



POLICE ADVISORY BOARD MEETING PACKET

FOR

**Thursday, January 15, 2026
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



Police Advisory Board	
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:	Council Liaison:
Richard Amicci (TSB Liaison) - Chair	Council President Kim Young
Amanda van Arcken – Vice Chair	City Staff:
David deBos	Chief Ty Hanlon
Brian Dorsey	Angie Hass-Executive Assistant
Diane Foster	
Lawrence O'Keefe (TSB Liaison)	
Mike Smith	
Chris West	
Laurie Zwingli	

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
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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.
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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.

Meeting Minutes



Police Advisory Board	
Date & Time:	November 20, 2025 - 7:00 pm
Location:	Sherwood Police Department-Community Room 20495 SW Borchers Drive Sherwood, OR 97140



P.A.B. Members:	Council Liaison:
Richard Amicci (TSC Liaison) - Chair	Council President Kim Young
Amanda van Arcken – Vice Chair (absent)	City Staff:
David deBos (absent)	Chief Ty Hanlon
Brian Dorsey (absent)	Sabrina Sharp – Administrative Assistant II
Diane Foster	
Lawrence O’Keefe (TSC Liaison)	
Mike Smith	
Chris West (absent)	
Laurie Zwingli (via Zoom)	

This meeting was recorded and is available for viewing through the City of Sherwood’s YouTube channel: [11/20/25 PAB Meeting](#)

1. Call to Order

Chair Amicci called the meeting to order at 7:02 pm.

2. Roll Call

Board Members Present: Chair Richard Amicci, Diane Foster, Lawrence O’Keefe, Mike Smith, and Laurie Zwingli (**via Zoom**)

Board Members Absent: Vice Chair Amanda van Arcken, Brian Dorsey, Chris West, David deBos

Staff Present: Chief Ty Hanlon, Council President Kim Young, and Administrative Assistant II Sabrina Sharp

3. Approval of October Meeting Minutes

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

4. Citizen Comments

N/A

5. Board Member Announcements (Chair)

Mr. O'Keefe stated that he volunteered as a driver for the senior center and added that there are many volunteer opportunities open within the city.

Ms. Foster spoke on the PD's social media and added that many people who comment on the PD Facebook page do not live in Oregon.

Ms. Zwingli discussed the PD post about the rescue of the child on the roof and was pleased with how officers handled the situation. She praised those officers for their professionalism and Mr. Amicci agreed. Chief Hanlon spoke on the situation and added that the video received so many great comments and BBC News even inquired about obtaining the footage.

Mr. Amicci suggested that residents should drive through Old Town Sherwood to see the lighting on all the trees. He added that there is a petition signing on the no transportation tax in Old Town this weekend at Cars & Coffee.

Council President Young announced that there is a toy drive hosted by TVF&R and the Sherwood Police Foundation on Saturday, December 6th at Langers from 10:00 am-1:00 pm.

6. Business (Chair / Staff)

a. Decision Regarding December Meeting

Mr. Smith moved that the December PAB meeting be cancelled, and Mr. O'Keefe seconded the motion. All present board members voted in favor. Council President Young stated that the December Police Foundation meeting will also be cancelled.

b. Police Advisory Board 2026 Goals for City Council 12/2/25 Meeting

The board agreed that the primary goal is to examine funding needs to sustain current police services while planning for future department growth and technological needs. The board confirmed no major changes to other existing goals, noting ongoing priorities remain relevant. The board also discussed incorporating public awareness of the PAB's role as a sub-goal, proposing quarterly social media posts to educate the public. Mr. O'Keefe asked if the PAB gets questions like the Traffic Safety Board (TSB) does and Chief Hanlon replied that it doesn't, as it is an advisory board versus an oversight board. He added that the TSB has more tools to make decisions on the requests that come in.

7. Traffic Safety Board (TSB) Update: Mr. O’Keefe & Chair Amicci

Chair Amicci stated that Chief Hanlon was a guest speaker at the October TSB meeting and asked Chief Hanlon if the mobile enforcement cameras were smart enough to change speed limits in school zones. Chief Hanlon replied that the cameras can adjust the speed limit threshold by the time of day, making it easy to reduce the speed limit of the camera during school hours. He added that the deployment will include a 30-day warning period, issuing warnings before citations, and the full deployment will require 90 days after contract approval for procurement and installation.

Mr. O’Keefe indicated that the TSB received a speeding complaint where the requester wanted the speed limit of Sunset Blvd to be reduced. He praised the complainant on their well-researched request, however, changing the speed limit is a huge process which involves several different agencies and needs to meet certain requirements and standards for approval. He added that the TSB would not have the tools to argue to decrease the speed limit on Sunset as it is also utilized as an arterial street to move traffic through town. Chair Amicci announced that there will be no TSB meetings in November and December since those meeting dates fall on both holidays and added that he will not have any updates until the February PAB meeting.

8. Councilor News, Council President Young

Council President Young stated that two key charter amendments will appear on the January ballot to preserve local control over land use and annexations. One amendment requires neighborhood meetings, public hearings, and mailed notices for certain land use applications, countering recent state laws that reduce public input. The other establishes exclusive city authority to review annexation requests, safeguarding jurisdictional boundaries from state preemption. These measures help maintain transparency and local influence as the state pushes for increased housing development. The amendments balance growth support with maintaining meaningful community input in planning processes.

9. Staff Report, Chief Hanlon

Chief Hanlon spoke on the recent personnel changes in the department, which included Sergeant Nathan Powell being promoted to Captain and Officer Ben Humphrey being promoted to Sergeant. He added that recruit Officer Angelel has recently graduated from the police academy and will begin his field training soon. Chief Hanlon added that the department is also managing an upcoming retirement planned for the end of December, with recruitment efforts underway. He also stated that SPOA recently agreed to a new three-year contract pending final signatures. Chief Hanlon expressed that social media and community programs remain key tools for transparency and engagement. He added that the police department’s social media presence is highly engaging and managed through a multi-tier review process before any posts are released. A brief discussion regarding the mobile enforcement program ensued.

10. Adjourn (Chair)

The meeting was adjourned at 8:17 pm.

The next meeting is scheduled for January 15, 2026 at 7 p.m.

Minutes Approved: ____ / ____ / ____ Initials: ____
Date