

# **AGENDA**



Police Advisory Board		
Date & Time:	Thursday - November 17, 2022 7:00 pm	
Location:	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood 97140	
<u>Attendees</u>		
P.A.B. Members:	Council Liaison:	
Brian Dorsey - Chair	Councilor Kim Young	
Laurie Zwingli - Vice Chair	City Staff:	
Diane Foster	Chief Hanlon	
Marie Schapp	Executive Assistant-Angie Hass	
Mike Schultz	-	
Mike Smith		
Chris West		
Vacant		
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. 2022 PAB Annual Report
    - i. Work Session Dinner with City Council-12/7 @ 6 pm / RSVP by 12/2
  - b. Distribution of Community Surveys
  - c. PAB Interviews Update
- 6. Traffic Safety Update (TSC Liaisons)
- 7. Councilor News
- 8. Staff Report(s)
- 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 <a href="mailto:policeinformation@sherwoodoregon.gov">policeinformation@sherwoodoregon.gov</a> 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.

Adjourn (Chair)



# **Meeting Minutes**



Police Advisory Board	
Date & Time:	November 17, 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 Linda Henderson (For Kim Young)
Laurie Zwingli - Vice Chair	City Staff:
Diane Foster (TSC Liaison)	Ty Hanlon – Police Chief
Marie Schapp	Angie Hass – Executive Assistant
Mike Schultz	
Mike Smith (TSC Liaison)	
Chris West	
Vacant	
Vacant	

This meeting was recorded and is available for viewing through the City of Sherwood's YouTube channel: <a href="https://www.youtube.com/watch?v=QyyxJ2FGBgM">https://www.youtube.com/watch?v=QyyxJ2FGBgM</a>.

#### 1. Call to Order

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

#### 2. Roll Call

**Board Members Present:** Vice Chair Laurie Zwingli, Diane Foster, Marie Schapp, Mike Smith and Chris West

Board Members Absent: Chair Brian Dorsey and Mike Schultz

**Staff & City Council Liaison Present:** Chief Ty Hanlon, Councilor Linda Henderson (filling in for Councilor Young) and Executive Assistant – Angie Hass

## 3. Approval of Minutes

## October 20, 2022 Meeting Minutes

As the October 20<sup>th</sup> meeting minutes had not yet been completed, this will be added to the December meeting agenda.

# 4. Board Member Announcements (Chair)

Mr. West appreciates seeing Sherwood's finest cruising down his street on his Ring video. It makes him feel good to know they're out and about.

Mr. West spoke of his recent hunting trip where he was able to visit with the previous Chief (Jeff Groth). Mr. Groth is currently the Interim Police Chief in Cottage Grove and will be assisting with the process for hiring a new Chief. Mr. West stated that it was really, really good to see him.

Ms. Schapp shared that her husband would be receiving an award at the OPOA Awards Ceremony. On another note, she enjoyed watching SRO Wolfer wolfing down donuts at the recent fund raiser donut eating contest at the high school.

Vice Chair Zwingli stated that the Foundation members had just met one of the new Police Officers at their board meeting, just prior to this meeting. Officer Duffie will also be stopping by this meeting, at some point, to be introduced to the Police Advisory Board. Ms. Schapp asked the Chief if the PD is now fully staffed. Chief Hanlon stated that they are fully staffed on the police side. They will be opening up an Evidence Custodian position in the next month.

# 5. Business (Chair / Staff)

## a. 2022 PAB Annual Report

# i. Work Session Dinner with City Council-12/7 @ 6 pm / RSVP by 12/2

Vice Chair Zwingli asked the board members to please email their RSVP, if they hadn't already. The PAB received permission from the Mayor to put together an annual report a little different than the SWOT Report format. **See Exhibit "A".** 

#### 2022 Achievements & Successes:

- 1) Onboarding of the new Chief.
- 2) Fostered continued public interest in the police department and its activities.
- 3) Provided continued support and participation in the TSC, which is becoming more visible to the community.
- 4) Developed an SPD Community Survey.

#### 2023 Goals:

- 1) Aim to distribute the SPD Community Survey.
- 2) Develop a strategic staffing plan based on responses to the community survey.
- 3) Assist with recruiting and support for the next Citizens Police Academy.
- 4) Continue to review police policies and provide input, as necessary, to the City Council.
- 5) Communicate the PAB's mission and goals to the community.

## Potential Challenges:

- 1) Citizens still don't know enough about the PAB.
- 2) Wide enough distribution of the SPD Community Survey.
- 3) Fracturing and anxiety in the community.

Mr. West talked of his concern for continued fracturing of the community and how things were a year ago. It's not as big of an issue as it was, but he is still seeing evidence on social media.

Chief Hanlon asked the board if they felt that the recent SPD social media activity had improved things. The board members all agreed that it had. Mr. West stated that until the PD activity posts started coming out, he had no idea how busy the SPD officers are. Chief Hanlon feels it is important to be sure things are posted accurately. As long as they receive positive feedback, they will continue to do the updates.

Mr. West stated that when he read that Target, as a company, has had a huge fourth quarter loss because of theft, that hit home. If a potential recession does hit, he feels that there will be more issues with thefts, drug use, etc.

Vice Chair Zwingli stated that Chair Dorsey asked her to share a few of his thoughts that evening. Chair Dorsey had expressed his concerns that the community isn't as aware of the PAB, as they could be. He suggested providing a link on the PD webpage, explaining what the PAB does. Chief Hanlon stated that the lack of awareness of what the PAB does, was highlighted in their recent applicant interviews. Citizens don't know as much as they should. (This was added to the 2023 goals on the 2022 Annual Report.) Ms. Foster suggested adding photos and bios, on the PAB webpage, for each board member, that could be linked to the PAB page. Mr. West suggested that after each monthly meeting, one member be tasked with putting together a brief summary of what was discussed. They could then provide a snapshot of what was discussed, out to the citizens. Ms. Schapp suggested that they could do that with the TSC as well. This would also show that the PD has support. It was mentioned that this topic be listed as a future agenda item. Chief Hanlon will reach out to their social media officer to see what they could come up with.

Mr. West moved that the items discussed be added to the PAB's 2022 Annual Report. Ms. Schapp seconded the motion and all present board members voted in favor.

#### b. Distribution of Community Surveys

Vice Chair Zwingli suggested posting a link on the PD's FB page, directing citizens to the Community Survey. Ms. Schapp thought that board members should be able to post links on their social media pages as well. Mr. West suggested having printed forms available at the Senior Center and assisted living facilities in the area. Councilor Henderson wondered about sending something home in school packs and the Sherwood Chamber of Commerce. Mr. Smith asked about having hard copies available at the library. It was also suggested that survey information could be distributed with QR codes. Ms. Hass asked about the collection of the hard copies, as that could be challenging. Suggestions and ideas were shared.

# c. PAB Interviews - Update

Chief Hanlon reported that he, Chair Dorsey and Councilor Kim Young interviewed five applicants for two vacant PAB positions. They have since forwarded their two

recommendations to the Mayor. The recommendations will be on a future City Council meeting agenda for final approval. The Chief stated that, short of what the applicants found on YouTube, they didn't seem to know a lot about the PAB. His hope was that the two new board members will be able to attend the December meeting. Councilor Henderson suggested that they could, potentially, attend the Annual Boards & Commissions Dinner. Mr. Smith asked about the City Council approval process and wondered if the City Council ever rejects the recommendations. Councilor Henderson said that the council trusts the staff and boards. If there was a concern, they would trust that the staff and/or board would say something prior to recommending.

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

As Ms. Foster was not present at the last TSC meeting, Mr. Smith provided the October meeting update to the group. He reported that Sabrina Sharp had taken over the role of PD support staff, and that Angie Hass will no longer be fulfilling that role. Their next meeting is scheduled for 1/26/2023.

Mr. Smith stated that the TSC had worked on their 2022 SWOT Report and he went on to share some of what they had put together. He then provided updates on a few of the TSC's current requests from Sherwood residents and businesses. To view the full TSC October meeting, the video is available on the City of Sherwood's YouTube channel: <a href="https://www.youtube.com/watch?v=-7kfOPema80">https://www.youtube.com/watch?v=-7kfOPema80</a>.

#### 7. Councilor News

Councilor Henderson reported that there had been a Joint Work Session, the night before, with the Sherwood School District. This was the first one since 2018. The gap in time was partly due to COVID. The Council had an opportunity to hear from new Superintendent, Dr Lyon and the City Manager. The School District provided an update on their budget and had opened up some dialogue on adding another SRO. Talks included how an additional SRO would be financed. The City will need to figure out how they might be able to provide funds, etc. Ms. Schapp asked how frequently the SRO is called to the middle school. Chief Hanlon said that occurred quite often. He then explained what an SRO model should look like and that the primary role is engagement and relationships. The community has indicated that they want another SRO. Ms. Schapp suggested checking with surrounding cities to learn about their programs. The PAB members that had been on the board awhile, stated that they had done that in the past. Sherwood has the least amount of SRO's compared to surrounding cities. A conversation then ensued.

Chief Hanlon stated that the SRO is for all schools, but the need is greater at the high school. Ms. Zwingli asked if there was a two-year cap for an officer serving in the SRO role and shared her concerns, if that was the case. Chief Hanlon stated that there was no cap.

Mr. West asked if the request for the additional SRO came from the school district or school board member. Councilor Henderson stated it came from a board member and that Mayor Mays was surprised, as it wasn't expected to be brought up at the Work Session. Chief Hanlon added that the City Council has always been very supportive of adding more SRO's.

Ms. Foster talked about all of the officers she'd seen at that year's Sherwood High School football games. Chief Hanlon said that the officers like to go to the games. They like to engage and interact with the community, more than policing. Ms. Foster said it was cool to watch how they were interacting with the community.

Councilor Henderson talked about the school district's budget issue and that they had added three furlough days and made a few other changes. They had to cut two teachers (support staff) and one administrator. They were able to cut a significant amount of money by doing that. In the future, if they are able to get another SRO, the City may have to cover the financial portion for a few years, until the school district is able to help out. Chief Hanlon shared that the Work Session was recorded, so if anyone was interested in listening in on the conversation, they can tune in to the City's YouTube channel.

# 8. Staff Report(s)

Officer Mitchell dropped in to introduce new Officer, Ritchie Duffie. That day was day one of on the road training. Chief Hanlon told Officer Duffie a little bit about the PAB and let the PAB know that Officer Duffie is a lateral coming to the SPD from Newberg. This meant that they would not lose him to the academy. As Officer Duffie was originally from Virginia, Councilor Henderson asked what made him leave Virginia. Officer Duffie explained that he originally moved to Seattle for soccer and moved to this area in 2018. Chief Hanlon stated that the other new officer, Travis Abernathy, will be introduced to the board soon. Councilor Henderson asked Officer Mitchell how long it takes for a lateral officer to go through the FTEP training. Officer Mitchell explained the process and that Officer Duffie should be able to go out on his own around February, sometime.

Chief Hanlon shared that they had conducted sergeant interviews the previous week. They will need two new sergeants in February due to the retirement of two sergeants. Officers Corey Jentzsch and Jason Christensen were both promoted to fill the sergeant positions. In the coming year, they will open up two more sergeant positions. They will need a new k-9 Handler, eventually. Ms. B will remain with Officer Jentzsch for a while longer.

Chief Hanlon talked about a recent incident at the high school and how Sherwood officers stepped in and went the extra mile.

## 9. Citizen Comment

N/A

#### 10. Adjourn (Chair)

Mr. West made a motion to adjourn the meeting and Mr. Smith seconded the motion. All board members voted in favor and the meeting was adjourned at 8:26 p.m.

# The next meeting is scheduled for December 15th at 7 p.m.

Approval of Minutes:

Chair Brian Dorsey

Date

Attest:

Angie Hass, Executive Assistant

Date



# 2022 Annual Boards & Commissions Report to City Council Police Advisory Board City Council Meeting – 12/7/2022 Sherwood Center for the Arts

# 2022 Achievements & Successes:

- 1) Onboarding of the new Chief.
- 2) Fostered continued public interest in the Police Department and its activities.
- 3) Provided continued support and participation in the Traffic Safety Committee, which is becoming more visible in the community.
- 4) Developed a Sherwood Police Department Community Survey.

# **2023 Goals:**

- 1) Aim to distribute the Sherwood Police Department Community Survey.
- 2) Develop a strategic staffing plan based on responses to the community survey.
- 3) Assist with recruiting and support for the next Citizens Police Academy.
- 4) Continue to review police policies and provide input, as necessary, to the City Council.
- 5) Communicate the Police Advisory Board's mission and goals to the community.

# Potential challenges and/or roadblocks to achieving our 2023 goals:

- 1) Citizens still don't know enough about the Police Advisory Board.
- 2) Wide enough distribution of the Sherwood Police Department Community Survey.
- 3) Fracturing and anxiety in the community.