



Meeting Minutes



Police Advisory Board

Date & Time:	Thursday January 21, 2016 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	

1. Call to Order (Chair)

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

2. Roll Call (Chair / Staff)

Board Members Present: Chair Zwingli, Vice Chair Silverforb, Diane Foster, Sean Garland, Dave McCart, Rich Miller, Amy Miller-Juvé and Chris West

Board Members Absent: Christian Verkest

Staff & City Council Liaison Present: Chief Jeff Groth & Executive Assistant-Angie Hass (Councilor Linda Henderson was absent.)

3. Approval of minutes (Chair)

a. November 19th, 2015 Meeting Minutes

A motion was made by Amy Miller-Juvé to approve the November meeting minutes. The motion was seconded by Chris West. All board members voted in favor.

4. Business (Chair)

a. Citizens Police Academy Update

Chief Groth passed out a handout with different versions of a Purpose Statement for the Citizens Academy as well as a copy of the proposed schedule. (See Exhibit A.) He went over the schedule and asked that board members either write notes / suggestions on the hand out and return to him, or send suggestions via e-mail.

The hope is to get something scheduled after July 1, when new budget begins. Chief Groth announced that Michael Jordan was in attendance if anyone had any questions for him.

Chair Zwingli had a few questions regarding the proposed schedule. The Chief went on to explain that FTEP (Field Training Evaluation Program) is the training program that new officers go through when first hired. She also inquired about DT. The Chief explained that DT stood for Defensive Tactics. Sean Garland asked about ORPAT (OR Physical Abilities Test). The Chief explained that it is a test put together by DPSST (Department of Public Safety Standards and Training). He would like to, at minimum, show the Community Academy attendees a video, if not able to have the test set up for folks to try. Sean Garland asked if anything on the schedule would be impacted by the weather. The Chief stated that he didn't believe anything would be affected. If so, it would add to the realities of what Officers have to deal with. There is a possibility that the K-9 officer (or other officers) would be called out and if that happens, they would fill in and adjust. Chair Zwingli asked board members to write down thoughts and give to Chief. Rich Miller asked if attendees would receive certificates and what would be in it for them. The Chief stated that they could also receive a piece of clothing to keep as a token and explained that the Academy would provide an opportunity for citizens to see, a little bit, of what Officers do and how their local PD operates.

b. Staffing Study Update

Chief Groth passed out flyers to each board member (see Exhibit B) and announced that the staffing study is approximately 80% completed. The City will be hosting a Community Input Dessert to be held by Matrix next Thursday night (1/28/16) at the Sherwood Center for the Arts. This event will be open to the public. Greg Mathews from Matrix will be presenting. An on-line community survey has been posted and deadline for completion is February 5th. The Chief felt that the most important component is the Community Input Dessert. Ultimately it is up to the community and is hopeful that there will be a good turnout at the Dessert. He asked for assistance from all board members in getting the word out and getting folks to attend. He would love to see the Arts Center full. If nothing else, he would really like to see as many people as possible take the on-line survey. Once the staffing study is completed a report will be completed.

Amy Miller-Juve asked if the PAB is still needed to gather input, or if it is best to attend next Thursday and give input there. The Chief stated that he did not know and that the Assistant City Manager is putting this together. Chris West asked if they could receive the flyers electronically. The Chief stated that they could and Angie Hass made a note to send out to all board members the following day. Chris West asked if the PD was going to be paying money to "boost" the fb post with the survey link. The Chief stated that the PD doesn't usually pay money to boost and explained how he had planned to get the word out. Word of mouth is the very best and that is what they are asking folks to do. Rich Miller asked if there are build-ins to root out the folks providing false information and who are not residents. The Chief didn't believe there was a way to do that and that someone could potentially log on and lie. Vice Chair Silverforb asked if flyers are available around old town in businesses, etc. Angie Hass shared where all she had put flyers. Chair Zwingli would like more of the printed out flyers. Angie Hass said that she would get some together for her.

c. Medical Bag Donation by the Sherwood Police Foundation

Chair Zwingli announced that earlier that month, the Sherwood Police Foundation donated two medical bags to the Sherwood Police Department during a City Council meeting. There was an article written about this and she explained that the article identified her as the chair of the Police Advisory Board, rather than as a board member from the Sherwood Police Foundation. She wanted to let everyone know that the advisory board had been associated by the article. She said that the Foundation was glad to be able to do this but hope that the Officers never need to use them. The Chief shared that the medical bags were complete with supplies needed, should there be an active shooter incident. He stated that the presentation at the Council Meeting went very well and explained a little bit more about the kits and what they can be used for, including tourniquets and clotting tools, which can be extremely effective in saving lives. There is enough in each kit to treat multiple wounds and enables the Officers to treat victims right away, before medical would be able to arrive. Initially, Officers main job was to address the shooter during these types of incidents. They can now do more to help keep victims alive. These kits have also been proven in the battle field. In the last 6 months, or so, the Sherwood Police Department responded to incidents that had pretty traumatic injuries. Officers from other departments had these kits and were able to save lives. He expressed that he was very, very grateful to the Foundation for being able to get these kits for the PD. Sean Garland asked who would be providing training for use of these kits. The Chief stated that a former military medic from Skedco would be providing training. Rich Miller asked if the Foundation would be buying more. Chair Zwingli stated not at this time. The PD would replace items after used, but if it turns out that the replacement supplies are used more than they thought they would be, it might be a consideration. The Chief said that the kits are expensive at \$700 each. Rich Miller asked if items would get outdated and need to be replaced. The Chief said that he believed they have a pretty long shelf life. Sean Garland asked if the Foundation donates to the PD once a year and/or how that works. It was recalled that the Foundation purchased a K-9 vest for Irma last year. Chair Zwingli went on to explain that they are a newly formed foundation and still getting things going. The Chief has presented the Foundation with a wish list.

5. **Councilor News**

Councilor Henderson not present.

6. **Staff report(s)**

a. **Secret Santa Program Update**

The Chief explained that the Foundation is the supporter for the Secret Santa Program. The PD tried to be a little more organized this year and that they do this because it is requested by the community. The Foundation provides gift cards for several businesses in town. The Chief shared a couple of the different stories. Explained that one day, Captain Daniel wore a Santa suit, along with his badge, gun belt, etc., which got some interesting reactions. Some of the gifting was videoed and shared on fb. One Officer was able to give a homeless person, living in their car, a Chevron gift card. Chair Zwingli asked if any of the cards were more appreciated than another. The Chief didn't believe that any were more appreciated. Citizens were just happy to get and have a positive experience with a Police Officer.

7. **Citizen Comment**

Nancy Ellingson - Commented on Chair Zwingli's presentation to the City Council and stated that it was nice to see her so excited about being able to donate the kits to the PD.

Nancy Taylor – Stated that she also saw the presentation (on-line) and agreed that it was very nice.

She shared her concern about the Skanska protestors and heard that there were 144 calls. The Chief explained that the 144 calls included times that Officers went by the residence to be sure things were being monitored and did not mean that 144 people called. He wanted to remind folks that the Police Advisory Board is more focused on goal setting for the PD and those types of things. He appreciated her coming forward, however. Ms. Taylor commented that it was something that the board may want to talk about.

Tony Bevel - Asked if the Community Academy would be available on video (on-line) for the citizens who are not able to attend. He said he would be interested in seeing. Chair Zwingli stated that was a good idea.

8. **Adjourn (Chair)**

Chair Zwingli adjourned at 7:50 p.m.

Approval of Minutes:

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Chair Zwingli

Attest:



Angie Hass, Executive Assistant

Version 1

The purpose of the Sherwood Police Department Community Academy is to provide an opportunity for members of the community to experience what it is like to be a Sherwood police officer. It is a look into the culture, philosophy, values and operation of the police department, with the goal of educating the community on the various functions, roles and responsibilities, challenges and opportunities of their police department.

Version 2

The purpose of the Sherwood Police Department Community Academy is to provide an opportunity for members of the community to experience what it is like to be a Sherwood police officer. It is a look inside the police department, with the goal of educating the community on the functions, roles and responsibilities, challenges and opportunities their police department faces.

Exhibit "A"

	Thursday	Friday	Saturday
Times			
8:00am		Opening & days agenda-intro to force & decision making	8:00a-8:30a Opening & days agenda
9:00am		Shift A-firearms & Shift B-DT's	8:30a-11:30a police officer panel-CSI; investigations case study-post academy evaluation
10:00am		Shift A-scenarios & Shift B-patrol experience	
11:00am			
			11:30a-1:00p Lunch w/guest speaker-final wrap/eval
12:00pm		Lunch-annual report & drug presentation	
1:00pm		Interruption & observation exercise	
2:00pm		Police K-9	
3:00pm	Welcome & introductions-program overview & agenda-oath <i>Chief Groth & Staff</i>	Wrap-Up & daily evaluation	
4:00pm	PD Intro presentation & facility tour-equipment & uniform issue <i>Chief Groth & Staff</i>		
5:00pm	Dinner-presentation on philosophy, culture & community policing		
6:00pm	Recruitment, hiring & training-basic training-ORPAT video-FTEP		
7:00pm	Wrap-Up & preview of next day		

Exhibit "B"

We want to hear from YOU!

*Join the conversation about how your Police
Department is serving you.*

Community Input Dessert

January 28th ♦ 7 pm

**Sherwood Center for the Arts
22689 SW Pine Street**

This is your opportunity to share your thoughts.

SAVE THE DATE!

