



**POLICE ADVISORY BOARD
MEETING PACKET**

FOR

**Thursday, November 19th, 2015
7 p.m.**

**Sherwood Police Department
20495 SW Borchers Drive
Sherwood, OR 97140**



AGENDA

Police Advisory Board	
Date & Time:	Thursday November 19, 2015 7:00pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

Attendees

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	

Agenda

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
 - a. October 15th Meeting
4. Business (Chair)
 - a. Follow-up on Community Academy
 - i. Work group report (Foster, Miller-Juvé, Silverforb)
 - b. Future work/projects-Attachment
 - c. Matrix Consulting Group's Request for Assistance – Community Input
5. Councilor News
6. Staff Report(s)
7. Citizen Comment
8. Adjourn (Chair)

Sherwood Police Advisory Board

November 19th, 2015

Attachment

2.10.010 - Board established. A police advisory board, hereinafter referred to as the "board," is established for the purposes of assisting the police department, establish priorities for the delivery of police services, including types, levels and quality of police services, the police department's strategic plan and goal, recommended strategies for the future and a public policy on policing. The board and its members must be impartial and unbiased. The city council encourages the board to seek opportunities to educate the community about police work and the purpose of law enforcement.



Meeting Minutes

Police Advisory Board	
Date & Time:	October 15, 2015 – 7 p.m.
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:
Amy Miller-Juve	Jeff Groth-Police Chief
Dave McCart	Sylvia Murphy-City Recorder
Rich Miller	
Chris West	
Diane Foster	
Sean Garland	
Christian Verkest	

Attendees

1. Call to Order:

Chair Zwingli called to order at 7:03 p.m.

2. Roll Call:

Board members present: Chair Laurie Zwingli, Vice Chair Bob Silverforb, Diane Foster, Amy Miller-Juvé, Rich Miller, Dave McCart and Chris West

Board members absent: Sean Garland and Christian Verkest

Staff members present: Police Chief Jeff Groth, City Recorder Sylvia Murphy and Council Liaison Linda Henderson

3. Approval of Minutes:

a. September 17, 2015

Vice Chair Silverforb motioned to approve the minutes, seconded by Chris West. Motion passed with all present members voting in favor.

4. Business:

a) Report on Community Input Efforts

Chair Zwingli stated she received summaries from Dave, Bob, Diane and Chris and said she compiled a summary sheet of information that she currently has. She asked the Board if they wanted to review what had been submitted to date and they agreed.

She stated as a Board they have spoken to 124-134 people in the community and most of the people approached were willing to share their thoughts and were appreciative that the Board was reaching out. She said Sherwood residents in general are very pleased with the department and believe the officers are doing a good job and they like the department's positive community involvement. She said public safety is the number one concern, as reported by one Board member who spoke to approximately 60 people. She said people noted that one of the reasons they chose to live in Sherwood was because of its reputation as a safe community. She said when asked about desired police response times, most people said they would hope to have an officer on scene within 2 minutes of their call. She said other consistent concerns generally involved speeding, especially with younger drivers, the student to SRO ratio and drugs and the belief that they are readily available to teens and young adults in town. She stated there is concern with the presence of drugs in schools, parks, and natural areas of green space between neighborhoods.

She reported people were surprised at the number of officers we have and that there is only one traffic officer and one detective. Chair Zwingli asked for clarification on this and asked if the surprise was in regards to the low number we have and if they thought we had more?

Chris West responded and said they were surprised at the appearance of the large number, but there were times when there was only one officer patrolling at one time. He said they felt that they were not covered.

Vice Chair Silverforb added that they were surprised that there was such a low number with one traffic officer at any given time. Chair Zwingli asked Bob to expand on that and asked if he got the sense that people felt there were more officers than there really were because the officers are visible?

Vice Chair Silverforb replied, it wasn't the visibility and said he put it under the context that they were surprised at the low number and thought we would have more traffic officers. Chris West added when we talk of staffing in the range of 20'ish, and then fully explain supervisors, coverage and transporting people to jail, this can leave us running lean and this was very surprising. He said that took a bit of explaining but believes it shined a light on the fact that to have two officers on duty 24/7 requires a lot of personnel.

Diane Foster replied this is consistent with her conversations as well but it was more about how many were on duty at any given time and this was surprising, that having 2-3 officers doing everything, they were surprised with this number.

Chair Zwingli continued and said multiple people were surprised with the current student to SRO ratio and many believe Sherwood should have an SRO at the middle school level and there is concern that since we do not hear about having a lot of violent crimes that complacency may have set in. She said most people want their officers to be present, visible and involved in the community and there were comments that it would be nice to see more police presence especially around the schools start and end times. She said several people commented they felt they were treated harshly or like criminals during traffic stops. She said one reported a positive experience when an officer responded to a neighbor or HOA complaint and most people were unaware that if an officer picks someone up it can potentially leave only one patrolling officer available in Sherwood. She reported comments that Stella Olsen Park is known as a drug hangout and people would like to see the reputation of the park cleaned up, there was a concern with marijuana laced with heroin and the idea that kids could get ahold of it. She stated sexual predators were raised as a concern, citing the recent issue with a local priest. She said this particular person wanted to see a link posted on the Sherwood Police Department's webpage that identifies Sherwood residents that have been convicted of sex crimes.

She reported business owners were concerned with the rising drug use in Sherwood and marijuana dispensaries moving in and the types of advertising choices of dispensaries in nearby towns. She said concerns of theft were raised by business owners and the commenter suggested the police department could maybe educate business owners in ways to prevent theft and train in recovery of stolen items, including GPS tracking.

She reported, after the trestle fire, one business owner commented that the police department was very helpful in evacuating nearly 150 employees during the fire and several people commented about the teens hanging out and trespassing in areas associated with the train tracks. She said several people felt the police department was more reactive than proactive and these people seem to feel that offering classes on identity theft and what to do in a natural disaster might be helpful. She said comments were received about the police department having plans for growth and sharing resources with other communities, if not already doing this. She said one member noted that most of the time when people reached out to him to start a conversation it was generally about their concerns over marijuana facilities and restrictions on sales and use of marijuana.

Chair Zwingli stated this is the information they have received so far and asked the Board members if they recall anything that has not been said yet. No responses were received. Chair Zwingli added she recalls comments that someone did not know the City had a drug dog.

Mr. West suggested ensuring the Board has a complete record of the number of people they spoke with. Chair Zwingli asked the Board to submit the rest of their summaries as she would

like to gather all the information and compile a report to present when necessary or appropriate. She asked for comments from Chief Groth.

Chief Groth requested that the Board move ahead on the agenda to Item 4.c Fall Schedule. He said the City has settled on a date for the annual Boards & Commissions Appreciation Dinner. He explained every year the City Council hosts, during their regular meeting times, a dinner for the Boards & Commissions. He said this fits into the report the Board is working on, and asked the City Recorder to explain the history and format of the dinner.

The City Recorder informed the Board the City Council has hosted an appreciation dinner for the past 7-8 years as a way to thank the members of City Boards & Commissions for their service. She said the dinner is held under the umbrella of a City Council work session as it is a public meeting. She said the work session is scheduled for December 15, 2015 and will be held in the Community room/Council chambers. She said the meeting format starts with each board & commission putting together a 1-2 page report and indicates what the board/commission has been working on during the last year and what the board/commission plans or would like to work on in the coming year. She said this is an opportunity for the Chair or a member of the Board at that dinner to take 5-10 minutes and recap the report. She explained if the Board report content was more than 1-2 pages, that was fine. It is considered Council work session material and public records once introduced at the meeting.

Chief Groth stated December 15th is the meeting and the Board is scheduled to have their regularly scheduled meeting two days later on the 17th. He said different boards/commissions do different things in regards to their meetings during the fall holiday months, November & December and he recommended the Board consider cancelling their Dec 17th meeting and attending the December 15th Council work session. He said specific to the report, he will forward the report template to Chair Zwingli and she can enter in the information. He said the Board has been very active and will want to include what they have been working on, including the community input they have received.

Chief Groth added the Board will want to have the community input information readily available as the final processing for the staffing study is taking place and said they should be contacted in the coming days for the timeline of this study. He said he understands there will be a stakeholder portion of their review and he considers the Board members to be stakeholders.

The City Recorder informed the Board their deadline to submit their completed report to Chief Groth is Friday, December 11th.

Chair Zwingli asked if she was responsible for writing the report or if it was done as a group.

Chief Groth replied there was not a process that dictates that and the Board could hold a work session to work on the report. The City Recorder added that the Board members could also provide their individual input and forward that to the Chair and the Chair would compile the feedback and format the report in a bulleted format.

Chris West suggested allocating time at their November meeting to work on the future, in part collectively, with input from Chief Groth on his needs.

Diane Foster added they can also use the list they have been working on at their prior two meetings and this will probably answer some of the future work questions.

Amy Miller-Juvé added they will probably want to include information from the staffing study and clarified with Chief Groth what the study will include. Chief Groth replied yes, the study will capture more than just community input, stakeholder component. He said they will be pulling together a lot of data and looking at information from an operations perspective and then make recommendations based on what they see and find.

Mr. West commented regarding the City nearing the executing of the contract and asked what the term of the contract is. Chief Groth replied he did not recall but thought it was a three month work period. He said at one point early on, the hope was they would be finishing by early October and said the hope is to have something finished by the first of the year and said he did not know how realistic that was. He reminded the Board that he was not involved in the selection or review process and doesn't really know what the timeline is.

Ms. Foster asked, could our bullet point for that be, when the staffing study is complete that we as a Board are reviewing the staffing study. Chief Groth replied yes and suggested language of *review report and determine next steps*.

Vice Chair Silverforb stated when he was a member of SURPAC, he went through the process of these reports and said the Chair took the responsibility of writing the report. He explained they had a two-step process. Every member was given 20-25 minutes to write down their input on two questions, the Chair collected them and came up with a final report and it was sent to the Board to comment on. He said the report wasn't long and this seemed to work out fine.

Chair Zwingli stated she liked that idea and asked the Board if they were okay with this idea. No objections were received. She asked Chief Groth to forward the report template to the Board members. She said she believes the Board needs to have a November meeting to work on the report and said she is not opposed to cancelling the December meeting as they will be meeting with the City Council. No objections were received.

Chair Zwingli addressed the next agenda item.

b) Follow-up on Community Academy

Chair Zwingli said the Board previously spoke of finding someone to put this together and asked staff if there was progress on this. Chief Groth replied, no progress was made and he would have something on this at the November meeting.

Vice Chair Silverforb stated he looked online to see what other cities have done and printed out 4-5, including Seattle and San Francisco, and said only one has a 2 day session and the rest have the sessions over a 10-12 week period. He said they cover on average two subjects each week, 20 sessions in total, and they were put on by different people. He said he thinks it's a good idea and knows there are restrictions with a 10-week course, including people dropping out. He referred to the fire department having a 2-day session and said this may be the way to go. He said everything he read indicated it was very positive and great for the community, and engages community members.

Chief Groth asked if there were 2-3 Board members that had interest in getting together with him to help brainstorm what this would look like. He said he would value the input of the Board members. Vice Chair Silverforb, Amy Miller-Juvé and Diane Foster expressed interest. Chief Groth stated he will initiate an email next week to these three members and schedule a time for 2-3 meetings. Chief Groth added that Chris West has secured a willing participant and he just hasn't reached out to him yet.

Rich Miller asked if it would be possible to send a few Board members to an academy at a nearby town. Chief Groth stated this is a good idea and what he would recommend is rather than attending, to meet with the people that conduct the sessions and gather information. He said Tualatin does a community academy and Beaverton does a citizens academy. He said he believes Tigard also does one. He commented regarding these types of sessions filling up quickly. Chief Groth said he would make the phone calls and make arrangements to get things started.

Council Liaison Henderson informed the Board that the City is also doing a citizens academy at City Hall and the police department will have an evening where they talk about the police department. She said the Council held a work session on the academy presented by an intern and said the Council is waiting for it to come back to them for adoption. She explained each department head will have a section in the academy and said she believes the timeline is next spring. The City Recorder confirmed the timeline as April 2016.

Chair Zwingli spoke of possible overlapping of academies with the citizen academy and police community academy. Chief Groth said it would depend on the format they settle on.

Chair Zwingli addressed the next item on the agenda.

c) Meeting locations: Police Department or City Hall

Chief Groth introduced two Sherwood High School students from the Video Arts Production class that were videoing today's meeting. He said the City is starting to use students in this program to help with filming.

Chief Groth said with the way this room is not wired and equipped, the IT Department was having difficulty getting a good recording. He said the alternative is to meet at City Hall in the Council chambers, which is currently available. He said the recording system is in place at City

Hall. He said we would have a higher quality recording for the public, but it is not his decision and the Board needs to decide what is best moving forward.

Chair Zwingli said as liaisons it's important to be heard by the public and asked if Board members had any reasons for not moving the meetings to the Council chambers, where we have the benefit of recording equipment.

Diane Foster stated, while not an argument, she believes it has been nice for the police officers to be able to swing into these sessions. She said, but we are the liaisons and need to be heard by the community.

Rich Miler asked Chief Groth if there were plans to rectify the situation in the coming years. Chief Groth said it has not been discussed and currently not budgeted for. He said it would only be for this Board. He said from a fiduciary perspective, he could not support spending the money for one meeting a month when we have a room that is ready to go. He said there is no reason the officers couldn't stop by at the City Hall location.

Amy Miller-Juvé stated, while not an argument against having the meetings at City Hall, she likes the fact that we are a Police Advisory Board and people come to the police station to engage with this group. She said she believes this location makes it more welcoming for average citizens to come into the police station and talk about matters that are important to our community.

Vice Chair Silverforb stated he would like to see the meetings remain at the police station, but understands the problems with the video. He said if the Board moves to City Hall, he likes the idea of looking around and seeing the board members. He said sitting at the dais at City Hall, that has seven chairs, it's very difficult to see everyone. He explained while he was a member of the Charter Review Committee the seating was arranged in a u-shape on the floor. He said if the meetings are moved to City Hall he would recommend this configuration instead of sitting at the dais.

Chair Zwingli stated having seating on the floor is more inviting for the public.

Chris West stated he likes the idea of seating on the floor. He said he recalls some discussion of when the staffing study is engaged, that maybe this Board can host an open house with the public, here, as part of that staffing study. He said this has to be here, it can't be at City Hall.

Council Liaison Henderson asked if the issue was the video or audio. Discussion followed and Chief Groth stated he would look into using directional mics at this location. He said he is hearing a preference from the Board to stay at the current location of the Police station and will look into the cost and inform the City Manager. Chief Groth stated he would be curious to see if the audience members had thoughts on where the meetings should be held and said Citizen Comments is an opportunity to provide feedback.

Chair Zwingli confirmed the Board was in agreement to hold their meetings at the Police Station until staff can investigate whether or not the audio can be fixed. No objections were received.

5. Council News

Council Liaison Henderson reported the Council did not have a meeting last week and the meeting next week will consist of continued discussion on chickens. She informed the Board that there was a group of moms that coordinated a Police Department Appreciation Day last Tuesday and say from her perspective it was very much appreciated. She said everything was donated, from food to chair massages. She explained everything was set out in a briefing room and the officers came and went. She said it was an amazing thing that a few people put together. She explained she and Councilor Brouse picked up donations from Sweet Story and Hungry Hero and all they had to do was show up and help unload and it did not require a proclamation. She said she is hoping it will grow to be an annual event. She reported the City received a Budget Award, the GFOA (Government Finance Officers Association Award), this being the 9th year of receiving this award. She reported there is not a high percentage of people that receive this award and said our budget has gotten better every year and is more transparent, easier for the public to read and easier for the budget committee to get the information they need.

Chair Zwingli asked for questions or comments for Liaison Henderson. With none received she addressed the next agenda item.

6. Staff Report

Chief Groth provided additional information on the appreciation event and said it was a cold-call that came in, the caller identifying herself as a Sherwood mom and said she and other moms were prompted by things occurring across the nation and felt like it was trying times for law enforcement in general. He said they just wanted to show their appreciation to the police officers. He explained he guided her on what was allowed and suggested a date. That was it. He said they wanted the event to be a surprise. Chief Groth explained the event consisted of thank you letters, cards, posters, and food. He said it was impressive and touching and blessed many of the officers. He said Massage Envy brought massage chairs and provided massages. Chief Groth expounded on the event.

He reported the leadership team received training on IA Pro and explained he has been working on putting systems in place in terms of performance management, internal affairs, and professional standards. He said this is all done on paper and needed to be fixed and updated. He said the program is used by many police departments across the country, is highly regarded and is a great program. He briefly explained various police reports are now electronically produced, put in the system, reviewed through a chain of command, assigned to investigation if needed, monitored and tracked, and kept on schedule.

Chief Groth reported on an article in a Police Chief's Magazine on Citizens Advisory Boards and briefly reported on the article. He said about 80% of what was described in the article of what a board is about, is occurring here and right on with best practices.

He reported October 24th is the Fall Tip a Cop event. He said they do two events per year, one in the spring and one in the fall. He said the fall event takes place at Red Robin and they are the corporate sponsor. He reported on the times of the event and said 100% of what is earned goes to Special Olympics Oregon.

Chair Zwingli provided a report on the Sherwood Police Foundation and said they are working on a few projects and will be doing the annual Police Recognition Dinner to occur in late January-February. She said the event is a catered dinner and they reach out to the community for door prizes. She reported they are also working on Secret Santa Cards and explained when an officer makes a traffic stop they have gift cards that they can hand to people instead of tickets. She said the Foundation is reaching out to the local community to get donations for this. She reported the Foundation is talking about a new concept of a Steak Out, which is a BBQ fundraiser.

Chief Groth further explained the Secret Santa event and said this was started last year as a way to make a positive impact to members of the community. He said they use legitimate traffic stops and then turn the stop into a warning and rather than issuing a citation, they give a gift. He said this is a way to give back to the community. He shared a few stories from last year's event. He said they are very thankful that the foundation can be the channel that this can go through and they are able to do it again. He said this is done throughout the country and is not new to us and is a simple version.

Chair Zwingli addressed the next agenda item.

7. Citizen Comments

Neil Shannon, Sherwood citizen, came forward and commented regarding the selection of the Board's meeting place and said he agrees that having citizens come to the police station at times when they are not in trouble is a great way to have citizens more comfortable around police officers. He said it would be great if the Board can continue to meet here. He commented on emergency management and said this is something that he is always interested in and reminded the Board that the police department is more than law enforcement for the City, it is also the emergency management department for the City. He reported on an earthquake drill that occurred today and said in October of next year there will be a three-day exercise with FEMA and the State of Oregon. He said he would like to see the City Council get involved with emergency management as there will be decisions that will need to be made by the City Council for recovery, cost controls and federal reimbursements. He said he is not sure if the recent members of the council have considered this or have been trained. He said we have a year to plan for this and Washington County is planning for it and he would like to see Sherwood exercise that planning.

Chief Groth informed the Board the City participated in the drill and explained the exercise. He said they will be scheduling, very soon, some community preparedness classes that will be hosted here. He said they have a highly experienced volunteer that will be helping with the classes. He said they are planning to participate in the drill Mr. Shannon referred to and said he believes the City will be doing a pre-event in the spring with Washington County followed by the big event exercised by the State. He said the City will not be exercising the full three-day event but will be a part of it.

With no further citizen comments or business, Chair Zwingli adjourned the meeting.

8. Adjourned

Chair Zwingli adjourned at 8:18 p.m.

Approval of Minutes:

Chair Zwingli

Attest:

Angie Hass, Executive Assistant