



Home of the Tualatin River National Wildlife Refuge

ORDINANCE 2020-009

AMENDING CHAPTER 2.36 OF THE SHERWOOD MUNICIPAL CODE RELATING TO PERSONNEL SYSTEMS; MEMORIALIZING THE EXPECTATIONS OF THE POLICE DEPARTMENT AND POLICE CHIEF

WHEREAS, the Sherwood City Council recognizes and acknowledges the current level of professionalism of the Sherwood Police Department; and

WHEREAS, the Sherwood City Council has made clear their desire to maintain the current level of professionalism and wishes to support and advance professional policing in Sherwood; and

WHEREAS, Mayor Keith Mays and Police Chief Jeff Groth have collaborated to establish a set of clear expectations for both the Sherwood Police Department and the position of Police Chief and wish to memorialize those expectations by amending chapter 2.36 of the Sherwood Municipal Code; and

WHEREAS, the City Attorney has recommended additional amendments to chapter 2.36 to clarify language and remove outdated language; and

WHEREAS, the amendments to chapter 2.36 of the Sherwood Municipal Code were reviewed by the Sherwood Police Advisory Board during their regular meeting on August 20, 2020, and the Sherwood Police Advisory Board approved the amendments and offers their recommendation that the Sherwood City Council approve the amendments to chapter 2.36 of the Sherwood Municipal Code; and

WHEREAS, the Sherwood City Council held a public hearing on the proposed amendments on September 15, 2020 and October 6, 2020.

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

Section 1. After full and due consideration, the City Council finds that Chapter 2.36 of the Sherwood Municipal Code should be amended to read as set forth in Exhibit 1, attached hereto.

Section 2. The proposed amendments to Chapter 2.36 in Exhibit 1, attached to this Ordinance, are hereby **APPROVED**.

Section 3. This Ordinance shall become effective the 30th day after its enactment by the City Council and approval by the Mayor.

Duly passed by the City Council this 6th day of October, 2020.


Keith Mays, Mayor

10/6/2020
Date

Attest:


Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Scott	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Griffin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garland	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosener	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mays	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Chapter 2.36 - PERSONNEL SYSTEM

2.36.010 - Title.

The title of the ordinance codified in this chapter shall be the personnel ordinance of the City of Sherwood.

2.36.020 - Purpose.

The ordinance codified in this chapter is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; and to assure that appointments and promotions of employees will be based on merit and fitness.

2.36.030 - Adoption and amendment of rules.

- A. As provided by Sections 37 and 38 of the City Charter, City Council must authorize the compensation of City appointive officers, and City Council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness. An Employee Manual shall be adopted and amended by the city manager on an annual basis, or at such other frequency as determined by the city manager, and shall be based on the policy decisions made by the city council; budget committee directives; state and federal legislation; general housekeeping; and the best business interest of the City of Sherwood. The manual shall include the rules and procedures by which the City will recruit, select, develop, and maintain an effective and responsive work force and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the employee manual and underlying policies, without regard to race, color, religion, gender, national origin, age or disability, and shall be based on merit and fitness.
- B. The police department shall operate under a police policy manual. All police policies, and amendments thereto, will be subject to the following review and approval process:
 - 1. As specified in section 2.08.085 of this code, the Police Advisory Board will review the policy or policy amendment and make a recommendation to City Council.
 - 2. City Council will then review the policy or policy amendment, along with the recommendation of the Police Advisory Board, and approve by resolution.

2.36.040 - Administration of the rules.

- A. The city manager shall be responsible for administering all the provisions of this chapter and of the employee manual not specifically reserved to the police chief, or otherwise addressed in labor or employment contracts.
- B. The police chief shall be responsible for administering the police policy manual.

- C. As used in this section, “administering” means ensuring compliance with, enforcing, applying, executing, interpreting, and maintaining.

2.36.050 - Administration of the Police Department.

- A. The city manager shall be responsible for appointing, supervising, and removing a professional police chief consistent with the following:
 - 1. The police chief must meet or exceed the minimum qualifications as established in the job description for the position.
 - 2. The police chief must be a certified police officer in the State of Oregon, or obtain such certification within twelve months of appointment, and maintain such certification throughout employment.
 - 3. The police chief must possess executive certification through the State of Oregon, or obtain such certification within twelve months of appointment, and maintain such certification throughout employment.
 - 4. The police chief must attend ongoing professional training as directed by the city manager.
 - 5. The police chief must be an active and participating member of the Oregon Association of Chiefs of Police, a member of the International Association of Chiefs of Police, and/or a member of such other professional organizations as may be directed by the city manager.

- B. The city manager must ensure the police chief operates the police department consistent with the following:
 - 1. The police department shall obtain and maintain accreditation through the Oregon Accreditation Alliance, or another accrediting body as directed by the city manager.
 - 2. The police department shall participate in some form of best practice review or assessment on a schedule determined by and as provided by the city’s insurance provider, or another organization as directed by the city manager.
 - 3. The police department shall provide a style and manner of policing that is community-based and focuses on building and maintaining community relationships.
 - 4. The police department shall adhere to a philosophy of policing which includes the concepts of lawfulness, legitimacy, and procedural justice.
 - 5. The police department shall strive to recruit and hire the most qualified candidates through a lens of diversity, equity, and inclusion.