

SHERWOOD CITY COUNCIL  
02-03 BUDGET COMMITTEE MEETING #3  
MAY 1, 2002  
HITE HOUSE

1. The meeting was called to order at 6:42 p.m.
2. Roll Call: Budget Committee members present: Mayor Mark Cottle, Council President Keith Mays, Councilors Sterling Fox, Thomas Claus, Dennis Durrell and Dave Heironimus. Councilor Weeks was absent because she was attending the Pacific Program. Appointed Budget Committee members present were Chair Mitch Wash, Vice Chair Steve Munsterman, Justin Denton, Mike Schoen, and Paul Stetcher. Dave Luman was absent. Staff members present were: City Manager Ross Schultz, City Attorney Shannon Johnson, City Recorder Chris Wiley, Public Works Director and City Engineer Terry Keyes, Engineering Senior Project Manager Michael Moore, Public Works Operations Manager Craig Sheldon, Finance Director Chris Robuck, Police Chief Bill Middleton, Library Director Ann Roseberry, Assistant Library Director Pam North, and Human Resources Analyst Amanda Klock.
3. PUBLIC WORKS OPERATIONS DIVISION. Public Works Director and City Engineer Terry Keyes gave the first departmental budget presentation. (presentation slides are shown as Attachment 1 to these minutes). Slide 1:

Streets	22%
Sanitary Sewer	15%
Storm	15%
Parks	40%
Bldg Maint	8%

4. Mr. Keyes said Parks Maintenance is where the budgeting concerns area. Last year's man-hours took up 5 FTEs (full time employees) but the department only had 4.33 FTEs assigned. Staff members were moved from other departmental functions to support that so those functions suffered. To maintain the same level of services Public Works Operations is providing now staffing needs to be increased to 6.83. (Refer to Attachment 1, slides 3 & 4). But that Parks Board wants a better level of service in the coming fiscal year so staff brought the assigned FTEs up to 7.83. The City also brought in some other properties this past year that need to be maintained such as the landscaping along Roy Rogers Road. When budget

planning, the department reduced Festival Support by 25%, and eliminated streetscape maintenance to cut costs. (See Attachment 1, Slide 5).

5. Mayor Cottle said he has concerns that if the parks maintenance is reduced the parks will quickly deteriorate to a point where in just a few years there will be major expenses to rehabilitate entire park areas. The Budget Committee needs to figure out a way to raise revenues or cut someplace else in this budget. Sherwood citizens have made it quite clear that they want well-maintained parks. The Budget Committee should calculate the staffing at 6.83 and look at how we'll move the money in the budget at a later point in the meeting. Mr. Keyes also added that salaries should be comparable with other cities in the metro area. The City wants to make sure that the experienced staff the City has now will stay in Sherwood.

6. POLICE. Police Chief Bill Middleton, presented the budget data for the Police Department. (See presentation documents at Attachment 2). Other Police Department staff members who participated in the meeting were Administrative Assistant Susan Philips, Commander Eamon Bishop, Officer Debbie Smith with canine partner Jack, and Officer Jon Carlson.

Presentation documents attached:

- Attachment 2, Document 1 – Sherwood Police Dept. Annual Report
- Attachment 2, Document 2 – Presentations Slides
- Attachment 2, Document 3 – Court Clerk's Revenue Report
- Attachment 2, Document 4 - Police Vehicle Data
- Attachment 2, Document 5 – Report – Portland Police Data System

7. Rough estimate of cost per capita for officers. (See Attachment 2, Document 2, pg 2) Tualatin shows a lower cost because their Public Works Department does all their vehicle maintenance, which is about a \$50,000 savings for them.

8. Sworn officers per thousand. (See Attachment 2, Document 2, pg 3). The Sherwood Police Department ratio is presently at 1.21 officers per thousand population. The average in Washington County is 1.59. Sherwood has the second lowest officer per thousand ratio in the County.

9. Crimes per capita increased this year. (Refer to Annual Report, Attachment 2, 10.Document 1). More parks and development generate more crime. Also due to budget cuts throughout the area, there are a lot of lawbreakers being let out jail early. When they're out on the streets that also makes more crime in Sherwood.

11. The Police Department had over 21,000 calls last year. Chief Middleton said many cities charge "enhanced patrol fees" for areas such as apartment complexes where police respond more often. The Chief also said identity theft and sexual abuse cases have increased dramatically and take up a lot of investigative time.

12. Three of the leased police vehicles will be gone next year. The department asked for another vehicle this year and for a new motorcycle. The Department has two motorcycles now but one needs to be replaced. It was bought used four years ago.

13. In the department's original budget proposal, staff asked for another clerical and two more officers. Due to budget cuts, the department reduced their request to one officer who will come on around February of the fiscal year. The department is usually down one to two people a week because employees are out with injuries or on vacation. With the current manning, response time for non-critical calls will slow up and could be two to three hours.

14. The department is still maintaining two canine officers. There needs to be two dogs so they can train together. Officer Smith and her partner, Jack, are trained in narcotics and suspect apprehension. Recently Jack found marijuana and a gun in a student's car during a sweep at the high school. The dogs are a real deterrent to officer assaults. The career span for a dog is generally five years. Some can work as long as seven or eight years. Two is the optimum number of canine officers to have for a City this size. The dogs are also a wonderful public relations tool.

15. Budget Committee Chair, Mitch Wash, asked how often the dogs were used and how many other law enforcement agencies in the area received support from Sherwood's canine officers. Staff responded the dogs were used on 36 calls in Sherwood. Officer Smith said the canines responded to around 10 calls for other agencies. Chief Middleton pointed out there is also reciprocity with other agencies that have dogs. It's mutual aid. There's no billing between departments for these assists. Sherwood dogs are used mostly at night. During the day Sherwood Police call other agencies for an assist when Sherwood needs a canine officer. The dogs are budgeted under "canine". Officers who take care of the canines get 5% additional pay for keeping the dogs because they're housed at the officers' homes. The dogs are also being used more to patrol the parks.

16. Councilor Heironimus asked about traffic citations. Chief Middleton said they also increased this year.

17.Chief Middleton pointed out that one big item is for the department is the expenses for computer equipment. That wasn't a Sherwood request. Encryption requirements have been mandated by law. The MDTs (mobile data terminals) for the police vehicles all have to be replaced. Sherwood has three years to get all the equipment changed over.

18.The Chief also let the Committee know that there won't be as much grant money this year. Most of the grant money has been moved to Homeland Security. Both he and the City Systems Administrator, Brad Crawford, had just attended a meeting today to see if there are opportunities for Sherwood under the new program. Mr. Wash asked how many police grants there would be in the coming fiscal year. Chief Middleton said none. All of Oregon got turned down for universal hiring grants.

19.Police Administrator Philips passed out a report from the Portland Police Bureau (Attachment 2, Document 5) on the new computer program the department will be using which will give them access to information from other departments. The Chief pointed out that the current facility only has one modem line but there won't be any more lines put in because the police will wait until they're in their new facility.

20.Staff anticipates a November or December occupancy date for the new Police facility. The cost of furniture was included in the bond. The phone system will be purchased with the bond money so that cost doesn't have to be reserved from this budget. Mr. Schultz pointed out the Morback house will have to be closed as soon as the Police vacate it because there's no money in the budget to maintain it..

21.Chief Middleton said he is presently talking to other agencies about the possibility of consolidating resources. Staff is looking at several different possibilities and will come back to Council to talk about that if they come up with anything.

22.The Chief said the department will need to replace five cars next year. They can only put this off for this year only.

23.Mr. Wash had questions about Commander Bishop's participation as a CART (Collison Analysis and Reconstruction Team) officer. Commander Bishop said there are 20 officers on the team and 10 of them usually show up on a call. If an officer is already tied up on a call, he can tell dispatch he can't respond. There is no overtime pay for this program as Commander Bishop is in a salaried position.

24.Chief Middleton talked about the positive financial aspects of inter-agency support programs. Last year's the County's homicide/suicide major crimes team responded and Sherwood didn't have to pay for any of that service which was several hundred man-hours.

25.Mr. Wash said The Peddler closed their doors this year and even though they had the highest rate of DUIs from their business, the DUI rate in Sherwood didn't drop. He asked why. The Chief said Sherwood had a lot more DUIs in residential areas and the City also had a grant for more manpower so probably more DUI offenders were apprehended. Also the department got new cameras for the patrol cars this last year, which has saved staff a lot of court time. Attorneys don't want to go to court when they know the department has the crime on film.

26.Mr. Wash asked if court time could be cut. The department pays quite a bit to have officers on standby at court hearings waiting to testify. Both the Chief and Mayor Cottle said that couldn't be helped. The docket is strictly under the control of the judge presiding. Courts triple book courtroom time on the assumption that most of the cases will be settled out of court. If they aren't everything gets backed up and there's a lot of waiting time.

27. **LIBRARY.** Library Director, Dr. Ann Roseberry, made the budget presentation for the library. Slides are shown as Attachment 3 to these minutes.

28.Dr. Roseberry explained that staff had already pro-actively made budget cuts to help out with this year's anticipated budget shortfall. So staff already cut a half-time employee and 12% of the book budget. Dr. Roseberry said she and her staff made those cuts very carefully with a lot of thought. The total FTEs for the 02/03 fiscal year is nine.

29.The number of library cardholders increased more quickly in the last year than the percentage of population growth. The Sherwood library serves a population base of about 22,000, which represents 9,000 residents from outside the City limit.

30.Circulation last year was 153,056.

31.Dr. Roseberry said in the past five years library open hours increased 55%. Circulation increased 66%. The population increased 55%. Materials were only increased 44% due to limited library space. Yet staff only increased 33%.

32. She also spoke about what a tremendous job Deputy Director Pam North has done obtaining information for patrons through the Internet. Dr. Roseberry said if the City could obtain information for patrons through the Internet, then the library doesn't have to buy or store materials.

33. Mayor Cottle asked Dr. Roseberry if she was asked to make additional cuts, where would she make them? She responded that she would cut the concert program because that's not a part of the library's core services. That expense is listed under program supplies. Mayor Cottle said he was considering a 2% cut in the supplies area across all departments. Dr. Roseberry said the library is also running two pre-school story times. There have been requests for toddler story times and a request for a middle school reading group. She would not add those two programs more needs to be cut. She also noted that the City library does programs to support school libraries in public partnership, such as Dr Seuss Day, Read Around America Week, and T.V.-turnoff Week. She said those programs are very positive.

34. Mayor Cottle summarized the important issues the Budget Committee should consider for fiscal year 2002/2003.

- Put two Parks FTEs back into the budget.

- Every department should come prepared to make recommendations on where they want their budget cuts taken.

- There should be a 2% supplies cut across the board for every department.

- Talk about raising revenues.

35. The budget meeting recessed at 8:27 p.m. and will reconvene at the Hite house at 6 p.m. on May 8, 2002.

# **Public Works - Operations Division**

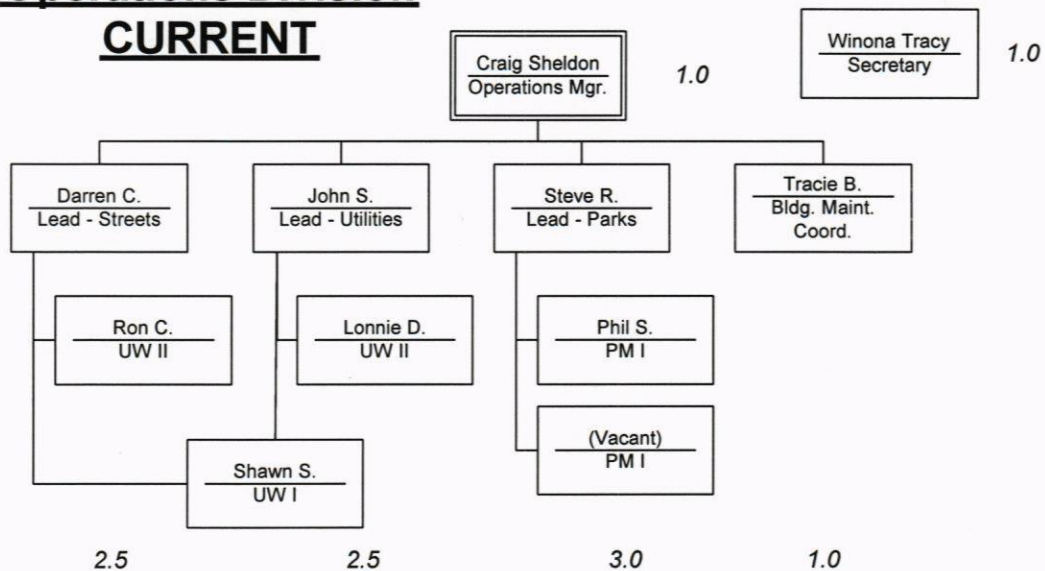
Streets	22%
Sanitary Sewer	15%
Storm	15%
Parks	40%
Building Maint.	8%

## Enterprise Funds - Unrestricted Summary

	Income	Expenses	Excess
Street Fund	571,000	509,991	61,009
Sanitary Fund	363,348	202,358	160,990
Storm Fund	261,536	213,858	47,678
Water Fund	1,650,105	868,214	781,891

Attachment 1-pg 2

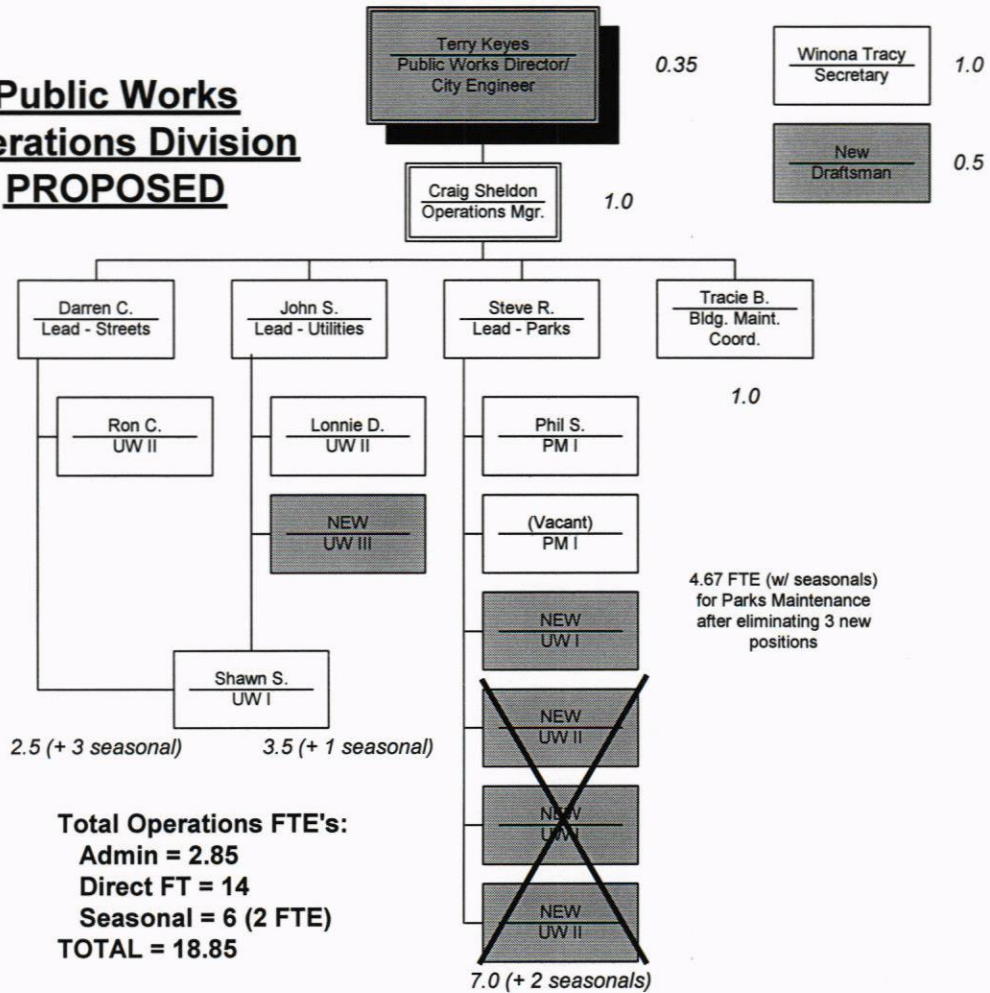
**Public Works**  
**Operations Division**  
**CURRENT**



**Total Operations FTE's =  
11.0 + Seasonals**

Attachment 1, pg 2

**Public Works**  
**Operations Division**  
**PROPOSED**



Attachment 1, pg 4

## Public Works - Parks Maintenance

### Sports Fields

01-02 Current (FTE)	02-03 Current LOS (FTE)	02-03 Reduced LOS (FTE)	02-03 Reduced LOS Actions
Archer Glen	0.77	0.65	0.50 No fertilizing
Hopkins (6)	(included in Archer Glen)		
Middleton (2)	0.00	0.25	0.20 No fertilizing
Softball Complex	0.45	0.45	0.35 No fertilizing
Snyder	0.05	0.45	0.40 No fertilizing
<b>1.27</b>	<b>1.80</b>	<b>1.45</b>	

### Parks

Atley Estates	0.03	0.03	0.00 No maint.
Cinnamon Hills	0.04	0.04	0.04
Murdock	0.50	0.55	0.40 Reduce trash collection & fertilization by 50% & only mow irrigated areas
Oregon Trail	0.40	0.40	0.37 Reduce trash collection & fertilization by 50%
Scholls-Sherwood	0.25	0.30	0.25 Reduce trash collection & fertilization by 50%
Stella Olson	0.72	0.72	0.50 Reduce trash collection & fertilization by 50% & only mow irrigated areas
Veterans Memorial	0.07	0.07	0.05 Reduce trash collection & fertilization by 50%
Woodhaven	0.00	0.30	0.25 Reduce trash collection & fertilization by 50%
Millers Landing	0.00	0.30	0.25 Reduce trash collection & fertilization by 50%
<b>2.01</b>	<b>2.71</b>	<b>2.11</b>	

### Facilities

YMCA	0.09	0.09	0.09
Library/Senior Center	0.22	0.22	0.22
Police Station	0.00	0.20	0.20
<b>0.31</b>	<b>0.51</b>	<b>0.51</b>	

### Streetscapes

<b>0.64</b>	<b>1.00</b>	<b>0.00</b>	Eliminate streetscape maintenance
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### Greenways

<b>0</b>	<b>0</b>	<b>0</b>	
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### Festivals

<b>0.81</b>	<b>0.81</b>	<b>0.60</b>	Reduce festival support by 25%
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Total Parks Maint. FTEs

**5.04**      **6.83**      **4.67**

Parks Staff:

Full time

3      7

Summer

4      2

Total FTEs

4.33      7.67 originally proposed  
4.67 after reductions

Attachment 1, pg 5

# SHERWOOD POLICE DEPARTMENT

## Annual Report 2001

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Patrol Division

Investigations Division

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Part I Crime Statistics



May 1, 2002 Budget Meeting  
Attachment 2, Document 1  
Document provided to Budget  
Committee for review the week  
before the May 1 meeting.

## Introduction

I am pleased to present to the City of Sherwood and to the members of the community, the Sherwood Police Department's Annual Report. The purpose of the report is to provide insight and understanding of the operations of the Sherwood Police Department. In addition, the report allows us the opportunity to publish crime trends, statistical reviews, and an overview of the non-enforcement activities in which we are involved.

Our goal is to serve the community to the best of our ability. To do so requires an open exchange of information and ideas. It is our hope that this review will provide you with a better understanding of how we function as your community partner.

*Our goal is to serve the  
community to the best of  
our ability.*

On behalf of the Sherwood Police Department, I thank the community for the opportunity to serve you throughout 2001. I commit to you our dedication to provide the best possible service in 2002, and wish you all a healthy and prosperous year.

William D. Middleton  
Chief of Police

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# Employee Roster

## Administration Division

William D. Middleton  
Chief of Police

Susan Philips  
Administrative Assistant

Julie Chiamulera  
Police Records Clerk

## Patrol Division

Mark Gaither  
Sergeant

Dan Jacober  
Sergeant

Jon Carlson  
Officer / K-9

Jeff Fitzpatrick  
Officer

Cindy Graves  
Officer

Mike Griffin  
Officer / M.R.T.

Eric Hagan  
Officer / Traffic

Corey Jentzsch  
Officer / M.R.T.

Randy Johnson  
Officer

Ted Juarez  
Officer

Bob Kinney  
Officer / S.R.O.

Bob Manning  
Officer

Hector Rodriquez  
Officer

Debbie Smith  
Officer / K-9

John VandeBrake  
Officer

Eamon Bishop  
Commander

### Investigations Division

Dwight Onchi  
Detective Supervisor

Ben Crosby  
Detective

### Support Services

Dean Casey  
Community Services Officer

## Police Reserves

Peter Copp  
Reserve Officer

Jerald Stachler  
Reserve Officer

Raymond Sullivan  
Reserve Officer

Paul Valdez  
Reserve Officer

Kevin Wacker  
Reserve Officer


Heather McCorkle  
Reserve Officer


Nathan Powell  
Reserve Officer


Ron Nixon  
Reserve Officer


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# Mission Statement


 As a law enforcement organization, we exist for the sole purpose of providing protection for life and property for all members of our community.


 Our organization is unique and distinct, in that it has the capability to adjust, conform, and place into practice the style and level of enforcement based upon a model of cooperation and interaction between our community, its political leaders, and our organization.

 Our principle goal is to deliver to the community a sound base of public safety, coupled with an efficient delivery system that will ensure community and political confidence and support.

 We shall allow guidance and direction to be established for our organization by and for the community through a well-established level of communication with our political leaders.

*Our principle goal is to deliver to the community a sound base of public safety, coupled with an efficient delivery system that will ensure community and political confidence and support.*

 The conveyance of our methods shall be through humanitarian efforts and compassion, with an emphasis on trust and respect for all segments of our community.

 We shall measure our success by the success that the community enjoys as a whole, by the acceptance of our participation and presence in the community, and by working to remain an important element of the community that we serve.

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# Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and professional life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendship to influence my decisions. With no compromise for crime and relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.

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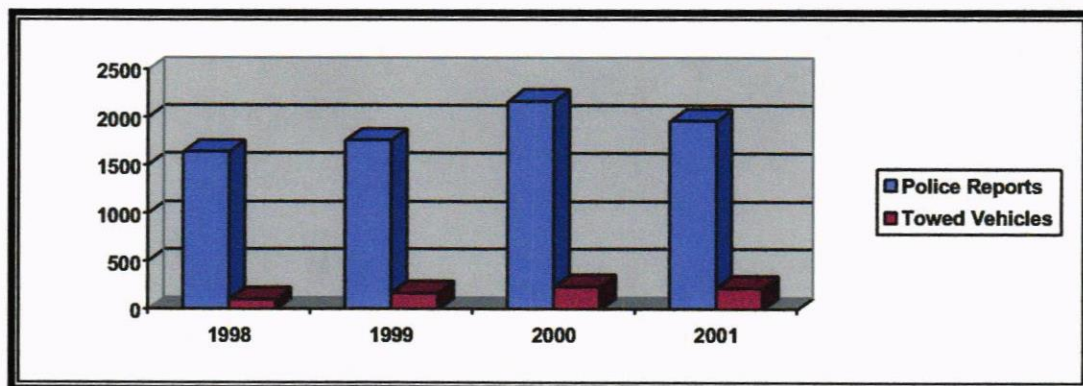
# Administration and Records Division

The Sherwood Police Department Administration and Records Division are responsible for all clerical functions of the Department. The skill and efficiency of the Division personnel are the driving force behind the continued success of the entire Department. Administrative Assistant Susan Philips and Police Clerk Julie Chiamulera greet visitors at the front counter, answers telephones, and provide vital support to the Administration, Investigations, and Patrol divisions.

Susan Philips compiles criminal statistics and creates mandatory reports for the State Uniform Crime Report. Susan also produces the monthly report for the Sherwood City Council, and tracks the information necessary to maintain Federal COPS grant programs.

Julie Chiamulera performs data entry tasks, logging each police report into the Department's in-house computer files. City of Sherwood Ordinances require police officers to impound motor vehicles if the operator is driving with a suspended or otherwise invalid driver's license. Julie is responsible for handling the paperwork and procedures required by the towing policy. The Department impounded 222 vehicles this year under the ordinance.

The Sherwood Police Department generated 1,964 police reports this year, a 9% decrease over the number of reports generated in 2000. One reason for this decrease in reports despite the increase in the number of calls for service is that officers are taking advantage of the in-car Mobile Data Terminals to document minor service calls.



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## Patrol Division

The Sherwood Police Department Patrol Division consists of thirteen sworn Officers, two Sergeants and a Commander. The Patrol Division is the backbone of the Department, with officers handling all emergency and non-emergency calls for service, conducting investigations into criminal activity, and enforcing traffic laws. The Patrol Division retains its dedication to the principles of Community Policing, and continues to expand community ties despite the growth that the City has experienced.

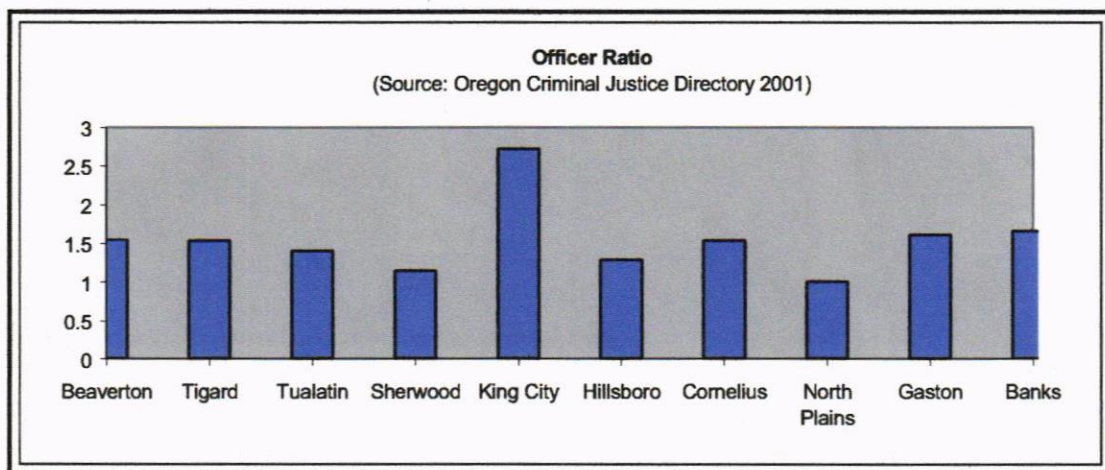
**The Patrol Division retains its dedication to the principles of Community Policing**

## Officer Ratio

The Sherwood Police Department operates with a ratio of 1.15 officers per 1000 population. This is the second lowest ratio in Washington County, the lowest being the

**The Sherwood Police Department operates with a ratio of 1.15 officers per 1000 population. This is the second lowest ratio in Washington County**

North Plains Police Department with an officer to 1000 population ratio of 1.0. The average officer ratio in the State of Oregon for municipalities with populations of ten to fifteen thousand persons is 1.59 officers per 1000 persons. The average officer ratio in Washington County is 1.58 officers per 1000 population.

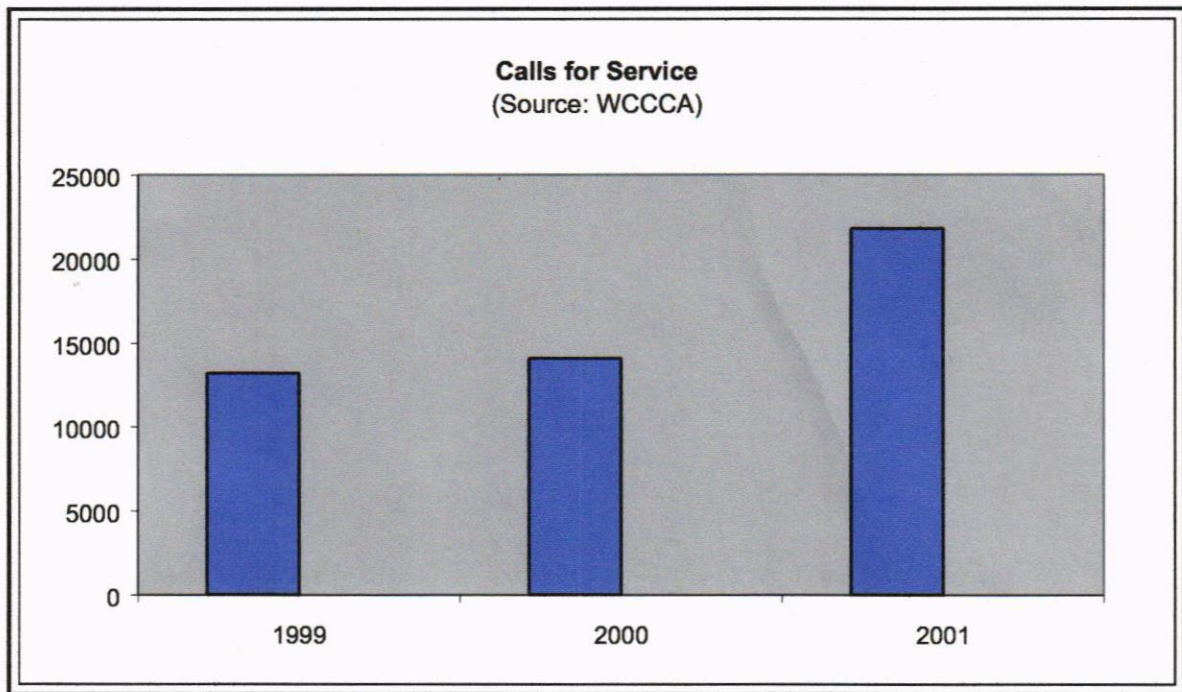


## Patrol Activity

Sherwood Police officers handled 21,817 calls for service in 2001. This number represents a 55% increase over the number of calls handled in 2000 (14,090). Some reasons for this substantial increase in the call load include the rapidly increasing population in this region and the upsurge in the use of cellular telephones by the general public<sup>1</sup>.

Although other cities in Washington County had changes in their call load over the year, the City of Sherwood had the greatest increase, with the cities of Cornelius and Beaverton having the next highest increases at 31% and 24%, respectively. Despite the increase in the number of calls, coupled with a low officer to population ratio, the City of Sherwood Police Department has managed to maintain high visibility on the streets and low response times to calls for service, which is a testament to our efficiency.

**Sherwood Police officers handled 21,817 calls for service in 2001. This number represents a 55% increase over the number of calls handled in 2000.**



<sup>1</sup> Washington County Consolidated Communications Agency Proposed Budget Statement 2000-2001.

## Communications

The Sherwood Police Department contracts with the Washington County Consolidated Communications Agency (WCCCA) for all dispatch and call-taking services. The user fee paid by the Police Department to WCCCA for services rendered increased 9.5% this year due to population growth and the increase in our call load.

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# Investigations Division

## Overview

The Sherwood Police Department Investigations Division consists of Detective Supervisor Dwight Onchi and Detective Ben Crosby. The role of the Investigations Division is to support patrol operations through detailed investigation of statutory crimes. Successful investigation of these crimes involves follow-up on leads generated from patrol reports and evidence. Further follow-up interviews with victims, witnesses and suspects lead to the arrest and conviction of the defendant.

**The role of the Investigations Division is to support patrol operations through detailed investigation of statutory crimes.**

## Case Load

The Investigations Division contributed to the successful prosecution and closure of several major cases, including Rape, Murder/Suicide, Kidnapping, Armed Robberies, and Sexual Abuse. The suspects in these cases included both adult and juvenile defendants, each of which received sentences of five to twenty five years of imprisonment. Persons sentenced under Ballot Measure 11 (mandatory sentencing guidelines), which is reserved for the most violent of offenses, are not eligible for parole or early release programs.

In addition to working major cases, the Investigations Division also handles lesser crimes such as Vandalism, Mail Theft, Identity Theft, and Check/Credit Card Fraud. Detective Supervisor Onchi is renowned for his work and conviction rate in sex abuse and child abuse cases.

The Sherwood Police Department relies upon informal community input and information obtained through daily contacts with the public, which can help solve criminal cases. This past year Detective Crosby investigated,

**Last year the Investigations Division recovered approximately \$100,000.00 in property that had been stolen in both residential and commercial Burglaries and Vehicle Thefts.**

solved, and arrested a number of Identity Theft suspects that had caused a tremendous dollar loss to our victims, not to mention hours of time and headaches in order to rectify

their credit with banks and credit agencies. The dollar loss suffered by local victims, loan institutions and other companies that Detective Crosby assisted exceeded over 1 million dollars. Last year the Investigations Division recovered approximately \$100,000.00 in property that had been stolen in both residential and commercial Burglaries and Vehicle Thefts.

### **Interagency Partnerships**

The Sherwood Police Department enjoys a partnership with a variety of law enforcement agencies and social service organizations, which also contribute to the successful operation of the Investigations Division. A partial list of these partners includes the Oregon State Police, the Washington County District Attorney's Office, the Oregon Liquor Control Commission, the Department of Human Services, the Law Enforcement Data System, the U.S. Department of Justice, and the Federal Bureau of Investigations.

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variety of law enforcement  
agencies and social service  
organizations**

### **Public Information Services**

In addition to other duties, Detective Supervisor Onchi serves as the Department's Public Information Officer. Detective Onchi has done an excellent job of forging closer ties between the Department and the news media. It is crucial that the Public Information Officer provide the public with timely and accurate information regarding law enforcement matters in order to reduce the amount of misinformation that develops through speculation. Detective Onchi provides the media with positive human-interest and event information, as well as disseminating vital information regarding criminal events.

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# Special Teams

## Overview

The Sherwood Police Department continues to expand its involvement in special police teams, providing the residents of the City of Sherwood with the best possible police services. In 2001, the Sherwood Police Department formed a K-9 Unit, assigned a member of the Department to the Washington County Crash Analysis and Reconstruction Team, and formed a joint Mobile Response Team with the City of Tualatin Police Department. The Sherwood Police Department also expanded the capabilities of their existing Traffic Team.

**K-9 Unit**  
**Mobile Response Team**  
**Traffic Team**  
**Crash Reconstruction**

## K-9 Unit

The Sherwood Police K-9 Unit consists of Officer Debbie Smith and K-9 Jack, and Officer Jon Carlson and K-9 Gesby. The unit came into full service in July 2001. Police K-9 teams are a vital component of the Patrol Division, as the acute sense of smell possessed by the dogs allow them to locate hidden suspects and contraband. The K-9 Unit trains weekly, and both teams are cross-trained to locate persons and narcotics.

**The K-9 Unit located and arrested twelve suspects in a six-month period.**

The K-9 Unit responded to 36 calls in 2001, including building and vehicle searches and tracking for suspects that had fled from the police. The K-9 Unit located and arrested twelve suspects in a six-month period. In addition to performing patrol duties, the K-9 Unit serves as a public relations tool. The

K-9 Unit provided 11 demonstrations at community events and at Sherwood schools in 2001.

As part of the Washington County Mutual Aid Agreement, Sherwood Police K-9 units are available to other police agencies when the K-9 Units are on duty. The Sherwood Police Department receives aid from other police K-9 Units when are own units are out of service.

## Mobile Response Unit

Recognizing a need to have the ability to respond to civil disturbances, the Sherwood Police Department and the Tualatin Police Department joined forces to create the Tualatin-Sherwood Mobile Response Team (MRT). The MRT consists of eight Tualatin Police Officers and four Sherwood Police Officers, trained and equipped to respond to any disturbance within one hour. The team received its training from the Oregon State Police MRT in a week-long session at Camp Rilea. Training included crowd control techniques, deployment of less-lethal munitions, and operating in and deploying tear gas.

**The Tualatin-Sherwood MRT has deployed once at a disturbance in Tigard, and has been in stand-by mode twice for anticipated disturbances in Portland.**

Ten teams from throughout the State attended the training at Camp Rilea, four of which are based in the Metro area. In the six months since its inception, the Tualatin-Sherwood MRT has deployed once at a disturbance in Tigard, and has been on stand-by mode twice for anticipated

disturbances in Portland. Under the Mutual Aid Agreement, other teams will supplement the Tualatin-Sherwood MRT when they are deployed in the local area. There are plans underway to expand the scope of the team to include the duties of acting as an emergency team to perform such tasks as serving high-risk search warrants, and assisting in crisis events.

## Collision Analysis and Reconstruction Team

The Sherwood Police Department currently has one member trained as a certified Crash Reconstructionist, and assigned to the Washington County Collision Analysis and Reconstruction Team (CART). The primary mission of the team is to investigate and reconstruct motor vehicle collisions that may result in the prosecution of felony assault or manslaughter charges. CART also assists the County-wide Major Crime Team with diagramming crime scenes.

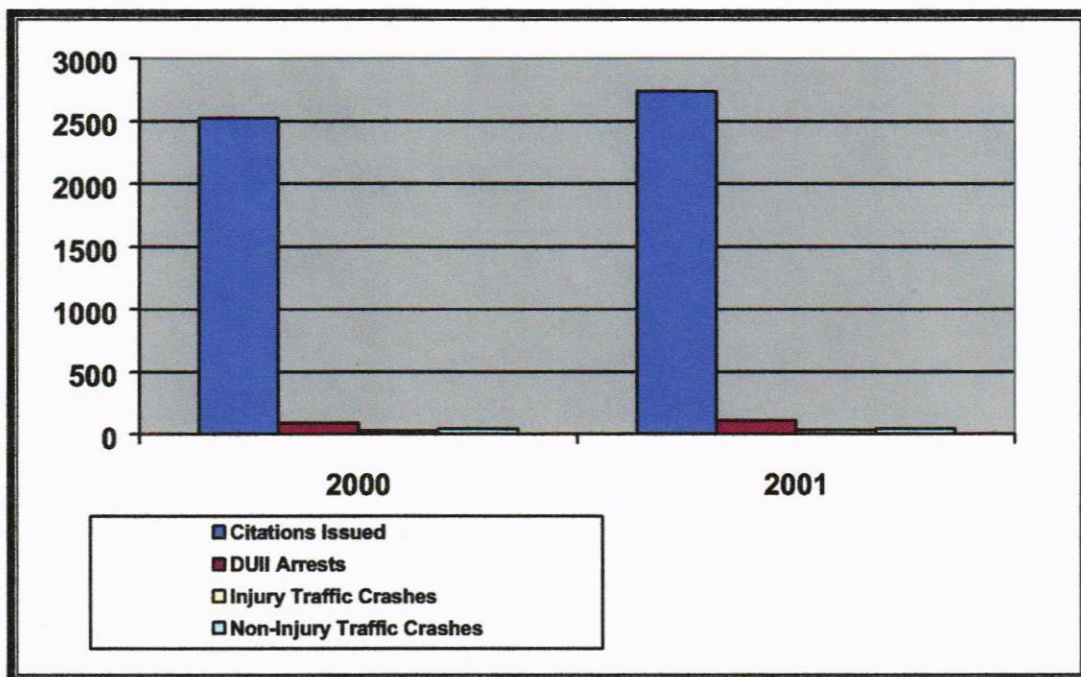
CART is a multi-agency team of specially trained law enforcement officers from ten local police departments and the Washington County District Attorney's Office. Members of CART are on-call 24 hours a day, and respond to approximately 20 requests for service annually. CART investigations include examination of the roadway and physical evidence as well as vehicle damage analysis to reconstruct the crash. The team utilizes a total station laser transit device to produce a computer-generated diagram of the crash scene.

## Traffic Team

The Sherwood Police Department Traffic Team currently consists of Officer Eric Hagan and Sergeant Mark Gaither. The unit employs one BMW motorcycle and one Kawasaki motorcycle in the performance of their duties. Sergeant Gaither splits his shift between performing traffic enforcement duties and serving as the Swing shift supervisor. In addition to enforcing traffic laws and responding to traffic crashes, the team responds to specific areas in response to citizen complaints of on-going traffic problems.

The City of Sherwood continues to grow quickly, and with the increase in population comes an increase in traffic. The traffic team utilizes devices such as an unmanned traffic monitor to efficiently determine traffic speeds and flow patterns in order to establish areas needing selective enforcement. The team also utilizes laser speed detection in order to accurately determine the speed of a vehicle even in heavy traffic.

All Sherwood Police Officers are required to perform traffic enforcement duties as part of their regular patrols. The primary cause of crashes in the City continues to be Violation of the Basic Rule (traveling at speeds unsafe for existing conditions) and disobeying traffic control devices. The leading cause of injury in these crashes is attributable to a failure of persons to wear safety belts.



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# Youth Services

**The Sherwood Police Department employs several programs to encourage positive communication and interaction between Department personnel and the youth of our community.**

The Sherwood Police Department employs several programs to encourage positive communication and interaction between Department personnel and the youth of our community. These programs include the School Resource Officer position, the Police Activities League, and the annual Sherwood Youth Foundation Bicycle Rodeo. Sherwood Officers not formally involved in these programs make their own daily contributions to improving relations with our young community.

## School Resource Officer

Officer Bob Kinney serves as the Sherwood Police Department School Resource Officer (SRO). In a position funded jointly between the Sherwood School District and the Sherwood Police Department, Officer Kinney maintains a presence in Sherwood Schools, handling school-related calls for service and mentoring community youth. Officer Kinney is a popular figure amongst the students of the City, and he dedicates himself fully to his important role. The relationship forged between Officer Kinney and the students is extremely valuable to the Department. Such a relationship allows the students to personalize police officers, rather than seeing them as strangers in blue suits.

## Police Activities League

Since the 1920's, police officers have been reaching out to at-risk youth through the Police Activities League (PAL) program. The PAL program provides opportunities for youths to interact with police officers and community volunteers in a positive environment.

**PAL is a non-profit crime prevention program designed for youth.**

PAL is a non-profit crime prevention program designed for youth. It provides an uplifting environment for at-risk teens through athletic activities, education,

cultural enrichment, and employment opportunities. The program also provides a remedy for the, "nothing-to-do" syndrome synonymous with petty juvenile criminal activity. The Sherwood PAL program has over 170 members ages 10 through 14 years, which participate in weekly activities at the Sherwood Family YMCA. These activities include basketball, soccer, volleyball, and Ping-Pong. PAL also provides less strenuous entertainment such as board games, arts and crafts, and movies. The PAL program provides special activities on a monthly basis such as rock climbing, field trips, and barbecues.

In 2001, the Sherwood PAL program expanded to provide activities for all youth throughout the week. In order to accomplish this, the PAL program established a Sherwood PAL teen activity center at the old Sherwood School House. The Center is the home of a recreational area, computer lab and library, and serves as the focal point for other enriching activities for at-risk teens.

### **Bicycle Rodeo**

The Bicycle Rodeo is an annual youth event sponsored by the Sherwood Police Department in conjunction with Tualatin Valley Fire and Rescue and the Police Activities League. The purpose of the rodeo is to promote bicycle safety and

**The Department and the Police Activities League provided over 100 new bicycle helmets to children that could not afford proper helmets, or whose helmets were in need of replacement.**

accident reduction. This year's rodeo took place at the Archer Glen Elementary School, and involved over 200 participants. Children and their parents received tips on bicycle maintenance, proper helmet adjustment, and theft prevention. Young riders worked their way through a figure-eight obstacle course in order to refine their riding skills. The Department and the Police Activities League provided over 100 new bicycle helmets to children that could not afford proper helmets, or whose helmets were in need of replacement.

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# Volunteer Services

## Police Reserve Officer Program

The Sherwood Police Reserve program consists of seven volunteer officers. Police Reserves are persons interested in improving the quality of life in the community through their volunteered service. Members of the Reserve program must attend a 400-hour Police Reserve Academy before becoming sworn Reserve Officers. This academy takes place in the evenings and on weekends

**Members of the Reserve program must attend a 400-hour Police Reserve Academy before becoming sworn Reserve Officers.**

over a six-month period. Such a schedule requires great dedication on the part of the Reserve candidates as they juggle classes with their family lives and their existing employment in the private sector.

Police Reserve Officers provided 1,680 hours of service to the City this year. At entry-level wages, this amounts to an approximate cash value of \$29,433. Services provided include supplementing the Patrol staff on duty, providing security at Sherwood High School functions, and assisting with a variety of City-sponsored festivals and events.

## S.A.L.T. Program

The Sherwood Police Department continues to be a proud sponsor of the Seniors and Law Enforcement Together (SALT) program. The Sherwood SALT program consists of a partnership between the Police Department and Sherwood's senior community. The program receives backing on a national level through the National Association of Chiefs of Police, the U.S. Department of Aging, the American Association of Retired Persons, and the U.S. Attorney General's Office.

**...Combating issues such as elder abuse and fraudulent activities targeting the senior population.**

Supervisor Dwight Onchi has served as the Sherwood SALT Commander for five years. The City sees a continued growth in the percentage of Senior citizens, and Detective Onchi works hard to provide information on combating issues such as

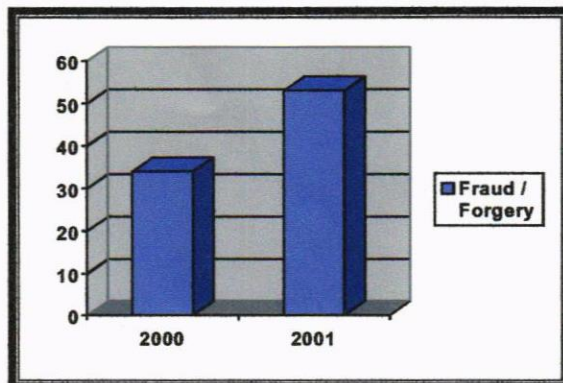
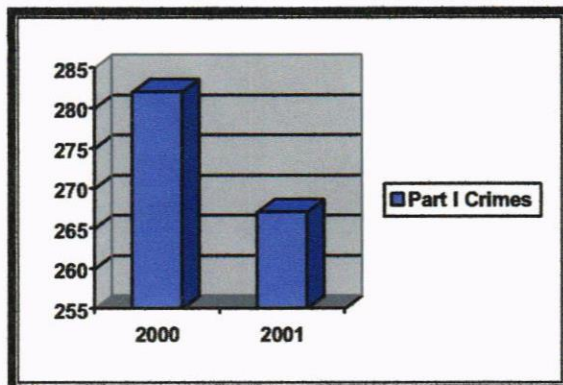
elder abuse and fraudulent activities targeting the senior population. The Sherwood SALT Council provides monthly meetings for all interested seniors at the Senior Center. Each month a variety of guest speakers provide information on relevant topics such as telemarketing scams and fire safety. The SALT Council also publishes an information column in the Sherwood Gazette. SALT volunteers dedicated over 1200 hours to the Police Department this year. The volunteers performed a variety of office tasks, allowing the administrative staff to focus on other issues. The dollar value of this service equals approximately \$14,290.

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## Part I Crime Statistics

The City of Sherwood saw a slight decrease in Part I crimes this year, despite the national trend toward an increase in reported Part I crimes. Larceny still forms the largest part of Sherwood's Part I crime reports, with the theft of property from parked motor vehicles being the most common larceny complaint. Residential burglaries form the second highest Part I crime (19 occurrences in 2001), and theft of motor vehicles form the third highest complaint (14 occurrences in 2001).

In the Part II crimes index, assaults against persons and sexual crimes have decreased slightly over the year. Fraud and forgery complaints have increased significantly, mainly in part to the proliferation of computer-based crime that has affected the whole country.



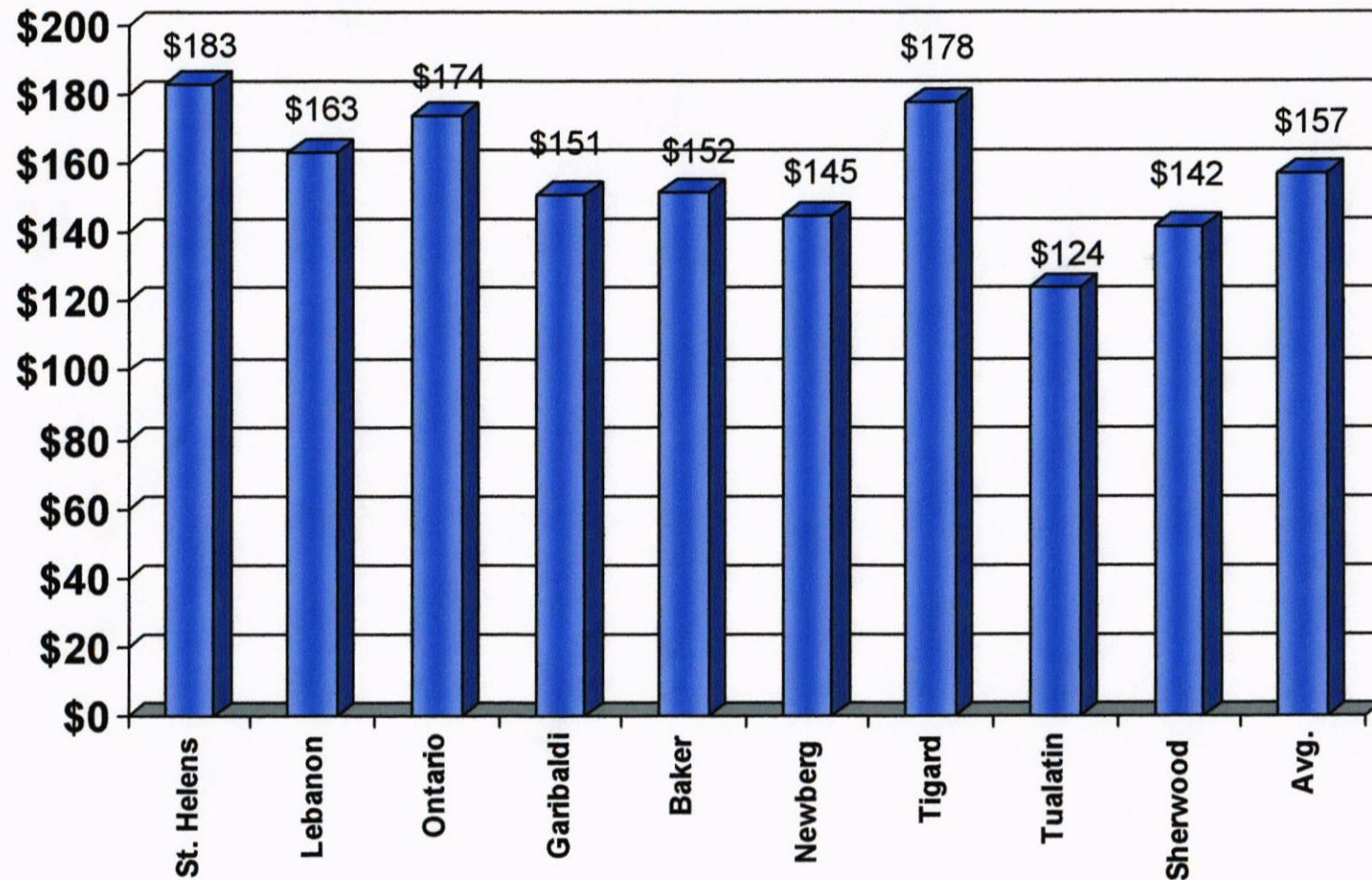
The City saw a slight decrease in Part I crimes this year... Fraud and forgery complaints have increased significantly mainly in part to the proliferation of computer-based crime that has affected the whole country.

[Return to Table of Contents](#)

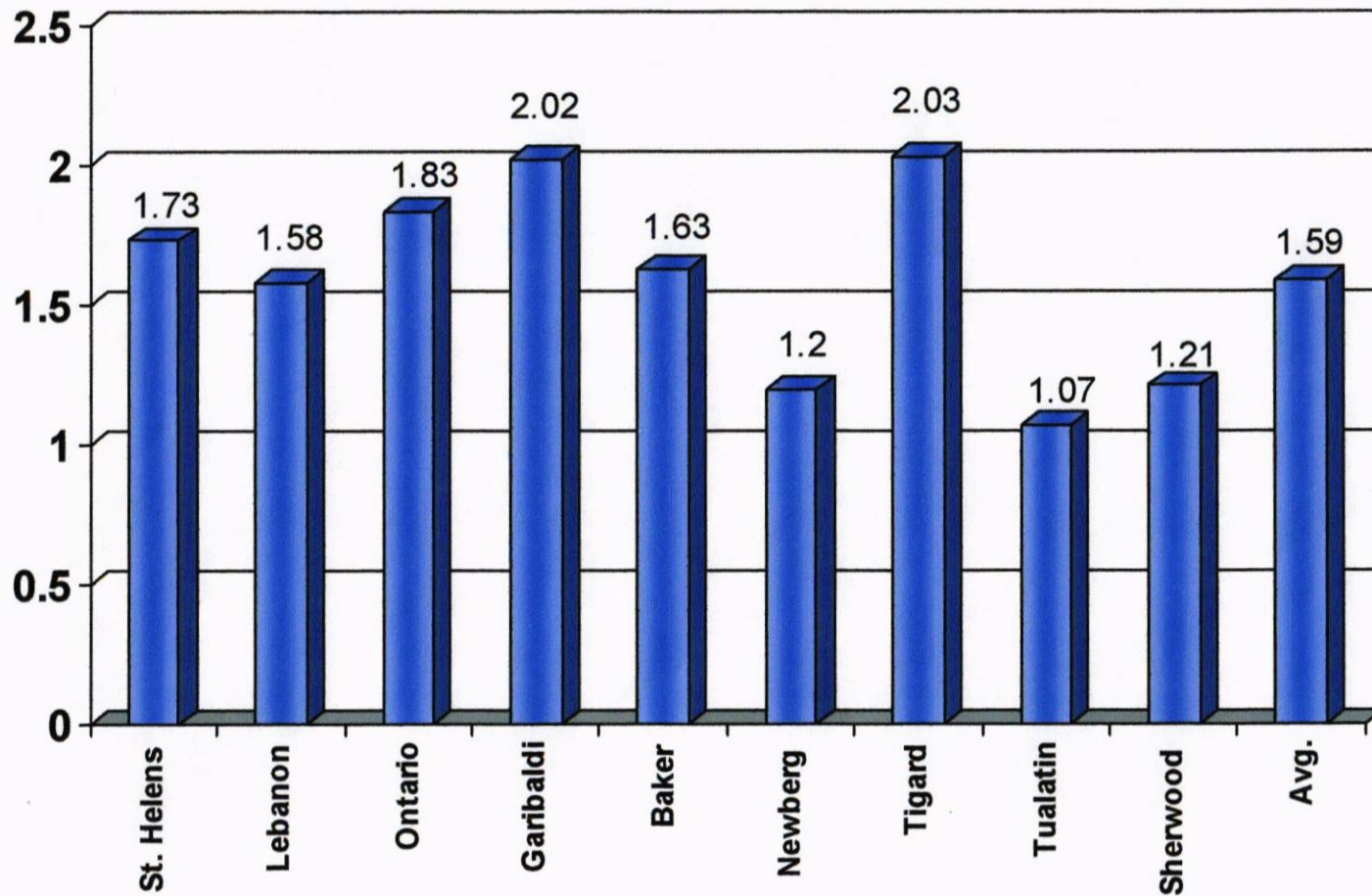
# **SHERWOOD POLICE – 2002 / 03 BUDGET**

**May 1, 2002**

## City of Sherwood - Police Cost per Capita



## City of Sherwood - Sworn Police/ 1,000



**Bill Middleton**

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**From:** Lisa Layne - COURT CLERK  
**Sent:** Tuesday, April 16, 2002 10:22 AM  
**To:** Bill Middleton  
**Subject:** Stats

Bill,

Here are the figures you requested. Basically, the difference between the gross amount and the amount the City keeps is what we paid out to State and County assessments. Once the new software is implemented, I'll give you monthly reports if you want. If you have questions, give me a call. L.

	Gross Amt.	City
January 2001	\$22,173.70	\$15,343.02
February 2001	\$11,827.00	\$ 7,497.00
March 2001	\$25,161.70	\$17,410.70
April 2001	\$21,477.63	\$14,987.00
May 2001	\$21,966.60	\$15,458.22
June 2001	\$16,608.54	\$11,629.38
July 2001	\$17,864.75	\$12,087.62
August 2001	\$18,782.08	\$12,017.58
September 2001	\$17,186.25	\$10,826.87
October 2001	\$15,479.41	\$10,309.53
November 2001	\$18,686.50	\$11,861.37
December 2001	\$21,069.75	\$12,593.00
January 2002	\$18,524.96	\$12,898.08
February 2002	\$19,185.00	\$11,866.50
March 2002	\$20,095.75	\$13,767.35

May 1, 2002 Budget Meeting  
 Attachment 2, Document 3

4/16/2002

POLICE VEHICLES

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SHERWOOD POLICE DEPARTMENT    INTEROFFICE MEMORANDUM

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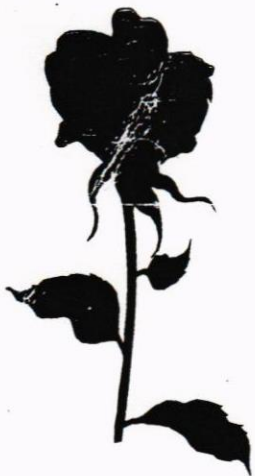
TO:            CHIEF MIDDLETON  
FROM:        SGT. JACOB  
SUBJECT:     PATROL VEHICLE MILEAGE  
DATE:        4/14/2002  
CC:

---

Patrol vehicle mileage:  
9703    40,000 (Chief's Jeep)  
9801    86,954  
9802    85,440 ✓  
0001    53,570  
0002    36,799 (Lease)  
0101    20,778 (Lease)  
0102    22,983 (Lease)  
0103    17,000 (Expedition)  
0104    9,132  
0201    8,972  
K-9    71,500 (Jeep)  
K-9    61,476 (Crown Vic)  
Van    170 (CSO/Evidence)

Just some information if this is for the budget committee. We currently have five marked patrol cars available for patrol. I am not counting Unit 0001 because it is considered a supervisor car. I drive it sometimes because of the high mileage on 9802, my assigned car, and it will have to be available for the oncoming sergeant. Mark also drives it during when he is not riding. The other five marked units are used throughout the day. If you look at the schedule, there are some days when we have a school resource officer, a day shift officer and a swing shift officer or two which all overlap. Swing shift then overlaps with graveyard shift using four cars. Plus we will have an additional swing shift officer when Nathan is ready.

May 1, 2002 Budget Meeting  
Attachment 2, Document 4



## **PORTLAND POLICE DATA SYSTEM (PPDS)**

Portland Police Data System (PPDS) is a law enforcement information system serving the City of Portland, the City of Beaverton, the City of Tigard, the City of St. Helens, the Multnomah County Sheriff, the Portland metropolitan area, portions of the Willamette Valley, and portions of the central and southern Oregon coast. The Portland Police Bureau operates PPDS. PPDS currently serves nearly 100 local, state and federal law enforcement agencies with more than 3,000 workstations.

The PPDS system was designed by the Portland Police Bureau to provide automated access into the Bureau's case files. Approximately 140,000 original cases are processed each year. PPDS retains these case files on-line for several years, depending upon the retention criteria for particular offenses. PPDS now contains information on about 950,000 persons and 1,950,000 cases.

PPDS began operation in 1981. The system makes extensive use of "menu" displays and provides instructions to the system users on the work station screen. Program function keys enable switching from one function or operation to another by pressing just one key, and without reentering the inquiry information.

PPDS is designed as a multi-agency system. On January 1, 1992, the City of Beaverton Police Department began entry of all their cases into PPDS. City of Tigard Police began entry of their cases into PPDS on January 1, 1996. Multnomah County Sheriff's Office began entry in January 1998. St. Helens Police Department was added in June 2001. Additional agencies may be added in the future.

PPDS is fully year 2000 compliant.

**Further information on the Portland Police Data System may be obtained from:**

**Portland Police Bureau  
Data Processing Division  
1111 SW 2nd Avenue, Room 1156  
Portland, OR 97204  
Phone (503) 823-0300  
FAX (503) 823-0304**

**William J. Wesslund,  
Sr. Information System Manager**

# PPDS SYSTEM FUNCTIONS

The PPDS system includes the following functions and subsystems:

## 1. PPDS PERSONS SUBSYSTEM

The PPDS Persons subsystem provides files of all persons and businesses coming into contact with the police and listed on a police report. Each person is entered into the file and is assigned an identifying number. Inquiry may be made by number, full name, a partial name, an alias, a moniker, a mug number, or by SID number. An inquiry returns either an exact match or a list of the closest matching names located by a phonetic search. A search by telephone number returns persons associated with that number.

The PPDS Persons files contain for each person:

- \* Identifying information including physical description
- \* Residence association
- \* Case involvement
- \* Vehicle associations
- \* Any arrest record (Portland, Beaverton, Tigard, St. Helens, MCSO only)
- \* A narrative record
- \* Gang association
- \* Person to person association

## 2. PPDS CASE SUBSYSTEM

The Case subsystem provides for storage and retrieval of all information on a police case report except the detailed narrative. A narrative summary is provided. The information includes date and time of crime occurrence, type of offense, location of crime occurrence, case status, modus operandi information, and information on victims, complainants, suspects, and arrested persons. Stolen and recovered property, worthless documents, associated vehicles and persons, and any associated cases are included. A list of all reports written on a case is provided. Access to the case record may be either directly by case number, or indirectly by cross-reference from the persons, vehicle, address, or custody files.

## 3. PPDS VEHICLE SUBSYSTEM

The Vehicle subsystem provides for storage and retrieval of information on vehicles associated with either cases or persons. Access to the vehicle information can be by direct inquiry via license number, by vehicle identification number, or by cross-reference from the persons or case files.

## 4. PPDS ADDRESS SUBSYSTEM

The address subsystem is a file of all addresses in the PPDS reporting area (essentially, the Cities of Portland, Beaverton, and Tigard, plus all of Multnomah County and additional areas in Washington, Clackamas, and Columbia Counties). It is under expansion to include all of Washington and Clackamas Counties. The file is based upon the U.S. Census Bureau geographic files, but with added information such as police districts, neighborhood identifiers, landmarks, street intersections, and individual street addresses. The address records may be accessed by direct inquiry on an address, a city block, an intersection, or a landmark name. Cross-reference access is available from persons or case association to an address. A "hazardous location" warning flag can be displayed as the result of an address inquiry if a hazard exists at that address or a nearby address.

## **5. PPDS COURT SCHEDULING SYSTEM**

The court scheduling system keeps track of an officer's days available for court, any time unavailable due to vacation, training, military leave, etc., and the officer's work schedule. This allows the courts to schedule cases to minimize the officer overtime required and to insure that the officer can attend the trial. The officer can check the computer system to determine the date, time, and status of scheduled court appearances. Portland Police Bureau, Gresham PD, and Multnomah County Sheriff use the Court Scheduling System.

The Court Scheduling sub-system also provides the ability to generate a printed list of all cases or all arrests by DPSST.

## **6. MESSAGE SWITCHING SUBSYSTEM (LEDS/NCIC/NLETS access)**

The message switching subsystem connects all PPDS terminals to the Oregon Law Enforcement Data System (LEDS). The LEDS linkage provides access to the files of the Oregon Motor Vehicles Division, the Oregon State Police, the vehicle registration and driver's license files of the state of California, the National Law Enforcement Telecommunications System (NLETS), and the FBI's National Crime Information Center (NCIC) and Interstate Identification Index (III) files. Formatted, fill-in-the-blank screens are provided for all standard LEDS/NCIC inquiries. All incoming LEDS/NCIC messages are retained in PPDS for 24 hours and are available for redisplaying.

The LEDS files contain statewide (for Oregon) information on:

- \* Wanted/Missing Persons
- \* Stolen Vehicles
- \* Stolen Property (serialized only)
- \* Stolen Guns
- \* Restraining Orders
- \* Persons of Interest
- \* Warrants
- \* Oregon State Police Criminal History Records

## **7. PPDS LOGS**

The PPDS Logs Menu provides access to various logs that can be selected and printed at each terminal. Each log is a list of the activity for a specified day or range of days. Field contact information is also provided by location and date.

- \* Arrest Log
- \* Juvenile Arrest Log
- \* Daily Bulletin (of felony crimes)
- \* Case Clearance Log
- \* Case Number Log
- \* Field Contact Log
- \* Hotsheet (stolen and recovered vehicles)

## 8. TACTICAL INQUIRY SYSTEM

Tactical inquiry provides the capability for an investigator to inquire into the PPDS case files on a combination of parameters or descriptors. Where applicable, the parameters can cover a range, e.g., "occurred date from xx-xx-xx to xx-xx-xx." Inquiry can be made into the case files on any or all of the following:

- \* Agency (Portland, Beaverton, Tigard, St. Helens, MCSO)
- \* Offense
- \* Occurred date or date range
- \* Location of occurrence
- \* Type of premises
- \* Method of entry
- \* Instrument and force used to gain entry
- \* Type of evidence collected
- \* Location of victim at time of crime
- \* Action of victim just before crime
- \* Age, sex and race of victim
- \* Location of property stolen
- \* Type of property stolen
- \* Brand name of property
- \* Property serial number/Owner applied number on property

The tactical inquiry system searches the PPDS files and returns a listing of all cases that meet all the parameters specified. Additional tactical inquiry modules provide for worthless document search and for search of the vehicle files based upon partial license plate numbers and/or vehicle description such as make, model, year, and color. The tactical inquiry system is designed to aid in investigation and clearance of cases by providing a computerized scan of the vast volumes of data in the case files and selecting cases that meet specified criteria or have specific similarities.

## 9. PPDS PROPERTY/EVIDENCE SUBSYSTEM

This subsystem provides for display of all property/evidence receipt numbers for a given case, or for display of all cases associated to specific property or evidence receipt.

#### **10. PPDS CASE MANAGEMENT SUBSYSTEM**

This subsystem provides case logs for the specific detective details, e.g., robbery log, burglary log. It also allows assignment of a case to a specific investigator, displays all cases assigned to an investigator or to a detail, and monitors case progress and case completion. Statistics are produced for each person, shift, and detail, as well as for the division as a whole.

#### **11. PPDS DRUG COMPLAINT SYSTEM**

The Drug Complaint system enables logging of complaints regarding alleged drug activity and drug house operations. A facility is provided for entering names and descriptions of persons involved with the drug house operation. Vehicle license numbers and descriptions are also entered.

#### **12. PPDS PAWN SUBSYSTEM**

The Pawn system enables entry and tracking of "pawn slips" indicating the item pawned, and the name and address of the person pawning the item. This information is used to determine if the item is possible stolen property.

#### **13. PPDS BUSINESS NAME SUBSYSTEM**

This system allows inquiry by business name and responds with matching businesses and a history of incidents of which each business was a victim. Where available, it also provides a list of emergency contact names and phone numbers for that business.

#### **14. SRMS HISTORIC DATA SUBSYSTEM**

The Sheriff's Records Management System (SRMS) subsystem includes the Multnomah County Sheriff's case records from the early 1980's through December 1997. Records from 1998 and newer are integrated into the main PPDS system.

#### **15. PPDS UNIFORM CRIME REPORTING**

The PPDS system extracts from its files the data necessary for uniform crime reporting to meet the standards set by the FBI and the State of Oregon. The reports produced include:

- \* Offense and Clearance Summary
- \* Arrests by Age, Sex, and Race
- \* Property Stolen by Classification
- \* Disposition of Persons Arrested
- \* Offenses by Location, Hour, and Day

#### **16. PPDS DATA ENTRY SUBSYSTEM**

Information is entered into the PPDS system directly from on-line terminals, as the case reports are processed. Information is available for inquiry immediately as it is entered. Full use is made in the entry process of formatted entry screens, field edits, and relational edits to make the entry process as error-free as possible. Provision is also made to correct or modify the data after it is entered to allow error correction and update of information entered. The data entry functions are only available to Records Divisions of the participating entry agencies.

#### **17. PPDS INFORMATION & REFERRAL SYSTEM**

The Info & Referral System provides detailed information on a wide variety of social service agencies to which persons in need can be referred by police officers.

#### **18. PPDS TRAINING ANNOUNCEMENT SUBSYSTEM**

The Training Announcement System provides an index of training classes and programs available to bureau personnel. Classes are listed by category of training. Class space can be reserved and a training request form can be generated on-line by employees.

#### **19. COMBAT AUTO THEFT PROGRAM SUBSYSTEM**

The Combat Auto Theft system lists all vehicles enrolled in a program designed to deter auto theft. Vehicle owners register their vehicles and place sticker on their vehicle rear window, which permits the police bureau to stop the vehicle during late night hours and determine if the person driving has permission to operate the vehicle.

## **20. PPDS TELEPHONE NUMBER INQUIRY SUBSYSTEM**

The telephone number inquiry system allows search of all name records (persons and businesses) in PPDS by phone number. Up to two phone numbers may be on file per name, although neither is specifically designated as home or work number.

## **21. PPDS PPB PERSONNEL SUBSYSTEM**

The personnel subsystem contains records for all current and recent past PPB employees. The system includes bureau employment history, skills and training inventory, and other personnel related information. Access to the personnel system is restricted to the Personnel Division.

## **22. PPDS SUSPECT TRACKING SUBSYSTEM**

The suspect tracking system lists all persons listed as suspects on any cases assigned for investigation. It permits searching by DPSST of the assigned investigator or by CRN of a suspect. Searches can be further qualified by whether the case has fingerprints (AFIS) or not.

## **23. GUN SEARCH SUBSYSTEM**

The Gun search subsystem allows the search of PPDS property files by serial number or owner applied number (OAN). The property file includes guns reported stolen, recovered, lost, found, evidence, and safekeeping. Additional searching capability, including partial serial number search is available through Tactical Inquiry.

## **24. CAD (COMPUTER ASSISTED DISPATCH) SUBSYSTEM**

This subsystem displays all closed records of 911 calls for service from Bureau of Emergency Services (BOEC). It allows searches by incident number, location, and also includes a tactical search capability which allows users to create custom searches based on dates, times, types of call, geographic areas, officers involved, and other criteria. The CAD subsystem includes all calls for service for all agencies in Multnomah County since 01-01-95. Portland Police Bureau has about 400,000 calls for service annually. Calls are added to the file as soon as they are closed.

## **25. MDC ACCESS OF PPDS**

A subset of PPDS information can be accessed through the Mobile Digital Computers (MDC=s) in the police vehicles. Person, Case, Vehicle, and Court Schedules are available via MDC.

## **ACCESS TO OTHER CRIMINAL JUSTICE AGENCY SYSTEMS**

## **A. DASP**

DASP is the prosecutor's management information system of the Multnomah County District Attorney. DASP provides a computerized listing of court calendars, access to court appearance schedules for defendants, prosecutors, and officers, and provides case schedule and disposition information.

## **B. Sheriff=s Warrant and Inmate System (SWIS)**

The SWIS system is Multnomah County Sheriff=s automated warrant and inmate tracking system. Some functions of SWIS include:

- \* Person search by SWIS ID.
- \* Person search by soundex match (phonetic search) or wild card search, S, R, DOB.
- \* Person search by FBI, SID, SSN, Mug, or PPDS number.
- \* Booking Information queries.
- \* TSI, In-transit, and citation queries.
- \* Case information queries.
- \* Warrant queries.
- \* Location queries.
- \* Release information queries.

## **C. OREGON JUSTICE INFORMATION NETWORK (OJIN)**

The Oregon Justice Information network is a statewide computer system that provides court information for the district and circuit courts throughout Oregon. Inquiry may be made by the defendant name or the court case number. Case scheduling, case processing, and case disposition information is available. (Implementation of this access is in process; present access is to Multnomah County criminal courts only).

## **D. RAIN SYSTEM**

The RAIN system serves the City of Salem, Marion County, Yamhill County, Benton County and many of the small cities in the Willamette Valley. Access is available to incident files and name search is provided. A variety of information is available by "scanning" the files for specific info.

## **E. AIRS SYSTEM**

The AIRS system serves Lane County, the Cities of Eugene and Springfield, and many other agencies in the southern Willamette Valley and the Southern Oregon coastal area. Access is available to name search and to the incident files in the AIRS system.

## **F. OTHER ACCESS**

Access can be provided to the Multnomah County Assessment and Taxation System, to the Oregon Corporations Commission files, Multnomah County Juvenile Justice Information Network (JIN), and to other information available from the City, County, or State computer systems.



CITY OF

**PORTLAND, OREGON**

BUREAU OF POLICE



**William J. Wesslund**

Sr. Information Systems Manager  
Data Processing Division

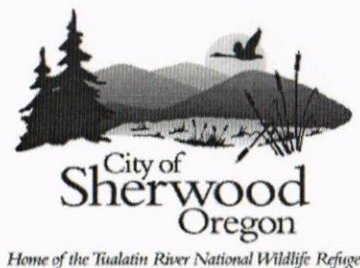
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Portland, OR 97204-3232

Phone: (503) 823-0301  
FAX: (503) 823-0304

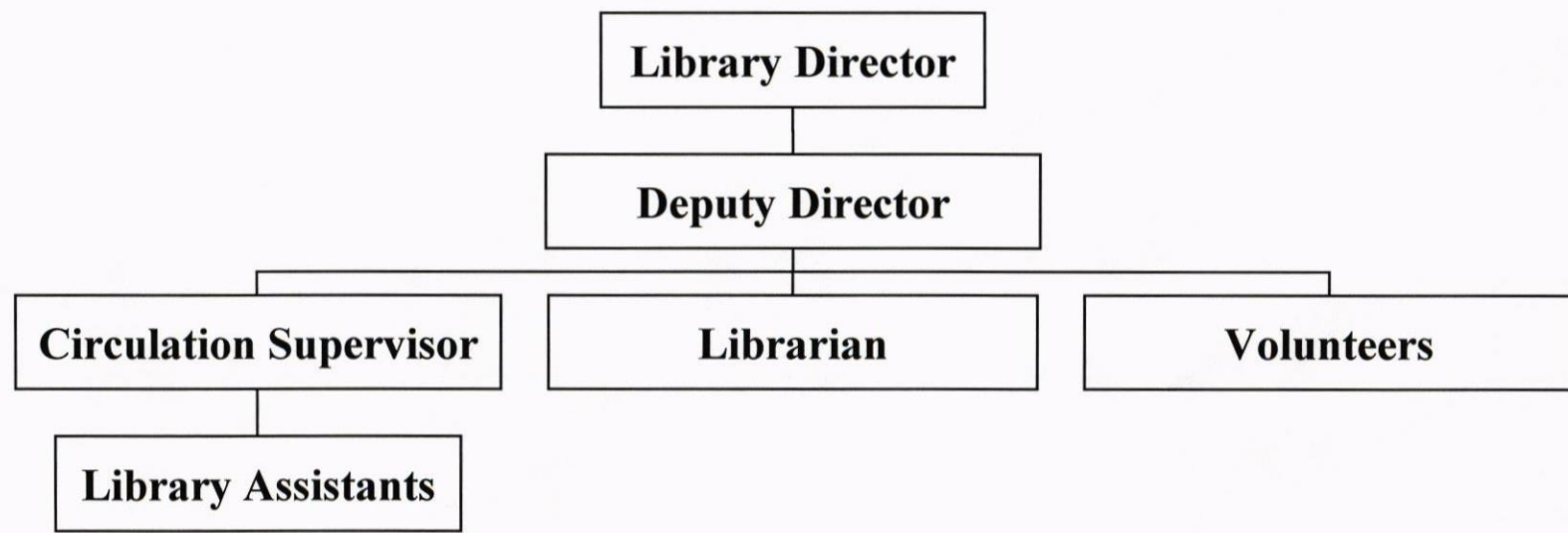
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# **SHERWOOD LIBRARY SERVICES – 2002 / 03 BUDGET**

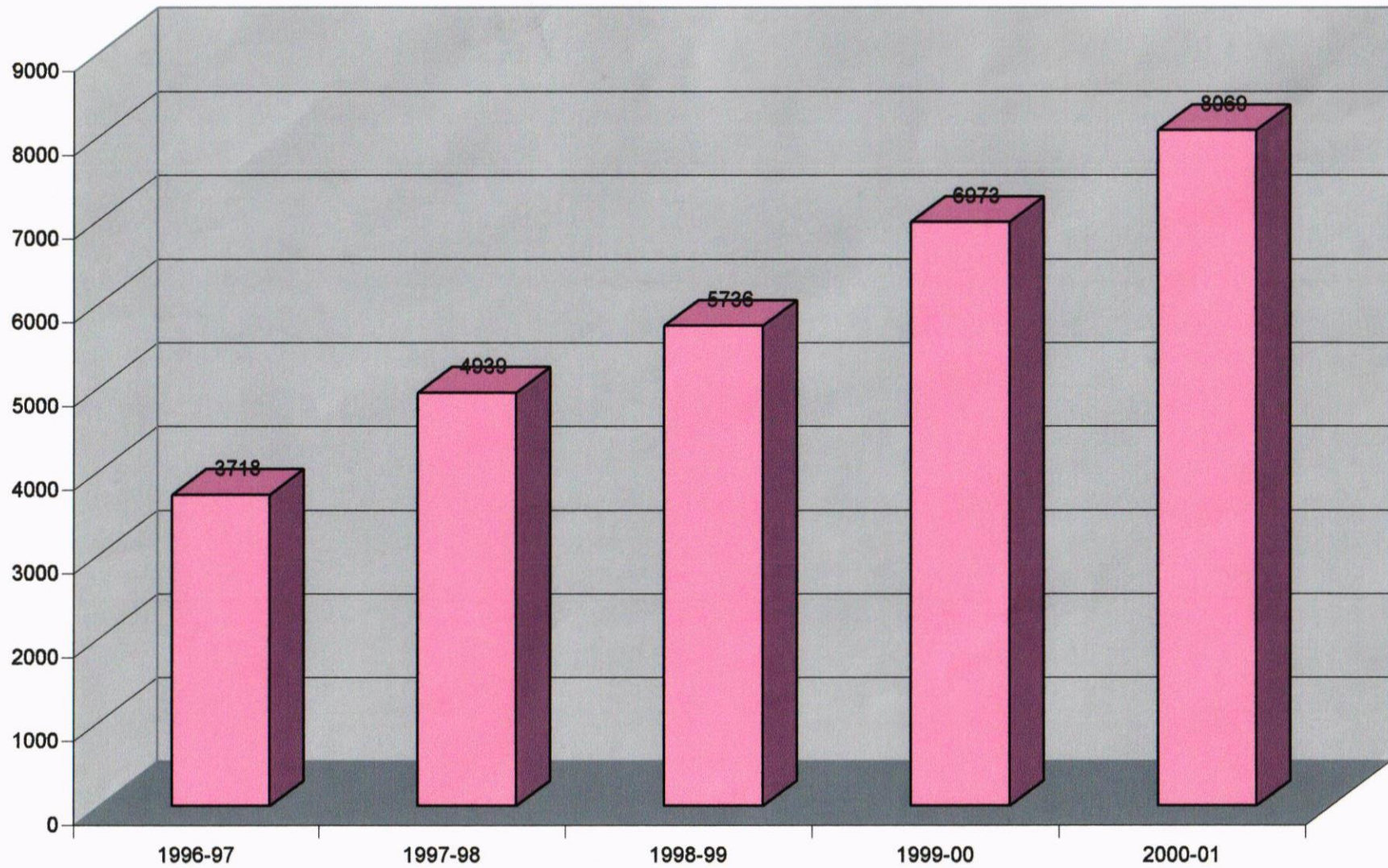
**May 1, 2002**



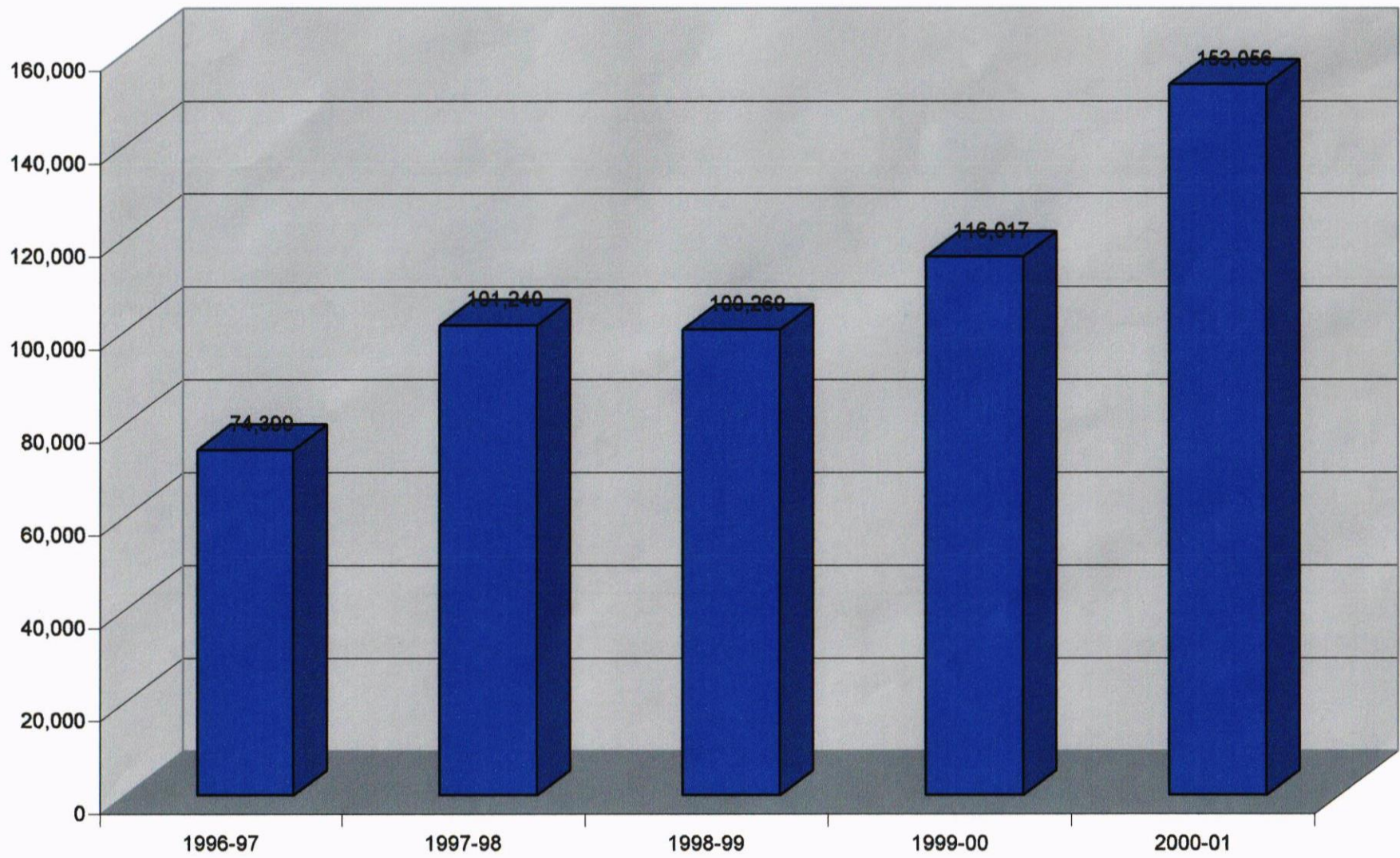
# City of Sherwood Organizational Chart Sherwood Public Library



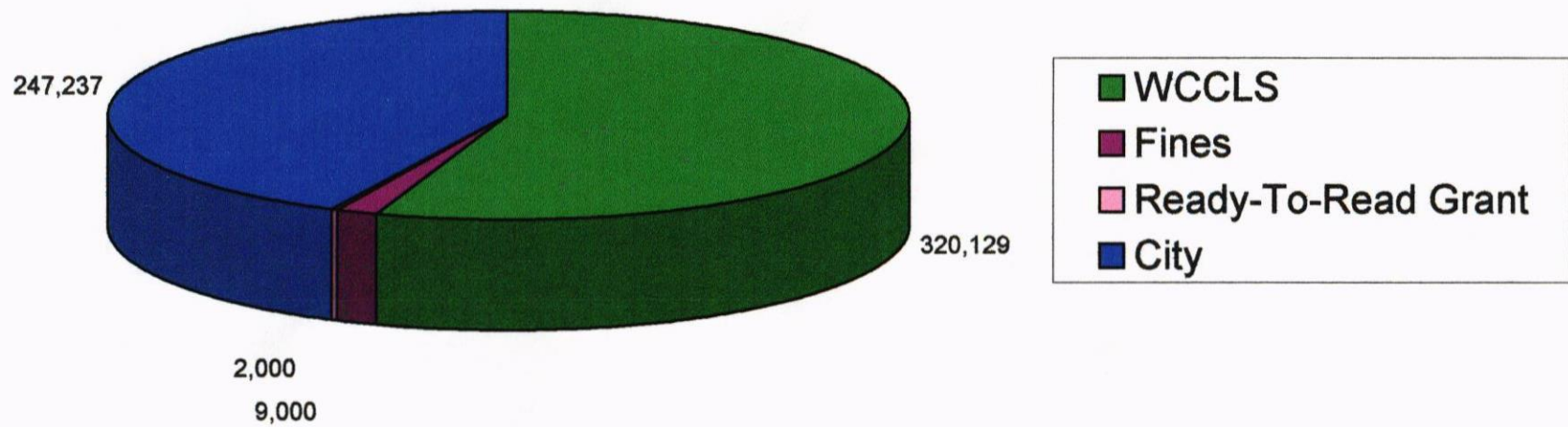
## REGISTERED BORROWERS



**CIRCULATION 1997-2001**



## REVENUE SOURCES



City of Sherwood, Oregon  
2002-2003 Budget  
Library

Department Goals

- Provide a services that reflect the needs and wants of the community.
- Operate in a manner that maintains community support and confidence.
- Provide the highest level of customer service effective and efficient
- Commit to continuous quality improvement

Reach the Excellent rating using the Oregon Library Association Standards for Public Libraries (2000).

- Providing Adequate for Hours and Staffing
- Below Threshold for Collection, Technology, Facility

Department Objectives / 2002-2003

- Continue public participation in planning for new facility – focus on design.
- Plan to support increased budget that will accompany new facility
- Continue pursuit of partnerships within the community

Plans and Issues NEW BUILDING

Evaluative Measures

Five Year (FY 1996- FY 2001) Measures

Open Hours	55% increase
Circulation	66% increase
Population	55% increase
Materials budget	44% increase
Staffing	38% increase

Nelson Co Survey

81% positive rating, 85% card holders ranking in top 1% of entities surveyed by Nelson staff greatest strength

Oregonian Marketing Survey, April 2002 for Friends of Old Town, Sherwood Trade Area, Favorite Leisure Activity Reading for Pleasure, 79%

Budget Highlights

- Stable, maintenance budget
- Decrease of .5 FTE (allowed for growth, did not need)
- Decrease of \$5,000 book budget, 12 1/2 % decrease
- Re-institution of fines

Anticipation of increase of \$47,000 from the county this fiscal year, a 15% increase

County 55% of revenue

City 43% of revenue