



MEETING AGENDA



Police Advisory Board	
Date & Time:	Thursday – July 18, 2024 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	Council President Kim Young
Richard Amicci (TSC Liaison) - Vice Chair	City Staff:
Diane Foster	Chief Ty Hanlon
Brandi Morton	Angie Hass-Executive Assistant
Lawrence O'Keefe	
Mike Schultz	
Amanda van Arcken	
Chris West	
Laurie Zwingli	

This meeting will be live streamed at:
<https://www.youtube.com/user/CityofSherwood>

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. *Citizen Comments
4. Board Member Announcements (Chair)
5. Business
 - A. Policy Updates – Review (Chief)
6. Traffic Safety Committee Update (TSC Liaison)
7. Councilor News
8. Staff Report(s)
9. Adjourn (Chair)

***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.

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:	July 18, 2024 - 7:00 pm
Location:	Sherwood Police Department-Community Room 20495 SW Borchers Drive Sherwood, OR 97140



P.A.B. Members:	Council Liaison:
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Due to technical difficulty, this meeting was not recorded on the City of Sherwood's YouTube channel.

1. Call to Order

Chair Dorsey called the meeting to order at 7:03 p.m.

2. Roll Call

Board Members Present: Chair Brian Dorsey, Vice Chair Richard Amicci, Diane Foster, Lawrence O’Keefe, Amanda van Arcken, Chris West and Laurie Zwingli

Board Members Absent: Brandi Morton and Mike Schultz

Staff Present: Chief Ty Hanlon, Council President Kim Young and Executive Assistant-Angie Hass

3. Citizen Comments

N/A

4. Board Member Announcements (Chair)

Vice Chair Amicci reminded everyone of the upcoming Robin Hood Festival and parade. It will also be a big soccer weekend for Sherwood, which will add extra traffic.

Mr. West attended and enjoyed Sergeant Keese's and the two Reserve Officers Swearing-In Ceremony. He is glad that these are open to the public. He and his wife had a good time.

Ms. Foster said that she finally gets to attend the Robin Hood Festival. As her daughters are out of high school, it is the first summer she won't be attending this weekend's soccer tournament.

Chair Dorsey reported that he had received calls on the 4th from folks in the community, with concerns about fireworks. They were unhappy that there weren't enough officers on duty. He let them know that the PD doesn't have the funding to have more officers on duty. If they can get more funding, they can bring on more officers. Chair Dorsey asked the Chief if he has a message to pass along to citizens when they reach out to him about these things. The Chief said that it is challenging when there are only 2-3 officers on duty in a city of 21,000. In addition, officers have to see someone actually lighting the firework, in order to cite them. If a citizen witnesses something, it is helpful if they call the non-emergency dispatch right away. In years past, they had special details with many officers on duty. Even then, it was difficult to catch people in the act. Chair West said that, in the past, it sometimes felt like they were in a war zone with all of the different illegal fireworks going off. In his opinion, it feels as if it's slowed down over the years. However, this year did seem like there were more. Council President Young asked if there were any reports of people getting hurt, or fires, as a result. The Chief stated that he was unaware of any, other than some burn marks on cars. Mr. West talked about going to Tigard to see the drone fireworks show. Mr. Amicci weighed in on that as well and said that his family enjoyed it. Council President Young stated that she had heard it was pretty expensive. Mr. Amicci added that it started pretty late for young ones, as well.

5. Business (Chair / Staff)

A. Policy Updates – Review (Chief)

See exhibit "A".

Chief Hanlon went over some of the policy updates that were most significant for the SPD, starting with Use of Force.

Chapter 6, Warrant Service: The Chief explained how the No-Knock Warrant is necessary, in some instances. However, in all of the years he served warrants, there were very few times when they didn't knock. It was pointed out that occurrences such as this, would most likely involve larger cases, which would involve other agencies assisting.

Chapter 8, Property & Evidence: The Chief stated that guns, money and drugs are the big ones for evidence. He talked about this update being put in place for accreditation and the association's requirements. In his time at the SPD, they have never had anything go missing.

Chapter 300.8 Training: Ms. Zwingli had a question about the word “periodic” and wondered if it should be changed to “annually”. The Chief stated that it would default to “annual”.

Vice Chair Amicci asked about the AI policy (Chapter 3). The Chief replied that the City of Sherwood is including some of this in its policy.

Regarding the section about the evaluation of employees, the Chief’s intent is to pull all of the language out, because the city already has a policy for how they do evaluations. It’s easier to just to the same all across the board. The Lexipol suggested language just doesn’t work for them.

The Chief spoke a bit more about AI and explained that since they’re already working with Axon, they will have access, but it is expensive. It can make report writing much easier and quicker. Officers will have the capability to narrate to text. Axon products are interactive. When tasers are activated, cameras automatically come on the devices for everyone who’s in the immediate area. When overheard lights are activated, body cams come on. The Chief talked about body worn camera records retention laws. Ms. Zwingli asked if they have to keep the video even if the cameras were activated unnecessarily. He stated they do. He will probably not put the AI policy in right now. He wants to wait and see what the City of Sherwood’s IT Department says.

The Chief asked the group if they had any questions on what he proposed.

With no further questions, Mr. West made a motion to recommend that the Council approve the updates as presented by Chief Hanlon and Mr. O’Keefe seconded the motion. All present board members approved.

6. Traffic Safety Committee (TSC) Update

Mr. Amicci reported that the June meeting was pretty short. He was surprised, since there were so many comments on the Facebook post that the SPD had put out. He learned that was because several of the complaints received by the SPD didn’t have to do with traffic safety and some were duplications of what was already on the list. Sabrina had to follow up with each of the many requestors/complainants.

One of the requests they received was to place 25 mph signs on a residential street. Traffic Officer Pierce had parked on the street and observed 8-10 that were speeding, but they were only going 30-31 mph. The decision was made to not install signs, as all residential streets are supposed to be 25 mph. Mr. Amicci explained how this was only one complaint they received and how much time it takes to process, just one. He doesn’t want folks to be deterred from reporting a concern, but wants them to be aware that these things take time.

They were able to close out a handful of items at the June meeting.

He learned that there are going to be festive lights on the pedestrian bridge.

The committee discussed the Cruisin’ event and the no parking areas. The City of Sherwood currently doesn’t have a tow policy in place to remove cars in the case of events. They talked about having options for moving cars that are in the way. For these events, it is important to have something in place. When someone parks where they shouldn’t, it can affect the ability

for emergency vehicles to drive around. The Chief explained the city's tow policy and some of their frustrations when they aren't able to locate a vehicle's owner when it needs to be moved.

Mr. O'Keefe asked if there have been regular, ongoing problems with vehicles at the city events. Chief gave an example of when these come up. It's not egregious, but they would like to have some tools to work with.

Mr. O'Keefe asked about the no trucks signs on Sunset. Mr. Amicci said that there is a big study being done about the safety on Sunset, but he didn't know about the trucks. Council President Young said trucks can go through if they are going somewhere nearby, but they are not allowed to cut through.

7. Councilor News

Council President Young announced that Craig Sheldon had been serving as the Interim City Manager for the past eight months. The City Council chose to offer him the City Manager job. He has been with the city for 25 years. They are working on his contract, which should be going before the City Council at their next meeting.

At their Tuesday night's meeting they learned that Metro just got done with their Urban Growth Report, which says there is not a need for the expansion. Sherwood and its prime land is getting talked about at many meetings in this county. The City of Sherwood might be asked to increase their density.

Council President Young reported that they introduced the temporary (summertime) Law Clerk, Jeremy Zerkle, at their meeting.

8. Staff Report(s)

Chief Hanlon provided a department update to the group, including upcoming community/PD events:

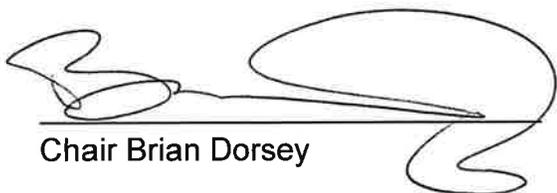
- 8/6, 5-8 pm: National Night Out at Cannery Square.
- Officer Sean Perry will be retiring that next week, after 30 years in law enforcement. He and his wife will be moving to Texas where their two grown children live.
- An officer and his wife just had their first baby. All went well.
- Officer Mitchell will be returning in August.
- Officer Abernathy will be back on patrol soon
- Sergeant Keesee has completed his sergeant training.
- Officer Amy Lawrence will be the new MHRT Officer. She will have to go through Critical Incident Training (CIT). It will probably be around 80 hours of training, total.
- Their most recent lateral hire has just been released to solo status. It is great timing, since he was hired to fill Officer Perry's spot.

9. Adjourn (Chair)

At 8:14 p.m., Ms. Zwingli made a motion to adjourn the meeting and Mr. West seconded the motion. All board members voted in favor.

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

Approval of Minutes:



Chair Brian Dorsey

8/15/2024
Date

Attest:



Angie Hass-Executive Assistant

8/15/2024
Date

Exhibit "A"

Policy

Priority

Chapter 3 – General Operations

Use of Force	Major
Control Devices and Techniques	Major
Firearms	Major
Canines	Major
Native American Graves Protection and Repatriation	Major

Chapter 4 – Patrol Operations

Bias-Based Policing	Major
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Chapter 6 – Investigation Operations

Warrant Service	Major
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Chapter 8 – Support Services

Property and Evidence	Major
Records Bureau	Major
Records Maintenance and Release	Major

Chapter 9 – Custody

Custodial Searches	Major
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Chapter 10 – Personnel

Recruitment and Selection	Major
Evaluation of Employees	Guide Sheet
Special Assignments and Promotions	Guide Sheet
Lactation Break Policy	Major
Performance History Audits	Major

Total: 16

Chapter 3 – General Operations

Use of Force

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage local agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- **DUTY TO INTERCEDE AND REPORT** has been renamed **DUTY TO INTERVENE AND REPORT**, and terminology has been adjusted in the subsection to be consistent with state terminology.
- In **DEADLY FORCE APPLICATIONS**, content has been added to provide that an officer should not use deadly force against a person whose actions are a threat solely to themselves or property, and grammar has been corrected.
- In **MOVING VEHICLES**, content has been updated to make it clear that this subsection should be read in conjunction with **DEADLY FORCE APPLICATIONS**, and terminology has been updated to be consistent with best practices.
- **TRAINING** has been updated to provide for annual use of force training. Additionally, content relating to specific required annual topics has been moved to **TRAINING REQUIREMENTS**.
- **TRAINING REQUIREMENTS** has been added as a new subsection in **TRAINING** to outline required annual training topics based on the requirements in the DOJ standards.

Unrelated to the DOJ standards update, additional changes include:

- In **CAROTID CONTROL HOLD**, the Edit Level has been changed from "State" to "Best Practice," and gendered pronouns have been removed.

Control Devices and Techniques

This policy has been updated to address Northwest Accreditation Alliance program standards for Oregon. Changes to this policy include:

- In **TRAINING FOR CONTROL DEVICES**, content has been updated to address standard 1.3.6, which requires training at least every two years, and text entities have been added.

Firearms

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting

entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation.

The May 2023 DOJ standards require agencies to have written directives relating to a prohibition on warning shots. The use of warning shots has long been controversial. Previously, Lexipol best practice content discouraged warning shots, but allowed for their use in limited circumstances. With this recent activity at the federal level and given recent trends relating to the use of warning shots, agencies are best served by this restricted approach. Changes to this policy include:

- In **WARNING AND OTHER SHOTS**, content has been updated to state that warning shots should not be used, and a serial comma has been added.

Unrelated to the DOJ standards update, additional changes have been made to address Northwest Accreditation Alliance (formerly the Oregon Accreditation Alliance) standards. Changes include:

- In **RANGEMASTER DUTIES**, wording has been added to require a certified rangemaster to align with standard 1.3.4, serial commas have been added, and gendered pronouns have been removed. The section name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.

Canines

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 HR 8454 updated the federal statute regarding the Controlled Substance Act, resulting in the renumbering of certain content that is applicable to canine handlers. Changes to this policy include:

- In **CONTROLLED SUBSTANCE TRAINING AIDS**, a citation has been updated.

Native American Graves Protection and Repatriation

This policy has been updated because regulatory action impacts its content. The update should be accepted and implemented as soon as possible. Federal administrative law sets minimum standards for agency personnel when Native American remains, funerary objects, associated funerary objects, sacred objects, or objects of cultural patrimony are found. The regulatory action reorganizes the law and updates definitions and citations in the Native American Graves Protection and Repatriation Act. Changes to this policy include:

- In **DEFINITIONS**, content has been updated to include the regulatory changes.
- In **POLICY**, content has been updated to include an additional term.

- In **COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT**, content has been updated to include an additional term, and citations have been updated.
- In **EVIDENCE AND PROPERTY**, a citation has been updated.
- Serial commas have been added in the updated sections/subsections, as appropriate.

Unrelated to the regulatory update, additional include:

- In **PURPOSE AND SCOPE**, grammar has been corrected.

Chapter 4 – Patrol Operations

Bias-Based Policing

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- In **DEFINITIONS**, a term has been added, and content has been updated to clarify that bias-based policing includes policing based on actual or perceived characteristics and inappropriate explicit and implicit biases.
- **TRAINING** has been updated to require annual training to include implicit biases and how to avoid improper profiling.
- **DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING** has been renamed **ADDITIONAL STATE REQUIREMENTS** for consistency with other policies in your manual.

Unrelated to the DOJ standards update, additional changes include:

- **STATE REPORTING TO LAW ENFORCEMENT CONTACTS POLICY AND DATA REVIEW COMMITTEE** has been renamed **STATE REPORTING TO LAW ENFORCEMENT CONTACTS COMMITTEE**, and content has been updated for clarity.

Chapter 6 – Investigation Operations

Warrant Service

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although

the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage local agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- **NO-KNOCK ENTRIES** has been added as a new section to address requirements from the DOJ standards limiting no-knock entries to situations where exigent circumstances arise at the scene such that knocking and announcing would create an imminent threat of physical violence to the officer or another person. Please note that this content is more restrictive than what is permitted by current federal case law which, for example, continues to allow the use of a no-knock entry in circumstances involving the destruction of evidence. This change is necessary, however, in order for an agency to be in compliance with the federal DOJ standards, and thus maintain eligibility for certain discretionary grant funding from the federal government. You are encouraged to review these changes with your legal counsel and should also consider incorporating the changes into agency-specific training and procedures related to warrant service. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **HIGH-RISK WARRANT SERVICE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **NO-KNOCK ENTRIES**, right-click for options, and select the option "Move." The section titles will appear. Select **HIGH-RISK WARRANT SERVICE**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **DOCUMENTATION** has been added as a new section to address the requirement that a written directive outline your agency's maintenance of records relating to announced and no-knock entries. This section may be customized to be consistent with your practices. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **MEDIA ACCESS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **DOCUMENTATION**, right-click for options, and select the option "Move." The section titles will appear. Select **MEDIA ACCESS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- The Guide Sheet has been updated.

Unrelated to the DOJ standards update, additional changes include:

- **WARRANT PREPARATION** has been updated to address the state's prohibition on no-knock warrants, and a serial comma has been added.

Chapter 8 – Support Services

Property and Evidence

This policy has been updated to address Northwest Accreditation Alliance program standards for Oregon. Changes to this policy include:

- In **INSPECTIONS OF THE EVIDENCE ROOM**, content has been updated to address standard 3.3.10, which requires documented inspections or inventories of the property and evidence function at specified intervals and if evidence is suspected to have been tampered with.

Unrelated to the accreditation update, additional changes to this policy include:

- The Guide Sheet has been updated.
-

Records Bureau

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation.

The DOJ standards require agencies to have written directives relating to the collection of specific data. In addition to the collection of certain data, agencies are required to either submit, or be working toward the ability to submit, appropriate data to specific federal databases. Changes to this policy include:

- **RECORDS BUREAU** has been updated to add data collection and submission guidance, content has been updated for clarity, content from **REPORTING CRIME STATISTICS** has been included, and punctuation has been corrected. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- **REPORTING CRIME STATISTICS** has been deleted in its entirety because content is now covered in **RECORDS BUREAU**. The subsection name is based on a text entity and may vary depending on how you answered the General Information Questionnaire.
- The Guide Sheet has been updated.

Unrelated to the DOJ update, additional changes include:

- In **ORIGINAL CASE REPORTS**, a text entity has been corrected.
-

Records Maintenance and Release

A review of this policy has resulted in an update to two sections. Changes include:

- In **RELEASE RESTRICTIONS**, a citation and grammar have been corrected.
- In **EXPUNGEMENT**, a citation referencing the juvenile code has been added to support the content.

Chapter 9 – Custody

Custodial Searches

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation.

The DOJ standards require agencies to have written procedures relating to strip and body cavity searches that contain provisions specific to juveniles and gender identity and expression. This policy has been updated to address these issues. With regard to juveniles, content has been added to provide that juveniles requiring a strip or body cavity search be transported to either a medical facility or a juvenile detention facility. This content is based on Lexipol's best practice position that local agencies should not conduct strip or body cavity searches of juveniles due to the fact that, in addition to the risks commonly associated with such searches, when conducted on juveniles these searches are recognized as being highly traumatic and therefore present a high-risk scenario for an agency.

Consistent with the new content, you should seek to identify appropriate facilities to receive juveniles in need of a strip or body cavity search and establish agreements with those agencies concerning transferring custody of juveniles for these types of searches. Changes to this policy include:

- **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS** has been added as new section to address strip and body cavity searches. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **CLOSED CONTAINER SEARCHES**), first, accept all updates. Then, while in the edit mode, hold the cursor over **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**, right-click for options, and select the option "Move." The section titles will appear. Select **CLOSED CONTAINER SEARCHES**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.

- **JUVENILES** has been added as a new section to address strip and body cavity searches of juveniles. In addition to the procedures, your agency should seek to establish agreements with appropriate medical and juvenile detention facilities concerning transferring custody of juveniles for strip or body cavity searches. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**), first, accept all updates. Then, while in the edit mode, hold the cursor over **JUVENILES**, right-click for options, and select the option "Move." The section titles will appear. Select **GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- The Guide Sheet has been updated.

Chapter 10 – Personnel

Recruitment and Selection

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Changes to this policy include:

- In **RECRUITMENT**, content has been added to require agencies to have, as part of their recruitment strategy, a written recruitment plan. Content has also been included to provide that your agency's recruitment strategy outline steps for recruiting candidates who are representative of the community served, gendered pronouns have been removed, and serial commas have been added.
- **SELECTION PROCESS** has been updated to clarify that the selection process must include both personal and professional reference checks and a review of relevant national and state decertification records. Content has also been added to require that your agency review any relevant information on a candidate available in the new National Law Enforcement Accountability Database as part of the hiring process. Your agency should check the DOJ website and the International Association of Directors of Law Enforcement Standards and Training website for additional information. Finally, content has been added to require that, as part of the selection process, information obtained from public internet sites should be reviewed for any activity that promotes or supports unlawful violence or unlawful bias against a person based on protected characteristics.

Evaluation of Employees

This policy's Guide Sheet is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Since this update pertains solely to the Guide Sheet and is applied automatically in your manual, you will not see a flag for this update in your manual. Changes to this policy include:

- The Guide Sheet has been updated to include direction regarding specific criteria that should be reviewed for members and supervisors.
-

Special Assignments and Promotions

This policy's Guide Sheet is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. Since this update pertains solely to the Guide Sheet and is applied automatically in your manual, you will not see a flag for this update in your manual. Changes to this policy include:

- The Guide Sheet has been updated to include content related to the development and implementation of a comprehensive career development strategy for officers.
-

Lactation Break Policy

This policy has been updated because legislative action impacts its content. The update should be accepted and implemented as soon as possible. 2022 HR 2617 changed the location of some federal statutory content. As a result, federal statutes cited in this policy were renumbered. Changes to this policy include:

- In **POLICY**, a citation and a text entity have been updated, and a gendered pronoun has been removed.
 - In **LACTATION BREAK TIME**, a citation, a text entity, and wording have been updated.
 - In **PRIVATE LOCATION**, a citation, wording, and grammar have been updated.
-

Performance History Audits

This policy is being updated based on a May 2022 Presidential Executive Order and subsequent May 2023 accreditation standards issued by the United States Department of Justice (DOJ). State accrediting entities must comply with the DOJ standards to qualify as independent credentialing bodies. Although the standards issued by the DOJ do not directly impact local law enforcement agencies, the federal action is structured to encourage these agencies to seek state accreditation by making certain federal grant funding dependent on an agency achieving accredited status. Lexipol has updated content to place agencies in the best position possible if and when they elect to seek accreditation. The DOJ standards require an agency to have an early intervention system or other tool to identify problematic performance trends and specific requirements for the system. Changes to this policy include:

- In **PURPOSE AND SCOPE**, content has been updated to specifically reference identifying problematic conduct and providing for necessary interventions as aspects of a performance history audit, and some content has been moved to **POLICY**.
- **POLICY** has been added as a new section to outline that one purpose of performance history audits is to identify problematic conduct and provide for necessary interventions, and some content from **PURPOSE AND SCOPE** has been added. KMS automatically adds all new sections to the bottom of the policy, so as not to alter any agency-specific customization. To move the new section to the location Lexipol recommends (below **PURPOSE AND SCOPE**), first, accept all updates. Then, while in the edit mode, hold the cursor over **POLICY**, right-click for options, and select the option "Move." The section titles will appear. Select **PURPOSE AND SCOPE**, and click "Move" once more. You will be prompted to select "Position Above" or "Position Below." Select "Position Below." KMS will refresh, the new section will be in the correct location, and the other sections will be renumbered accordingly. Your agency can also accept all updates without relocating the section, but that is not recommended.
- **EMPLOYEE REVIEW** has been added as a new subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS** to clarify that review of an audit should include consideration of interventions to improve performance and prevent avoidable uses of force, and some content from **DATA ANALYSIS AND ACTION** has been included.

Unrelated to the DOJ update, and as part of ongoing quality maintenance of manual content, this policy has been completely revised. All updates should be accepted to avoid mixing old and new content, which could result in conflicting or confusing policies. If any customization is needed, you may do so during the update process. If you choose to reject any portion of this policy, customization will be necessary. Before processing any updates, you should select the PDF "Compare Current to New Lexipol Update" document for a "strike out" version. Changes include:

- **RESPONSIBILITIES** has been updated for clarity and to provide confidential methods to compile and track information regarding performance indicators, some content from **COMPILATION OF DATA** has been included, and text entities have been added.
- In **COMPONENTS OF PERFORMANCE HISTORY AUDITS**, content has been updated for consistency with best practices.
- **PERFORMANCE INDICATORS** has been deleted as a section, added back as a subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS**, and updated for clarity .
- **COMPILATION OF DATA** has been deleted in its entirety, and some content has been moved to **RESPONSIBILITIES**.

- **EMPLOYEE NOTIFICATION AND RESPONSE** has been deleted in its entirety because the content is already addressed in the Personnel Records Policy.
- **DATA ANALYSIS AND ACTION** has been deleted in its entirety, and some content has been moved to **DATA ANALYSIS** and **EMPLOYEE REVIEW**.
- **DATA ANALYSIS** has been added as a new subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS** to include best practice content, and some content from **DATA ANALYSIS AND ACTION** has been included.
- **FOLLOW-UP MONITORING** has been added as a new subsection in **COMPONENTS OF PERFORMANCE HISTORY AUDITS** to address the need, type, and duration of any follow-up.
- **CONFIDENTIALITY OF DATA** has been updated for clarity, content regarding access to original reports has been added, and punctuation has been corrected.
- **RETENTION AND PURGING** has been renamed **RETENTION**, and the content has been updated to include best practice direction in records retention.



Oregon Law Enforcement Manual Updates June 2024

Lexipol legal and public safety experts monitor changing legislation and industry trends and provide you with updated policy content as appropriate.

The information below details the updates now available to your policy manual. We highly recommend you review these updates and process them within Lexipol's Knowledge Management System (KMS).

Lexipol offers step-by-step instructions and an informational video for getting updated policy content into your manual. If you subscribe to Lexipol Management Services, your Project Manager will begin processing your updates and contact you soon for final approval.

Please note: Most policies are receiving updates to remove index terms because the index term function has been replaced by the KMS Manual Text Search feature. Accepting all the updates will accomplish this removal. If your agency has customized affected sections/subsections (indicated by a "Modified" label next to the section/subsection edit level label), you will need to delete the index terms manually during the update process, so that customized content is not changed.

There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed or appear to be the deletion/addition of text entities. This is due to internal system corrections that do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

If you have questions about updating your manual, please contact Customer Service at 949.309.3894 or customersupport@lexipol.com.

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well-versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer Service for information on how to get this invaluable tool.

Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency and check with your agency's legal advisor for appropriate legal review before changing or adopting any policy.

Policy

Priority

Chapter 3 – General Operations

Generative Artificial Intelligence Use

New Policy

Major

Chapter 6 – Investigation Operations

Forensic Genetic Genealogy

New Policy

Major

Chapter 7 – Equipment

Personal Communication Devices

Major

Total: 3

Chapter 3 – General Operations

Generative Artificial Intelligence Use

New Policy

This new policy has been developed to provide guidance for law enforcement agencies using generative artificial intelligence (GenAI) systems and information. Highlights include:

- **POLICY** communicates the benefits and risks of GenAI systems for law enforcement use.
- **AI COORDINATOR** designates certain responsibilities to a member.
- **USE OF GENERATIVE AI** outlines the limitations for the use of GenAI systems and AI-generated content.
- **PRIVACY CONSIDERATIONS** explains when protected information may be put into GenAI systems.
- **PROHIBITED USE** outlines the restrictions on the use of GenAI systems and information.

Chapter 6 – Investigation Operations

Forensic Genetic Genealogy

New Policy

This new policy provides guidelines for the use of forensic genetic genealogy (FGG). This investigative technique is new to most law enforcement agencies. This policy should be accepted with little to no customization required. Highlights include:

- **PURPOSE AND SCOPE** describes that FGG is used to provide investigative leads.
- **DEFINITIONS** includes technical terms as needed for context.
- **CRITERIA FOR FGG USE** describes the scope for FGG use, which includes exhausting all other reasonable investigative leads and methods before applying FGG to qualifying cases.
- **COORDINATION** details cooperation with prosecutors and medical examiners/coroners, as applicable.
- **POST-IDENTIFICATION** describes appropriate actions and confirmations after an FGG investigative lead has been developed, including that the FGG result alone shall not be the sole probable cause for an arrest or search warrant.
- **PRIVACY CONSIDERATIONS** covers the topic of privacy in FGG; a non-suspect person may have a distant genetic relationship with a suspect who is a complete stranger (i.e., not a known relation).

As always, we encourage you to work closely with your local prosecutors and agency legal counsel with regard to this policy and the use of FGG.

Chapter 7 – Equipment

Personal Communication Devices

As part of ongoing quality maintenance of manual content, several updates have been made to this policy. Changes to this policy include:

- In **PURPOSE AND SCOPE, POLICY, PRIVACY EXPECTATION, PERSONALLY OWNED PCD, and USE OF PCD**, content has been updated to clarify circumstances in which agencies may access personal communication devices, punctuation and capitalization have been corrected, and gendered pronouns have been removed, where appropriate.
- In **SUPERVISOR RESPONSIBILITIES**, punctuation and grammar have been corrected.
- The Guide Sheet has been updated.