



AGENDA



Police Advisory Board	
Date & Time:	Thursday - February 21 st , 2019 7:00pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

Attendees

P.A.B. Members:	Council Liaison:
Chris West - Chair	Councilor Kim Young
Diane Foster - Vice Chair	City Staff:
Jason Burdge	Jeff Groth - Police Chief
Andy Jensen	Angie Hass - Executive Assistant
Ralph Lohman	
Rich Miller	
Bob Silverforb	
Megan Thornton	
Laurie Zwingli	

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. Traffic Calming Discussion
 - b. Updated Police Strategic Plan-for approval
6. Councilor News
7. Staff Report(s)
 - a. Photo Enforcement Update
 - b. Police Activity Update
8. Citizen Comment
9. Adjourn (Chair)

Approved Minutes



Home of the Tualatin River National Wildlife Refuge

Meeting Minutes



Police Advisory Board

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Ralph Lohman	
Rich Miller	
Bob Silverforb	
Megan Thornton	
Laurie Zwingli	

1. Call to Order

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

2. Roll Call

Board Members Present: Chair Chris West, Vice Chair Diane Foster, Ralph Lohman, Rich Miller, Bob Silverforb, Megan Thornton, and Laurie Zwingli (Andy Jensen arrived at 7:10 pm.)

Board Members Absent: Jason Burdge

Staff & City Council Liaison Present: Police Chief Jeff Groth, Executive Assistant Angie Hass, and City Councilor Kim Young

3. Approval of Minutes

November 15, 2018 Meeting Minutes

Mr. Silverforb made a motion to approve the November meeting minutes. The motion was seconded by Ms. Zwingli and all were in favor.

4. Board Member Announcements

Mr. Silverforb provided an update on the January 24th Charter Review Committee Meeting. He stated that all Board Members submitted their top five items to discuss. They also discussed all the possible amendments, including whether or not the term of Mayor be changed. The next meeting is April 4th. They did not have a single bit of input from any community member, which was not a surprise. It would take a rare individual who would want to go through the entire charter. It is really up to the committee now. There is still some time left for citizen input, however. The plan is to move rapidly. The next meeting may be the last or the next to last. They are gearing up for the next election, May 2020.

Mr. Silverforb stated that several months ago, the Police Department gave a Fraud Prevention presentation at the Senior Center. This was given by Detective Asla, who was assisted by Officer Rodriguez. The presentation was greatly appreciated and the Senior Center would love to see more of the Officers around there. He encouraged Board Members to stop by for lunch, as well. Mr. Miller asked what days of the week lunch is served. Mr. Silverforb responded with, "Monday – Friday".

Ms. Thornton shared that she has a surgery scheduled for March 11th and will probably not be attending the March Board Meeting.

Ms. Zwingli announced that the 3rd annual fundraising gala for the Sherwood Police Foundation is scheduled for May 18th. Tickets go on sale March 1st. Tickets will be available for purchase on their website.

Chair West was able to participate in the recent presentation on traffic safety, which they will hear more about that evening from Dr. Takallou. He now has a better understanding of the challenges the City faces. He said that he is looking forward to that evening's presentation and to learn how they can better assist.

Chair West announced that it is time to elect a new Chair and Vice Chair. Ms. Thornton asked what the duties are for the Chair position. Chair West explained that they would work with Angie and the Chief in making the monthly agendas, present at the annual dinner, etc. He stated that he would like to step down and just be on the Board. Vice Chair Foster stated that she would be okay to stay in the Vice Chair position, but did not wish to be the Chair. Mr. Lohman indicated an interest in the Chair position, but stated that he would like to have one more year under his belt first. Councilor Young reminded the group that when the Board was first started, no-one had experience on the Board. Mr. Silverforb said that whoever was elected would receive help from others and didn't think waiting one year was necessary. Mr. Lohman asked the Chief what his thoughts were. The Chief stated that he is okay with anyone taking on any of the roles. Mr. Miller nominated Mr. Lohman. Mr. Silverforb seconded the motion. All voted in favor of Mr. Lohman

taking over the Chair position. Chair West asked for Vice Chair nominations. Mr. Silverforb nominated Vice Chair Foster. Mr. Lohman seconded the motion. All voted in favor of Ms. Foster remaining in the Vice Chair position.

5. Business

a. Traffic Calming Discussion

Chief Groth introduced Dr. Takallou from the University of Portland and Bob Galati, City of Sherwood Engineer. He invited them both to answer questions that the Board may have regarding traffic calming. He added that they will just be having an open discussion and that no particular decisions need to be made that evening.

The Chief stated that the City Council has identified one of the priorities of the Police Department's goals is traffic calming. They are looking to the Board to get an idea what that program would look like, the components, etc., as they have no program in place now. They want to get an idea what that looks like. Future meetings can include Bob Galati and the Chief and, if needed, they can invite Dr. Takallou back. They can take a look at what other communities are doing, if that is helpful. They also may choose to develop their own hybrid. The City Council is really excited to get to the end point on this. This can't happen quick, but they will move as fast as they can. It will take more than 2-3 months. The Council recognizes that this is a big issue in this community. Ms. Zwingli asked if there is anything that the City has decided that they do not want to do. The Chief replied, "no" and Councilor Young said they want to hear what the Board comes up with. Ms. Thornton asked for clarification on what the Council is looking for. Councilor Young said they are looking for recommendations and then the Council would review, maybe tweak, etc. Chair West said that he has been thinking about this a lot and feels that the first thing they need to do is to see what the options are for traffic calming. At the presentation given by Dr. Takallou the other evening, this was discussed. The next step would be public involvement, having discussions, etc. Then based on that information, comprise a list of priorities to present to Council.

The Chief said that the City doesn't really have a program in place to deal with these types of complaints. Citizens come either to the PD or the City (Engineer). There has never been a policy identifying what can or cannot be done. They need to establish what this program will look like. Get a process in place to deal with these types of complaints. He thinks it's best to look at what's worked for other cities. He recommended getting together a community group, specifically, to help with this.

He then referred to Dr. Takallou and Mr. Galati to further explain traffic calming. Dr. Takallou went on to explain that a lot of people think the streets are for cars. That is not the case. They are for pedestrians, social activities, etc. and because of this, they have to insure people that when they come out, they are safe. He then posed the question, "How can we change the human behavior?" This can change by physical elements, engineering tools, etc. Speed bumps / humps have to be in a series of three and have to be spaced correctly. These force people to slow down. What people generally do is go through side streets to avoid the main roads. The simplest traffic calming technique is the use of speed bumps.

He also suggested speed bumps in the middle of the road and making roads narrower. Round-a-bouts can also be used. The beauty of a round-a-bout is that it lowers speed. Accidents are more like fender benders. He suggested a pedestrian bridge to keep pedestrians safe. He stated that having speed display boards do modify people's behavior. High visibility enforcement is helpful. Citations are not always necessary. If someone sees a marked car sitting out, the person will remember where it was for 6 weeks. He reported that 10,110 people were killed in traffic accidents in the U.S. in the last year and over 200 of those were in Oregon. Speeding is a disease, like a cancer. The sooner we can control, the better. We need to educate the travelling public. 65% of the people killed are innocent.

Dr. Takallou stated that we have to look at the negative impacts of speed bumps as well, such as how that would affect emergency vehicles. Speed bumps can only be used on streets where the speed limit is 30 mph or less. People often times overestimate the speed they think drivers are going. Some cities have given residents radars to check speeds and take license plates of those speeding. The Police Department then sends out warning letters. The Eugene Police Department had a program where if someone received three letters, a Police Officer would show up at their door. This did not happen very often.

Mr. Galati deals with the traffic complaints in the City and reported that speeding and traffic volume are the top complaints. His job is to look at a speeding issue to see if there's something that they could implement to modify people's behavior. Often times it's asking the Officers to patrol, issue tickets, etc. Generally, that is short lived though. Driving habits are not always changed by this. The Engineering Department has equipment to take traffic counts. The PD does as well. The equipment can accurately capture speed, time of day, etc. There are certain streets where they get more complaints and agreed that people's perception of the speed is not always accurate. For the most part, there are only 1-2 cars speeding through. Taking traffic counts throughout the entire City would require a two-person team to take care of this stuff daily. The City, currently, does not have the staff. They are able to only pick out a few streets, such as Lynnly, Century Drive and Willamette Street, to name a few. He explained that they can't just go put speed humps out, as there is no money for this. The Police Advisory Board (PAB) will also need to include costs when offering solutions, to insure funding is available. Mr. Galati shared his view on what the PAB's role will be.

Chair West said if the PAB could create some kind of matrix, like a decision tree, to at least address it, that would be helpful.

Ms. Thornton asked Councilor Young if the City Council has discussed the financial piece. Councilor Young said that they will have to take a look at what the Board comes up with. Having everything in place for this next budget year is not likely.

Mr. Jensen asked Mr. Galati if they already know where the problematic areas are. Mr. Galati stated that he has 5-6 years' worth of data showing where the areas are. He also has a good understanding of the traffic and feels that the PD probably has an even better idea. They have the information. The question is, "what do they do with it?"

Ms. Zwingli asked if anyone had information on the cost for these things. Dr. Takallou said that it is \$10,000-\$12,000 per speed hump. He went on to share what has happened in another city and how the program got totally out of control. The city told residents they could put up speed humps where they wanted, but had to pay for themselves. The result was that the speed bumps lost their effectiveness. Speed bump programs must be ran by professionals. They must listen to the community, but do not allow them to dictate what is needed. Decisions must be made on a set of guidelines. Guidelines have been established by PBOT, ODOT, etc. If change can be made with high visibility (of Officers), that is best. This is less money and very effective. Dr. Takallou talked about how the speed has been established in this country. Only 15% of all the drivers are the ones causing the problems. Lowering the speed isn't going to do any good at all if there is no enforcement. Ms. Zwingli asked Dr. Takallou if he was aware of a similar City to Sherwood and if so, what have they done. Dr. Takallou stated that Ashland and Redmond would be comparisons. The City of Eugene has done a lot of traffic calming, but it seems to be causing more problems than solving problems. You always have to be reasonable about the facts. 95% of the problems are a result of human behavior.

Mr. Miller asked if it is reasonable to think that the biggest part of this is an education piece. The Chief stated that, "yes", education and enforcement would be the key factors. Most complaints don't have an engineering solution. Chair West wondered if the engineering solution would be in the newer neighborhoods. The Chief stated not necessarily and gave an example.

Mr. Galati stated that engineering is usually the last option because it is expensive. He provided an example of some possibilities and how those solutions could cause other issues. How he can help the most, is if there is a need to make a road more safe.

Dr. Takallou agreed that more education and enforcement is what is needed. He stated that Chief Groth is committed and he admires the City for their commitment and how they care about the community.

The Chief asked the group to think about how, who and what options are they going to look at. Clearly education, enforcement and engineering will be a big part. In terms of engineering, what is going to be okay and what do they recommend to Council? The community has asked for speed bumps for years. There needs to be one place for all complaints to go to. It would be good to have a form on the City website that would go to City staff for review. If there is staff resolution, this would be simple to do. The more complicated issues would go to others to get clarification on the real issue to then be able to decide how to address the issue. There needs to be a process that would enable citizens of this community to make their complaints. What is important for the Board to start with, is to go find out what the community would like to see. Ask if they want to see speed bumps. Ask them if they want to be part

of a committee. He feels getting input from the community is the first step and thinks this is a real opportunity to solve a huge issue by approaching proactively. We need to slow people down, reduce crashes.

Mr. Jensen asked how to keep City residents from turning into 20,000 Engineers. Perhaps by recruiting the community and educating folks. He isn't quite sure how, but likes the idea of education. He liked the idea of citizens having access to radar. He agreed that there needs to be a process in addressing issues. Before this meeting, he would have thought speed bumps would have been a solution for his street, not thinking about how it would affect neighboring streets, etc.

The Chief commented and elaborated on why he thinks it's so important for there to be a community group. He stated that this is what other communities do. Local community traffic safety groups are very common. It is important that this puts the responsibility on several people, not just one or two people. He feels that there are hundreds of people that would like to be involved in the Sherwood community. This empowers the community.

Mr. Miller thought it sounds like there could be a whole board separate from the PAB to address this. The Chief said that is a possibility and if that is what the PAB decided on, they could present to the Council.

Ms. Thornton asked if this would be worked on outside of the meetings. The Chief said that it would be, in order to get community input. Ms. Thornton wondered if the monthly meetings are enough and it was suggested that they might have to schedule a Work Session. The Chief explained how he thought it could work and didn't think it would take as long as Ms. Thornton was suggesting. He believes it is doable to have a draft of a program in a couple months. Vice Chair Foster said that they are focused on putting the program together. Councilor Young reminded the Board how well they did on the Staffing Study, previously. Chair West suggested that before the next meeting, Board Members go out and talk to friends and neighbors. Mr. Silverforb stated that they need similar talking points, as a group. The Chief offered some talking points. Mr. Silverforb said they need to talk the same story. All need to be doing the same thing. Mr. Jensen felt that providing information, costs, etc. is important. Chair West suggested having a script and then ask residents what their traffic concerns are and then ask what their thoughts are in getting resolved, enforcement, education and engineering. The Chief said that in the introductory, let the resident know that their input is going to lead into a program. Mr. Miller suggested also asking if they would be interested in serving on a committee. Chair West will put all in an e-mail and forward on to the Chief for him to distribute to all Board Members.

The Chief thanked Dr. Takallou and Mr. Galati for attending the meeting. Dr. Takallou shared a handout with the Board Members, including a website that will be interesting to all regarding traffic calming.

b. Updated Police Strategic Plan – for approval

The Chief stated that he made just a simple update to the Strategic Plan and went over with the group. (See Exhibit A.) He had added the City of Sherwood Mission Statement and Core Values and the City Council Goals. He listed the PD's new goals which are right from the City Council goals. He will not post until he has received approval from the Board. All Board Members thought it looked really good. Ms. Zwingli had a question on goal # 2 and asked if positions are listed in any order of importance. The Chief stated that the order is intentional. He said that it is also related to the plan that will be provided to Council. However, there are a lot of factors and it could change. Ms. Zwingli noticed one correction and the Chief made a note. Ms. Zwingli commented on the order of hiring of the different positions. The Chief went over the different documents for clarification. There was a discussion of whether or not the Chief should modify the documents. Chair West asked for a motion to approve. Mr. Lohman made a motion to approve and Ms. Thornton seconded the motion. All were in favor.

6. Councilor News

Councilor Young reported that the City Council had a robust goal setting session. The Council has priorities set and City staff is on board. Economic development is a very strong goal. They are hoping to balance out the taxes and will be opposing tax bill 2001. How it is currently written has to do with single housing zoning. She went on to explain why the Council is opposed. They would rather see tools given to cities versus being dictated to. They have had the first reading on the truck route ordinance. Waiting for the second. The City has been getting a lot of complaints on Sunset Blvd. The City currently has no truck route.

There will be a Work Session at the next meeting to discuss adding two more Boards. Mr. Miller asked how many Boards there are, currently. Councilor Young replied that there are currently six. The more Boards there are, can add more work for staff.

Councilor Young reported that there is a supplement in the budget for a new Detective car.

The Skate Park is in the works and should be completed by August or September. It was asked where it will be going in and Councilor Young stated that it will be at the YMCA.

Vice Chair Foster asked what all is involved for a Detective vehicle. She was told that it wouldn't be as much as a marked vehicle.

7. Staff Report(s)

The Chief announced an upcoming event, Fish With A Cop, scheduled for March 2nd and 3rd at the Tualatin Cabela's.

a. Photo Enforcement Update

The Chief reported that the numbers are still high for the photo speed enforcement, but they are steadily declining. Citations seem to be going up at the light leaving Sherwood (HWY 99 & Sunset). Chair West asked how it was going with bringing the retired Officers in to assist with that program. The Chief replied that there was just one for now, Officer Kenny Lyon. Chair West asked how the Court has been

impacted. The Chief said that they are very busy and that they have added one staff member for assistance. They have also added one more court day, Monday. Mr. Jensen asked if the program is paying for itself and Chief said it was.

b. Police Activity Update

The Chief went over the calls for service and response times for 2014-2018 in the Police Staffing Plan document. (See Exhibit "B".) Calls for service have been steadily going up and response times are going down.

8. Citizen Comment

Ms. Nancy Ellingson commented on the discussion regarding traffic calming. Shared her recent visit to Municipal Court and some of the excuses people provided as to why they weren't guilty. She wanted the Board to know what the Officers have to deal with by people not wanting to change their behavior. Judge Jack Morris is very fair and very polite. All the barriers in the world aren't going to change behaviors, if they don't want to change. It's more the mental barrier.

The Chief also shared how some people have received three of the photo enforcement tickets. Everyone is always in a huge hurry. He agreed that Judge Morris is very fair and sometimes offers amnesty. Ms. Zwingli asked why he would give them amnesty when they clearly were speeding. The Chief explained why it would be a reasonable thing to do. It's not about revenue. If it was, Judge Morris would have them pay all three. It's more about changing behavior.

Chair West asked if traffic school is offered with photo enforcement. The Chief replied that it was, as long as the driver meets the criteria. Chair West said that is not the case in Portland.

Chair West thanked Mr. Lohman for taking over the Chair seat. The Board Members thanked Chair West for serving as Chair.

9. Adjourn (Chair)

Vice Chair Foster made a motion to adjourn the meeting and Ms. Zwingli seconded the motion. All were in favor. The meeting was adjourned at 9:20 p.m.

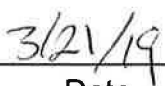
Approval of Minutes:


Chair Ralph Lohman


Date

Attest:


Angie Hass, Executive Assistant


Date



SHERWOOD POLICE DEPARTMENT

2019-2020 Strategic Plan



MARCH 5, 2019

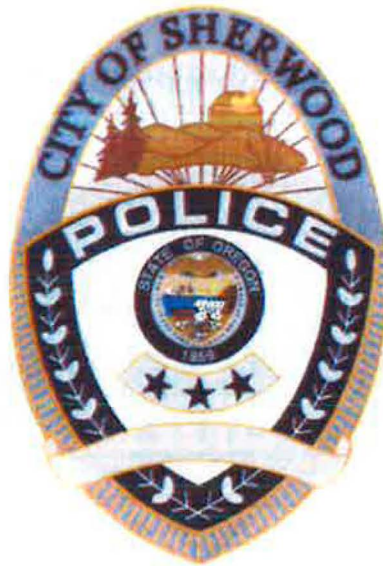
SHERWOOD POLICE DEPARTMENT
20495 SW Borchers Dr. Sherwood, OR 97140

City of Sherwood Police Department

Opening Message

"In a democracy, the first and most important obligation of government to its people is to ensure freedom from fear, crime, and disorder. Without this freedom, all the pillars that support our society-education, health, freedom of speech and religion, tolerance, and equal rights-cannot be guaranteed. Police are essential to that obligation. Police count. Police matter."

-William Bratton¹ & George Kelling² as published in Police Chief Magazine 2012



¹ William Bratton-Former Chief of the New York City Transit Police; Former Boston Police Commissioner; Former New York City Police Commissioner; and Chief of the Los Angeles Police Department (Ret.); Chairman, Kroll Advisory Solutions, New York, New York

² George L. Kelling, Professor Emeritus, Rutgers University; Professor Emeritus, Northeastern University; and Senior Fellow, Manhattan Institute, New York, New York

City of Sherwood Mission Statement

Provide high quality services for all residents and businesses through strong relationships and innovation in a fiscally responsible manner.

City of Sherwood Core Values

Citizen Engagement
Community Livability
Community Partnerships
Forward Thinking
Community Pride
Fiscal Responsibility
Transparent Government
Quality Service

City of Sherwood City Council Goals

Economic Development
Infrastructure
Livability
Public Safety
Fiscal Responsibility
Citizen Engagement

Police Department Strategic Plan

Sherwood City Council Goal #4-Public Safety

- *Begin to implement the Police Staffing Plan*
- *Collaborate with School District regarding Safe Routes to School*
- *Develop a Traffic Calming Program*

As a part of, and in coordination with Goal #4-Public Safety of the Sherwood City Council, the Sherwood Police Department's strategic plan establishes the department's strategic goals, objectives and activities. This plan should not be viewed as a rigid or all-inclusive list of the organization's initiatives or work activities.

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

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

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 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 Policing Model with Key Activities



Our Strategic Goals, Objectives and Activities

Goal #1

Maintain and enhance community and officer Safety

- **Objectives**
 - Provide an acceptable level of safety for citizens and officers
 - Provide a sufficient number of patrol units in the field to provide immediate response to priority 1 and 2 calls
 - Maintain a response time of 4 minutes or less to priority 1 calls for service
 - Maintain a response time of 5 minutes or less to priority 2 calls for service
 - Provide a sufficient number of patrol units in the field to provide immediate response to requests from Sherwood units for back-up
 - Provide a reasonable response to low priority calls for service
- **Key Activities**
 - Sustain police department staffing that addresses;
 - Call response
 - Traffic safety
 - Crisis intervention
 - Life safety

Goal #2

Implement the Police Staffing plan

- **Objectives**
 - Accomplish and sustain Goal #1
 - Maintain productive levels of service commensurate with community needs and expectations
 - Increase investigative capability
 - Increase supervision and reduce risk
 - Maintain 2 officer minimum at all times without reliance on overtime to fill shifts
 - Maintain proactive policing efforts at or above 16,000 per calendar year
 - Increase police presence at new high school and middle school
 - Strengthen non-sworn administrative support staffing
- **Key Activities**
 - Community engagement
 - Identify needed and recommended positions in collaboration with Police Advisory Board and community members
 - Develop a hiring plan with proposed positions and planned dates of hire

- Develop police service enhancements to be implemented with new positions
 - Additional detective(s)
 - Additional patrol sergeant
 - Additional patrol officers
 - Additional school resource officer(s)
 - Additional administrative assistant
- Submit budget request during appropriate fiscal year budget processes
- Work with human resources to recruit for positions and hire qualified applicants according to plan
- Initiate new employee training

Goal #3

Develop a Traffic Calming program

- Objectives
 - Enhance traffic safety through a community-based approach
 - Improve city policy that includes the input of a local traffic safety committee
 - Establish a local traffic safety committee that has ownership of traffic issues and provides input to city staff
- Key Activities
 - Community engagement
 - Collaborate with the Police Advisory Board and community to identify the initial plan for a community-based Traffic Calming Program
 - Establish list of viable traffic calming options
 - Finalize recommended plan and establish timelines
 - Present recommended Traffic Calming Program to City Council
 - Implement the new program
 - Traffic safety

Goal #4

Collaborate with Sherwood School District regarding Safe Routes to School

- Objectives
 - Initiate conversations with school district and city planning staff to confirm safe routes in and around new high school
 - Assist city planning staff as needed with development of formal plan and possible grants for funding

- Key Activities
 - Traffic safety
 - Community engagement

Goal #5

Develop and deliver a Police Community Academy

- Objectives
 - Elevate community livability through Relational Policing
 - Build and cultivate trust with residents, businesses, other organizations and peers through strong relationships
 - Increase citizen knowledge of their local police department
 - Educate citizens on the unique nature of law enforcement
- Key Activities
 - Community engagement
 - Collaborate with Police Advisory Board to develop basic concept and shell of the academy
 - Assign key staff to organize and assign staff instructors and secure curriculum and necessary supplies
 - Develop timeline for delivery of first session

Police Staffing Plan

Position	Potential/Planned Hire Dates							
	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23	
	July 1	Jan. 1	July 1	Jan. 1	July 1	Jan. 1	July 1	Jan. 1
Admin. Asst.	Hire							
Officer-Det. #2	Hire							
Officer-Sgt.		Hire						
Officer-SRO #2			Hire					
Officer-Patrol			Hire					
Officer-Patrol					Hire			
Officer-Patrol					Hire			
Officer-Det. #3							Hire	
Officer-SRO #2							Hire	

Rationale*Administrative Assistant I Position*

This position has been identified in budget discussions for the last several years. We have seen a steady increase in the workload of front office staff and the addition of automated speed enforcement has had a significant impact.

- Case numbers are up 7%. A case number is taken for each crime and/or reportable incident and a single case number may require multiple reports.
- Automated speed enforcement related work/tasks are up 50% for the Administrative Assistant III.
- The workload of the front office staff is in direct proportion to the workload of the police officers.
- A temporary Administrative Assistant is in place through July and with the established need it is simply more efficient to retain the position rather than starting over.

Police Officer Positions

As has been recognized, the need exists for the addition of several police officers. These positions will be filled over three (3) fiscal years to spread the impact on both the budget and the police department's training staff and we have identified an intentional plan to fill the positions.

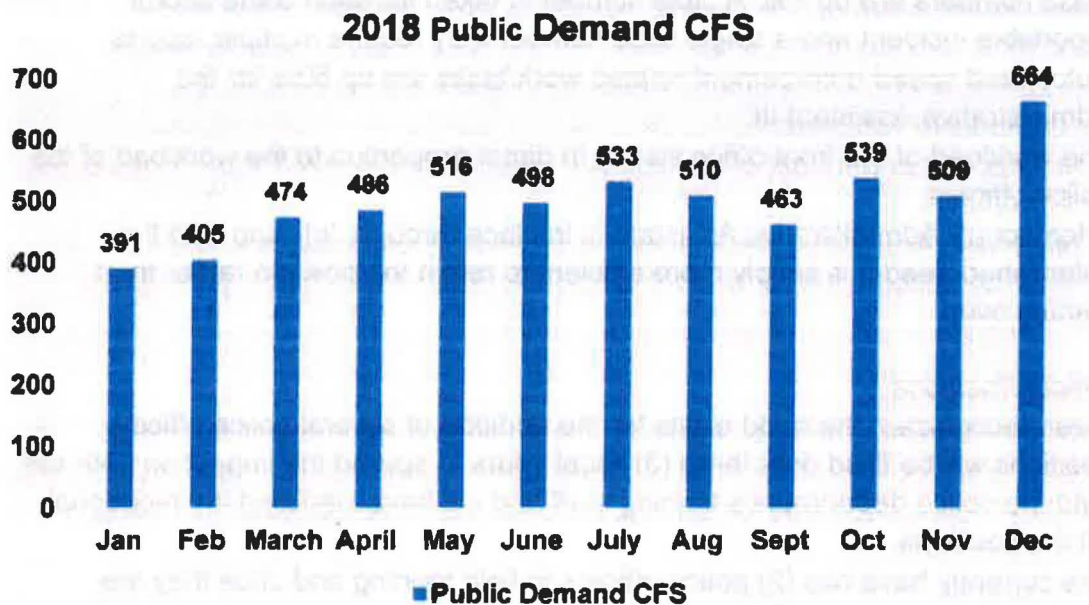
- We currently have two (2) police officers in field training and once they are released for solo patrol they will provide an immediate positive impact on the patrol schedule, allowing us to fill other important positions.
- Our current investigator is working beyond capacity, so we will work to fill the 2nd detective position in July 2019. This will also allow the new detective to gain training and insight from an experienced investigator.
- We have a significant need for more supervision, so we will work to fill the 4th Sergeant position in January 2020. This will allow for some financial savings based on timing, will also provide additional positive impact to patrol and will

allow the training to be spread out as well. An additional Sergeant will increase supervisory coverage from 50% of available shifts to 67% of available shifts.

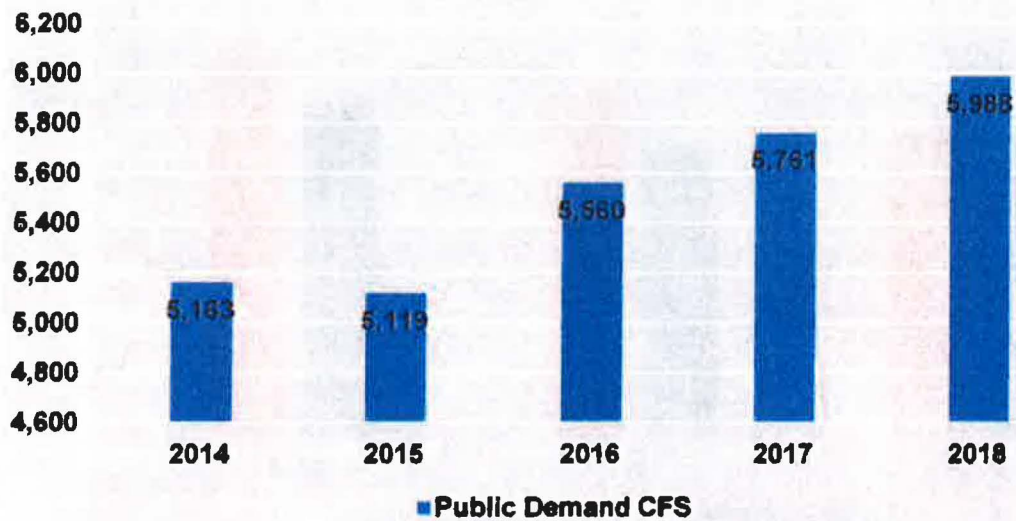
- Based on the opening of the new high school we will work to fill the 2nd school resource officer position in July 2020 so the position will be ready to work during the school year. This timing will also allow for funding discussions with the Sherwood School District.
- We will also work to hire an additional police officer in July 2020 to add a patrol position to the schedule.
- We will work to fill two (2) additional patrol positions in July 2021.
- As budget allows, we will work to hire two (2) additional police officers in July 2022 to fill a 3rd school resource officer position and a 3rd detective position.

These plans are tentative and subject to change based on operational need and the discretion of the Police Chief. Recruitment and hiring can present challenges which may affect the timing and/or placement of positions.

Supporting Data

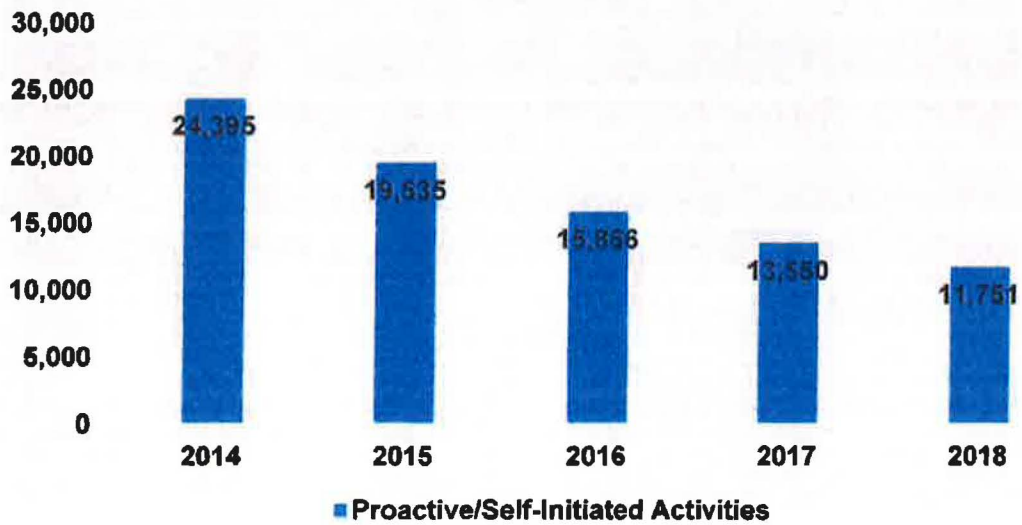


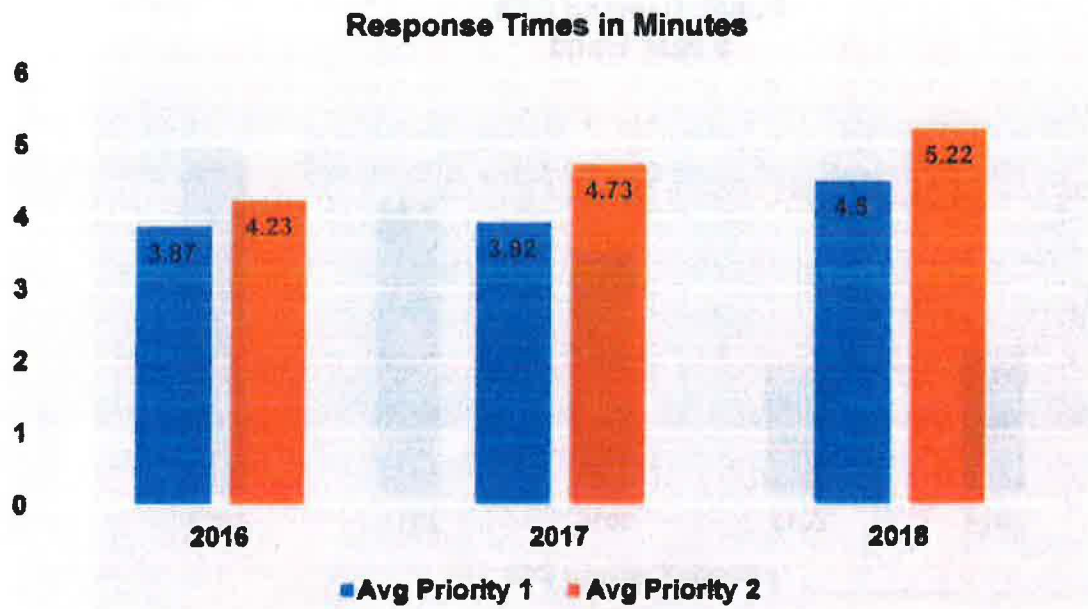
**Public Demand CFS
5 year Trend**



Public demand calls for service have increased 15% since staffing study data year

**Officer Initiated Activities
5 year Trend**





Response times to priority 1 calls has increased 14% in 2 years.

Response times to priority 2 calls has increased 19% in the same period.

Sherwood Police Advisory Board Meeting

Date: February 21, 2019

List of Meeting Attendees: N/A

Request to Speak Forms: N/A

Documents submitted at meeting:

Exhibit "A" SPD 2019-2020 Strategic Plan, Draft

Exhibit "B" Police Staffing Plan

Booklet given to Board Members by Dr. Takallou: Highway, Local Road and Street
Safety for Non-Engineers and LE Agencies

Sherwood Police Advisory Board Meeting Date: February 21, 2019

CITIZEN COMMENT SIGN-UP SHEET

(PLEASE NOTE: 4 MINUTE TIME LIMIT)

NAME

ADDRESS

PHONE

TOPIC

ATTENDANCE SHEET

NAME

ADDRESS

PHONE
