



AGENDA



Police Advisory Board

Date & Time:	Thursday - October 20, 2022 7:00 pm
Location:	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood 97140
Attendees	

P.A.B. Members:	Council Liaison:
Brian Dorsey - Chair	Councilor Kim Young
Laurie Zwingli - Vice Chair	City Staff:
Diane Foster	Chief Hanlon
Mike Meyer	Executive Assistant-Angie Hass
Marie Schapp	
Mike Schultz	
Mike Smith	
Chris West	
Vacant	

This meeting will be live streamed at

<https://www.youtube.com/user/CityofSherwood>

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
4. Board Member Announcements (Chair)
5. Business (Chair)
 - a. Community Surveys-Update
 - b. SWOT Report 2022
 - c. Police Policy Updates
6. Traffic Safety Update (TSC Liaisons)
7. Councilor News
8. Staff Report(s)
 - a. Citizens Police Academy-Postponed
9. Citizen Comment

How to Provide Citizen Comments: Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to policeinformation@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email or call, 503-625-5523, #2, at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

10. Adjourn (Chair)

If you require an ADA accommodation for this public meeting, please contact the Sherwood Police Department at (503) 625-5523, #2 or policeinformation@sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.



Meeting Minutes



Police Advisory Board

Date & Time:	October 20, 2022 - 7:00 pm
Location:	Sherwood Police Department-Community Room 20495 SW Borchers Drive Sherwood, OR 97140

P.A.B. Members:	Council Liaison:
Brian Dorsey - Chair	Councilor Kim Young
Laurie Zwingli - Vice Chair	City Staff:
Diane Foster (TSC Liaison)	Ty Hanlon – Police Chief
Mike Meyer	Angie Hass – Executive Assistant
Marie Schapp	
Mike Schultz	
Mike Smith (TSC Liaison)	
Chris West	
Vacant	

This meeting was recorded and is available for viewing through the City of Sherwood's YouTube channel: https://www.youtube.com/watch?v=Uf_qqx_F8anc

Please note: There is no audio until the 7 minute, 25 second mark of the YouTube video.

1. Call to Order

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

2. Roll Call

Board Members Present: Chair Brian Dorsey, Vice Chair Laurie Zwingli, Diane Foster, Mike Smith and Chris West

Board Members Absent: Mike Meyer, Marie Schapp, Mike Schultz

Staff & City Council Liaison Present: Chief Ty Hanlon, Councilor Kim Young and Executive Assistant – Angie Hass

3. Approval of Minutes

September 15, 2022 Meeting Minutes

Mr. Smith moved that the September meeting minutes be approved as presented. Ms. Foster seconded the motion. All present board members voted in favor.

4. Board Member Announcements (Chair)

Some of the board member announcements are not captured in the meeting minutes, due to the audio issues at the beginning of the meeting.

There was some conversation regarding Emergency Management protocols, ICS, etc. This was prompted due to that day being the Great Oregon Shake Out exercise that occurs each year in October.

Mr. Smith expressed his disappointment that the Citizen's Police Academy had to be postponed. He had been looking forward to it.

Mr. Smith mentioned to Councilor Young that in reading the previous month's meeting minutes, bringing food carts into the City is being considered by the City Council. She said that she would address this topic during the Councilor News at the end of that meeting.

Since this meeting had originally been cancelled, due to the Citizen's Police Academy taking place at the same time, Chair Dorsey was glad that most board members were able to make it. Unfortunately, the Academy was cancelled and will be rescheduled for another time. He thanked everyone for being there that evening.

Chair Dorsey asked Chief Hanlon about the ordinance regarding racing in the city. Chief Hanlon talked a bit about the laws and stated that officers don't carry decibel readers. There is an ordinance. However, he was unsure of the ordinance number. He knew that that the ordinance talks about "unreasonable noise". There have been discussions with the two captains on how to deal with this latest trend and how they can catch these folks in the act. He wished they had a better system in place and has heard the loud vehicles himself. At this time, they have to just deal with the incidents when people call them in to the Non-Emergency Dispatch. Ms. Foster reported that officers can pretty much plan on catching them on Sunset between 10-11 pm, between HWY 99 and towards Archer Glen. She would guess there are at least 3-5 cars and it takes place every single night. Captain Hanlon said that he would pass that information along to Patrol.

5. Business (Chair / Staff)

a. Community Surveys-Update (See Exhibit "A".)

Chief Hanlon explained that survey question #3 needed to be reduced to ten options, as per the survey software being used. After a brief discussion, the board agreed on consolidating some of the options in order to get to the maximum number of 10.

Mr. West spoke about question #5 and asked the Chief if, with more hiring, is this where they still are. The Chief explained that it will be 3-5 years, with hiring and training, before they get to more than the two officer minimum. The City Council is talking a lot about bringing in more

retail businesses, which will increase the need for more officers. The Chief talked about how the city is growing and more people are moving to Sherwood. This will drain law enforcement resources. They need to recognize that, in addition - on a daily basis - the City swells with people who don't live in Sherwood. There will be more problems that come with growth.

A few other changes were made to the survey, as a result of the board's discussion.

Chief Hanlon talked about the photo enforcement program that had been in place since 2010. The numbers haven't declined like they had thought they would, which indicates a steady and consistent traffic flow.

There was a discussion about how best to get the survey out to folks through social media, the City website, etc. Mr. West asked if the PD would consider doing a boost for the FB post. They would be able to target Sherwood residents with the boost. Chief Hanlon would like to get the survey out before the holidays, if possible.

Chair Dorsey asked Ms. Hass if she would send a draft copy out to everyone before finalizing. He wanted to be sure that those who weren't present that evening, would have an opportunity to provide input.

b. 2022 SWOT Report

Councilor Young asked the board what they thought about the SWOT Report format. Chief Hanlon stated that it would be nice to be able to simplify the format. Mr. West said that he was really tired of the SWOT format. Chief Hanlon suggested that they could identify goals, with tentative time frames and then talk about how they plan to obtain those goals, etc. Ms. Foster thought it would be good to set goals and then do a check-in halfway through the year. Vice Chair Zwingli shared her thoughts and talked about focusing more on their top goals. Councilor Young said that when it comes to the presentation at the Boards and Commissions Dinner, it is suggested to just share the top three goals, or so, and not give the full report. Chair Dorsey asked if the board would be able to change up the format. Councilor Young said that she would talk with the City Manager and Mayor about it. Mr. West liked the idea of sharing the survey results at the dinner, if they had them by then. He felt it would be the best thing they could do. Councilor Young stated that it might not be best to share the survey results at the dinner, before sharing with the City Council. Chair Dorsey reviewed and read aloud the 2021 SWOT Report and all agreed that many goals had been achieved and things had improved in the last year. It was decided that everyone would think about how they'd like the report to look and would wait until the November meeting to finalize the 2022 Report. Councilor Young would see about putting the report in a different format.

c. Police Policy Updates

The Chief stated that he needed to get a little clarification on what needs to be brought in front of the board, in the way of policy updates. He will get with the Council and share what he learns at the next PAB meeting. He talked a bit about chapter six, investigation operations, and stated that the language had been updated. There had been some legislation updates, which was the same for all cities. Clarification had been made on interviewing juveniles - for instance, things like having to be sure they are fed, etc.

There are so many small changes, he just didn't think everyone would want to go over each and every one. Mr. West stated that he liked the summary that was provided the last time they reviewed policy updates and asked Chief Hanlon for a little clarification on the changes to chapter 3, General Operations. The Chief stated that he will provide more details on the changes at the next meeting. Chair Dorsey suggested including all in a packet for board members to review prior to the meeting and then they would just have the summary to review at the meeting. Board members can then be ready with questions at the meeting. The Chief explained that a lot of the updates are things that the officers already do. Now, they're just mandated to do them.

The Chief stated that one of the things they've been working on are the 26 reform bills in 2022. There is a lot of legalese in the updates. There are also a lot coming in 2023.

SPD's new Captain, Dan O'Loughlin, stopped by and Chief Hanlon introduced him to the board.

6. Traffic Safety Committee (TSC) Update (Staff and/or Liaisons)

Ms. Foster reported that the committee had one new request at their last meeting. A citizen who could be affected by decisions made, provided a Citizen Comment regarding the new request. The request was made because of pedestrian safety concerns on SW Saint Charles Way, the portion that runs alongside Archer Glen. There is a pathway that comes out between some houses where there are no sidewalks on the street. There were visibility concerns for children. Police staff went on-site to look at the area of concern and shared a video so the committee could see how it could be unsafe. The person who provided the Citizen Comment parks their van on the street and stated that it helped to ensure drivers go slower. After some discussion, a recommendation was made to paint a crosswalk. As drivers aren't supposed to park within 20 feet of a crosswalk, there should be no parked vehicles obstructing the view. The recommendation will be written up and presented to the City Manager for approval.

The committee discussed whether or not they are required to do an Annual SWOT Report, since they are a sub-committee of the Police Advisory Board. Ms. Hass stated that the TSC had done one every year since the committee was formed.

Ms. Foster shared that another request that was discussed was the Walmart entrance on Langer Farms Parkway and the crosswalk. The PD had conducted a short observation period of the area(s) of concern. The City Engineer was working on white paper with recommendations. Crash data doesn't show there is an issue, but they city receives lots of complaints.

Mr. Smith said that parking in Old Town was also discussed. Councilor Young asked what the board members thought about one way streets with diagonal parking. There were a few grumbles from the board members and a few different possible suggestions made.

7. Councilor News

Councilor Young reported that the City is still searching for a new City Attorney. They have it narrowed down to three candidates.

Due to Councilor Garland's resignation, his seat had been temporarily filled by former Councilor, Linda Henderson. There were two other great candidates for the temporary position, a husband and wife.

Councilor Young said that Economic Development is one of the Council's goals, as it will help to bring in more businesses, which will help the tax base not being so heavy residential. She shared a bit of an event that took place the morning of the day before and read aloud a snippet describing the event. "The City of Sherwood worked closely with Select USA, an agency of the US Department of Commerce, International Trade Administration, to conduct a one hour virtual global tour of Sherwood. This was to promote our community as a city that welcomes the continued growth of semi-conductors and advanced manufacturing in their new industrial parks." There were over 125 companies and international counselor commercial officials who registered to attend the virtual event from Europe, Japan, Taiwan, South Africa, India, Southeast Asia and Canada. They will be following up to provide them information on Sherwood as a highly attractive location for the semi-conductor and other advanced manufacturing firms. Councilor Young stated that a video will be put out, of this particular presentation, to help attract businesses to Sherwood. She explained that these buildings are being constructed on Tualatin-Sherwood and 124th. One of the goals will be for Sherwood residents to have more opportunities to be able to live and work in Sherwood, so they won't have to leave Sherwood.

Councilor Young shared a bit about the food cart discussion at a recent Work Session. City staff provided code language regarding where food carts would be allowed, etc. The Council is looking into the possibility of allowing them. Board members shared food cart set ups that they'd seen in other cities.

That evening, at The Ridges, a "relook" at the Sherwood West Concept Plan was taking place. Chair Dorsey stated that he was serving on that board. He said that they drew up three different maps of the proposed area and then broke it up into three different groups. Some of the things they looked at were residential, parks, industrial, green space, traffic, etc. A survey was available on the City website. The City will have another opportunity to request a UGB expansion in 2024. Ms. Foster asked if there were plans for building another fire station. No one knew if there were specific plans, but it made sense that there should be, as that is a very large area.

Mr. Smith asked Councilor Young how the Hampton Inn is doing and if she knew the room tax breakdown. Councilor Young didn't know the breakdown, but she believed the Hampton Inn was doing well.

Mr. Smith asked Councilor Young about the plans for the lot by Symposium. She replied that it will be a mixed use building – retail and residential.

She was asked about the former Robin Hood Theater lot. She stated that she didn't know the status. Vice Chair Zwingli asked about the restaurant space next to the Art Center and Councilor Young reported that they didn't have a new tenant yet.

8. Staff Report(s)

a. Citizens Police Academy-Postponed

Chief Hanlon shared that part of the reason the Academy was postponed, was due to there only being five applicants. Councilor Young said that other Councilors hadn't received invites. The Chief said that the new dates are June 1st-3rd.

Chief Hanlon talked about his plan to create a dashboard. This would be a good way to provide updates for the board. He asked the board members what all they'd like to have included. If they have anything come up that is critically important, he asked that they just shoot him an e-mail. Mr. West said that it would be really nice to take the weekly reports that are posted on the SPD's FB page and string them together. He was also really curious how many times the SPD has to call for mutual aid because of being understaffed. He felt that would be really important to know for staffing planning.

Chief Hanlon reported that they have two new hires starting Monday - one lateral and one recruit. These two are the over hires that he was approved for. Two recruits will be graduating from the Academy in December. Those spots will replace two retiring sergeants and will help with backfill. Sergeants Shields and Johnson are due to retire by the end of year or February. Captain Carlson and Officer Deb Smith are due to retire next year (2023). Chief Hanlon is trying to get ahead so they don't have a big, long gap with being short staffed. Vice Chair Zwingli asked if they will be promoting from within. The Chief replied that they would be. The K-9 Handler position is closing the following Wednesday. They hope to have the new K-9 Officer identified within the next few weeks. The K-9 Academy is in February and is a 10 week course. The handler and K-9 need a bonding time before training starts.

Chief Hanlon asked the board members to feel free to shoot him an e-mail or text regarding the PD's social media. Their number of followers has doubled in less than a year. The community engagement component is so important. The officer in charge of this does a great job. Mr. West asked how many, if any comments are hidden. He was told that they can't remove comments, being a public entity. The only case would be if someone used profanity.

The PD had received five applications, so far, for the open Police Advisory Board position. Interviews will be held in November

Chair Dorsey commented that his hope is for all board members to feel engaged and valued. Mr. Smith jokingly stated that he feels valued when donuts are provided.

9. Citizen Comment

N/A

10. Adjourn (Chair)

Vice Chair Zwingli made a motion to adjourn the meeting and Mr. West seconded the motion. All Board Members voted in favor and the meeting was adjourned at 9:04 p.m.

The next meeting is scheduled for November 17th at 7 p.m.

Approval of Minutes:

 1/19/2023
Chair Brian Dorsey Date

Attest:


 1/19/2023
Angie Hass, Executive Assistant Date

Exhibit "A"

The Sherwood Police Department supports the business community and roughly 21,000 residents. Typically, we have two officers on duty at all times. We want to ensure our department is supporting the needs and expectations of our local community. Please take a moment to complete the below survey which will be reviewed by the Police Advisory Board. Additional comments may be submitted via Public Comment or email directed to [insert appropriate email here].

1. Are you a: ☐ Resident of Sherwood ☐ Business Owner ☐ Both
2. Are you aware that the Sherwood Police Department faces staffing challenges? ☐ Yes ☐ No
3. What are your top five (5) concerns? Please list in ranked order. *Please make these checkboxes in the survey form.*

- a. Traffic Concerns | Speeding
- b. School Safety | SRO
- c. Staffing | Funding
- d. Community Safety
- e. Community Engagement
- f. Emergency Response Time
- g. Enhanced Response to Community Mental Health Emergencies
- h. Officer Support Services (Mental, Emotional, Training, Equipment)
- i. Impaired Driving
- j. Drug Enforcement
- k. Pedestrian | Bike Safety
- l. Parking Enforcement
- m. Home/Retail Thefts
- n. Car Break-ins

Please add a comment box as well.

6. On average, there are two (2) officers on duty at any given time in a 24-hour period. If someone is arrested and taken to jail in Hillsboro, it's a 2-hour time period where an officer is not available to support Sherwood. How many officers should Sherwood have on duty at all times? *Please make these checkboxes.*
 - a. Two
 - b. Three
 - c. Four
 - d. Five or more
7. Are you willing to support an additional funding source for the Sherwood Police Department?
☐ Yes ☐ No