



# **POLICE ADVISORY BOARD MEETING PACKET**

**FOR**

**Thursday, February 15, 2024  
7 p.m.**

**Sherwood Police Department  
Community Room  
20495 SW Borchers Drive**

***This meeting will be live streamed and recorded:***  
**<https://www.youtube.com/user/CityofSherwood>.**



# MEETING AGENDA

(Revised 2.7.2024)



## Police Advisory Board

<b>Date &amp; Time:</b>	Thursday – February 15, 2024 7:00 pm
<b>Location:</b>	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood 97140
<b>Attendees</b>	
<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Brian Dorsey - Chair	Councilor Kim Young
Laurie Zwingli - Vice Chair	<b>City Staff:</b>
Richard Amicci (TSC Liaison)	Chief Ty Hanlon
Diane Foster	Angie Hass-Executive Assistant
Brandi Morton	
Lawrence O'Keefe	
Mike Schultz	
Amanda van Arcken	
Chris West	

**This meeting will be live streamed at:**

<https://www.youtube.com/user/CityofSherwood>

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of November Meeting Minutes (Chair)
4. \*Citizen Comments
5. Board Member Announcements (Chair)
  - A. City Council Work Session with City Board Chairs, 12/5/2023-Recap (Chair)
6. Business
  - A. Policy Updates – Review (Chief)
7. Traffic Safety Committee Update (TSC Liaison)
8. Councilor News
9. Staff Report(s)
10. Adjourn (Chair)

**\*How to Provide Citizen Comments:** Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to [policeinformation@sherwoodoregon.gov](mailto:policeinformation@sherwoodoregon.gov) and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email or call, 503-625-5523, #2, at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

If you require an ADA accommodation for this public meeting, please contact the Sherwood Police Department at (503) 625-5523, #2 or [policeinformation@sherwoodoregon.gov](mailto:policeinformation@sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time.



## Oregon Law Enforcement Manual Updates November 2023

Lexipol legal and public safety experts monitor changing legislation and industry trends and provide you with updated policy content as appropriate.

The information below details the updates now available to your policy manual. We highly recommend you review these updates and process them within Lexipol's Knowledge Management System (KMS).

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**Please note:** Most policies are receiving updates to remove index terms because the index term function has been replaced by the KMS Manual Text Search feature. Accepting all the updates will accomplish this removal. If your agency has customized affected sections/subsections (indicated by a "Modified" label next to the section/subsection edit level label), you will need to delete the index terms manually during the update process, so that customized content is not changed.

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If you have questions about updating your manual, please contact Customer Service at 949.309.3894 or [customersupport@lexipol.com](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well-versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer Service for information on how to get this invaluable tool.

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### Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency and check with your agency's legal advisor for appropriate legal review before changing or adopting any policy.

## Policy

## Priority

### Chapter 3 – General Operations

Child Abuse

Critical

Victim and Witness Assistance

Major

### Chapter 4 – Patrol Operations

Mobile Audio Video

Major

Portable Audio/Video Recorders

Major

### Chapter 5 – Traffic Operations

Impaired Driving

Major

### Chapter 10 – Personnel

Sick Leave

Major

Employee Speech, Expression and Social Networking

Major

Line-of-Duty Deaths

Major

Wellness Program

Major

Total: 9

## Chapter 3 – General Operations

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### Child Abuse

This policy has been updated because legislative actions impact its content.

2023 OR HB 3626, effective Jan. 1, 2024, amended law by changing the age of a child who may be lawfully surrendered from 30 days to 60 days old. Changes include:

- In **SAFE HAVEN PROVISION**, content has been updated to include the new age, and content has been updated for clarity.

2023 OR SB 231, effective Jan. 1, 2024, amended law by requiring the Department of Human Services to create a centralized child abuse reporting system, to consist of a hotline and online reporting portal. Changes include:

- In **DISPOSITION OF INVESTIGATION**, content has been updated to include the new reporting system.
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### Victim and Witness Assistance

This policy has been updated because legislative action impacts its content. 2023 OR HB 3443, effective Jan. 1, 2024, amended law by allowing victims of bias crimes to participate in the state address confidentiality program. Changes to this policy include:

- In **VICTIM INFORMATION**, information to be made available to victims has been updated.

## Chapter 4 – Patrol Operations

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### Mobile Audio Video

This policy has been updated because legislative action impacts its content.

2023 OR HB 2129, effective Jan. 1, 2024, amended law by renumbering statute's subsections. Changes to this policy include:

- In **ACTIVATION OF THE MAV**, a citation has been updated, content has been updated for clarity, and terminology has been updated for consistency with this policy.

2023 OR HB 2316, also effective Jan. 1, 2024, amended law by defining "intoxicants" as it relates to driving under the influence. Changes include:

- In **REQUIRED ACTIVATION OF MAV**, the initialism "DWI/DUI" has been updated to "DUII" to reflect the new law.
- 

### Portable Audio/Video Recorders

This policy has been updated because legislative action impacts its content. 2023 OR HB 2129, effective Jan. 1, 2024, amended law by renumbering a statute's subsections. Changes to this policy include:

- In **ACTIVATION OF THE PORTABLE RECORDER**, a citation has been updated, content has been updated for clarity, grammar and punctuation have been corrected, and gendered pronouns have been removed.

## Chapter 5 – Traffic Operations

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### Impaired Driving

This policy has been updated because legislative action impacts its content. 2023 OR HB 2316, effective Jan. 1, 2024, amended law by defining "intoxicants" as it relates to driving under the influence. Changes to this policy include:

- In **PURPOSE AND SCOPE**, terminology has been updated, and the initialism "DUI" has been updated to "DUII" to reflect the new law.
- **DEFINITIONS** has been added as a new subsection in **PURPOSE AND SCOPE** to include the definition of "intoxicants."
- In **INVESTIGATIONS, FIELD TESTS, CHEMICAL TESTS, STATUTORY NOTIFICATIONS, OFFICER RESPONSIBILITIES**, and **TRAINING**, the initialism "DUI" has been updated to "DUII" to reflect the new law. One of the subsections is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **ADDITIONAL REQUIREMENTS FOR URINE SAMPLES**, content that is already covered in other sections of this policy has been removed.
- In all updated sections/subsections, serial commas have been added and gendered pronouns have been removed, where appropriate.

## Chapter 10 – Personnel

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### Sick Leave

This policy has been updated because legislative action impacts its content. 2023 OR HB 3443, effective Jan. 1, 2024, amended law by allowing victims of bias crimes to take leave from work for the same

purposes previously authorized for victims of domestic violence, harassment, sexual assault, or stalking. Changes to this policy include:

- In **PURPOSE AND SCOPE**, content has been updated to add bias crimes to protected leaves.

Unrelated to the legislative update, additional changes include:

- In **EXTENDED ABSENCES**, content has been added to more closely align with Oregon law.
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### Employee Speech, Expression and Social Networking

This policy has been updated because legislative action impacts its content. 2023 OR SB 168, effective Jan. 1, 2024, amended law by limiting how public employees may participate in political activity. Changes to this policy include:

- In **UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS**, content has been updated to include additional restrictions, commas have been added, and gendered pronouns have been removed.
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### Line-of-Duty Deaths

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 US HR 6943, also known as the Public Safety Officer Support Act, amended law by extending death benefits under the Public Safety Officers' Benefits Program (PSOB) to certain public safety officers and the survivors of public safety officers who suffer from post-traumatic stress disorder or acute stress disorder following a stressful situation while on-duty. Changes to this policy include:

- In **BENEFITS LIAISON**, content has been updated for clarity and to include an additional responsibility of researching and assisting survivors with application for assistance when eligible for benefits through the PSOB, and a citation has been added.

Unrelated to the legislative update and as part of ongoing quality maintenance of manual content, this policy has been revised. Lexipol has partnered with Concerns of Police Survivors (C.O.P.S.) to revise this policy. Changes include:

- **PURPOSE AND SCOPE** has been updated for clarity and to include non-line-of-duty member deaths.
- **DEFINITIONS** has been updated to reflect federal law and the Edit Level has been changed from "Best Practice" to "Federal."
- **INITIAL ACTIONS BY COMMAND STAFF** has been updated for clarity.
- In **NOTIFYING SURVIVORS**, capitalization and grammar have been corrected.

- In **NOTIFYING AGENCY MEMBERS**, grammar has been corrected. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **LIAISONS AND COORDINATORS**, additional guidance on filling positions has been included.
- **AGENCY LIAISON** has been updated for clarity, and punctuation and a term have been corrected. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **HOSPITAL LIAISON**, content has been updated for clarity, inadvisable absolutes have been removed, and the additional responsibility of establishing a command post has been added.
- In **SURVIVOR SUPPORT LIAISON**, content has been updated for clarity, inadvisable absolutes have been removed, and an example has been added.
- In **WELLNESS SUPPORT LIAISON**, inadvisable absolutes have been removed.
- In **FUNERAL LIAISON**, punctuation has been corrected, and content has been added to address logistical matters.
- **MUTUAL AID COORDINATOR** has been updated to include advance resource planning.
- In **PUBLIC INFORMATION OFFICER**, content has been updated to remove inadvisable absolutes. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **AGENCY CHAPLAIN**, punctuation has been corrected. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **INVESTIGATION OF THE INCIDENT**, content has been updated for clarity and inadvisable absolutes have been removed.
- Serial commas have been added and gendered pronouns have been removed in all of the updated sections/subsections.
- The Guide Sheet has been updated.

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## Wellness Program

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 US HR 6943, also known as the Public Safety Officer Support Act, amended law by extending disability benefits under the Public Safety Officers' Benefits Program (PSOB) to certain public safety officers who suffer from post-traumatic stress disorder or acute stress disorder following a stressful situation while on-duty. Changes to this policy include:

- In **WELLNESS COORDINATOR**, content has been updated to include an additional responsibility of assisting members who may be eligible for benefits through the PSOB, and the Edit Level has been changed from "Best Practice" to "Federal."





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## Policy

## Priority

### **Chapter 2 – Organization and Administration**

Training

Critical

### **Chapter 3 – General Operations**

Death Investigation

Critical

### **Chapter 4 – Patrol Operations**

Medical Marijuana

Major

### **Chapter 6 – Investigation Operations**

Investigation and Prosecution

Critical

### **Chapter 10 – Personnel**

Recruitment and Selection

Critical

Total: 5

## Chapter 2 – Organization and Administration

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### Training

This policy has been updated because legislative action impacts its content. 2021 OR HB 2575 amended law by formally integrating trauma-informed practices into law enforcement agency operations in Oregon. The bill requires the Oregon Department of Justice (DOJ) to create and offer a research-based model training program. It also authorizes DOJ to run a grant program to fund trauma-informed training programs for law enforcement agencies. Additionally, the bill requires the Department of Public Safety Standards and Training (DPSST) to develop best practices for law enforcement agencies to guide interactions with individuals who have experienced trauma. Lastly, the bill requires law enforcement agencies to adopt policies regarding interactions with individuals who have experienced trauma based upon the best practices identified by DPSST by Jan. 1, 2024. The legislature did not create or delegate the creation of model policies, impose a timeline for implementation of the policies, or authorize either DOJ or DPSST to enforce implementation. The bill has been codified as ORS 181A.445.

The 2023 DOJ grant program has run its course - eight grants were awarded. According to a DOJ representative, the agency convened a multi-disciplinary team of experts to modify Trauma Informed Oregon's trauma-informed training program to suit law enforcement agencies. There is a student version and a train-the-trainer version of the course. This training may be accessed through applying for grant funds. DOJ will be offering additional grants in 2024. You may find information about the grant program on the Crime Victim and Survivor Services webpage under the "Grant Funds" tab (<https://www.doj.state.or.us/crime-victims/>).

Lexipol has consulted with DPSST regarding the requirements of ORS 181A.445. DPSST has designated the federal Substance Abuse and Mental Health Services Administration's (SAMHSA) "6 Principles" as the trauma-informed best practices Oregon public safety agencies should incorporate into their culture and practices. General information regarding the 6 Principles may be found at the DPSST/Center for Policing Excellence webpage under Trauma-Informed Practices ([https://www.oregon.gov/dpsst/CPE/Pages/trauma-informed-practices.aspx?utm\\_medium=email&utm\\_source=govdelivery](https://www.oregon.gov/dpsst/CPE/Pages/trauma-informed-practices.aspx?utm_medium=email&utm_source=govdelivery)). How an agency employs these best practices depends upon the resources available to the agency as well as the types of trauma experienced by individuals encountered by law enforcement officers in the agency's community or service area. For example, some communities may have a large population of veterans or unhoused persons, while people in other communities may have experienced significant losses in the 2020 wildfires.

Although the legislature did not mandate training, DPSST considers the crux of ORS 181A.445 to be the provision of training to relevant members regarding the trauma-informed best practices. DPSST has incorporated modules on trauma-informed practices into the basic academy curriculum and it is likely that your members have received information regarding trauma-informed principles through Crisis Intervention Teams (CIT) and behavioral health courses. Additionally, DPSST offers training on demand via its "Trauma-informed Response for Criminal Justice" course, and agencies may find links to other providers on the DPSST/Center for Policing Excellence webpage (see the link above). Further, DPSST has identified SAMHSA's training program (Trauma Training for Criminal Justice Professionals | SAMHSA) and resources available through the International Association of Chiefs of Police (Shaping the Future of

the Policing Profession® | International Association of Chiefs of Police (theiacp.org)) as good sources of guidance.

Focusing upon the need for training, Lexipol has added references to the ORS 181A.445 requirements to your manual. Changes include:

- In **TRAINING PLAN**, content has been updated to include trauma-informed practices as an additional area the plan must address, and the Edit Level has been changed from "Discretionary" to "State."
- The Guide Sheet has been updated.

Unrelated to the legislative update, as part of ongoing quality maintenance of manual content, additional changes include:

- **PURPOSE AND SCOPE** has been updated to be more concise and for consistency with other policies in your manual, and some content has been moved to **POLICY**.
- **PHILOSOPHY** has been renamed **POLICY**, content has been updated with best practices, and some content from **PURPOSE AND SCOPE** has been included.
- In **OBJECTIVES**, content has been updated for clarity, and a text entity has been added.
- **TRAINING MANAGER** has been added as a new section to include best practice content. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **OBJECTIVES**), first, accept all updates. Then, while in the edit mode, hold the cursor over **TRAINING MANAGER**, right-click for options, and select the option "Move." The section titles will appear. Select **OBJECTIVES**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **GOVERNMENT-MANDATED TRAINING** has been added as a new subsection in **TRAINING PLAN** to include best practice content.
- **TRAINING NEEDS ASSESSMENT** has been deleted in its entirety because content is generally covered in **TRAINING MANAGER**.
- In **TRAINING COMMITTEE**, an additional responsibility has been added, establishment of a Training Committee has been changed from a "shall" to "may," grammar has been updated, text entities have been added, terminology has been updated, and the Edit Level has been changed from "Best Practice" to "Discretionary."
- **TRAINING PROCEDURES** has been renamed **TRAINING ATTENDANCE** to better reflect the contents, content has been rearranged for clarity, terminology has been updated, and a text entity has been added.
- In **DAILY TRAINING BULLETINS**, text entities and capitalization have been corrected, and terminology has been updated.
- **TRAINING RECORDS** has been added as a new section to include best practice content.
- Serial commas have been added and gendered pronouns have been removed in the updated sections and subsections, as appropriate.

## Chapter 3 – General Operations

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### Death Investigation

As part of ongoing quality maintenance of manual content, this policy has been completely revised. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy, customization will be necessary. Before processing any updates, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes to this policy include:

- **PURPOSE AND SCOPE** has been updated to better reflect the contents of the updated policy.
- **POLICY** has been added as a new section for consistency with other policies in your manual. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options, and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh and the new section will be in the correct location and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **INVESTIGATION CONSIDERATIONS** has been updated for clarity.
- **REPORTING** has been added as a new subsection in **INVESTIGATION CONSIDERATIONS** to include reporting requirements. KMS automatically adds all new subsections to the bottom of the section, so as not to alter any agency-specific customization. To move the new subsection to the location Lexipol recommends (above **MEDICAL EXAMINER REQUEST**), first, accept all updates. Then, while in the edit mode, hold the cursor over **REPORTING**, right-click for options, and select the option "Move." The section titles will appear. Select **MEDICAL EXAMINER REQUEST**, and click "Move" once more. You will be prompted to select "Move Above" or "Move Below." Select "Move Above." KMS will refresh, the new subsection will be in the correct location, and the other subsections will be renumbered accordingly. Your agency can also accept all updates without relocating the subsection, but that is not recommended. The subsection title **MEDICAL EXAMINER REQUEST** is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- **MEDICAL EXAMINER NOTIFICATION** has been renamed **MEDICAL EXAMINER REQUEST**, content has been updated for clarity, a citation has been added, and some content has been moved to **SEARCHING DEAD BODIES**. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- **SEARCHING DEAD BODIES** has been rearranged for clarity, and to include best practice content.
- **SUSPECTED HOMICIDE** has been updated for clarity and to include best practice content.
- **EMPLOYMENT-RELATED DEATHS OR INJURIES** has been added as new subsection in **INVESTIGATION CONSIDERATIONS**, to include best practice content.
- **UNIDENTIFIED DEAD BODY** has been deleted as a subsection in **INVESTIGATION CONSIDERATIONS** and added as a new section. It has been updated to include best practice content. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol

recommends (below **INVESTIGATION CONSIDERATIONS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **UNIDENTIFIED DEAD BODY**, right-click for options, and select the option "Move." The section titles will appear. Select **INVESTIGATION CONSIDERATIONS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.

- **DEATH NOTIFICATION** has been deleted as a subsection in **INVESTIGATION CONSIDERATIONS** and added as a new section. It has been updated to include best practice content.
- **DEATH INVESTIGATION REPORTING** has been deleted as a subsection in **INVESTIGATION CONSIDERATIONS** and content is now addressed in **REPORTING**.
- In all updated sections and subsections, serial commas have been added, and gendered pronouns have been removed, where applicable.
- The Guide Sheet has been updated.

## Chapter 4 – Patrol Operations

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### Medical Marijuana

A review of this policy has resulted in several updates to correct statutes that have been renumbered by the Legislative Counsel. Changes to this policy include:

- In **PURPOSE AND SCOPE**, **POLICY**, and **ADDITIONAL CONSIDERATIONS**, citations have been updated.
- In **DEFINITIONS**, citations have been updated, duplicative content regarding designated marijuana producers has been removed from "medical use of marijuana," and an irrelevant definition, "mature marijuana plant," has been removed.
- In **INVESTIGATIONS RELATED TO PATIENT CARDHOLDERS** and **INVESTIGATIONS RELATED TO PATIENT NON-CARDHOLDERS**, citations have been updated, and content has been updated for clarity.
- In **PROPERTY BUREAU SUPERVISOR RESPONSIBILITIES**, citations have been updated, and content regarding the return of seized items related to medical marijuana use has been updated. The section title is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- In **EXCEPTIONS**, citations have been updated and grammar has been corrected.
- In all updated sections and subsections, serial commas have been added and gendered pronouns have been removed, where applicable.

## Chapter 6 – Investigation Operations

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### Investigation and Prosecution

This policy has been updated because legislative action impacts its content. 2021 OR HB 2575 amended law by formally integrating trauma-informed practices into law enforcement agency operations in Oregon. The bill requires the Oregon Department of Justice (DOJ) to create and offer a research-based model training program. It also authorizes DOJ to run a grant program to fund trauma-informed training programs for law enforcement agencies. Additionally, the bill requires the Department of Public Safety Standards and Training (DPSST) to develop best practices for law enforcement agencies to guide interactions with individuals who have experienced trauma. Lastly, the bill requires law enforcement agencies to adopt policies regarding interactions with individuals who have experienced trauma based upon the best practices identified by DPSST by Jan. 1, 2024. The legislature did not create or delegate the creation of model policies, impose a timeline for implementation of the policies, or authorize either DOJ or DPSST to enforce implementation. The bill has been codified as ORS 181A.445.

The 2023 DOJ grant program has run its course - eight grants were awarded. According to a DOJ representative, the agency convened a multi-disciplinary team of experts to modify Trauma Informed Oregon's trauma-informed training program to suit law enforcement agencies. There is a student version and a train-the-trainer version of the course. This training may be accessed through applying for grant funds. DOJ will be offering additional grants in 2024. You may find information about the grant program on the Crime Victim and Survivor Services webpage under the "Grant Funds" tab (<https://www.doj.state.or.us/crime-victims/>).

Lexipol has consulted with DPSST regarding the requirements of ORS 181A.445. DPSST has designated the federal Substance Abuse and Mental Health Services Administration's (SAMHSA) "6 Principles" as the trauma-informed best practices Oregon public safety agencies should incorporate into their culture and practices. General information regarding the 6 Principles may be found at the DPSST/Center for Policing Excellence webpage under Trauma-Informed Practices ([https://www.oregon.gov/dpsst/CPE/Pages/trauma-informed-practices.aspx?utm\\_medium=email&utm\\_source=govdelivery](https://www.oregon.gov/dpsst/CPE/Pages/trauma-informed-practices.aspx?utm_medium=email&utm_source=govdelivery)). How an agency employs these best practices depends upon the resources available to the agency, as well as the types of trauma experienced by individuals encountered by law enforcement officers in the agency's community or service area. For example, some communities may have a large population of veterans or unhoused persons, while people in other communities may have experienced significant losses in the 2020 wildfires.

Although the legislature did not mandate training, DPSST considers the crux of ORS 181A.445 to be the provision of training to relevant members regarding the trauma-informed best practices. DPSST has incorporated modules on trauma-informed practices into the basic academy curriculum and it is likely that your members have received information regarding trauma-informed principles through Crisis Intervention Teams (CIT) and behavioral health courses. Additionally, DPSST offers training on demand via its "Trauma-informed Response for Criminal Justice" course, and agencies may find links to other providers on the DPSST/Center for Policing Excellence webpage (see the link above). Further, DPSST has identified SAMHSA's training program (Trauma Training for Criminal Justice Professionals | SAMHSA) and resources available through the International Association of Chiefs of Police (Shaping the Future of

the Policing Profession® | International Association of Chiefs of Police (theiacp.org)) as good sources of guidance.

Focusing upon the need for training, Lexipol has added references to the ORS 181A.445 requirements to your manual. Changes to this policy include:

- **INVESTIGATIVE PROCEDURES** has been added as a new section to address the new law by tasking the commander of the investigative division with creating trauma-informed procedures to be used in all investigations. Some topical examples have been provided; the actual procedures will depend upon the types of investigations typically conducted by your agency and the types and manifestations of trauma most often encountered in the community. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **POLICY**), first, accept all updates. Then, while in the edit mode, hold the cursor over **INVESTIGATIVE PROCEDURES**, right-click for options, and select the option "Move." The section titles will appear. Select **POLICY**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- The Guide Sheet has been updated.

## Chapter 10 – Personnel

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### Recruitment and Selection

This policy has been updated because regulatory action impacts its content. The Oregon Department of Public Safety Standards and Training amended qualification requirements for dispatchers. Dispatcher candidates hired on or after Jan. 1, 2024, must complete a psychological screening. Changes to this policy include:

- In **STANDARDS FOR DISPATCHERS**, content has been updated to include an additional standard. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.





# Meeting Minutes

## DRAFT



### Police Advisory Board

<b>Date &amp; Time:</b>	November 16, 2023 - 7:00 pm
<b>Location:</b>	Sherwood Police Department-Community Room 20495 SW Borchers Drive Sherwood, OR 97140

<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Brian Dorsey - Chair	Councilor Kim Young
Laurie Zwingli - Vice Chair	<b>City Staff:</b>
Richard Amicci (TSC Liaison)	Ty Hanlon – Police Chief
Diane Foster	Angie Hass – Executive Assistant
Brandi Morton	
Lawrence O’Keefe	
Mike Schultz	
Chris West	
Amanda van Arcken <b>New!</b>	

***This meeting was recorded and is available for viewing through the City of Sherwood’s YouTube channel:***

***<https://www.youtube.com/watch?v=ZYlICjn8yBc>***

#### 1. Call to Order

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

#### 2. Roll Call

**Board Members Present:** Chair Brian Dorsey, Vice Chair Laurie Zwingli, Richard Amicci, Diane Foster, Lawrence O’Keefe, Mike Schultz, Amanda van Arcken, and Chris West

**Board Members Absent:** Brandi Morton

**Staff Present:** Chief Ty Hanlon, Councilor Kim Young and Executive Assistant-Angie Hass

#### 3. Approval of Minutes- October 19, 2023 Meeting Minutes

Mr. O’Keefe moved that the October meeting minutes be approved as presented and Mr. West seconded the motion. All present board members voted in favor of approval.

#### **4. Citizen Comments**

N/A

#### **5. Board Member Announcements (Chair)**

Vice Chair Zwingli spoke about the upcoming Sherwood Police Foundation Toy Drive which will be in conjunction with the Fire Department. It will be a little bit of a competition. They are asking the public to bring new, unwrapped toys. The drive will take place at Langer's from 8-11 a.m. on Saturday, December 9<sup>th</sup>.

The date for the Foundation's annual gala has been set for April 26<sup>th</sup>, next year. McKillips will be catering, once again. Tickets go on sale, January 4<sup>th</sup>.

Councilor Young asked for an explanation of how the collected toys will be used. Vice Chair Zwingli stated that she wasn't sure what the Fire Department was going to do with them. The toys collected for the PD will be given to officers and children will be able to shop from the trunks of patrol cars. The Foundation would like it if officers can be present at the Toy Drive as well.

##### **a. New Board Member Introduction: Amanda van Arcken**

Chair Dorsey welcomed Ms. van Arcken. Amanda shared that her husband has lived in Sherwood since 2013 and she moved to Sherwood in 2018, when they got engaged. Ms. van Arcken has one adult daughter, who lives elsewhere. Ms. van Arcken works for the Oregon Department of Corrections. She holds the position of captain and has been there for almost 23 years. Most of her work revolves around the prevention, detection and response to the sexual abuse and harassment of people who are in custody. It is known as the Prison Rape Elimination Act (PREA). She is certified by the US DOJ to conduct audits of confinement facilities, making sure that they're adhering to PREA. She also has her own private business on the side where she conducts those audits as well.

Mr. West stated that, thanks to social media, he is able to keep track of his hometown, Truckee, CA. He appreciated their recent post, introducing their new SRO. It reminded him of the good work that SPD does with communicating and sharing with the community. He thinks that SPD should do a similar post, profiling some of the new officers and sharing their favorite foods, movies, etc.

Chair Dorsey talked about SPD's social media presence and how it stands out from the rest.

Mr. Amicci encouraged folks to take a drive through Old Town. He really likes all of the lights the City recently put up. It will put a big smile on your face. The Chief stated that they also put lights up on the PD building.

Chair Dorsey talked about the recent vandalism at the vacant Regal Cinemas building. He wondered what the plans were for that building. Councilor Young stated that it is private property, so the City doesn't have any control over what is done with the space. The Chief stated that the building is pretty secure and shared that they had recently conducted taser training in the space and they are going to allow them to do a little bit more. They will take advantage of it while they can, so they can get some simulation training in.

Vice Chair Zwingli asked the Chief if the PD knows if the vandals were from Portland or local. The Chief said that he didn't know. Officer Jentzsch was in attendance and said that from what they're seeing, they suspect the vandals are local. Chair Dorsey talked about vandalism/graffiti at the high school. He wondered if photos are taken of the different graffiti to compare and, possibly, see if it could be the same individuals. Officer Jentzsch stated that they do.

## **6. Business (Chair / Staff)**

### **a. Chief Hanlon Introduces New Officer, Amy Lawrence**

Chief Hanlon introduced Officer Amy Lawrence. She was on duty that evening and stopped by while on patrol. He explained that she is a lateral and comes to Sherwood from another agency in the state. After this week, she will be on her own. The Chief stated that they are very fortunate to have her here in Sherwood.

Officer Amy Lawrence shared that she has been an officer for three years and comes to Sherwood from Silverton. Silverton is also a great community, very similar to Sherwood, which is what she liked about Sherwood. She had originally wanted to work for Sherwood, but Sherwood wasn't hiring. She added that it is really hard to get a spot at the Sherwood PD – a lot of people want to be here. Her former sergeant, Mark Gaither, had worked at the SPD in the past and would always go on and on about Sherwood. She doesn't have a lot of family, as she was raised as a foster child. One of the biggest impacts she had in her life was through law enforcement. It was always positive, which made her want to pursue that. She hopes to be a positive influence on others, especially kids. Other positions she would be interested in are SRO, Detectives and mental health. She now has a great family and a very supportive wife. She loves how involved the community is with law enforcement. Mr. West asked where she calls home and Officer Lawrence replied that she currently lives in Woodburn. They are hoping to make their home closer to Sherwood.

Chair Dorsey asked Officer Lawrence if there was anything the community needs to know, based on her observations, so far. She stated that there is a different environment here that she hasn't experienced anywhere else. She has done a lot of ride alongs with different departments and Sherwood is the most communicative with community members. The use of social media and communication is next level. She really appreciates that a lot.

Chief Hanlon introduced Elle Harris who was in the audience, that evening. He explained that Ms. Harris works with the Sherwood Police Foundation. She said that she was happy to be there and she is happy to serve the SPD.

The Chief asked Officer Jentzsch to share how Ms. B is doing. Officer Jentzsch stated that she is doing really good. Ms. B's name is on the car now and community members see that. She recently received a ballistic vest from the Foundation. It is really nice that

she can have one to wear all the time. She loves to work and she loves people. It will be sad to hand her over to someone else in the future. Vice Chair Zwingli asked if he could bring Ms. B in to the meeting for the board members to see. Officer Jentzsch stepped out to get Ms. B.

**b. Annual Report/Boards & Commissions Dinner – Change**

The Chief announced that the Board will not need to put together a SWOT report this year and there will be no Boards and Commissions Dinner. Councilor Young went on to explain why the City Council decided to change it up. They want to be more interactive with each Board, separate from having a dinner. The City will hold an appreciation event in April for all City volunteers. Councilor Young stated that there will be something for the Board Chairs, but she wasn't sure of all of the details. She did know that they wanted to have it before the Council's Goal Setting Session.

**i. December 21<sup>st</sup> Meeting**

Vice Chair Zwingli made a motion to cancel the December PAB meeting and Mr. West seconded the motion. All board members voted in favor.

Ms. B came in to greet everyone.

**7. Traffic Safety Committee Update (TSC Liaison)**

Mr. Amicci reported that there were no new comments or requests submitted at their last meeting. They just talked about the open, pending requests. One of the concerns being discussed is regarding the traffic by the high school at drop off hours. There is always a big back up. Suggestions have been given to the School Board to open up Krueger. The District is not in favor of this as they want to keep it open to school buses. After all was said and done, the end result was that the School District will put out messaging for an alternate drop off location. The TSC didn't feel that was enough. They thought that if they put out a message at the same time as the School District, it might be more helpful. They will also address striping on Elwert. There might not be an immediate fix, though.

Mr. Amicci stated that at the last PAB meeting, board members had inquired about the plan for Sunset. Mr. Amicci brought this up at the last TSC meeting was told that the City had laid counters out to help gather data. There is some long term planning that's going to be done for the entire Sunset corridor. They are going to add some flashing crosswalks over time, look at speed, etc. to see what they can do make Sunset safer. It will be a very long, gradual process. Mr. West stated that when he and Mr. Smith were on the TSC, this was brought up as well. This was during COVID, so traffic was light. It was decided to wait to do the surveys until school was back in session, etc.

Mr. O'Keefe wondered if the left turn lane at HWY 99 will be changed up and talked about issues that he's observed. Mr. Amicci shared some of the possibilities for long term solutions that have been discussed, including possible roundabouts.

Ms. van Arcken asked about the intersection at Brookman and HWY 99. She wondered if there are any requirements for a builder when a new subdivision is built. Mr. Amicci wasn't sure about for residential, but he knew there are requirements for businesses. Mr. West and Councilor Young weighed in. Councilor Young said that there are plans for Brookman Road and that area. Ms. van Arcken stated that it has become pretty dangerous there and that drivers aren't stopping at the train tracks. Mr. West shared that this area was a concern when he was on the TSC as well. There was a discussion regarding the lack of signs on Langer Farms Parkway and other traffic issues in the City.

Mr. O'Keefe talked about the speed cameras at the intersection by Safeway and the signage. The Chief said north and south should be going back to 45 sooner rather than later.

Mr. Amicci said that the TSC had cancelled their November and December meetings, due to the holidays. As a result, he won't have updates for the PAB until February.

## **8. Councilor News**

Councilor Young gave a huge shout out to the Public Works staff for putting all the pretty lights up in Old Town. The City of Sherwood is lucky to have such an amazing Public Works Department.

The City received the bids for the pedestrian bridge. The bids are higher than they were a few years ago. The City Council will be reviewing them all and having some conversations.

The City will be putting in a Letter of Interest to Metro for a UGB expansion for Sherwood West. They may request up to 1,291 gross acres within the urban reserve. That will give the City Council a chance to decide how much and what sections they want to bring in at this time.

## **9. Staff Report(s)**

Chief Hanlon announced that he had sworn in a new lateral officer, Lucas Spencer the day before. The Department is super excited to have him. He comes with lots of experience and grew up in Sherwood. He is very familiar with, and loves, the community. Officer Spencer came to the SPD from the Washington County Sheriff's Office. He should be out on the road in a couple months. The SPD has another lateral from Hillsboro, due to start in December. Chief Hanlon will try to have the new Evidence Technician, Sheena, stop in to meet everyone soon. He added that they had one of their new officer's resign that day. They are sorry to see him go, but know that law enforcement isn't for everyone.

Chief Hanlon plans to get together with Mr. Schultz and Mr. Amicci that next week to start working on the Staffing Plan.

Chief Hanlon talked a bit about Ms. B and what a valuable tool she is for the officers. In addition, the Department is lucky to be getting help from the Foundation to acquire drones, etc. They hope to have eyes in the sky soon, which will give them yet another tool to utilize when they're out on the road.

Chief Hanlon reported that the department is currently running light on staff due to a variety of reasons and unforeseen circumstances. They have been running at minimums, which they haven't had to do for a long, long time. Some of the reasons are due to FMLA, injuries, military leaves, etc. Unfortunately, it has just hit them all at once. Consequently, they are having to ask a lot from the officers. Around 60% of their shifts start at minimums. Vice Chair Zwingli asked if anyone was currently on sabbatical. The Chief replied that no one was on sabbatical at that time. Everyone who has been able to take advantage of the sabbatical program has really enjoyed and appreciated it. He felt that it is probably one of the best things they've done.

Chief Hanlon talked about a recent sleep study training that was held at the PD. He stated that the life expectancy for someone working in law enforcement is shorter and, even more so when you throw in their lack of sleep, especially for the night shift. There was a suggestion made to allow officers to take a nap, if they need it, during the night shift. The drive home after a graveyard shift can be difficult and he went on to talk about the dangers if the drive is more than 15 minutes. The number one killer of nurses and doctors is falling asleep on their way home. The SPD is looking at different opportunities. The Foundation stepped up and helped out with setting up this training for the PD. The PD currently has a sleeping "closet" for officers when they need to sleep, but it isn't ideal. They are working on finding a better solution.

Chief Hanlon talked a bit about the construction zones on HWY 99. Once the construction is done, the speeds will go back to 45 mph. They are about a year away for the intersection at Roy Rogers and HWY 99.

Mr. Amicci asked how many drones the PD will be acquiring. The Chief replied that they are looking to get three. He went on to explain the different types and what they would be used for. They will probably get six to seven officers licensed to be operators. The battery life is 40-45 minutes. They will be an invaluable tool for SPD and one that they can share with other agencies. Chair Dorsey stated that they could also communicate with the drones, which could be helpful in crowd control cases. Chief Hanlon said that Sergeant Powell has done all of the research on the different drones. Down the road, there will be the capability to tase someone, spray OC, etc., if needed. Ms. Van Arcken said they have to be registered through the FCC and explained the challenges she's had. Chief Hanlon will look into that further.

Mr. West asked about the runaways that had been talked about on social media the month before and wondered if that had calmed down. The Chief wasn't aware of any recent incidences.



Chair Dorsey asked if there will be extra patrols around the holidays for DUII enforcement. The Chief replied that the SPD does have grants from the state to help pay for coverage, if there are officers available and able to work.

Councilor Young asked how many hours of overtime officers are getting during this time of staff shortage. She wondered if it is enough to be concerned about burn out. The Chief talked about the safety clause and that they have to take eight hours between shifts. Unfortunately, this usually impacts the graveyard crew the most. Mr. O’Keefe asked if there is an overtime cap for a year. The Chief replied that there was not. Officers appreciate the extra money, but after a while, it can be too much. Hiring lateral officers is really their focus, so they can get on the road sooner. Training time is a lot shorter, etc. Mr. West shared some recruitment marketing that Marion County is doing. He was surprised that they are only advertising for recruits. Some of the board members offered their input on why Marion County might be looking at recruits only.

#### **10. Adjourn (Chair)**

At 8:23 p.m., Mr. West made a motion to adjourn the meeting and Mr. Amicci seconded the motion. All board members voted in favor.

**The next meeting is scheduled for January 18<sup>th</sup> at 7 p.m.**

Approval of Minutes:

\_\_\_\_\_  
Chair Brian Dorsey

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Angie Hass-Executive Assistant

\_\_\_\_\_  
Date