



Meeting Minutes



Police Advisory Board	
Date & Time:	March 19, 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 (absent)
Amanda van Arcken – Vice Chair (via zoom)	City Staff:
David deBos (absent)	Chief Ty Hanlon
Brian Dorsey	Sabrina Sharp-Administrative Assistant II
Diane Foster	
Lawrence O’Keefe (TSC Liaison)	
Mike Smith	
Chris West	
Laurie Zwingli	

This meeting was recorded and is available for viewing through the City of Sherwood’s YouTube channel: [3/19/26 Police Advisory Board Meeting](#)

Call to Order

Chair Amicci called the meeting to order at 7:01 pm.

Roll Call

Board Members Present: Chair Richard Amicci, Vice Chair Amanda van Arcken (**via zoom**), Brian Dorsey (**arrived at 7:03**), Diane Foster, Lawrence O’Keefe, Mike Smith, Chris West and Laurie Zwingli

Board Members Absent: David deBos

Staff Present: Chief Ty Hanlon and Administrative Assistant II Sabrina Sharp

Approval of January Meeting Minutes

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

Citizen Comments-N/A

Board Member Announcements (Chair)

- Mr. O'Keefe stated that the Traffic Safety Board meeting was cancelled last month, therefore there were no updates.
- Mr. Smith asked what was being built by the little house located at the corner of Sunset/Highway 99 and Mr. Amicci replied it was a Clean Water Services expansion project.
- Mr. Amicci stated that he attended the police awards banquet that occurred last month, and one thing that stood out was that two officers who won awards were newer officers. Chief Hanlon added that two of those officers were involved in the shooting that occurred back in July 2025 by Langer Farms Pkwy.

Business (Chair / Staff)

Speed Enforcement Camera Updates

- Chief Hanlon stated that the mobile enforcement cameras are on track for deployment sometime in June and there will be a 30-day grace period when the program starts.

Sustaining Public Safety in Sherwood Presentation (See Exhibit "A".)

- Chief Hanlon presented a rough draft of his presentation to the board members for feedback which will be presented to the City Council at the April 7th work session meeting to discuss funding options, including a levy or utility fee.
- **Staffing and Operational Challenges**
 - The Sherwood Police Department's current staffing model is unsustainable given the rising service demands and operational realities.
 - Increasing demand and call volume show a shift with a drop in reactive 911 calls from about 6000 to 5000, but a surge in proactive/self-initiated calls reaching nearly 21,000 in 2025, indicating officers spend more time on prevention and traffic stops.
 - Staffing shortfall and 70% availability reality outlines that although 20 officers are on the schedule, the 70% translates to roughly 14 officers actively on patrol at any time due to training, leave, and administrative duties.
 - Shift staffing and minimum coverage reveals scheduled shifts start with three officers, but actual staffing often falls below that with 38% of shifts starting at two officers, and 17% only one, due to absences and overtime challenges.
 - Significant calls, especially at night, require multiple officers, but transport and paperwork reduce active patrol time.
 - Training and technology impact add to staffing demands with rising mandated mental health training and programs like drones and body cameras requiring staff to manage technology and paperwork.

- ***Strategic Planning for Growth and Succession***
 - Projected population growth and Sherwood West impact anticipates a 1% annual growth rate until the Sherwood West development adds approximately 3000 new homes and an estimated 12,000 new residents within 5-7 years.
 - Planning is critical since hiring and training an officer takes approximately 15 months to complete.
 - The department is currently only replacing retirees, not expanding overall headcount, so operational capacity remains flat despite rising call volume.
 - There was a total of 20,241 calls for service in 2025 which shows the workload is steadily increasing.

- ***Funding Options and Budget Implications***
 - The levy is capped by a 3% assessed value growth limit, providing stable funding but must be placed on a November general election ballot.
 - The utility fee could be implemented sooner and applies to all utility customers, including multi-family units.
 - The department plans to stress that funding is supplemental and will not replace the existing 38% general fund allocation, which must be maintained to avoid service cuts.
 - Projected budget impact estimates the levy could raise up to \$2.9 million annually, supporting additional officers and technology needs.

- ***Community Relations and Communication Strategy***
 - Effective communication about police activities and challenges is key to building public support for funding and understanding.
 - Highlighting officer impact and challenges through real examples, such as recent arrests involving minors and complex incidents, helps humanize police work and illustrates the need for adequate staffing.
 - Sharing stories about SRO's being pulled from the schools to cover patrol highlights the strain and community impact.
 - Increasing ongoing marketing and public engagement to keep citizens informed about police efforts regularly than only during crises could improve community support and awareness.
 - Visual and presentation strategy includes utilizing impactful graphics like pie charts to explain the 70/30 staffing reality and avoiding overly positive imagery until after funding approval to convey challenges accurately.
 - Board members suggested visuals including maps showing projected city growth, call volume trends, and geographic coverage gaps.
 - Frequent social media updates and community events are recommended to build the department's brand and visibility.

- Explaining mutual aid and regional cooperation clarifies why Sherwood officers sometimes assist neighboring towns and vice versa, helping the public understand resource sharing and limitations.
- Emphasizing that Sherwood cannot rely indefinitely on neighboring agencies will underscore the need for self-sufficiency.
- **Operational Realities and Tactical Insights**
 - The department faces practical challenges that affect response capacity and officer availability beyond staffing numbers.
 - Call complexity and response times demonstrate that significant calls like DUII's, or mental health incidents can remove officers from patrol for hours due to paperwork, transport, and custody procedures.
 - Shift overlaps and peak hours are designed to match call volumes, with swing shifts overlapping graveyard shifts during the busiest hours to maximize available officers. However, even with scheduling, absences, and minimum staffing realities reduce effective patrol presence.
 - New hires take approximately 15 months to be fully trained and operational, stressing the need to start hiring well ahead of expected demand increases.
 - Equipment and fully loaded cost per officer averages about \$200,000 annually including salary, benefits, training, and equipment such as radios, body cameras, and tasers.

Staffing Report & Department Updates

- Two new officers, MJ and Melanie, have started with prior experience, and an additional lateral hire is expected by May, enhancing patrol capacity without long training delays.
- No retirements are expected in 2026; however, a wave is anticipated over the next few years, requiring succession planning.
- Ongoing recruitment challenges persist as hiring has barely kept pace with retirements, preventing growth in total headcount.
- Traffic and construction updates note ongoing infrastructure projects affecting traffic flow and safety, such as Timbrel and Brookman closures through May 1st, connected to Sunset construction.

Adjourn (Chair)

The meeting was adjourned at 8:48 pm.

The next meeting is scheduled for April 16th at 7 p.m.

Minutes Approved: 4 / 16 / 2026
Date

Initials: adh