



AGENDA

Police Advisory Board

Date & Time:	Thursday - February 16, 2017 7:00pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

Attendees

P.A.B. Members:	Council Liaison:
Chris West-Chair	Council President - Jennifer Harris
Amy Miller-Juvé-Vice Chair	City Staff:
Diane Foster	Jeff Groth-Police Chief
Camryn Fox	Angie Hass-Executive Assistant
Taylor Funrue	
Rich Miller	
Bob Silverforb	
Laurie Zwingli	
Vacant	

Agenda

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
4. Board Member Announcements (Chair)
5. Business (Chair)
 - a. Review of Board Goals (Chair)
 - b. Presentation of Strategic Plan (Chief)
 - c. Next Steps (Chair)
6. Councilor News
7. Staff Report(s)
8. Citizen Comment
9. Adjourn (Chair)

Approved Minutes



Meeting Minutes



Police Advisory Board

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1. Call to Order (Chair)

Chair Chris West called the meeting to order at 7:00 p.m.

2. Roll Call (Chair / Staff)

Board Members Present: Chair Chris West, Vice Chair Amy Miller-Juvé, Diane Foster, Taylor Funrue, Rich Miller, Bob Silverforb and Laurie Zwingli

Board Members Absent: Camryn Fox

Staff & City Council Liaison Present: Chief Groth, Executive Assistant-Angie Hass & Council President Jennifer Harris

3. Approval of minutes (Chair)

January 19, 2017 Meeting Minutes

A motion was made to approve the January meeting minutes by Bob Silverforb. The motion was seconded by Laurie Zwingli and all board members voted in favor.

4. Board Member Announcements (Chair)

Chair West stated that he and Vice Chair Amy Miller-Juvé had discussed asking the board members if they had anything to announce or share with the board and wanted to offer an opportunity during each meeting.

Vice Chair Miller-Juvé said that there had recently been articles going around about gun safety and parent / children safety training. Shared some conversations she'd had with friends. Chair West stated that was a concern when his children were young as well. Chief Groth said that this had been discussed at the last staff meeting and they are looking into putting something together. It is currently in the development phase, but should have something together before too long. The focus will be for primary school age kids.

Laurie shared how the PD annual awards banquet went on February 3rd. Said it went off without a hitch and from what she's heard, folks had a good time. The Sherwood Police Foundation gave gifts of challenge coins and water bottles with the Sherwood Police Foundation logo. The Chief shared a bit about the challenge coins and how he had wanted to get some and the Foundation offered to purchase for the department. Having challenge coins on hand is a common practice – a lot of police departments have. They are very common in the military and shared how they are presented as a challenge. It is not done that way in law enforcement, however. They are more of a thing of pride to share. Stated that it was great that the Foundation was able to provide the coins for the department.

Chair West reported that he will be out of town next month, so Vice Chair Miller-Juvé will be residing over the meeting.

Chair West stated that he had noticed that there had been a lot of social media chatter regarding youth driving. They are passing on roads where they shouldn't be, running stop signs, speeding, etc. Citizens have been taking photos of license plates and posting on social media. He asked if the Chief had seen anything like that. The Chief said that he wasn't aware of there being an increase and from what Chair West shared, it sounded like everything mentioned is legal. It is maybe not comfortable for parents of the kids whose license plates are being posted, but it is legal. Vice Chair Miller-Juvé said she's looked through posts to see if anyone contacted the Police and in most, if not all cases, the Police were contacted. Council President Harris asked if someone does have a license plate # for someone who made a traffic infraction, can anything be done, legally? The Chief described some possible scenarios. Most of the time, if information is provided to the PD, warning letters are sent to the registered owners. It is uncommon to hear back from the recipients.

Bob mentioned that he really appreciated the annual Shred Event that the SPD puts on. Looks forward to it every year as he usually saves his confidential documents for that event. This year's event is scheduled for April 1st from 10-1.

5. Business (Chair)

a. Review of Board Goals (Chair)

Chair West went over some of the goals and purposes (see Exhibit "A") with the Board so it would be fresh in their minds before the Chief presented the Strategic Plan. He also added the goals that Vice Chair Miller-Juvé had discussed.

b. Presentation of Strategic Plan (Chief)

Chair West commented that being proactive and thinking ahead came to mind when looking at "purpose". (See Exhibit "B" for copy of Strategic Plan.)

The Chief stated that the mission and vision statements were created by the Police Department staff. He believes that mission statements should be short and sweet. There has been one revision since created in 2008. Values were also set by the Police Department staff and all are pretty important to the department. He went over each of the strategic objectives and how they are so important to the PD. He stated that "relational policing" is his newest catch phrase for "Relationships". Taylor asked about transparency and progressive, as she felt that they go hand in hand and that they could be interchangeable. The Chief explained why they put transparency higher and why it is so important to the community. Vice Chair Miller-Juvé wondered if something needed to be added or different regarding officers staying professionally developed. The Chief felt that words could be added and explained that he likes to keep the explanations short and sweet. Chair West shared how he looked at it. It was decided that #3 would have the wording for professional development. Vice Chair Miller-Juvé and others believed that "professionalism" fell under #7, "progressive". Discussion ensued. The Chief suggested that being proactive could be mentioned in the "immediate goals".

The Chief asked the group if they'd like to go over the immediate and future goals that night or think about and discuss at a later time. There was also the option to send suggestions to him in e-mail and he can put together

Rich asked when the document was created. The Chief stated it was created in 2015. It was suggested that a subcommittee be formed to help reflect the staffing study into the Strategic Plan. Vice Chair Miller-Juvé asked if that was a possibility. The Chief stated that it was as well as including information that has been gathered by the board members over the last few years.

Laurie announced that at the next Council meeting, they will be discussing the staffing study. The Chief clarified exactly what will be discussed, which is item #6 (Analysis of Patrol Workload and Deployment). Laurie stated that might be something that the board members would like to attend. She also brought up the recent position changes. The School Resource Officer (SRO) is now the Detective and the Detective is now on Patrol. The Chief expanded on by stating that they are additionally down

two officers and are not able to have a dedicated SRO at this time. The Patrol staff is doing their best to help cover SRO duties. Laurie stated that the community wanted more SRO's and now there isn't any. Asked if there is anything the City Council can do to help. The Chief explained that there might be some things the Council could do, but it would have to include the community as well. If the PD had two SRO's, then there would be at least one left, in this particular scenario. He elaborated on how the department is affected when these types of things happen. He shared how important the Patrol function is and when they have things happen that impacts Patrol, special assignments are going to suffer. Patrol has to be #1.

Laurie stated that the PD has been down as long as she can remember and asked why the PD is having difficulty filling spots. The Chief shared that many departments are having the same issue. There are many people that want to be officers, but there are very few that make it, for whatever reason. This is common in the west and in Oregon. He gave some examples of challenges. One was in relation to the legalizing of marijuana and how that can affect applicants and current standards. Rich made a comment about ads he sees for military, but not for officers. The Chief explained that bigger agencies have recruitment teams and some do advertise that way, but you don't see PD advertisements often in Oregon. He stated that in the past, when the PD did have an SRO, they were also helping to cover the road. Vice Chair Miller-Juvé explained how not having an SRO impacts the community. The Chief said he could see how it could affect the community if the position was cut, but there will be one down the road. This is only a temporary situation. Vice Chair Miller-Juvé shared how important she thinks it is to have more than one. The Chief stated that he couldn't agree more.

c. Next Steps (Chair)

Chair West asked if anyone would be interested in being part of a subcommittee to assist with updating the Strategic Plan and providing recommendations. Vice Chair Miller-Juvé had questions regarding what all the Chief was looking for from them. He shared some examples, but also stated that it might be decided to leave as is. Chair West stated they could also do via e-mail. It was suggested that e-mail might not be the best. Laurie, Chair West and Diane volunteered to be part of the subcommittee.

6. Councilor News

Council President Harris stated that the YMCA study will be discussed and the Police Staffing Study are on the agenda for the next Council meeting. She reminded everyone that the meeting will be live on YouTube. She reported that the YMCA Feasibility Study was shared at the last Council meeting and wondered if any of the board members had seen. All had stated that they had not. She went on to elaborate a little bit about the study. She wanted to publicly thank Officer Corey Jentzsch to being a BINGO caller at

a recent fundraiser for Edy Ridge Elementary School. They had been looking for a "Celebrity Caller" and he was selected. Said it went really well and there was good community interaction with Officer Jentzsch. It is the second largest fundraiser that they do. Diane commented on how popular the video of K-9 Irma is on Facebook.

7. Staff Report(s)

The Chief reported that he and staff had met with Dr. Mojie Takalou (PhD in Civil Engineering) from the University of Portland that morning. Dr. Takalou provided them an update on where data and statistics are for traffic safety. Dr. Takalou is very passionate about traffic safety and is a huge advocate of the enforcement component. He feels that traffic laws need to be enforced. He will be doing a four hour in-service training, where every Officer will attend. In addition, he will be offering an evening, two hour community training. Officers will be present and will share traffic safety information. An invitation will be extended to the City Council and of course the Police Advisory Board. There are two strong pulls for traffic safety. Some folks are all for it, others say there is too much and they don't want to see more enforcement. Traffic safety is the most prolific complaint that comes into the PD. He is hoping to put together a local traffic safety committee to help put together a plan for the most needed areas of the City.

Rich asked how long Chief Groth had been the Sherwood PD Chief and how the PD has grown during that time. Chief Groth replied that he had been in Sherwood since 2008. There was a discussion regarding PD staffing numbers then and now. Chief Groth explained how the first budget process went when he arrived. There were 28 authorized positions at that time. Authorized staffing is now what it was in 2006, which is 25.5 authorized positions. Rich then asked what the population was then and how it compared to now. It was stated that the population in 2008 was less than 15,000 and is now over 19,000.

Chair West asked about the recent social media post offering a reward by the PD. The Chief went on to elaborate on the incident that occurred on Super Bowl Sunday, 2/5. There was damage to the road and a broken fire hydrant, which resulted in a flood of water. The City lost 300,000 gallons of water and there was significant flooding damage. Since they didn't know who caused it, the City Manager and Attorney decided that this might be one of the times that offering a reward would be good. Rich asked where the money would come from. The Chief stated that there were several possibilities, but couldn't elaborate. Council President Harris mentioned that there was an amnesty clause.

Chair West shared that Police Advisory Board interviews are scheduled for March 8th and 9th, for the open position. A recommendation will then be made to the Mayor. It was reported that there were 12 applicants scheduled to interview. Council President Harris asked if there were any eliminations. The Chief said they were glad to have so many applicants and didn't want to eliminate any, this time around.

8. **Citizen Comment**

N/A

9. **Adjourn (Chair)**

Meeting adjourned at 8:18 pm.

Approval of Minutes:

 3.16.17
Vice Chair Miller Juvé Date

Attest:

 3/16/17
Angie Hass, Executive Assistant Date



Annual Boards & Commissions Report to City Council

Police Advisory Board

City Council Work Session
Community Room at Sherwood City Hall
22560 SW Pine Street, Sherwood, Oregon
Tuesday, December 6, 2016 at 6:00 pm

1. What are your two or three most significant accomplishments for this past year as a board or commission?
 - A. Prepared input for the City Council regarding recreational marijuana facilities seeking to locate in Sherwood, including suggestions for location, size, security, and potential services to be offered.
 - B. Participated in and reviewed the Matrix Police Staffing Study, for eventual input on various recommendations presented by the study, including discussion surrounding whether or not the city should contract with the Washington County Sheriff's Office to take over a graveyard shift in Sherwood.
 - C. Learned more about community policing to understand the needs of both an effective police department and effectively policed community, in order to continue the process of helping the police department and city leadership develop a strategic plan for the future of Sherwood.
2. What are your two or three major goals for the upcoming year as a board or commission?
 - A. Continue to gather citizen and officer feedback to provide input on the direction of our police force in terms of the staffing study.
 - B. Continue to plan and assist in conducting a successful Community Police Academy.
 - C. Continue to evaluate and discuss policing and community policing needs for the community of Sherwood, as Sherwood continues to grow in population.

City of Sherwood Police Department

Strategic Plan

Sherwood City Council Goal #4-Public Safety

Provide for the safety and security of the community and its citizens.

As a part of, and in coordination with goal #4 of the Sherwood City Council, the Sherwood Police Department's strategic plan establishes the department's prioritization and delivery of services and sets the department's strategic objectives and goals for the coming year. This strategic plan is complimentary to the city's mission statement. It should not be viewed as a rigid or all-inclusive list of the organization's initiatives or work activities. The plan includes our:

- Purpose
- Mission and Vision Statements and Organizational Values
- Strategic Objectives
- Goals

Our Purpose

The Sherwood Police Department is a publicly funded municipal government agency whose primary purpose is to serve the community. We have tremendous responsibility and are given unique trust; as such, it is imperative that we remain open and transparent, hold ourselves accountable and abide by the following standards:

- Adherence to the highest level of professionalism and integrity
- Abide by Industry Best Practices
- Apply sound business management principles, and
- Operate as a value based organization

As a public agency, we exist for the community and believe in the philosophy that the police are the public and the public are the police. We believe that law enforcement is a fundamental and critical service to the community and must be maintained as a priority.

Our Mission Statement

The Sherwood Police Department is dedicated to providing professional law enforcement services and preserving the quality of life for its citizens and community.

Our Vision for the Organization

The Sherwood Police Department is a highly respected law enforcement agency. We strive to be technically superior, highly trained and constantly evolving. We work to remain an agency

of destination for law enforcement professionals. We seek to remain flexible while keeping ahead of growth; always providing the highest level of service to our community.

Our Organizational Values

Integrity: We are upright in action and resolute in our conviction.

Professionalism: We exude character; demonstrate competence & proficiency and value training.

Accountability: We are responsible, self-disciplined and transparent.

Reliability: We are vigilant, responsive and steadfast.

Courage: We demonstrate strength in the face of danger or uncertainty.

Compassion: We are understanding, human and kind.

Our Strategic Objectives:

1. *Safety:* Doing everything we can to keep the community safe and out of harm's way.
2. *Quality of Life:* Working to make our community a place people enjoy.
3. *Professionalism:* Being responsible, honest and accountable.
4. *Sustainability:* Maintain diverse and productive levels of service over time.
5. *Relationships:* Cultivating partnerships with the community, other organizations and peers.
6. *Transparency:* Operate in a manner that is easy for the community to see what we do and why.
7. *Progressive:* Adapting, evolving and changing; staying up to date with ideas, technology and strategies.

Immediate Goals

1. Strengthen existing patrol schedule/staffing to:
 - a. Maintain an acceptable level of safety for citizens and officers
 - b. Provide sustainable scheduling for 2 officer minimum and handle impacts such as officer illness, injury, FMLA, military service & other leaves; maintain officer life/work balance
 - c. Enhance support for special events
 - d. Provide staffing to free up SRO and traffic officer to focus on assigned duties
 - e. Continue to enhance our response to domestic violence
 - f. Enhance policing of trails and open spaces
2. Strengthen non-sworn administrative support staffing to:
 - a. Provide assistance with training logistics
 - b. Provide program support for new and/or desired programs like police reserves and enhanced volunteers, community academy and administrative reporting

- c. Manage and maintain department accreditation status by submitting annual reports and facilitating an on-site evaluation every three (3) years
3. Enhance investigative resources/staffing to:
 - a. Address illicit and prescription drug activity and complaints in cooperation with county resources
 - b. Provide investigative resources to crimes such as business fraud & embezzlement, metal thefts, organized retail thefts, stolen cars, domestic violence, residential and commercial burglaries
 - c. Allow for enhanced response to child exploitation cases
4. Enhance school policing effort:
 - a. Add additional SRO to assign to elementary & middle school
 - b. Begin youth prevention curriculum

Future Goals

- Develop and implement a neighborhood based crime prevention program for residents that is delivered by patrol officers
- Develop and implement a retail crime program or commercial crime unit that targets organized retail theft, commercial crimes and focuses on commercial/business crime response, investigation & prevention delivered by police officer(s)
- Further enhance drug investigations by adding full-time narcotics officer
- Increase level of supervision to assist with patrol and special projects by adding additional police sergeant

Exhibit "B" SPD's Strategic Plan

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Sherwood Police Advisory Board Meeting Date: February 16, 2017

CITIZEN COMMENT SIGN-UP SHEET

(PLEASE NOTE: 4 MINUTE TIME LIMIT)

NAME

ADDRESS

PHONE

TOPIC
