



## AGENDA

Police Advisory Board	
<b>Date &amp; Time:</b>	Thursday - March 16, 2017 7:00pm
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

### Attendees

<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Chris West-Chair	Council President - Jennifer Harris
Amy Miller-Juvé-Vice Chair	<b>City Staff:</b>
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 (Vice Chair)
2. Roll Call (Vice Chair/Staff)
3. Approval of Minutes (Vice Chair)
4. Board Member Announcements (Vice Chair)
5. Business (Vice Chair)
  - a. Presentation of Strategic Plan (Chief)
6. Councilor News
7. Staff Report(s)
8. Citizen Comment
9. Adjourn (Vice Chair)

# Approved Minutes



# Meeting Minutes



## Police Advisory Board

<b>Date &amp; Time:</b>	March 16, 2017 7:00 pm
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR



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

### 1. **Call to Order (Vice Chair)**

Vice Chair Amy Miller-Juvé called the meeting to order at 7:00 p.m.

### 2. **Roll Call (Vice Chair / Staff)**

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

**Board Members Absent:** Chair Chris West

**Staff & City Council Liaison Present:** Chief Groth, Executive Assistant-Angie Hass & City Councilor Sally Robinson

### 3. **Approval of minutes (Vice Chair)**

#### **February 16, 2017 Meeting Minutes**

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

### 4. **Board Member Announcements (Vice Chair)**

Laurie announced that interviews had been conducted for the vacant board position. Stated that they had some really good applicants. It is now up to the Mayor to decide.

## **5. Business (Vice Chair)**

### **a. Presentation of Strategic Plan (Chief)**

Chief Groth reported that Chair West and Diane Foster had participated in a joint effort to update the Strategic Plan. He asked the board members to refer to the copy placed at their seats and mentioned that they had also been sent an e-mail copy when it was completed. (See Exhibit "A".) He went on to explain the process, whereas they updated the existing plan and included information gathered from the board members over the last year as well as from the staffing study. Bob stated he had read through the Strategic Plan and thought it was terrific. The Chief said "thank you" and that it was a team effort. The Plan will be used for a couple years and will be used for the budget statement. Folks may not see a lot in this budget, but it will serve as a plan as to where they want to go in the future and what the community wants in the future. Vice Chair Miller-Juvé asked how often the Strategic Plan is updated. The Chief stated that it depends, but most likely will be updated in another two years, or so.

## **6. Councilor News**

Sally Robinson filled in for Council President Harris and reported on how the YMCA Town Hall meeting went that week. She stated that there were over 200 people in attendance. It was really eye opening and she learned a lot about what the YMCA provides to the community. A lot of the public didn't know about all that the City provides to the Y. She shared that it was really fun to interact with all the attendees, as they don't typically have too many people attend Council Meetings. The YMCA contract ends October of next year. They are currently trying to gather information and decide what would be best economically. The building needs to be updated. Several people from other communities use the Y. At end of the Town Hall, all stations reported to the crowd. There were also comment forms on the tables for those who didn't get a chance to say what they wanted to, or had to leave early. She thought it was really fun and would like to see more of that format in the future. She met a lot of new people in the community. She stated that people can still participate in providing information on their thoughts in regards to the YMCA, by emailing one of the City Councilors. E-mail addresses are available on the City website. Have not yet sent out the RFP for potential operators. The YMCA will be putting in an offer on the RFP.

She announced that the next Council meeting is next Tuesday. There is lots going on and encouraged folks to attend.

## **7. Staff Report(s)**

The Chief shared that final approval for Police Advisory Board Applicant, Ed Contreras, is on the City Council Agenda for Tuesday night.

Officer Kenny Lyon's Retirement Reception is scheduled for Friday, March 31<sup>st</sup> at 3 pm. Everyone is welcome to attend.

The PD is very close to filling two open Police Officer positions. Conditional offers have been given. Diane inquired about the SRO position. The Chief stated that the opening is now posted externally.

Vice Chair Miller-Juvé asked if the SRO position is always for a fixed term. The Chief stated that it usually is. At the end of the term they go into Patrol and rotate. Diane asked if an Officer is hired specifically for an SRO position, would they still go into Patrol. The Chief stated that they would. He explained that this recruitment will be a little different, but whoever is hired, will be hired as a Police Officer.

## 8. **Citizen Comment**

**Bill Middleton** - Stated that he had lived in Sherwood for about 20 years and that he used to be with the Police Department a long time ago. He commented that the reason he was there that evening was because of Chris West, who was not present at that night's meeting. Stated that Chris West is always commenting about him in the paper and wanted to let people know that he (Bill) was not the main reason the Staffing Study was conducted. The whole reason the study was done was because the Council wanted to do it. He went on to explain why the staffing study was completed and reiterated that it wasn't because of him.

He talked about the contracting out process and stated that the Police Advisory Board should look at the whole process. He stated that it is not unusual to contract out and that the SPD has contracted out before. He mentioned a time the City contracted out for a School Resource Officer and how that worked.

Stated that if additional positions are wanted, justification needs to be provided. Had some suggestions on how to go about requesting another CSO. He felt that if the City needs another CSO, he is sure the City Council would love to hire another. He told the Board that they needed to read the Staffing Study.

He felt that Chris West should not be on the Board. Stated that the Board Members aren't getting a qualified person on the committee with him.

The timer went off indicating the end of the comment session for Mr. Middleton. A discussion then ensued as to how long the comment session is. Mr. Middleton believed that there is no time limit for Boards and Commission and stated that he can say pretty much as much as he wanted to. Angie Hass mentioned that the four minute limit is printed on the Comment Sign-Up Sheet. Mr. Middleton stated that he would go ahead and talk about a few more things. Vice Chair Miller-Juvé stated that they wanted to hear what he had to say, they just wanted to be fair to the other residents who have provided citizen comments in the past and abided by the 4 minute limit.

Went on to tell the Board Members that they cannot socialize with the Police Officers and talk about their work. Explained how that violates ethics laws.

Mr. Middleton said that a qualified person will now be on the committee soon, as Ed is a former policeman.

Bob stated he would like to hear what Mr. Middleton had to say.

Mr. Middleton continued with his comment session and compared the SPD to the Klamath Falls PD and how the Sherwood PD Officers don't get out in the community. He stated that the Board needs to get all the facts and needs to hear both sides. He said he belongs to different Sherwood organizations and that they don't see the Police Officers at their events. He added that he thought it was really bad how the Officers were treating the Mayor. Told the Board to "get the facts".

Bob shared that the Police Advisory Board has been a Board for 2 plus years. With each issue that has been presented to the Board, every member has gone out and talked to community members. They are not working in a vacuum. Mr. Middleton stated that the majority of citizens feel that the Officers are not approachable. Said they need to be out in the community. Bob added that all Board Members have read the Staffing Study in depth. Vice Chair Miller-Juvé stated that they had actually had meetings dedicated to going over the Staffing Study.

Mr. Middleton said that the Board Members should never socialize with Officers. They can talk to the Chief or Mayor. The Board Members are not to ask the Officers what they want. He said that he lives in town and doesn't see Officers out in the community. Vice Chair Miller-Juvé stated they have had meetings specifically about community policing.

Mr. Middleton went on to say that the Board doesn't want Police on the Board and that the Mayor is the one that picked the current finalist out.

Sally Robinson said she is pulling for an SRO.

**Nancy Taylor** – Stated that two meetings ago the Chief shared the incident that occurred on Christmas night and the involvement of the Sherwood PD. She wondered why all three Officers were called. She felt that someone should have stayed behind. The City was left unprotected.

### ***End of Citizen Comments.***

Rich shared that his church hosts a "rest stop" for the Sherwood Officers. It is a respite stop for refreshments and an opportunity to use the restroom etc. He just loves that they come by there and stated that Officers do interact. He talked about a recent emergency preparedness training and what Police Officers might do in the case of an event. They might need to make stops or have places to go where they can change, eat, etc. that is away from the Police Department. Wondered if the Board might want to help set some

things up. Vice Chair Miller-Juvé asked if that might be more of a Foundation thing. Laurie stated it would depend. Vice Chair Miller-Juvé suggested putting it on next month's agenda.

Bob commented to Councilor Robinson that he attended the YMCA Town Hall and hopes that all the comments are recorded and considered. He thought that the majority of the people who go to the Y are probably over 50. He is glad the Councilors are listening. He is a little surprised that the RFP's hadn't gone out yet. He said it was good, overall, and thanked the Councilors.

Rich said that Vice Chair Miller-Juvé did a really good job chairing the meeting that night.

It was stated that someone would need to check with the City Recorder, Sylvia Murphy, to confirm the four minute time limit set for the Citizen Comment session.

Laurie moved to adjourn the meeting and Diane seconded the motion.

**9. Adjourn (Vice Chair)**

Meeting adjourned at 7:40 pm.

Approval of Minutes:

  
Vice Chair Amy Miller Juvé

4/20/17  
Date

Attest:

  
Angie Hass, Executive Assistant

4/20/17  
Date

## City of Sherwood Police Department

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### **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 the public safety goal 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 goals and objectives. 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, Vision and Values
- Strategic Goals
- Objectives
- Community Policing Graphic

#### **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.

### **Strategic Goals:**

1. **Safety:** Strategic policing to maintain and enhance community and officer safety.
2. **Relationships:** Cultivating trust with the community, businesses, other organizations and peers through transparency, professionalism and outreach.
3. **Sustainability:** Maintaining diverse and productive levels of service commensurate with community needs and expectations
4. **Quality of Life:** Elevating community livability through the use of relational policing.
5. **Progressiveness:** Staying ahead of ideas by adapting, evolving and changing through technology and strategies.

### **Objectives:**

1. Enhance department staffing to:
  - a. Provide an acceptable level of safety for citizens and officers (**SAFETY**)
  - b. Provide sustainable scheduling for 2 officer minimum, that will address impacts such as officer illness, injury, FMLA, military service & other leaves; maintain officer life/work balance (**SAFETY & SUSTAINABILITY**)
  - c. Add an additional patrol sergeant to increase supervision, reduce risk and assist with special projects (**SAFETY, RELATIONSHIPS & SUSTAINABILITY**)
  - d. Add an additional SRO(s) to accomplish #4a (**SAFETY, RELATIONSHIPS & QUALITY OF LIFE**)

- e. Add an additional detective to accomplish #3b,c (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)
- f. Add a narcotics officer; assigned to county drug team to accomplish #3a (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)
- g. Add a Community Service Officer (*RELATIONSHIPS, SUSTAINABILITY & PROGRESSIVENESS*)
- h. Enhance support for special events and develop neighborhood based crime prevention program for residents (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)
- i. Establish a local traffic safety committee (*RELATIONSHIPS, QUALITY OF LIFE & PROGRESSIVENESS*)
- j. Anticipate and respond to continued community growth (*SAFETY, SUSTAINABILITY & PROGRESSIVENESS*)
- k. Continue to enhance our response to domestic violence (*SAFETY*)
- l. Maintain strong proactive policing efforts (*QUALITY OF LIFE, RELATIONSHIPS & PROGRESSIVENESS*)
- m. Maintain and improve call response times (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)
- n. Enhance patrol visibility (*RELATIONSHIPS & QUALITY OF LIFE*)
- o. Enhance policing of trails and open spaces (*SAFETY & QUALITY OF LIFE*)

2. Strengthen non-sworn administrative support staffing to:

- a. Provide assistance with administrative logistics (*SAFETY & SUSTAINABILITY*)
- b. Provide program support for new and/or desired programs like police reserves and enhanced volunteers, community academy and administrative reporting (*SUSTAINABILITY*)
- c. Manage and maintain department accreditation status by submitting annual reports and facilitating an on-site evaluation every three (3) years (*RELATIONSHIPS*)

3. Enhance investigative resources to:

- a. Address illicit and prescription drug activity and complaints in cooperation with county resources (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)
- b. Provide investigative resources to crimes such as business fraud & embezzlement, metal thefts, organized retail thefts, stolen cars, domestic violence, child abuse and exploitation, residential and commercial burglaries (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)

- c. 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) (*SAFETY, RELATIONSHIPS & QUALITY OF LIFE*)
4. Enhance school policing effort to:
  - a. Maintain and enhance youth prevention curriculum (*RELATIONSHIPS & QUALITY OF LIFE*)

The following is a visual depiction of this strategic plan in action. All the above goals and objectives are accomplished through specific department activities which lead to the fulfillment of the department mission.



## Sherwood Police Advisory Board Meeting

Date: March 16, 2017

List of Meeting Attendees: N/A

## Request to Speak Forms: Bill Middleton and Nancy Taylor

**Documents submitted at meeting:**

Exhibit "A" - Updated SPD's Strategic Plan

# ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**


Sherwood Police Advisory Board Meeting Date: March 16, 2017

## CITIZEN COMMENT SIGN-UP SHEET

*(PLEASE NOTE: 4 MINUTE TIME LIMIT)*

NAME	ADDRESS	PHONE	TOPIC
BILL MIDDLETON	22567 SW SAUNDERS	816-0549	MATRIX STUDY
Nancy Taylor	Sherwood	unlisted	General