



MEETING AGENDA



<u>Police Advisory Board</u>	
Date & Time:	Thursday – January 15, 2026 7:00 pm
Location:	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood 97140
Attendees	
P.A.B. Members: Richard Amicci (TSB Liaison) - Chair Amanda van Arcken – Vice Chair David deBos Brian Dorsey Diane Foster Lawrence O'Keefe (TSB Liaison) Mike Smith Chris West Laurie Zwingli	Council Liaison: Council President Kim Young City Staff: Chief Ty Hanlon Angie Hass-Executive Assistant

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)
6. Business
 - A. 12/2 Goal Setting Work Session Recap (Chair)
 - B. Oct – Dec Policy Updates – Review (Chief)
 - C. Traffic Safety Board Update (TSB Liaisons)
7. Councilor News
8. Staff Report(s)
9. 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 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 at least 48 hours in advance of the scheduled meeting time.

Policy

Priority

Chapter 4 – Patrol Operations

Criminal Organizations

Major

Mobile Audio Video

Major

Total: 2

Chapter 4 – Patrol Operations

Criminal Organizations

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. The Secretary of State Archives Division updated the general retention schedule for cities and clarified the records retention requirements for working, temporary, and permanent information files for criminal intelligence records. Changes to this policy include:

- **TEMPORARY INFORMATION FILES** has been renamed **INFORMATION FILES** to indicate that the section applies to working, temporary, and permanent files as defined by state law, the Edit Level has been changed from "Best Practice" to "State," and an initialism has been defined.
- In **FILE CONTENTS**, references to working and permanent files and a serial comma have been added, a citation to the regulation defining working, temporary, and permanent files has been added, and the Edit Level has been changed from "Best Practice" to "State."
- In **FILE REVIEW AND PURGING**, citations for records retention periods for counties and cities have been added, and the Edit Level has been changed from "Best Practice" to "State."
- In **TRAINING**, a reference to temporary files has been removed to indicate that members should be training on the review and purging of all information files, and the Edit Level has been changed from "Best Practice" to "State."

Mobile Audio Video

This policy has been updated because regulatory changes impact its content. The update should be accepted and implemented as soon as possible. The Secretary of State Archives Division updated the general records retention schedule for cities and amended the amount of time cities are required to maintain patrol car video recordings. These updates align the records retention schedule with previously established county requirements. Changes to this policy include:

- In **RECORDING MEDIA STORAGE AND INTEGRITY**, content has been updated to include the new retention requirements, and the Edit Level has been changed from "Best Practice" to "State."

Policy	Priority
Chapter 3 – General Operations ADA Compliance	Major
Chapter 5 – Traffic Operations Traffic Function and Responsibility	Major
Chapter 8 – Support Services CJIS Access, Maintenance, and Security	Major
Chapter 10 – Personnel Recruitment and Selection Wellness Program	Major Major
Total: 5	

Chapter 3 – General Operations

ADA Compliance

This policy has been updated because legislative action impacts its content. 2025 OR SB 950, effective Jan. 1, 2026, amended the statutes concerning licensing of signed language interpreters. Changes to this policy include:

- In **DEFINITIONS**, references to signed language interpreters have been added and the citations have been updated.

Chapter 5 – Traffic Operations

Traffic Function and Responsibility

This policy has been updated because legislative action impacts its content. 2025 OR SB 840, effective Jan. 1, 2026, clarifies that violations for suspended or revoked driver licenses include canceled driver licenses. Changes include:

- **SUSPENDED OR REVOKED DRIVERS LICENSES** has been renamed **SUSPENDED, REVOKED, OR CANCELED DRIVER LICENSES**, references to canceled licenses have been added, outdated procedural content has been removed, and content has been updated regarding the seizure of licenses to better align with state law.

Chapter 8 – Support Services

CJIS Access, Maintenance, and Security

This policy has been updated because the FBI made modernization updates to their CJIS Security Policy, Version 6.0. Changes to this policy include:

- In **PURPOSE AND SCOPE**, **DEFINITIONS**, and **POLICY**, content has been updated to include processing, storing, or transmitting Criminal Justice Information.
- In **CJIS COORDINATOR RESPONSIBILITIES**, content has been updated to include additional policy and procedure requirements, and content has been reorganized for consistency with the FBI CJIS Security Policy.
- In **MEDIA PROTECTION**, content has been updated for clarity regarding transportation and transfer of media.
- The Guide Sheet has been updated.

Unrelated to the FBI update, this policy has also been updated in response to customer feedback. Changes include:

- In **CJIS COORDINATOR RESPONSIBILITIES**, content has been updated to include an additional responsibility for configuring remote access systems, and grammar has been corrected.

Chapter 10 – Personnel

Recruitment and Selection

This policy has been updated because legislative action impacts its content. 2025 OR SB 808, effective Jan. 1, 2026, adds former and current state servicemembers to the list of positions that are eligible for veteran preference. Changes include:

- **VETERAN PREFERENCE** has been updated accordingly.

Wellness Program

This policy has been updated because legislative action impacts its content. 2025 OR HB 3929, effective Jan. 1, 2026, expands peer support program confidentiality protections. Changes include:

- **PEER SUPPORT COMMUNICATIONS** has been updated to address the expanded protections.