Meeting Minutes

Police Advisory Board	
Date & Time:	August 20, 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 *(Absent)*	Chief Ty Hanlon
Adam Carlson	Captain Corey Jentzsch
Brian Dorsey *(Absent)*	Angie Hass-Executive Assistant
Diane Foster *(Absent)*	
Lawrence O'Keefe (TSC Liaison)	
Mike Smith	
Chris West	

This meeting was recorded and is available for viewing through the City of Sherwood's YouTube channel: Police Advisory Board Meeting-8/20/2026

Call to Order

Chair Amicci called the meeting to order at 7:00 pm.

Roll Call

Board Members Present: Chair Richard Amicci, Vice Chair Amanda van Arcken, Adam Carlson, Lawrence O'Keefe, Mike Smith, and Chris West

Board Members Absent: David deBos, Brian Dorsey and Diane Foster

Staff Present: Chief Ty Hanlon, Captain Corey Jentzsch, Council President Kim Young and Executive Assistant-Angie Hass

Approval of June Meeting Minutes

Mr. O'Keefe moved that the June meeting minutes be approved as written and Vice Chair van Arcken seconded the motion. All present board members voted in favor of approval.

Citizen Comments-N/A

Meeting Notes

The board welcomed new member, Adam Carlson, who shared his background as a mechanical engineer with 18 years in Sherwood and a family of four children, marking a fresh addition to the group. Adam expressed enthusiasm despite being new, emphasizing his intent to learn and contribute actively.

Mr. O'Keefe made a motion to ***approve the June meeting minutes*** and Vice Chair van Arcken seconded the motion. All present board members voted in favor of approval.

Board member announcements included updates on local law enforcement policies regarding retail theft and community events, setting the tone for operational updates.

- **Policy Changes on Retail Theft**
  The DA's office has shifted from "cite and release" for retail theft to a mandatory arrest policy. This change aims to reduce the backlog of 11,000 FTAs (Failure to Appear) currently affecting the system. The county will now have more capacity to lodge offenders, contingent on Sherwood PD's staffing availability. This change is expected to enhance accountability and reduce repeat offenses in retail theft. Collaboration with retail loss prevention, especially at Target and Walmart, has improved with renewed communication and patrol efforts targeting parking lots. A concern was raised about the shortage of public defenders. Chief Hanlon shared that he was told that the county should be back to acceptable numbers by end of year. DA Barton wants the word to get out that there is zero tolerance for retail theft in Washington County.

  The department clarified that Sherwood's traffic cameras, including speed enforcement, are not linked to third-party services like Flock, maintaining local control over violation data. The only known Flock camera in Sherwood is at The Home Depot. The Sherwood PD is not tied into that camera at all.

  Community engagement remained strong despite National Night Out (NNO) cancellation, with successful participation in Cruisin' Sherwood, where the newly acquired Incident Command Van attracted significant public interest. The department plans to resume full NNO event participation next year, balancing personnel resources and budget constraints.

The board reviewed June policy updates (see Exhibit "A"), which were mostly legislative requirements, including guidelines on automated license plate readers. The policy on license plate readers serves as a placeholder to regulate future use, ensuring transparency and compliance with legal standards.

Mr. West moved that the policy updates be forwarded to the City Council for review and final approval. Mr. Smith seconded the motion and all present board members were in agreement.

The city council is advancing an ordinance to authorize a public safety fee on commercial, manufacturing, and retail properties, with the second reading scheduled for September 1, aiming for a January 1, 2027, implementation if approved. The fee will be based on Equivalent Service Units (ESUs) calculated from impervious surface area, allocating costs proportionally to property size and usage. Large retail centers like Walmart will bear a larger share, while small businesses in shared complexes will be billed via property owners, with an emphasis on education and business input before implementation. The council is mindful of the impact on small businesses and committed to clear communication to mitigate concerns. The fee is distinct from residential charges, which require voter approval according to the city charter.

Significant progress was reported on the ***Mobile Speed Enforcement Program***, launched on July 27, with over 600 violations issued in under a month, notably impacting driver behavior.

The program targets school and residential zones, aiming to enhance child safety, with plans to move enforcement to the middle school area soon. Challenges include the current 11 mph over speed threshold, which is high for school zones; efforts are underway to advocate legislative changes to lower this threshold to around 6 mph for better protection. The program operates with minimal local resource strain due to external maintenance and monthly camera relocations, enhancing sustainability. Data shows approximately 90% of tickets go to drivers outside Sherwood, indicating success in deterring cut-through traffic. The board discussed community concerns about reducing speed limits citywide, emphasizing the need for public input and noting mixed results in nearby cities like Woodburn and Tigard.

It was reported that the Traffic Safety Board recommended lowering speed limits to 20 mph in Old Town, reflecting consensus on safer business district speeds while considering complexities for residential zones. A focus on education around the “20 is plenty” message was suggested as a complementary strategy to speed limit adjustments.

The council is proposing an increase in the Transient Lodging Tax (TLT) from 3% to 5% on October 1, rising to 6% the following October, aligning Sherwood with regional rates and boosting funds for tourism and general city needs. The tax applies to all vacation rentals and hotels, including Airbnb properties. About 50% of TLT revenue supports tourism-related projects like the arts center and economic development, indirectly benefiting the police department through general fund allocations. The Hampton Inn reports a healthy 62% average occupancy rate, indicating stable lodging demand. No dedicated portion of TLT is earmarked specifically for police services, but the general fund supports overall city operations.

The police department is actively recruiting to fill one open officer position and aiming to add three to four reserves, which are critical for events and support, with interviews scheduled in the coming weeks. Reserves are valued for supplementing full-time staff and often pursue full-time careers. Staffing challenges persist due to injuries and turnover, but recent lateral hires from Portland and Hood River are integrating well, improving operational capacity.

Community engagement remained strong despite National Night Out cancellation, with successful participation in Cruisin' Sherwood, where the newly acquired Incident Command Van attracted significant public interest. The department plans to resume full event participation next year, balancing personnel resources and budget constraints.

At 8:26 pm Vice Chair van Arcken made a motion to adjourn the meeting and Mr. O'Keefe seconded the motion. All present board members voted in favor.

The next meeting is scheduled for September 17th at 7 p.m.

Minutes Approved: 9 / 17 / 2026 Initials: adh

Exhibit "A"

Oregon Law Enforcement Policy Manual Update — June 2026

Current Policy vs. New Policy — Comparison Summary (Sherwood Police Department)

Prepared from Lexipol's June 2026 Release Notes. Reflects the nature and location of each change as described by Lexipol; a verbatim redline comparison is available in KMS via the "Compare Current to New Lexipol Update" PDF for each policy.

Policy / Chapter	Current Policy (Before)	New Policy (After Update)	Why It's Changing / Impact
Ch. 3 — Outside Agency Assistance	No dedicated subsection restricting assistance to federal or out-of-state law enforcement operations.	Adds new subsection: "State Restrictions on Assistance" — prohibits assisting outside agencies with operations that unlawfully interfere with First Amendment activity, discriminate on protected status, or violate Fourth Amendment search/seizure protections.	Required by HB 4138. Agencies must adopt this policy by Sept. 27, 2026.
Ch. 4 — Automated License Plate Readers (ALPR)	Prior policy ("ALPR Data Collection and Retention," "ALPR Operation," "Administration of ALPR Data," "Accountability and Safeguards") had no statutory definitions section, no permitted-use standard, no hot list criteria, no search log requirement, and retention language set at "Best Practice" (discretionary) level.	Adds Definitions, ALPR Administrator, Permitted Use, Hot Lists, and Search Entry Log subsections. Adds Releasing ALPR Data / Data Sharing Limitations (bans use to support federal immigration enforcement). Renames sections for clarity (Administration, Operation, Data Collection and Retention, Accountability). Retention section upgraded to "State" (mandatory) edit level. Full policy rewrite — recommended to accept in full rather than partially.	Required by SB 1516 (new ALPR statute), plus a routine full-policy quality rewrite bundled in the same update.
Ch. 6 — Warrant Service	Warrant Preparation section did not address special elements or provider deadlines for warrants served on communications providers in domestic violence/stalking cases.	Adds new subsection: "Warrants to Communications Providers" — new required warrant elements and provider response deadlines for DV, stalking, and stalking-order cases.	Required by HB 4045, known as "Kristil's Law."
Ch. 8 — Records Maintenance and Release	Release Restrictions section did not address ALPR data specifically.	Release Restrictions updated to add the new ALPR data release restriction.	Companion update to SB 1516 (ALPR statute) in Chapter 4.

Policy / Chapter	Current Policy (Before)	New Policy (After Update)	Why It's Changing / Impact
Ch. 9 — Temporary Custody of Adults	No written directive on safety/security in designated testing/processing areas; no panic/duress alarm directive; no specific guidance on securing detainees to an immovable object; training requirements didn't address processing/testing area procedures.	Purpose and Scope updated (std. 71.1.1). New "Emergency Alarms" subsection added (std. 71.1.2(b)). Use of Restraint Devices updated to address securing detainees to an immovable object (std. 71.1.2(e)). Training updated to require initial + annual + in-service training on processing/testing areas (std. 71.2.1). Minor spacing fix in Consular Notification.	Required to meet CALEA V6.23 accreditation standards (not legislatively driven).
Ch. 10 — Uniform Regulations	Uniform display and insignia requirements set at "Discretionary" edit level; no statewide mandatory uniform requirement tied to enforcement duties.	Wearing and Condition of Uniform and Equipment: new mandatory uniform requirement for officers performing patrol, investigation, arrest, detention, or direct criminal enforcement, with visible last name/ID number, agency name, and badge. Edit level upgraded to "State" for this subsection and Insignia and Patches (citations added). Purpose and Scope cleaned up.	Required by HB 4128.
Ch. 10 — Facial Coverings (NEW policy)	No existing policy on this topic.	New policy addressing: Purpose and Scope (compliance guidelines), Facial Coverings (requirements and limited exceptions to a ban on face coverings for officers whose main duty is criminal enforcement), and Posting of Policy (must be published on the agency website). Recommended placement: directly below Uniform Regulations.	Required by HB 4138. Agencies must adopt and publicly post this policy by Sept. 27, 2026.

Compliance deadline note:
Outside Agency Assistance and Facial Coverings must both be adopted (and Facial Coverings publicly posted) by September 27, 2026, per HB 4138. All seven updates are flagged "Major" or new-policy priority and are recommended for prompt adoption.