



Meeting Minutes



Police Advisory Board	
Date & Time:	Thursday June 18, 2015 7:00 pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

P.A.B. Members:	Council Liaison:
Laurie Zwingli-Chair	Linda Henderson
Bob Silverforb-Vice Chair	City Staff:
Diane Foster	Jeff Groth-Police Chief
Sean Garland	Angie Hass-Executive Assistant
Dave McCart	
Rich Miller	
Amy Miller-Juvé	
Christian Verkest	
Chris West	

Unscheduled Event: New Officer, Tim Tefft, was sworn in by Chief Groth.

Because of the swearing in, there were several officers present. Chair Zwingli asked if the officers could introduce themselves. It was also announced that the K-9 trails were being held on Saturday.

1. Call to Order

Chair Zwingli called the meeting to order at 7:10 p.m.

2. Roll Call

Board Members Present: Chair Zwingli, Diane Foster, Sean Garland, Rich Miller, Amy Miller-Juvé and Chris West.

Board Members Absent: Vice Chair Silverforb, Dave McCart and Christian Verkest

Staff & City Council Liaison Present: Police Chief Jeff Groth, Executive Assistant Angie Hass and Linda Henderson

3. Approval of minutes

a. May 21, 2015 Meeting Minutes

Approval of the May meeting minutes will be moved to the July meeting, due to the link to the minutes not being sent out to board members and so that they have an opportunity to review.

4. Business

a. Follow-up discussion of Community Input and next steps.

Christ West: Shared what he had heard from family and community members regarding the hopes and expectations for and of the Sherwood Police Department. It was discussed that having only one SRO is a concern. Neighbors he spoke with stated that they would want three or more officers on at any given time. This number did not include detectives. Chris asked how the K-9 Handler and Traffic Officer equate into the schedule. The Chief explained that the Traffic Officer and SRO both work Day Shift. He went on to explain how the k-9 Officer fits into the schedule and how those three positions are not assigned as being part of the minimum. There would be a cover unit, allowing them more freedom for response to other agencies, as well as free them up for training. There are usually five people on for Swing Shift. Chris shared an incident that he observed on Monday night which made him wonder how many staff members Tualatin has. The result of his research was that Tualatin is comparable to Sherwood in many ways. The Chief stated that one thing to consider is that Tualatin has a different patrol area, including I-5. Rich Miller asked about the size of area to patrol. The Chief did a quick check and shared results.

Amy Miller-Juvé: Reached out and spoke to many different people. First and foremost there was a great concern for speeding through neighborhoods. Improving response times was also mentioned. An increase of presence in schools, specifically to educate children on drugs was shared as well as seeing officers out and about more. Some of the people she spoke to would like to see a more diverse police force, specifically more women. She stated that she had noticed the social media for the PD had really picked up in the last week.

Diane Foster: Spoke to many people who stated that they did see officers out and about and that they really liked that. Officers are seen out in their patrol cars and in casual settings. One big concern was only having one SRO for 5000 students. Multiple people stated that they'd like to see an SRO at each middle school. A couple individuals reported that they felt they could have been treated better during traffic stops. Spoke to an individual who had called for an officer regarding a neighborhood complaint and stated that the officer was polite and reasonable. Many people believe that Sherwood officers do a really great job and that they feel safe. A lot of people commented that they really like seeing officers at the community events. The big surprise to a lot of folks was the 2 car minimum and especially learning that sometimes one officer would have to be alone when another leaves the City for transporting a custody.

Sean Garland: Stated that he recently had guests visiting from out of state and that they commented on seeing patrols car out and about as much as they did. Officers are being seen and it is appreciated.

Chair Zwingli: Had also spoken to several people and said that she shared some of her and some of the board members results with the City Council that week. The biggest concern seemed to be having only one SRO. The other top concerns were speeding, drugs in Stella Olson Park and the staffing levels were surprising to many people. What stood out most to her was that a lot of

the people she spoke with were completely unaware of what really goes on. Would really like to find a way to get information out to the public more. Out of all the people she spoke with, only one of them was aware of how strapped the Police Department was.

Sean Garland asked if summertime affects staffing at all. The Chief explained that the SRO is more available to help out with patrol in the summer months and explained the relationship with the School District and Police Department. The SRO's position is paid 50% by the City and 50% by the School District. The main impact is that there is more juvenile activity in the summer, so the officers are busier.

Rich Miller asked if staff vacation schedules are affected in the summer and if officers are restricted. The Chief explained how at the beginning of each year, officers do a "shift bid". The officers with most seniority get to bid first and once all bids are in, the schedule is put together for the year. In some cases a vacation can be denied, but the department tries to make it work. It also can happen that an officer may ask after the schedule has been created and if the schedule looks okay, the vacation will be granted. The Chief explained how the PD deals with unplanned absences, such as illness, military deployments, etc. In these instances OT can be used. The OT budget is pretty well controlled and stated that Sherwood PD's is within a reasonable range, as he has compared with other departments. The Chief was asked how often officers are denied time off. He explained that several officers cash out when their hours get maxed. There are a variety of reasons why an officer would do that. Sometimes it's just because they don't want to take time off, but other times they just aren't able to. The Finance Department has pulled those #'s. Rich Miller stated that he believes the PD is understaffed and overworked and he feels that has the implications of a train wreck and it seems to be becoming more obvious.

Chair Zwingli went on to explain what was said at the City Council meeting that week and that two members were concerned that an officer could be hired, but not trained for the correct position, such as for an SRO or Traffic Officer, etc. The Chief shared how hiring a new officer works. Generally speaking, the Sherwood PD's call response times are amazing. However, the concern for him is keeping his officers safe and ensuring that they feel safe. He stated that Sherwood's officers are the most hardworking, intelligent folks he's ever worked with. The challenge is getting the schedule to a healthy level.

He shared that the RFP has been put out for the staffing study, which closes at the end of the month. The quotes will be received and contract awarded before the study can take place. The Chief stated that it shouldn't take too long, since we are a smaller agency. The most challenging part of a survey is assessing what folks know and what they want. Chris West asked about the RFP and if it is analyzing all data as well as asking community members. The Chief stated that it will all be written in. Chris stated concern about being able to get accurate and fair info. The Chief reminded everyone what had been discussed in the Police Advisory Board interviews and how very important it is for the members to be able to reach out to the community. He shared the results of the Chief Chats that he had scheduled a few years back and how challenging it was to get residents to attend and how it was the same people each time. The most important thing the board can do is to help reach out to the public. As many meetings and events that the Police Department staff goes to, they can't seem to get to as many attendees as they'd like. People are

so busy and active and even when tragic things happen, he is surprised at how quickly folks move on. He reiterated how important it is for the board to get out and talk to at least 10 residents.

Chris stated that the PD being more involved with social media will go a long way. It will help to get people to ask questions, etc. He suggested a survey monkey. The Chief stated that he did a survey monkey a few years ago and that it was difficult to get 100 people and doing that on-line, there is no way to know if the respondent is even a Sherwood resident. The officers going door to door with the Neighborhood Surveys will be helpful. The Chief stated that Captain Hanlon is tasked with putting things out on social media as often as possible. He also mentioned that there are many things that they deal with that they can't put on social media. He spoke of a tragic event and how he refused to share details with media. There are some things that just aren't appropriate. He stated that they got to where they are today because of the way things have been handled.

Amy said that when she was talking to people, she felt that some people may have unrealistic expectations. She suggested that she might share how things work at the PD and how calls are handled so she can share with the people she speaks to. The Chief shared how, for instance, sometimes the perception of speeding is not accurate. When a speeding complaint has been made, the officer will use a radar gun while patrolling that specific area and / or a speed trailer will be set up and the complainant is often times surprised when learning actual speeds. He explained the process when they receive a patrol request form. The other aspect is that they know of areas that are always a priority, specifically school zones, Oregon Street, etc. He announced that a second radar trailer is included in this year's budget. They have a greater demand for use of the radar trailer than they can keep up with. There are specific areas where stop signs are ran, as well. He referred everyone to the traffic statistic page of the 2014 annual report. Citations have gone down, especially since they only have one motorcycle. Crashes are more than they should be for a town our size. The photo red light program is definitely working, as the crash rates at Tualatin-Sherwood & HWY 99 are almost non-existent. Amy felt a little better knowing the process so she can share with others. Angie will add the Annual Report to the City website.

Chris recommended that Friday's aren't the best time for posting on social media. The Chief stated the PD has the best response on Fridays. Chris suggested putting only a portion of the report on at a time. Rich asked about the possibility of putting up more of the radar speed signs. The Chief said that they are much more expensive than folks think and are almost as expensive as a speed trailer.

Rich suggested getting some short videos created, about the Sherwood PD, to put on FB. There are several high school kids and college kids that would love to do this. Councilor Henderson discussed a video that she had seen and how popular it became. She suggested that TVF&R may allow the use of their studio and stated that she liked the idea of creating videos. It was suggested that, perhaps, a student could put together a video while doing an Officer Ride Along. Then, put a link on the PD FB page. Sean Garland asked if the PD currently has any pro-active activities or events with kids. The Chief stated not at this time.

The Chief explained that crime prevention occurs by being visible. One of the most highly visible proactive things is seeing an officer with their car pulled over, with their lights on. This enhances traffic safety and could, potentially, change the intent of a bad guy going through town. There is a reason for black and white color cars (they stand out). He assured members that bad things do happen in Sherwood and that there is no better way to find bad guys than pulling people over. He spoke of an instance that week where guys came to Sherwood from Portland and broke into cars. He shared how doing traffic stops can deter bad guys from committing crime. Doing premise checks for security, is also a good way. These are just a few ways of keeping the bad guys from doing bad. Amy stated that knowing there is more reasons for pulling someone over for not turning on their blinker, will help when she's out speaking to folks. The Chief reported that 67% of the people getting pulled over don't get tickets.

A few ideas were shared about posting info on social media as the following grows. Diane shared an experience with a Citizens Police Academy that Tualatin PD put on. Almost immediately following the event, people were posting photos and sharing what they learned. The Chief stated that he has tried to put together a Community Police Academy, but it was challenging to do with current staffing. He expressed how important it is to him to do this. Putting an academy together is time that they just don't have. Chair Zwingli asked how expensive it would be to put together. The Chief stated it wouldn't be all that expensive, \$2,000, or so. The staff resources is the challenge. Officers would need to be pulled in off the road in order to do presentations. It is something that the department will look into. Amy asked if there would be things that the PAB could do to help. The Chief stated that there would definitely be. He shared that the police foundation board would also be able to help. Chair Zwingli asked if it would be possible to get ideas from the Tualatin PD. The Chief stated that wouldn't be a problem. Chair Zwingli asked if there would be a cost for the participants. The Chief replied that there would not. Rich asked if the Chief had done an audit to see if there would be work for volunteers. The Chief stated that they currently have five volunteers that help out. Chris mentioned that the PD should have included the volunteer photos in the Annual Report. The Chief said that was a good point.

Chair Zwingli asked the group how best to follow up. The Chief said that it was as simple as asking citizens what they want from their police department. He wants to know what they expect and want from their police department. Getting this information will help them to better plan for the future. If folks are unsure, help to get them thinking about what service police departments provide. Information gathered can hopefully be given to the company doing the staffing study. The message the Chief wants to send is that the community gets to decide. Once the info has been gathered, they can put together a statement.

Chair Zwingli asked for clarification on the RFP timelines and asked the Chief how many people he would like the members to speak with. He stated that if each member speaks to 20 people about service, levels of service and expectations, that would be great. Chair Zwingli didn't feel that 20 would be enough. The Chief shared why he thought 20 people would be good. Councilor Henderson agreed and said that there are many groups and organizations that meet regularly and it would be a good idea for the board members to ask to speak for 15 minutes or so at some of the meetings. Amy shared the challenge of getting people she asked to go to the recent Council Meeting. The Chief suggested asking the folks who don't have time to attend the

meetings, to write letters and that she could speak for them. Amy shared what was stated at that week's Council Meeting and why the staffing study seemed to be so important to them. Chris shared why he believes it is important to some people. Amy stated that she is hearing the Chief say that he really wants the community's input. Diane shared what she had read on the RFP and that it does address the concern of getting the community's input. She said that the questions included in the RFP are what the Chief is wanting. The Chief said that it would be good if the board members asked the same questions. It was stated that the RFP is available on-line (www.sherwoodoregon.gov). Rich asked the Chief if it was possible that it could be the end of the year before the results of the staffing study. The Chief said that it could be.

Rich asked what folks thought of putting together a couple town hall meetings where they could get some input. Councilor Henderson shared that she thought an open house would be better and gave some other suggestions. Chris shared that providing information to folks will be huge and that having the Annual Report out there is helpful. Chair Zwingli said why she thought it might be extra challenging to get people to a town hall and how she liked the idea better of joining in with other meetings already taking place. Chris suggested getting people together, possibly with the company doing the staffing study, before they start. Chair Zwingli clarified her question regarding how many people they should be talking to. She believes that having the weight of #'s is valuable. The Chief stated that if each person spoke to 10, that would be 100 total. The residents that the board members speak to are likely going to speak with others. He hopes that people see him as their expert. He doesn't care what the answer is, he just wants the community to tell him what they want. Diane liked the idea of speaking with people in a more casual setting, conversations, etc., as not everyone is comfortable speaking in a public forum.

Councilor Henderson agreed with Chair Zwingli that the members are going to have to go to people. People are not likely to come to them. She suggested that if a member is going to a meeting, they should take someone with them so that one person could speak, while the other takes notes. Rich asked if at the next meeting, the group could put together a list of organizations/meetings for them go to. It was decided that everyone will bring a list of their own to share. It was suggested that someone check with the chamber for a list of organizations / meetings. Chair Zwingli stated that she will check.

5. Staff report(s)

The Chief shared that the PD now has a new app. Cards with app info were passed out to everyone at the meeting. The Chief asked everyone to let Angie know if more cards are needed. His goal is to get 500 signed up.

6. Citizen Comment

Nancy Ellingson inquired about graffiti that was recently discovered on the Masonic building. Chief Groth stated that the graffiti had been reported and that it is new. Nancy was concerned that it might be more sinister than other graffiti in our town. The Chief said that there wasn't concern at that time.

Neil Shannon stated that Chair Zwingli did a great job presenting at the City Council Meeting that week. He was glad to hear that despite the two who opposed including an

additional position for the PD, it was approved. He thought that it would be good to include what the photo red light is doing for the City in the next Annual Report. He wouldn't mind if there was more speed enforcement on HWY 99 and would like to see Emergency Management included in the strategic plan, since it is part of the PD.

7. Adjourn

A motion was made by Amy Miller-Juvé to adjourn the meeting at 9:20. Diane Foster seconded the motion. All board members were in favor.

Approval of Minutes:


Chair Zwingli

Attest:


Angie Hass, Executive Assistant