



## ORDINANCE 2014-015

### AMENDING CHAPTER 2 OF THE MUNICIPAL CODE CREATING AND ESTABLISHING THE SHERWOOD POLICE ADVISORY BOARD

**WHEREAS**, the duly elected governing body of the City of Sherwood, Oregon, having been presented with information about the value of a Police Advisory Board; and

**WHEREAS**, the City Council recognizes that the Police Advisory Board would provide another opportunity for citizen involvement and input, and would be a valuable source of feedback for the Police Chief and police department; and

**WHEREAS**, Police Advisory Boards, or similar types of boards or commissions are commonplace in the region and serve a valuable purpose to the police departments and communities they serve; and

#### **NOW THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:**

**Section 1.** Sherwood Municipal Code Chapter 2 is hereby amended creating subsection Chapter 2.10 Police Advisory Board. The code language is attached as Exhibit A.

**Section 2.** A Police Advisory Board is hereby created for the purpose of assisting the police department establish priorities for the delivery of police services, including the types and levels of service, the department's strategic plan and goals, recommended strategies for the future, a public policy on policing and establishing and maintaining coordinated and cooperative working relationships between the police department and community.

**Section 3.** The Police Advisory Board is an official public body governed by Oregon Public Meeting Law and other applicable statutes. Minutes shall be kept of all meetings in accordance with applicable law.

**Section 4.** This ordinance will be effective 30 days after its adoption.

**Duly passed by the City Council this 19<sup>th</sup> day of August 2014.**

  
Bill Middleton, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Langer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Butterfield	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Folsom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Henderson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Middleton	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## EXHIBIT A

### **Police Advisory Board**

#### **2.10.010 Board Established.**

- A. A police advisory board, hereinafter referred to as the "board," is established for the purposes of assisting the police department establish priorities for the delivery of police services, including types, levels and quality of police services, the police department's strategic plan & goal, recommended strategies for the future and a public policy on policing.
- B. The board and its members must be impartial and unbiased. The City Council encourages the board to seek opportunities to educate the community about police work and the purpose of law enforcement.

#### **2.10.020 Membership.**

- A. The board members shall be appointed by the Mayor with consent of the City Council by resolution and shall have nine (9) members, with an attempt to gain the following representation but not limited to the following;
  - 1. Three (3) Sherwood residents
  - 2. Two (2) business owners or representatives
  - 3. One (1) representative from the Sherwood faith community
  - 4. One (1) representative from the Sherwood Police Foundation
  - 5. One (1) representative of the youth community
  - 6. One (1) representative from the Sherwood School District
- B. The Mayor shall appoint one Council member to serve as Council liaison. The Council liaison is a non-voting member.

#### **2.10.030 Terms of office.**

- A. Term of office shall be for a three (3) year term. No more than two (2) consecutive terms can be served by any one member, unless the member has had at least one (1) year off. All board members are expected to attend the full committee meetings and actively solicit input and provide information on police issues with their constituencies.
- B. All board members serve at the pleasure of the City Council. A member may be removed by the Council when the appointee has three (3) or more consecutive, unexcused absences from the committee meetings in any consecutive twelve month period or a majority of the Council deems removal to be appropriate.

#### **2.16.040 Rules of order.**

- A. At its first meeting, the board shall elect a chairperson and vice chairperson and other officers deemed necessary for the effective conduct of board business. The board is expected to hold regularly scheduled monthly meetings. Membership shall be given reasonable advance notice of each meeting. Meetings shall be open to the general public.
- B. A quorum for conducting business is a simple majority of the board membership.
- C. Meeting agendas shall be set by the chairperson and vice chairperson with input from board members and police department staff.
- D. During meetings, the board shall operate by consensus, where consensus means agreement by the entire board present at the meeting. In the event consensus cannot be reached, decision shall be made by majority vote.
- E. Minutes of all board meetings shall be kept on file and shall include date, time, participants, agenda, actions taken and time of adjournment.
- F. At the first meeting in January officers shall be elected by nomination and majority vote of board members and shall serve a maximum two (2) year in any one position. In the event of an officer's resignation or removal, the board shall elect a replacement. Newly elected officers shall assume their duties at the next scheduled meeting.

**2.10.050 Staff Assistance.**

The Chief of Police or their designee shall be the staff liaison and is a non-voting member.

**2.10.060 Duties and Responsibilities**

- A. Duties of the chairperson are to call meetings, plan agendas, chair the meetings and generally oversee the activities of the board. The chairperson may appoint members to represent the board before any public agency and also appoint special committees. The chairperson shall be the primary contact person for, and liaison with the police department, the media and other organizations.
- B. The board shall provide the City Council with an annual report of its activities and presentations to City Council as requested.
- C. The board is a component of the Sherwood community, with the goal of promoting public safety. The board is expected to establish and maintain coordinated and cooperative working relationships between residents, the business community, faith community, youth population, schools, other agencies and the Sherwood Police Department.
- D. The board will invite and encourage public input regarding the above and is expected to advise the Chief of Police on the above matters and make recommendations to the City Council when appropriate.