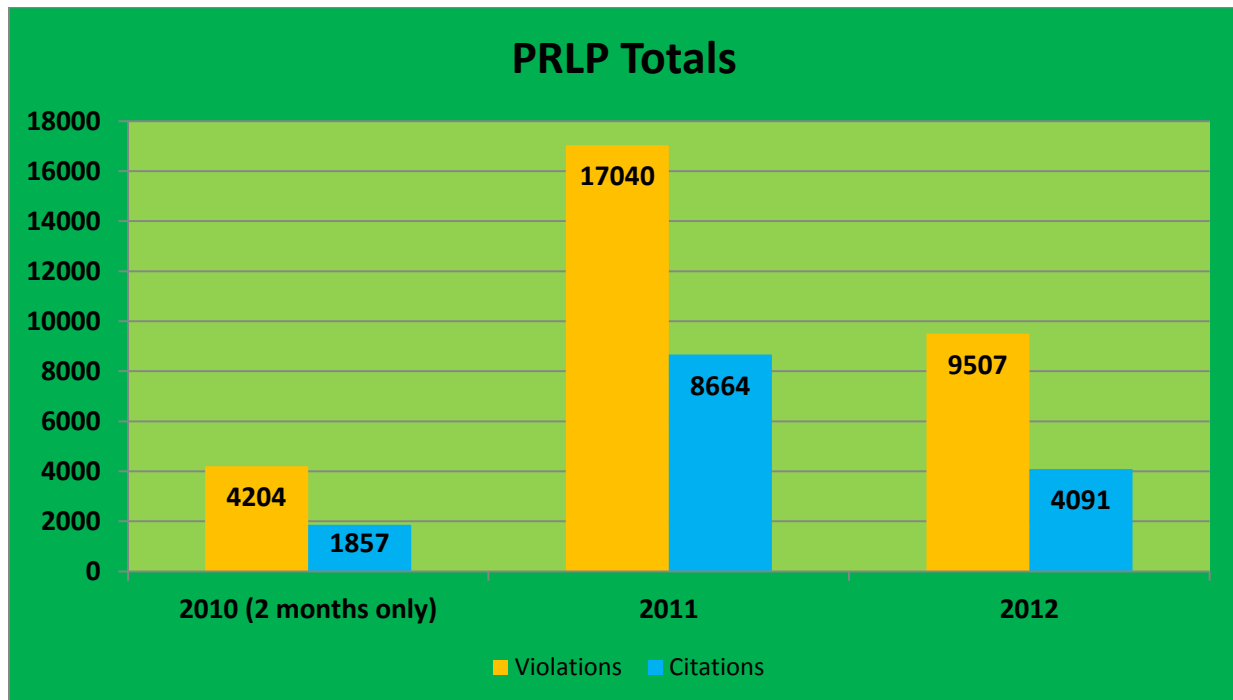
<sup>3</sup> *National Survey of Speeding and Other Unsafe Driver Actions, Vol. 2: Findings*, Report No. DOT HS 809 730, National Highway Traffic Safety Administration, May 2004



The next graph shows the total violations and citations captured by the Photo Red Light Program (PRLP) in 2012.



The following graph demonstrates the performance of the PRLP over the last three (3) years. (Please note that the PRLP began issuing citations in November of 2010.)



## Patrol “Sticky Note” Facts



In 2010, 3,092 people were killed nationally in crashes involving a distracted driver and an estimated additional 416,000 were injured nationally in motor vehicle crashes involving a distracted driver.

In June of 2011, more than 196 billion text messages were sent or received in the US, up nearly 50% from June 2009.

NHTSA's Fatality Analysis Reporting System reports that red-light running crashes alone caused 762 deaths nationally in 2008.

In 2012, the Sherwood Police's average response time to priority 1 calls was under 4 minutes (3 minutes and 55 seconds); to priority 2 calls was 5 minutes and 27 seconds.

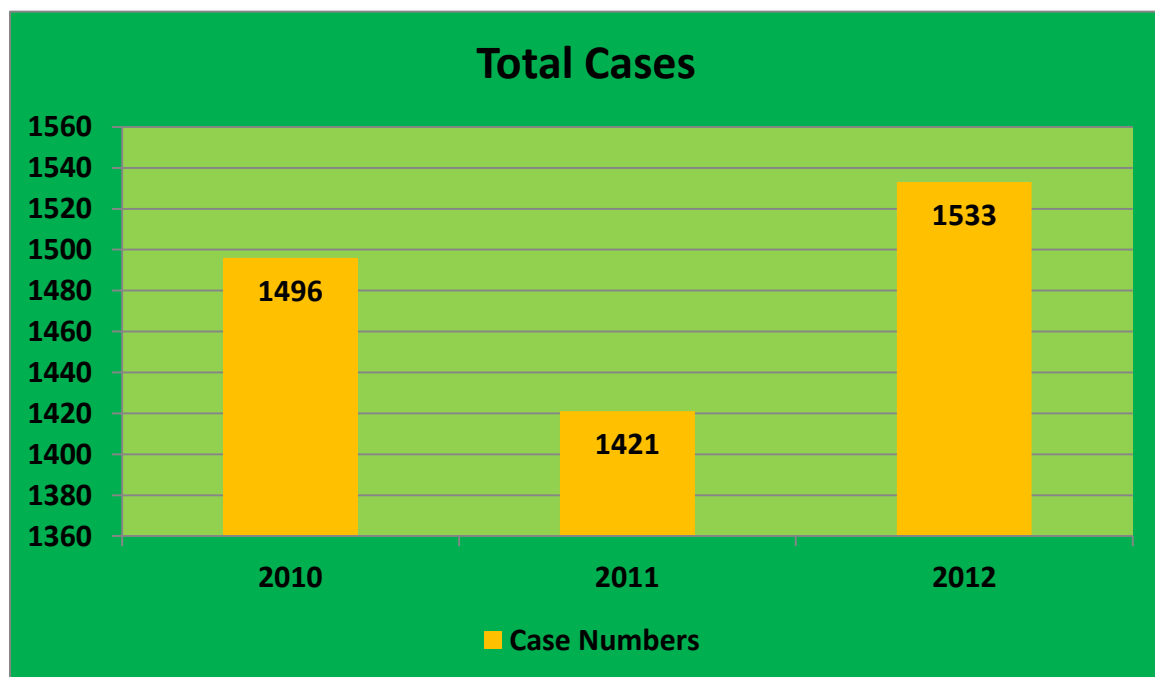
## Support Section

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The Support Section is the other operational component of the Police Department and accounts for the records function, investigations unit, school police and safety, property and evidence, professional standards, code compliance, public information, training and human resource liaison. Often unseen, the support function is critical to any police department and includes many important elements that occur behind the scenes.

The records unit is responsible for all the data entry that occurs when a police officer writes a report. Additionally, they provide all customer service at the front counter and on the telephones.

The following chart shows the total number of case numbers taken over the last three (3) years.



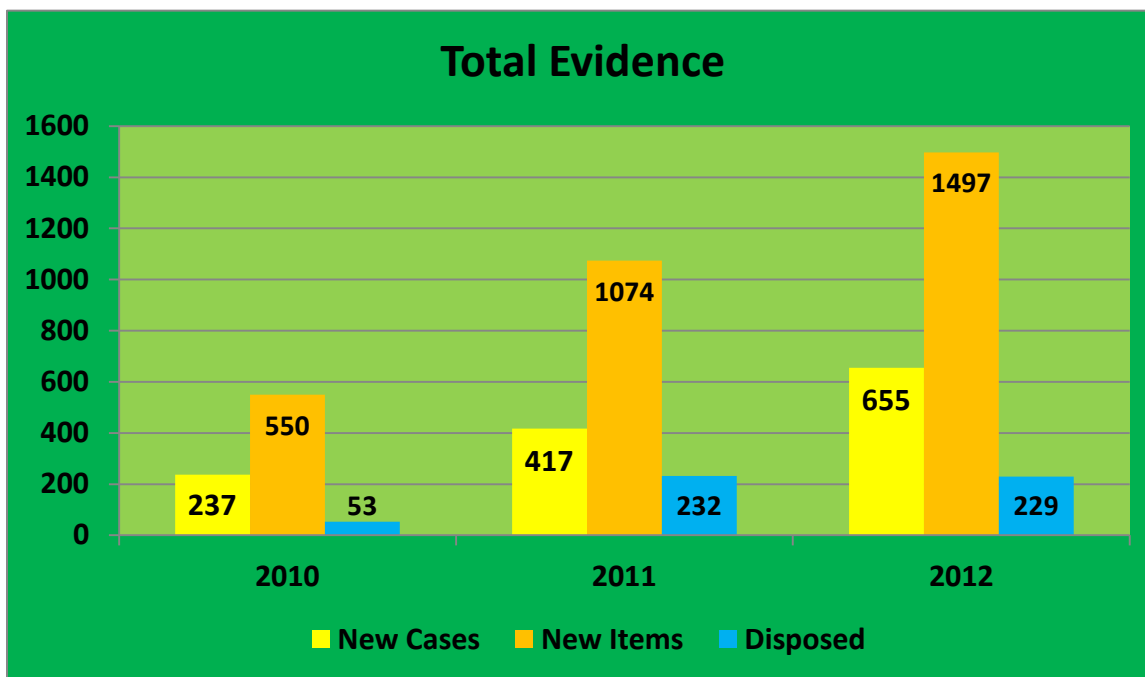
Every case number taken by a police officer will include at least one (1) police report. Some more involved incidents may have numerous reports written on a single case number. The data from every report is entered into the Police Department's record management system by a Records Technician.

Some incidents investigated by police officers involve the recovery of property or seizing of evidence. While every case number does not involve evidence, every piece of evidence or



property does require a case number. Some case numbers may only have one (1) associated piece of evidence, while others may have multiple pieces of evidence.

The below graphs reflects the number of cases that involved at least one (1) piece of evidence, the total pieces of evidence taken and the number of items disposed of, over the last three (3) years.



Our property evidence unit is also responsible for the management of the prescription drug drop box that is located in the police lobby. The Sherwood Police started our Drug Take-Back program in 2012 and we participated in several take back events throughout the year.



Sherwood PD Prescription Drug Drop Box

In 2010, in response to frequent requests from the public, the Police Department began offering fingerprint services. The service began August of 2010, and the below graph shows how popular it has become, with over 100 requests the last two (2) years.

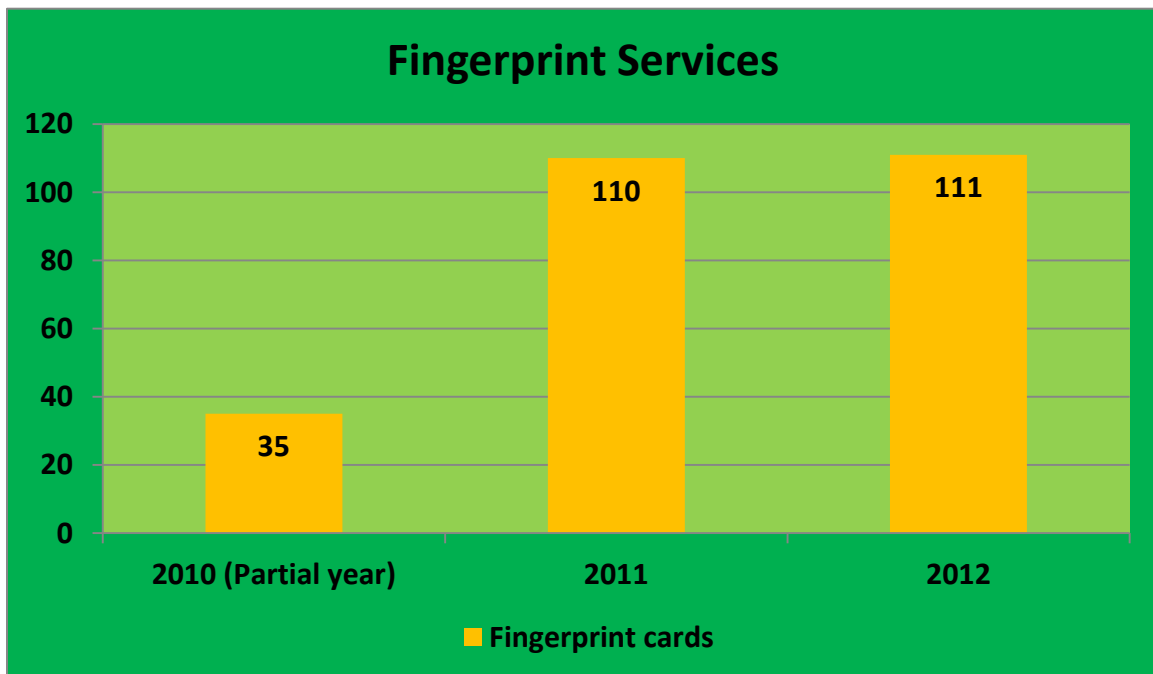
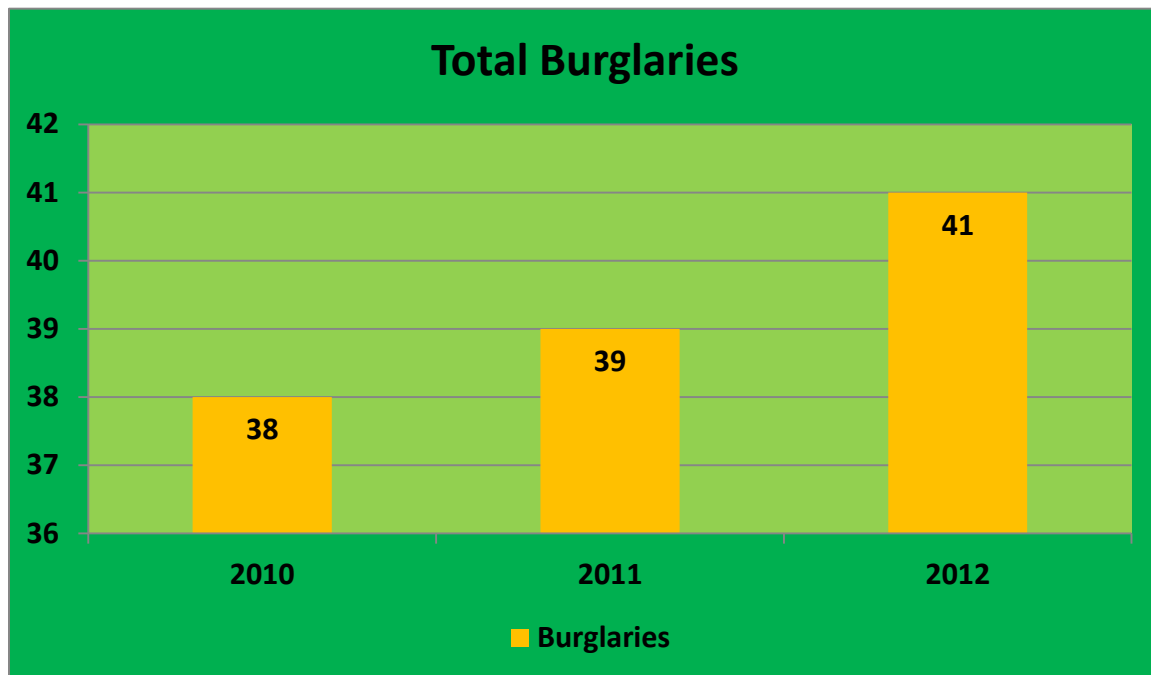


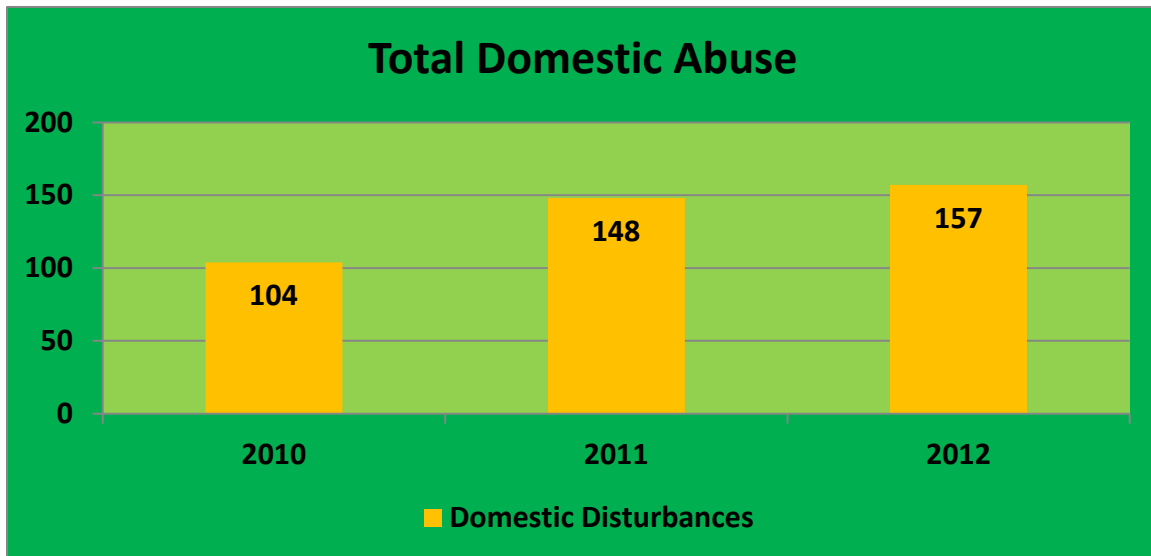
Image of fingerprint

This next series of graphs deals with incident types that are most often, but not always, investigated by a Detective. Often these crimes involve unique circumstances, or may require follow-up that would take a police officer outside of the Sherwood area to investigate. Sometimes the circumstances involved may require unique experience and/or training as well.

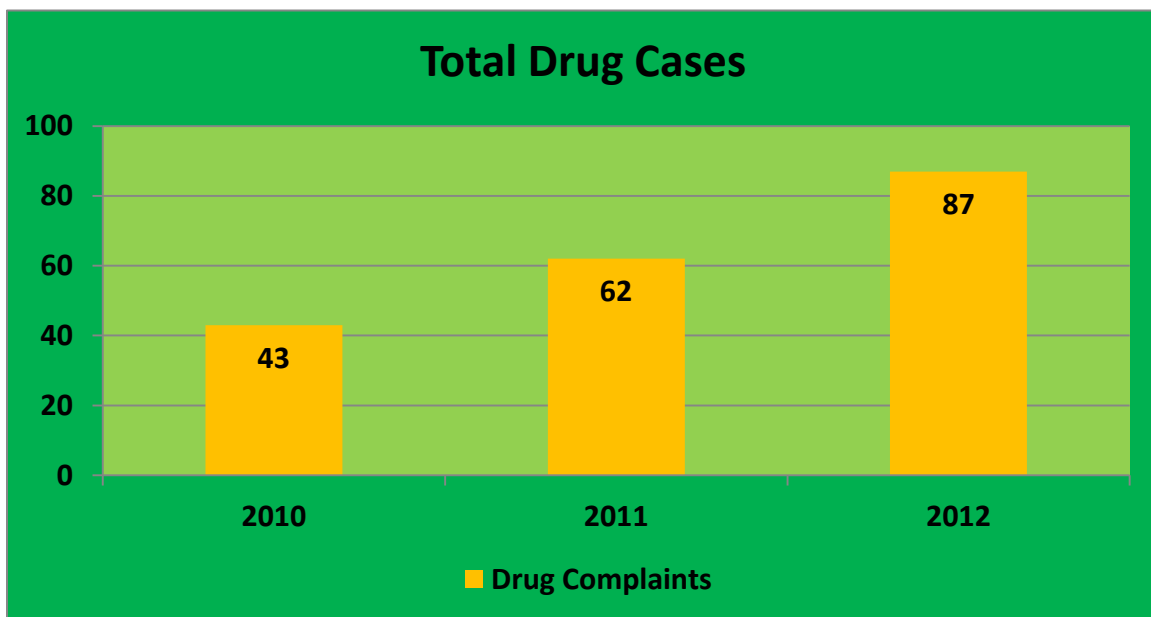
This next graph shows the total burglaries, both commercial and residential, that have occurred in the community over the last three (3) years.



One type of incident that continues to cause concern is domestic abuse. An area of focus for the Chief of Police, this will be discussed in more detail later in this report as a part of the Chief's Initiatives. This graph shows the number of domestic disturbance calls received by the Police Department over the last three (3) years.



The below graph shows the number of total drug complaints received by the Police Department over the last three (3) years. It is clear to see that the community continues to see an increase in drug activity. This topic will also be addressed as a part of the Chief's Initiatives.

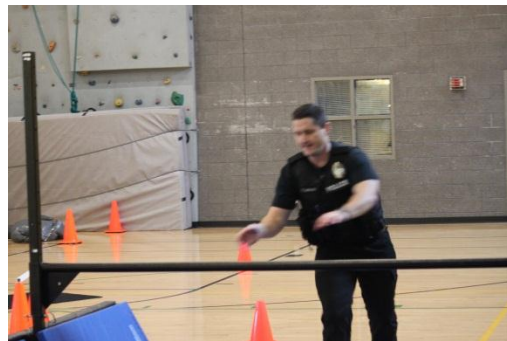




## Support “Sticky Note” Facts

The Sherwood Police Department deals with tragic events like the death of a child, and suicide. Police Officers respond to these calls with professionalism and compassion, while protecting the dignity of the family. The Police Department offers specialized services, such as Chaplains, who can link the family with additional resources in the community.

At the end of 2012 the Sherwood Police Department had over 4,000 items stored in evidence.



Officer Corey Jentzsch and Captain Ty Hanlon complete the Oregon Physical Abilities Test (ORPAT)

In 2012, the Sherwood Police Department average ORPAT time was 4:03.

## Administrative Section

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The Administration Section is led by the Chief of Police and provides the overall leadership, direction and guidance for the Police Department. The primary responsibilities of the Chief include budget development and management, department accountability, policy development and adherence, community and city involvement, state & regional involvement and labor relations.

The Administration Section was responsible for the oversight of the recent Accreditation process. On April 30<sup>th</sup>, 2012 the City of Sherwood Police Department received the department's first ever award of Accreditation. Awarded by the Oregon Accreditation Alliance, the award is based on the department's, *"voluntary commitment to law enforcement excellence, by living up to a body of standards, deemed essential to the protection of the life, health, safety and rights of the citizens of Sherwood, and the department exemplifying the best professional practices in the conduct of its responsibilities."*

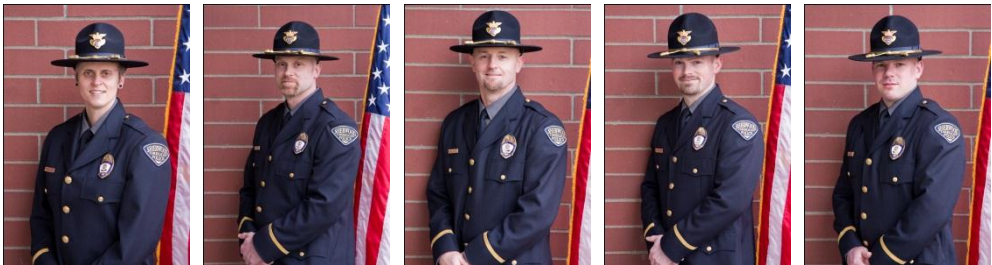
In review of the activities and data from 2012, the Chief of Police has identified four (4) key focus areas for the Sherwood Police Department to address in 2013. The "Chief's Initiatives" are based on specific areas of concern and/or focus and will also appear as goals during the 2013-2014 budget process;

- Continue to address the growing issue and concern of Domestic Violence in the Sherwood community. This will involve a greater level of participation by first responding police officers, detectives and supervisors. This will require continued commitment and training by the department and involvement and investment by the community.
- Address the growing incident of drug activity and complaints in the Sherwood community. This will involve greater use of current resources, continued partnerships with regional resources and the addition of support resources. A big portion of the problem involves youth drug and alcohol abuse and efforts have begun with the establishment of the inter-agency Youth Substance Abuse Team and program. This effort will need to be supported as it moves forward, as well as continued efforts to address the adult problem.
- Establish a police staffing sustainability plan to address the ongoing and future needs of police staffing. This will involve the ongoing commitment of City Council, and will need to include hiring to fill previously budgeted positions (2008-2009) and developing a plan to establish and maintain a 3-car patrol force 24 hours a day.

- Prepare and staff for Re-Accreditation. The department must submit annual reports to the Oregon Accreditation Alliance, and must be re-evaluated for re-accreditation every three (3) years. It is important that the department maintain the focus and prioritization for accreditation and the appropriate level of staffing is established to do the work.



# Sherwood's Heroes







Officer Corey Jentzsch and K-9 Irma

## Giving Back

Sherwood Police Officers give back to the Sherwood community in many different ways, as depicted below.

Whether at Community Events,



Car Seat Check-Up Events,



Special Olympics support,



or community toy-drives, Police Officers are always looking for ways to give back.



City of  
**Sherwood**  
Oregon

*Home of the Tualatin River National Wildlife Refuge*