



Meeting Minutes



Police Advisory Board	
Date & Time:	January 15, 2026 - 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	City Staff:
David deBos	Chief Ty Hanlon
Brian Dorsey	Angie Hass-Executive Assistant
Diane Foster	
Lawrence O’Keefe (TSC Liaison)	
Mike Smith	
Chris West (Absent)	
Laurie Zwingli	

***This meeting was recorded and is available for viewing through the City of Sherwood’s
YouTube channel: [1.15.2026 PAB Meeting Video](#)***

POLICE ADVISORY BOARD UPDATES AND CITY ACTIVITIES

Roll call and November meeting minutes were approved without changes.

David deBos reintroduced himself, sharing personal info and that he is active in the community.

Feedback shared on recent improvements at the Timbrel and Sunset intersection with construction resolved and expected completion by February.

City Council approval for portable speed enforcement units was noted.

Board members shared positive observations about community aesthetics like the holiday-lit bridge and usage of local facilities.

City Boards and Commissions annual meeting recap from early December emphasized progress in 2025 and forward-looking goals for 2026, including responsible stewardship, community engagement, and quality of life improvements.

Introduction of a Youth Advisory Board was highlighted as a noteworthy new part of the city governance framework, already active with civic engagement efforts like voter registration drives.

Overall, the meeting celebrated collaborative city governance and volunteer dedication.

POLICE POLICY UPDATES & TECHNOLOGY REVIEW (10:01 - 19:33)

Policy updates reviewed primarily involved grammatical changes and state mandate compliance effective January; no major operational shifts.

The board received a comprehensive policy review packet, including a detailed comparison of changes. **(See Exhibit “A”.)**

Discussion about the retention period of body worn camera footage shifting from six months to 30 days as a recommended standard, though the department prefers retaining footage longer.

Introduction to Axon’s Draft One software which automates the transcription of body camera footage into draft police reports, greatly increasing report writing efficiency, especially beneficial for the Mental Health Response Team (MHRT). This technology was recently contracted and countywide deployed.

Officers report faster report completion (e.g., DUI reports from 2 hours to under 45 minutes).

The board explored policy and ethical concerns regarding AI in report writing, including the need for proofreading AI-generated drafts and the judicial acceptance of such reports.

Clarified the distinction between unalterable transcript footage and editable AI-generated draft reports.

The city has general AI usage policies related to data security and confidentiality.

Board members expressed interest in continuing the detailed policy update format for future reviews and moved to approve the current updates. The Chief will then present to the City Council for final approval before updating the SPD Policy Manual.

Further Discussion on AI, Reporting Procedures, and Policy (19:33 - 27:46)

Expanded discussion on AI tools like ChatGPT usage by officers for report drafting, emphasizing risks of content accuracy and policy limitations.

The body worn camera transcription is based on verbatim audio, but report drafting involves AI integration.

Conversation about officer workflow balancing patrol and report writing with prioritization of call urgency (e.g., domestic violence prioritized over minor theft).

The lack of integrated reminders for pending report completion in current RMS/CAD systems acknowledged; manual tracking remains necessary.

Future potential includes integration of drone technology (Live911) for immediate situational awareness upon 911 calls.

The city has a general AI policy restricting use of uncontrolled open-source AI platforms to protect proprietary and confidential information.

The board was encouraged to read policy updates in detail and return feedback; the approval moved forward in the meeting.

TRAFFIC SAFETY AND EDUCATION ABOUT NEW INTERSECTION SIGNALS (27:48 - 36:41)

No recent Traffic Safety Board meetings since October, due to holiday cancellations; updates to resume soon.

The Timbrel and Sunset intersection is getting a new box signal, unique to Sherwood, expected by February, which requires public education due to potential confusion.

Members discussed the characteristics of similar signals in nearby areas including flashing red and yellow light phases.

A public information campaign is planned, including potential animation or video explanation to ease comprehension for drivers.

The crosswalk improvements at the intersection were noted positively.

Speed enforcement camera updates were pending full discussion next meeting.

LAW ENFORCEMENT & CITY INITIATIVES (36:41 - 46:08)

Recent city ballot election results showed strong community support (94%, 83%) for two measures related to annexation and local control of housing planning.

City Council has upcoming sessions on public safety levy/fee work session (January 20, 6-7pm) and a full goal-setting session on January 24, both available for public remote attendance.

Police Department personnel updates: Retirement of Hector Rodriguez after nearly 25 years and three lateral job offers extended and pending final backgrounds.

The police reserve program is expanding with a new Reserve Academy trainee and an anticipated fourth reserve officer.

Discussions around third-party license plate data providers confirmed all data is owned and controlled internally, addressing privacy concerns.

Mobile speed enforcement cameras will be deployed likely by April after a 30-day educational grace period and procurement process; signage to be installed per legislation.

Camera use will focus on school zones and residential areas but exclude major roadways.

Ninety percent of citations from current cameras involve non-local drivers; new cameras may target more local resident speeding issues.

POLICE FOUNDATION & SUPPORT PROGRAMS & MEETING CLOSE (46:08 - 58:00)

Introduction of new Comfort K9 'Jody,' an English Labrador puppy currently in training; she replaces 'Mila,' who passed last September. The dog supports officer mental health and victim comfort during interviews and community events.

The department has a soft interview room (comfy setting) and a hard interview room (sterile setting) for different investigative needs.

The Sherwood Police Foundation's upcoming 10th anniversary gala is scheduled for May 15th.

Foundation initiatives include providing holiday meals and parties for officers and families, mental health supports such as yoga, massages, and workout equipment, and new rest spaces including nursing rooms and relaxation sheds for officers working long shifts.

The board was reminded about ongoing support to officer well-being beyond equipment procurement, emphasizing mental health.

Meeting adjourned without further business at 8:03 p.m.

The next meeting is scheduled for February 19, 2026 at 7 p.m.

Minutes Approved: 3 / 19 / 2026
Date

Initials: SS

Lexipol Policy Update Review Packet

Policy Review Summary and Recommended Clean Edits

City of Sherwood Police Department

Prepared for: Chief of Police

Date: January 15, 2026

Contents

- Executive Summary
- Policy 500.4 - Suspended, Revoked, or Canceled Driver Licenses
- Policy 417 - Criminal Organizations / Information Files
- Policy 419 - Mobile Audio Video (MAV)
- Policy 1000.4 / 1000.4.1 - Selection Process and Veteran Preference
- Policy 1036.6 - Peer Support Communications
- Implementation Checklist (Command/Records/IT/HR/Training)

Executive Summary

This packet summarizes proposed policy edits compared to current language for the following sections: 500.4, 417, 419, 1000.4/1000.4.1, and 1036.6. The focus is on operational impact, compliance drivers, and clean, ready-to-adopt wording where the draft introduces inconsistencies or formatting artifacts.

High-Impact Changes at a Glance

Policy	Key Proposed Change	Operational Impact / Action
500.4	Adds "canceled" license status; updates failure-to-return language; changes "shall" to "should" seize license.	Update field guidance and training; ensure knowledge element matches status (suspended/revoked/canceled).
417	Expands from "temporary information file" to broader "information files" model; retention becomes schedule-driven per OARs.	Update Records + supervisors for retention schedule compliance; fix internal contradictions ("within one year").
419	Non-evidence MAV retention minimum shifts 180 days to 30 days; adds internal investigation hold; adds annual supervisor review expectation.	Update storage/retention workflows; define investigation hold triggers; implement documented annual review practice.
1000.4.1	Veteran preference expands to include current/former state servicemembers.	Update hiring materials, checklists, and documentation verification.
1036.6	Confidentiality broadened from "session" to peer support "services" (individual or group).	Reinforce confidentiality rules; clean drafting artifacts; brief peer support team and supervisors.

Policy 500.4 - Suspended, Revoked, or Canceled Driver Licenses

Summary of Differences

- Scope expands to include canceled driver licenses in addition to suspended and revoked.
- Failure-to-return citation language is updated to reflect suspended, revoked, or canceled license, as applicable (ORS 809.500).

- Seizure language changes from mandatory (shall) to expected/conditional (should), supporting reasonable officer discretion.
- Interview guidance should be updated to match the expanded license statuses when documenting knowledge.

Recommended Clean Wording (500.4)

500.4 SUSPENDED, REVOKED, OR CANCELED DRIVER LICENSES

If an officer contacts a traffic violator for driving on a suspended, revoked, or canceled driver license, the officer may issue a traffic citation pursuant to ORS 810.410.

Officers should attempt to interview the violator to obtain evidence that the violator knew their license was suspended, revoked, or canceled, as applicable. Ask if the violator is still living at the address on file with DMV and, if not, how long since they moved and why they have not notified DMV of their new address.

If a computer check of a traffic violator's license status reveals a suspended, revoked, or canceled driver license and the traffic violator has the license in their possession, the license should be seized by the officer and the violator may also be cited for failure to return a suspended, revoked, or canceled license, as appropriate (ORS 809.500), when evidence shows they knew of the suspension, revocation, or cancellation.

Policy 417 - Criminal Organizations / Information Files

Material Changes

- Policy shifts from a narrow temporary information file concept to a broader information files model (working, temporary, and permanent).
- Retention changes from a universal one-year limit to retention schedule-driven requirements (OAR 166-150-0135 and OAR 166-200-0490).
- As drafted, the proposed language introduces internal inconsistency by retaining the phrase "within one year" while also recognizing multiple file types and retention schedules.
- Multiple edits are localization/role naming (Police Chief approval, Records Section retention, Support Captain purge controls) and do not change operations.

Recommended Cleanups

- Rename 417.4 header consistently to "INFORMATION FILES" (or "WORKING, TEMPORARY, AND PERMANENT INFORMATION FILES") and remove "FILEFILES" artifact.
- Update Purpose and Scope to reference "information files" instead of only "temporary information files" to match the revised framework.
- Replace "within one year" language in 417.4.1 with a standard that does not conflict with schedule-based retention (e.g., "within timeframes permitted by applicable law and retention schedules").

- Align all references (bullets and training) from "temporary information file" to "information files" where the intent is broader.
- Correct drafting errors (e.g., "supervisor's supervisor's"; duplicate words; punctuation artifacts).

Operational Notes

- Records and the designated supervisor should confirm the applicable retention schedules for each information file type and ensure purge/validation procedures align.
- Training should explicitly cover the expanded file model and the supervisor review/validation expectations under the updated retention framework.

Policy 419 - Mobile Audio Video (MAV)

Material Changes

- Recording media storage and integrity becomes a State-level requirement and updates minimum retention for non-evidence MAV recordings from 180 days to 30 days.
- Adds a specific hold requirement: recording media used in an internal investigation shall be kept until the investigation ends, at minimum (per cited OARs).
- Adds an explicit supervisor performance/compliance review expectation: supervisors should review subordinate MAV media at least annually and include a variety of event types when possible.
- Purpose and Scope language shifts from "may equip" to "has equipped"; confirm fleet reality before adopting blanket statements.

Recommended Clean Wording (419.7)

419.7 RECORDING MEDIA STORAGE AND INTEGRITY (State)

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. Recording media that is not booked as evidence will be retained for a minimum of 30 days and disposed of in accordance with the established records retention schedule. Recording media used in an internal investigation shall be kept until the investigation ends, at a minimum (OAR 166-150-0135(65); OAR 166-200-0490(56)).

Implementation Notes

- Define who flags MAV media as "internal investigation" and when (complaint intake, use-of-force review, admin inquiry) to ensure holds are applied consistently.
- Align MAV retention categories with Records and IT storage workflows (including any vendor retention defaults).
- Consider documenting annual supervisor review (checklist entry or performance note) to demonstrate compliance and support coaching.

Policy 1000.4 / 1000.4.1 - Selection Process and Veteran Preference

Summary of Differences

- Selection Process (1000.4): no substantive change; edits are formatting/localization and placeholder replacement.
- Veteran Preference (1000.4.1): expands preference eligibility to include current or former state servicemembers, in addition to U.S. Armed Forces active-duty veterans (ORS 408.230).

Action Items

- Update recruitment materials and hiring announcements to include current/former state servicemembers.
- Update hiring checklists and documentation verification steps (HR and background investigators).
- Ensure preference scoring/application is consistent and documented.

Policy 1036.6 - Peer Support Communications

Summary of Differences

- Confidentiality scope broadens from "peer support counseling session" to peer support counseling services (individual or group), including communications while receiving or providing services.
- Inter-peer and peer-to-EAP communications are explicitly tied to peer support services (not only sessions).
- Public records exclusion is broadened from items arising out of a session to items arising out of peer support services.
- Draft includes minor artifacts (duplicate words) that should be cleaned.

Recommended Clean Wording (1036.6)

1036.6 PEER SUPPORT COMMUNICATIONS (State)

Any communications made by a member or peer support member while receiving or providing individual or group peer support counseling services, and any oral or written information conveyed during those services, are confidential and may only be disclosed in accordance with ORS 181A.835.

Any communications relating to peer support counseling services made between peer support members, or between peer support members and the supervisors or staff of an employee assistance program, are confidential and may only be disclosed in accordance with ORS 181A.835.

All communications, notes, records, and reports arising out of peer support counseling services are not considered public records subject to disclosure under ORS 192.311 et seq. (ORS 181A.835).

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.