

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

January 5, 2022

4:00 – 5:30 p.m.

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

**Presenter:** Services Commander, John Bennett

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**Agenda**

Time	Agenda Items	Facilitator
4:00-4:05 5 min	Welcome	Co-Chair Acuña
4:05-4:10	Approve November 3, 2021 and December 1, 2021 meeting minutes	Co-Chair Garrett
4:10-4:20 10 min	Public Comment	Co-Chair Acuña
4:20-5:05 45 min	Training Overview: New Deputies (Certified Staff)	Commander Bennett
5:05-5:20 15 min	S.O. Updates	Co-Chair Garrett
5:20-5:30 10 min	Next Steps & Closing	Co-Chair Acuña

**2021 Meetings – Save the Date**

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**January 5, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, James "Mitch" Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

**Commission Members Absent:** Fernanda Pantoja

**Guest Speaker: Services Commander, John Bennett; Training Lieutenant, Matt Frohnert**

**Guests attending:** Undersheriff John Koch

**Held via Zoom**

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**CALL TO ORDER**

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**Olga called the meeting to order at 4:07 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Ricardo made a motion to the approve the November 3<sup>rd</sup> minutes. Pablo seconded and the November 3<sup>rd</sup> minutes were approved. Olga made a motion to the approve the December 1<sup>st</sup> minutes. Nansi seconded and the December 1<sup>st</sup> minutes were approved.

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**Public Comment**

No public comments

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**Training Overview**

Commander John Bennett and Lieutenant Frohnert provided a training presentation, focused on the Patrol and Jail Recruit Academies, Oregon Department of Public Safety, Standards and Training (DPSST) Basic Police and Corrections Academies, and the Field Training and Evaluation Program (FTEP).

The certified recruits spend a total of:

9 weeks in WCSO's Recruit Academy

16 weeks in DPSST's Basic Police Academy (new patrol deputies) or 6 weeks in DPSST's Corrections Academy (new jail deputies)

17 weeks in WCSO's Field Training and Evaluation Process (FTEP)

Commissioner Caballero-Rubio asked about bias training at DPSST and the WCSO. Commander Bennett explained that bias training has always been a big part of DPSST's basic training and the WCSO will be adding a more in-depth training portion beginning this year. The Sheriff's Office Diversity, Equity and Inclusion (DEI) training is creating the curriculum, with assistance from the county's Office of Equity, Inclusion and Community Engagement.

Commissioner Valenzuela questioned how proficiency is gauged at the entry level. Commander Bennett stated tests are performed to show proficiency in academic knowledge and physical skills. If a recruit does not pass a test or is not showing proficiency, they are "unplugged" and given remedial training to gain needed skills. New deputies must demonstrate proficiency at every level to progress through the Field Training and Evaluation Program. Best practices and case law are used to build curriculum and keep training up to date. The WCSO is nationally and state accredited.

Co-Chair Garrett asked how instructors get their knowledge. Commander Bennett said the Sheriff's Office sends all lead instructors to national training, annually. Recently, they were accompanied by legal counsel to attend a high-level legal update to ensure our curriculum is aligned with legal requirements as part of ensuring our work supports professional best practices. Most instructors attend local and nationwide training annually to stay up to date.

Commissioner Moreno asked about the drop or failure rate. How many people complete FTEP? Although Commander Bennett did not have the exact numbers with him, he said that on average about forty to fifty percent get through the entire hiring process. The Sheriff's Office recently purchased a new program called "Recruitee". The program will identify patterns and potential repeated failure or struggle points that will allow better evaluation of training.

The probationary period for recruit deputies is 18-months. Recruits are given every opportunity to succeed in critical skills. If they are not succeeding, the decision to end employment is not made lightly and higher level staff are involved in the decision.

Commissioner Lopez said the Mental Health training hours seemed low in comparison to the other numbers. Lieutenant Frohnert described that the Mental Health and Crisis Intervention training is intense, in-depth training. Scenario based training also includes mental health response training and de-escalation techniques. Often, the Mental Health Response Team (MHRT) which includes Patrol Deputies and Clinicians, will join in this training. The Sheriff's Office also continues training through in-service training for all staff. In-service is generally held once a month for all staff to stay up to date on all skills and new case law.

Commissioner Guzman-Catarina added, as a Jail Deputy, he comes in contact with mental health situations daily, which serves as a training experience. Everyone that works in the jail goes through those experiences every day. It was also noted that all SO staff sit down with their supervisors quarterly do discuss what's going well, what's going wrong and what needs improvement. This is part of the yearly evaluation system that is the same for all SO staff certified and non-certified.

Commissioner Caballero-Rubio would like to see community awareness/competency training added to in-service training and suggests that deputies are given the opportunity to get out into the community they serve.

The question was asked about dual certifications and if it is accepted within the Sheriff's Office. The Sheriff's Office does approve the dual certification process. Currently, the Jail Commander is attending DPSST's Basic Police Academy and there are multiple certified staff who hold dual certifications.

Co-Chair Acuña stated the importance we apply an equity lens in all our training.

Commissioner Valenzuela asked how much the probationary period costs the recruits. Commander Bennett stated there is no cost to the recruits. They are paid employees at that time and the Sheriff's Office handles all costs for training, uniforms and equipment. The state funds the basic police and corrections academies.

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### **Sheriff's Updates**

Sheriff Garrett briefed us on a lawsuit that was filed by the ACLU on December 13, 2021 and provided some background. In April 2014 the Sheriff's Office was the first jail in Oregon to stop holding individuals for ICE detainees, resulting from the case *Miranda-Olivares v. Clackamas County* when a federal magistrate ruled an ICE "detainer" does not have force of law. Rather, it's a request, and to hold someone in custody beyond local authority is a Constitutional violation. In 2018, ICE began waiting at the jail exit door onto Washington Street for people being released from custody after serving a sentence and following them on foot. WCSO staff witnessed foot chases into downtown Hillsboro. The Sheriff decided it was less hazardous for everyone to facilitate a safe transfer of custody for them. That practice ended in the Summer of 2020 after the sheriff met with Latino Policy Council members. Since then, HB 3265 clarified rules for communication and interaction with ICE and put in place strong restrictions on state and local jurisdictions from working with ICE. The sheriff wrote a letter to legislators supporting the bill, ahead of their vote. The bill was passed into law during the 2021 legislative session.

Sheriff Garrett introduced Lieutenant James "Mitch" Coley as the newest appointed member of the Latino Advisory Commission.

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### **POP – Purpose, Outcome, Process of the LAC**

Co-Chair Acuña will send the POP document to the commission via email. She asks that we review it and make any suggestions we deem necessary.

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### **Next steps**

We will have Latricia Tillman, Chief Equity and Inclusion Officer of Washington County, with us for our February meeting. The discussion will center around DEI Training.

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**Meeting adjourned at 5:33 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**February 2, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

Guests: WCSO Sergeant, Beth Denny; WCSO Senior Program Educator, Daisy Santillan  
Washington County Chief Equity and Inclusion Officer, Latricia Tillman

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05 5 min</b>	<b>Welcome</b>	<b>Co-Chair Garrett</b>
<b>4:05-4:30 25 min</b>	<b>Sheriff's Office, DEI Training Presentation and Discussion</b>	<b>Sgt. Beth Denny and Daisy Santillan</b>
<b>4:30-5:00 30 min</b>	<b>Washington County Office of Equity, Inclusion &amp; Community Engagement</b>	<b>Latricia Tillman</b>
<b>5:00-5:10 10 min</b>	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>5:10-5:15 5 min</b>	<b>Approve January 5, 2022 Meeting Minutes</b>	<b>Co-Chair Acuña</b>
<b>5:15-5:25 10 min</b>	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30 5 min</b>	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Acuña</b>

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**Washington County Sheriff's Office Latino Advisory Commission**  
**February 2, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, James "Mitch" Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

**Commission Members Absent:** Fernando Lira

**Guest Speaker:** WCSO Sergeant, Beth Denny  
WCSO Senior Program Educator, Daisy Santillan  
WCSO Deputy Brian van Kleef  
Washington County Chief Equity and Inclusion Officer, Latricia Tillman

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Garrett called the meeting to order at 4:05 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Lopez made a motion to the approve the January 5, 2022 minutes. Commissioner Moreno seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Sheriff's Office DEI Training Presentation and Discussion**

Ms. Santillan began the presentation with a brief history of how the Washington County Sheriff's Office (WCSO) Diversity, Equity, and Inclusion (DEI) team began.

The WCSO DEI team began with six people in February of 2016 under the leadership of former Undersheriff Jeff Mori. The purpose was to develop diversity training for WCSO staff by WCSO staff. The curriculum was created by doing their own research and training from Caprice Hollins. The original curriculum was provided to WCSO staff in 2019. That training also contained a historical background of Portland. The DEI team presented the same training, which was mandatory for all staff, 24 times to reach all employees. Many training iterations are necessary due to shift work that covers 24 hours / day. Since then, the curriculum has evolved to better meet the needs of our community.

Commissioner Caballero-Rubio suggested this training be offered yearly. Sgt. Denney agreed and also suggested this training be added to the pre-academy for new hires. Due to the pandemic having prevented many training events be conducted in-person; the training for this year will be recorded and made mandatory for everyone to view. Commissioner Moreno reminded us that, despite the pandemic, organizations have found ways to have good conversations and trainings. Sgt. Denney agreed and said they are working to add a chat feature to make this training more interactive.

Co-Chair Acuña asked what the Sheriff's Office does to support their staff of color so they can learn from each other and feel like they have circles of support. The DEI team agreed this would be a good idea, however difficult to execute for staff who work shift work. The county's Office of Equity, Inclusion and Community Engagement's Director Ms. Latricia Tillman was present and provided information about the county's plan to provide time and space for employee-driven groups formed around shared interests, identities and backgrounds to build community, foster inclusion and learning (see below).

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### **Washington County Chief Equity and Inclusion Officer, Latricia Tillman**

Ms. Tillman introduced herself and her office to the Commission. Ms. Tillman was hired in September of 2020 after the County adopted the Equity Resolution in February of the same year.

The county is currently working on policy to allow employees to gather into "Employee Resource Groups" (ERGs) during work hours. None of the current groups are considered "official staff time." The new draft county policy will be a change, and permit ERG meetings to take place during work hours across county departments. Ms. Tillman is hopeful for a "One Washington County" approach instead of department specific groups.

Ms. Tillman shared her presentation from the Office of Equity, Inclusion and Community Engagement. She shares a similar update/presentation to the Washington County Board of Commissioners (BCC) on a quarterly basis. Their next steps are to have the Board approve the creation of a Racial Equity Counsel. The Board would also appoint those members.

Commissioner Caballero-Rubio said that for the first time ever, this level of community engagement is on a really good path. She also said in terms of community, people are still uncertain and asked Ms. Tillman how the county is addressing those concerns. Ms. Tillman says there are multiple ways for the community to reach out and make the county aware of their concerns, including calling her directly.

Ms. Tillman did say she was concerned about not seeing investments in capacity building, raising the question "how do we invest in community-based organizations to do more community engagements?" Co-Chair Acuña asked how do we partner to have that capacity built, because there are isolated communities in Washington County who need reassurance that they too can have a healthy lifestyle, they just need to know who to call and how to find resources.

Commissioner Lopez said it is important for the community to know the DEI work the county is doing especially for the communities such as Latinos who are overrepresented in the Juvenile system.

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### **Sheriff's Office Updates**

Sheriff Garrett shared the Polis Solutions final review with the Latino Advisory Commission. Polis Solutions are comprised of national research, technology and training experts who were awarded the contract to conduct a comprehensive review of Sheriff's Office policies, procedures, and training of use of force. The Sheriff's Office shared these findings with the Board of Commissioner's last week. Internal staff are also asked to provide feedback. The SO is preparing to conduct a community workshop mid-March. The LAC is invited and will see an invitation soon. Other community stakeholders are also invited, as they will be critical of Sheriff's Office work and will provide genuine feedback. The Polis Solutions review provided 71 recommendations for the Sheriff's Office to work through. For example, almost 20 of the recommendations involved combining, what is today rather minimalistic, use of force policies spread across five separate documents, combine them into one and make them more robust.

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### **Next steps**

Co-Chairs will look at Polis recommendations for a possible future meeting.

Co-Chairs will also review previously identified topics to discuss at future meetings, such as; STOP Data, Hiring Practices and Drug Arrests.

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**Meeting adjourned at 5:28 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**March 2, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

**Guests:** Chief Deputy Al Roque

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05 5 min</b>	<b>Welcome</b>	<b>Co-Chair Garrett</b>
<b>4:05-4:10 5 min</b>	<b>Approve February 2, 2022 meeting minutes</b>	<b>Co-Chair Acuña</b>
<b>4:10-4:20 10 min</b>	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>4:20-4:35 15 min</b>	<b>Reflect and Discuss February DEI Presentations</b>	<b>Co-Chair Acuña</b>
<b>4:35-5:10 35 min</b>	<b>STOP Data Presentation</b>	<b>Chief Deputy Roque</b>
<b>5:10-5:25 15 min</b>	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30 5 min</b>	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Acuña</b>

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**Washington County Sheriff's Office Latino Advisory Commission**  
**March 2, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Ricardo Moreno, Pablo Valenzuela

**Commission Members Absent:** James "Mitch" Coley, Nansi Lopez, Fernanda Pantoja

**Guest Speaker:** Chief Deputy, Al Roque

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Garrett called the meeting to order at 4:05 p.m.**

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**Approval of Meeting Minutes**

The members present constituted a quorum. Commissioner Valenzuela made a motion to approve the February 2, 2022 minutes. Commissioner Moreno seconded and the minutes were approved.

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**Public Comment**

No public comments

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**DEI Reflection**

Co-Chair Garrett opened the discussion by acknowledging during the February meeting he had heard the LAC's recommendation for DEI training to be held each year. Co-Chair Garrett supports and will bring that up with training staff.

Commissioner Moreno suggested DEI training be kept in line with other on-going training. Commissioner Rubio-Caballero agreed and added it would be good to consider integrating DEI with other training. It's a good beginning and good to bring awareness to each training. She also said it was a good idea to have all SO staff get out of the office and spend a day out in the communities to bring awareness, experience and to have community engagement.

Co-Chair Acuña agrees with what Commissioner Moreno said about the need for continued training and exposure on a consistent basis. She was happy to see that there was an SO specific DEI team. She was impressed by how the objectives are written around awareness and understanding and what it should be like to add a racial equity lens to the DEI training. Co-Chair Acuña did make note that the language was different between the county presentation vs the Sheriff's Office training presentation and suggested that the language be universal and more aligned with each other. Sheriff Garrett said there is increasing alignment with the county's EDI office and

anticipates the training language will likely align naturally as our team and the county's EDI office work more closely on future training.

Commissioner Caballero-Rubio suggested that DEI go beyond training and into all aspects of the organization.

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## **STOP Data**

Chief Deputy Roque joined us to show the STOP Data presentation.

The Oregon Criminal Justice Commission (CJC) has been tasked with capturing the STOP data since House Bill 2355 passed in 2017.

The STOP program uses three analysis techniques:

### Veil of Darkness Analysis

This is based on the assumption that it is easier for an officer to discern race/ethnicity during the day when it is light versus the night when it is dark.

### Predicted Disposition Analysis

What happens after the stop?

### KPT Hit-Rate Analysis

This compares relative rates of successful searches across racial/ethnic groups.

The WCSO showed no disparities for the Veil of Darkness or Hit-Rate Analysis.

"KPT" refers to the last name initials of the three researchers who developed the calculations for the Hit-Rate Analysis.

The WCSO has nearly 240 certified patrol deputies (including all ranks) with nearly 19,000 stops from July 2020 to June 2021.

Commissioner Caballero-Rubio asked if the STOP Data is based on the demographics of Washington County. Chief Deputy Roque explained that the CJC does not use demographics. Sheriff Garrett added that the CJC wrote a paper showing the use of demographics was not the best way to show statistical analysis. For example, the CJC uses the windows of dawn and dusk as opposed to all daytime vs all night time hours. Noting that the dawn and dusk hours shift considerably in the state of Oregon. Sheriff Garret will share the link to this report after the meeting.

The next slide showed The top Reason for Stops being:

Basic Rule (speed)

Speed Limit

Required Lighting

Failure To Obey Traffic Control Device

Municipal traffic (this shouldn't be used, as the Sheriff's Office does not generally cover municipalities, and will be cleaned up for next report)

Fail to drive Within Lane

Commissioner Valenzuela asked how deputies decide "race" when writing a citation. Chief Deputy Roque said it is based on what the deputy's perception of what race the person is. Commissioner Moreno also added that the point of the data is to show that there is no disparity based upon what the deputy's perception is, not necessarily what the person's race actually is. Commissioner Caballero-Rubio asked why the law is that the officer perceive the race as opposed to asking the driver to identify their race? Sheriff Garrett recalls when the house bill was written, the drafters took that question into account and concluded that having an officer ask the question of race would frustrate and likely exasperate an already stressful situation.

A video of a traffic stop was played to show how quick a stop happens and how it is nearly impossible to see the driver.

After the traffic stop (KPT Hit-Rate Analysis), they are looking for how many stops lead to searches. According to the analysis used by the CJC there are no disparities for the WCSO. Current policy requires the WCSO to inventory the contents of a vehicle if the vehicle is towed. This could be shown as a search. For the purpose of this analysis, having a high number shows that the officer is using objective criteria to search a vehicle.

In the category of Predicative Disposition, the CJC shows the predicted vs actual stop rate shows a disparity for the WCSO within the Latino population. According to the CJC, Blacks and Hispanics are cited most for speed violations as opposed to whites, who are cited most for mobile device violations.

Stops by location show close numbers to actual demographics and show no disparities.

Chief Deputy Roque ended with the idea that he would like to show the connection between reason for stop and result for stop.

Sheriff Garrett has reached out to our legislative specialist with the Oregon State Sheriff's Association to find a legislative partner to begin a bill to create driver's training that is culturally specific to Spanish speakers. They suggested that the WCSO work with the Oregon Department of Transportation. This meeting has been scheduled with the intent to help DMV up their driver's education training.

Commissioner Caballero-Rubio showed her appreciation for our work with diversion and other programs, pointing out the need to assist people in obtaining their driver's license. Chief Deputy Roque said that the need for insurance is the next need in program education.

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### **Sheriff's Updates**

The WCSO is planning a community workshop to discuss the results from the independent review of Sheriff's Office use of force policy, training, and review. The workshop is scheduled for April 5<sup>th</sup> from 5 – 7 pm. Sheriff

Garrett is inviting LAC Commission members to attend and would like to have two LAC Commission members as part of the workshop. Please communicate with the co-chairs if you would like to join.

Due to time constraints, the rest of Sheriff Garrett's updates will be sent via email.

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**Next steps**

The co-chairs will provide a few minutes at our next meeting to review today's STOP data information.

The co-chairs ask that we email future agenda items to them for consideration.

Commissioner Caballero suggests that we put together a report of LAC accomplishments to bring to a Board of County Commissioners Meeting.

Commissioner Moreno suggests we discuss the POLIS report and their recommendations.

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**Meeting adjourned at 5:31 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**April 6, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

**Guests:** Chief Deputy Al Roque  
Lieutenant Chad Lotman

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05</b> 5 min	<b>Welcome</b>	<b>Co-Chair Acuña</b>
<b>4:05-4:10</b> 5 min	<b>Approve March 2, 2022 meeting minutes</b>	<b>Co-Chair Garrett</b>
<b>4:10-4:20</b> 10 min	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>4:20-4:30</b> 10 min	<b>Reflect and Discuss March STOP Presentation</b>	<b>Co-Chair Garrett</b>
<b>4:30-5:10</b> 40 min	<b>Drug Arrests Presentation</b>	<b>Lt. Chad Lotman</b>
<b>5:10-5:15</b> 5 min	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:15-5:25</b> 10 min	<b>Term Limits for Commission Members</b>	<b>Co-Chair Acuña</b>
<b>5:25-5:30</b> 5 min	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Garrett</b>

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**Washington County Sheriff's Office Latino Advisory Commission**  
**April 6, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, Pat Garrett, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Commission Members Absent:** James Mitch Coley, Daniel Guzman-Catarina, Fernanda Pantoja

**Guest Speaker:** Lieutenant Chad Lotman

**Guests attending:** Chief Deputy Al Roque

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Acuña called the meeting to order at 4:04 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Moreno made a motion to the approve the March 2, 2022 minutes. Commissioner Valenzuela seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Reflection of STOP Report**

Following Chief Deputy Roque's presentation of STOP data during the LAC's March meeting, he returned as Commission members discussed the information. He addressed the question, "are all stops equitable?". As we know from the Criminal Justice Commission's report, WCSO stops are equitable for all racial groups. However, the report shows a disparity in "Predictive Disposition" for Latino drivers. The data also shows that the number one reason for stops across all races is speed. Regarding post-stop outcomes, our data shows Latino drivers were more likely to have no valid driver's license than other groups.

The WCSO is working with ODOT and Centro Cultural to provide Driver's Training for our Latino community. The WCSO has continued working with the Justice Court Judge to continue the diversion program known as the Vehicle Compliance program. Also, recent legislation has changed, making stops for single headlight, single taillight, or single plate light secondary offenses.

Based on recent audits, the issuance of citations matches the demographics within the geographical area the cite was issued.

Commissioner Rubio-Caballero asked if this data would be provided annually. Sheriff Garret said the recent report was from data analyzed for a 2-year period (July 2019 – June 2021). The initial reports released were based on one-year's worth of data. Future reports will be released annually, based on two-year's worth of data so the Criminal Justice Commission is more likely to have sufficient data to analyze stops for all racial groups.

It's important to acknowledge that Latinos and other immigrants have a hard time obtaining a driver's license. This challenge is not factored into the STOP data. The pandemic did impact driver's license data, as there were fewer stops made during this time frame. Also, lapses in driver's license expirations and vehicle registrations were given grace periods under guidance from the state during the pandemic. Next year should reflect more accurate data as pandemic restrictions are lifted.

Chief Deputy Roque also thanked Commissioner Valenzuela for bringing to our attention the fact that the data for the City of Cornelius (and other contract cities) was not separated in the state report. This is due to the fact that the City of Cornelius contracts police services from the Sheriff's Office, so their numbers would appear under that of the Sheriff's Office.

Commission members voiced consensus to review the STOP data reports as they are released yearly. The next report is scheduled to be released in early December.

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## **Drugs Presentation**

Lt. Lotman has oversight over the Westside Interagency Narcotics Team (WIN). The WIN Team consists of the WCSO, Hillsboro PD, Beaverton PD, and the FBI. The WIN Team also collaborates with the Drug Enforcement Administration and the Department of Homeland Security- Homeland Security Investigations. The WIN Team has been in service since 1993, now with six full time Investigators, two Sergeants and one Lieutenant.

The WIN Team is also part of the High Intensity Drug Tracking Area (HIDTA) Task Force, a designation by the Office of National Drug Control Policy. There are 33 regional HIDTA's in the United States. The WIN Team is part of the Oregon-Idaho HIDTA which consists of 12 counties in Oregon and four in Idaho.

The main goal of the WIN Team is to identify and disrupt or dismantle Drug Trafficking Organizations (DTO's). In partnership with HIDTA they are responsible for identifying DTO's and Money Laundering Organizations. This HIDTA collaboration makes it easier to communicate, share, and receive information with other task forces. HIDTA compiles data received from task forces and creates an annual threat assessment.

For Oregon, the most common course of drug travel comes up I-5 from Mexico. Current intelligence indicates that DTOs in Mexico are attempting to increase their distribution of the drug, Fentanyl. Most bulk Fentanyl currently comes from Mexico and China. Mexican DTO's are manufacturing Fentanyl and creating pills for distribution. WIN attempts to stop shipments while they are in transit before they reach our county or better, our state. In Washington county It is common for Fentanyl and other drugs to be sold online and passed through pre-arranged

meets instead of the typical “corner dealer” which is more likely seen in larger cities. They can also be purchased online and mailed.

WIN responds to calls if patrol believes the case involves a fatal overdose. Due immediate concerns to public health, WIN conducts investigations that intend to locate the substance(s) responsible for the overdose, the source of that substance and attempts to mitigate any further danger to public.

Oregon ranks 2nd for having the most identified substance use disorders in the country. Unfortunately, it also ranks as the 50th state for needing but not receiving treatment. Fentanyl was responsible for 47% of overdose deaths in Washington County, as opposed to the state average of 26%. Methamphetamines and Heroine along with Fentanyl are the top three drugs responsible for overdose deaths in Washington county.

The jump in Fentanyl seizures from 2018 to 2020 is cause for concern. Methamphetamine is still the biggest drug problem. However, the ease of obtaining and use of Fentanyl makes it a serious problem, especially among youth. Fentanyl is most often sold in pill form which may be viewed by the public as less “scary” than using a needle, and therefore could be seen as more appealing or socially acceptable.

Naloxone (Narcan) is a life-saving drug administered to those experiencing an overdose due to Opioids, such as Heroine, Fentanyl and Oxycodone. The Washington County Sheriff’s Office is the distribution center of Narcan for law enforcement agencies within Washington County. Law enforcement use of Narcan has increased over the past few years. Some factors related to that increase are the rising number of overdose calls and the proficiency of law enforcement recognizing an overdose and understanding when to use Narcan.

Measure 110, effective February 1, 2021, decriminalized user amounts of many narcotics within the state of Oregon. There has been a dramatic drop in drug offense arrests, which may be related to the reduction of police authority when investigating a violation versus the investigation of a crime. Commissioner Rubio-Caballero asked which drugs were decriminalized in measure 110. Lt. Lotman explained that the list was long, however “user amounts” of Heroin, Methamphetamines, Ecstasy, Cocaine, and Oxycodone were some that were on the list. For example, a user amount of heroine would be equivalent to a packet of artificial sweetener (<1gram), methamphetamine (<2 grams), oxycodone is <40 pills, but a user amount of Fentanyl would be approximately 50 pills (<5 grams). This does not pertain to a person in possession of a drug prescribed to them.

Commissioner Caballero-Rubio asked about the reduction in drug-arrests, such as the typical “Corner Dealer” and the number of overdose deaths. Lt. Lotman explained that in Washington County, we don’t typically see corner dealers, but we do see “drug houses”. complaints will come from neighbors stating that “this house is selling drugs”. This is a type of lead the WIN Team will follow. Lt. Lotman also said that due to Measure 110, Oregon has been referred to as a “drug vacation state” also called “drug tourism”, where users from other states will come to Oregon to use narcotics that would be a crime in other states.

Commissioner Valenzuela asked about the map of drugs coming up from the south. Are the pipelines the same for all drugs? Lt. Lotman says many drugs do originate from Mexico, but the route can vary depending on the DTO. Due to the fact buying in bulk can be profitable, End Customers are occasionally becoming dealers and may end up traveling to California (or other states) to get product.

Commissioner Hoffman asked how much Fentanyl pills cost. Lt. Lotman said depending on whether the pills are sold in bulk or single, the price can be \$3 to \$10 per pill. These prices can fluctuate greatly depending on the region. This could be a factor why End Customers may decide to become dealers and traffickers.

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### **Sheriff's Updates**

After our last LAC meeting, Sheriff Garrett met with Lindsay Baker of ODOT. It was recently revealed those who identify as Latino do not pass the Oregon Driver's Knowledge test at twice the rate as Caucasians. Latinos have said the Knowledge test and the Oregon Driver's Manual were poorly translated. DMV has since then updated the translations for both. The over-all goal is to have culturally specific drivers' training and training materials to enhance to ability of Latinos to obtain an Oregon Driver's License.

Sheriff Garrett updated the Commission that the court has not set a new date for the Alden trial. The court backlog created by the pandemic continues to delay many trials.

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### **Next steps**

Continue drug conversation next month with time for Q&A.

The term limits discussion on the agenda will be moved to next month.

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**Meeting adjourned at 5:30 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**May 4, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Fernanda Pantoja, Pablo Valenzuela

**Guests:** Lieutenant Chad Lotman

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**Agenda**

Time	Agenda Items	Facilitator
4:00-4:05 5 min	Welcome	Co-Chair Garrett
4:05-4:10 5 min	Approve April 6, 2022 meeting minutes	Co-Chair Acuña
4:10-4:20 10 min	Public Comment	Co-Chair Acuña
4:20-4:45 25 min	Reflect and Discuss April Drug Presentation	Lt. Chad Lotman
4:45-5:10 25 min	Term Limits for Commission Members	Co-Chair Acuña
5:10-5:25 15 min	S.O. Updates	Co-Chair Garrett
5:25-5:30 5 min	Next Steps & Closing	Co-Chair Garrett

**2022 Meetings – Save the Date**

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**May 4, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, James "Mitch" Coley, Pat Garrett, Joann Hoffman, Fernando Lira, Ricardo Moreno

**Commission Members Absent:** Daniel Guzman Catarina, Pablo Valenzuela, Nanci Lopez

**Guests attending:** Lt. Chad Lotman

**Held via Zoom**

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**CALL TO ORDER**

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**Olga called the meeting to order at 4:03 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Moreno made a motion to the approve the April 6, 2022 minutes. Commissioner Lira seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Reflection and Discussion of Drug Presentation**

Co-Chair Garrett was very interested to see the numbers of drug offense arrests by the WCSO pre and post Measure 110, which went into effect on February 1, 2021. He noted before Measure 110, drug arrest rates for Latino community members were below the 2020 Census population. Drug arrest rates for Black and White community members exceeded 2020 Census numbers. Post Measure 110, drug arrests rates were reduced for all communities of color, except Native American (1 arrest for each reporting period). Given the surge in drug overdose calls, there seems to be a correlation with increased drug use post Measure 110, along with the pandemic. The commitment in Measure 110 to build a strong network of rehabilitation programs has not happened yet. During the Pandemic, many in recovery from substance use disorder relapsed in large part from the pandemic-caused isolation and disruption in treatment services.

People were under the impression that Measure 110 would bring treatment for drug addiction but were unaware that drugs would be de-criminalized. Commissioner Caballero-Rubio thought people would still be cited and then given the option to pay the fine or go to treatment. Lt. Lotman clarified, under the new law there is no way to make someone go to treatment. A person can pay the fine, or not, or not appear in court. There is no recourse or

consequence for not paying the fine, not appearing in court, or not going to treatment. Lt Lotman stated that last time he was updated, only about ten people had chosen access to full treatment in the state since the law passed.

Lt. Lotman also stated that the state has already made adjustments to the drugs listed under Measure 110 (SB 755). For example, it corrected for the omission of criminal penalties for larger amounts of certain drugs, including fentanyl.

Co-Chair Garrett demonstrated to Commission members how deputies refer community members to treatment resources for drug addiction. All deputies are able to provide quick access to resources such as the calling center "Lines for Life" by showing people a QR code from county cell phones people can then scan with their cell phone. This will lead them to many local resources. Deputies can also hand out a two-sided card which includes a number for a free screening to gain assistance. The treatment community is receiving some funds from Measure 110, however the roll-out of funds is much slower than anticipated. Measure 110 was passed, and illicit drugs were decriminalized before rehabilitation establishments were up and running and funds were allocated.

Lt. Lotman said that in recent conversations with the Juvenile Department, they (the Juvenile Department) have more leverage for juveniles caught with alcohol than with drugs under the new law. Lt. Lotman re-stated that juveniles have quick access to pills over social media, they are not expensive, and are easy to obtain. The new laws have removed the "friction points", making it easier to acquire dangerous drugs that can lead to addiction. Law enforcement can no longer make arrests for the possession of user-amounts of drugs and are limited in authority when investigating violations, therefore losing contacts with some who experience substance use disorder, and losing the ability to connect and share helpful resources in some cases.

The creation of methamphetamines has also changed. Users from the early 2000's would have said that meth gave them a euphoric feeling. Now meth is so chemically damaging, it creates an outcome that is similar to mental health issues. People with significant mental health issues are less likely to seek help.

Co-Chair Acuña said that drugs are far more prevalent in schools now as well. How do we go about creating and maintaining systems that help those with drug and mental health issues? Lt. Lotman said that law enforcement historically has frequent contact with the community members that are using drugs or have substance abuse disorders. These police contacts and police actions often lead to access to helpful resources for those people. Some have the opinion that reducing or removing law enforcement from these contacts will have a positive impact. However, police contacts may be the only reason that some people are connected to helpful resources.

Commissioner Caballero-Rubio asked, "What is Fentanyl and how long has it been around"? Lt. Lotman said Fentanyl is a synthetic opioid that has been around for a long time, used in hospitals as a high pain reliever. Recently, the cartels started creating fentanyl in volume filling the more expensive opioid gap. Fentanyl is easier to create, distribute and buy in pill form. Reminding us that it presents to users as "less scary" than needles or inhalants and may be seen as more socially acceptable.

Commissioner Lira asked if Law Enforcement has stopped major loads of drugs while coming up Interstates and other roadways. Lt. Lotman says that drugs are likely trafficked up I-5 every day. The Westside Interagency

Narcotics (WIN) Team recently stopped a vehicle carrying 54 pounds of meth on I-5. This was a perfect example of a stop that was investigated and followed through. Roadblocks are not used as they are not allowed in the state of Oregon.

The Commission thanked Lt. Lotman for sharing this important message. Several members stated that after hearing Lt. Lotman's presentation they went home and talked to their own families.

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### **Term Limits for Commission Members**

Co-Chair Acuña first asked whether we should re-visit the language in the bylaws regarding term limits. Current language states the "WCSO Co-Chair shall be two years while the term limit for community representative Co-Chair shall be three years". The by-laws also state that "members shall serve up to two years". There is no mention of serving multiple terms.

The Commission suggested editing the by-laws so the WCSO Co-Chair could serve an unlimited term. Most commission members would like to serve either three years or request serving an additional two-year term. Commissioner Caballero-Rubio also suggested adding language to hold a vote when commissioners wish to serve an additional term.

It was agreed that the commission would hold a vote in October, when most have served their two-year terms, for those members wishing to serve another term. It was also agreed that we would fill the vacancy left by Fernanda Pantoja with another student.

The co-chairs agreed to edit the by-laws and present a rough draft at our June meeting.

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### **Sheriff's Updates**

Lt. Coley shared his work with the Houseless Outreach Programs and Engagement Team (HOPE). The Sheriff's office has four deputies that work with the team with one full time dedicated to the program. They visit the bigger houseless camps with the intent to connect people with "wrap around services" (hot meals, shelter, severe weather shelters and treatment). During one of these visits, they ran into a domestic violence victim whose Mexican passport had been taken by her abuser and burned. Gaining assistance is much harder without identification. Now they have begun connecting people with the Mexican Consulate in order to get help obtaining passports and other vital records. Outreach Navigators will also ride with the WCSO Deputies, allowing help to come that much faster.

Commissioner Caballero-Rubio asked Lt. Coley if funding from Metro Housing has been used. Lt. Coley responded that there is specific language about how law enforcement uses those funds making it less accessible. Sheriff Garrett stated he had attended some meetings about the 10<sup>th</sup> street encampment in Hillsboro. It was suggested that this commission host some sort of event where we can hear from the community and do some information exchange.

Sheriff Garrett thanked Commissioners Lira, Moreno, Lopez and Caballero-Rubio for volunteering their time to working with our Community Based Organizations (CBOs) on behalf of the LAC. Sheriff Garrett expects to meet

approximately three times over the summer to identify and contact CBOs to begin networking our WCSO leaders with them and schedule meet and greets.

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**Next steps**

Send any agenda items or topics to the co-chairs or secretary.

How do we prioritize our meetings in the coming year?

The co-chairs are preparing the last item from our priorities list for the June and July meetings. "WCSO Recruitment, Hiring and Retention"

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**Meeting adjourned at 5:29PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

June 1, 2022

4:00 – 5:30 p.m.

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Guests:** Commander Matt Frohnert, Sergeant Tony Shaddy, and Sara Serna, Program Coordinator

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**Agenda**

Time	Agenda Items	Facilitator
4:00-4:05 5 min	Welcome	Co-Chair Acuña
4:05-4:10 5 min	Approve May 4, 2022 meeting minutes	Co-Chair Garrett
4:10-4:20 10 min	Public Comment	Co-Chair Garrett
4:20-4:30 10 min	Review draft of By-laws	Co-Chair Acuña
4:30-5:10 40 min	Hiring and Recruiting Process	Matt Frohnert, Tony Shaddy, Sara Serna
5:10-5:20 10 min	S.O. Updates	Co-Chair Garrett
5:20-5:30 10 min	Next Steps, New Key Topics & Closing	Co-Chair Garrett

**2022 Meetings – Save the Date**

- January 5
- February 2
- March 2
- April 6
- May 4
- June 1
- July 6
- August 3
- September 7
- October 5
- November 2
- December 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**June 1, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, James "Mitch" Coley, Pat Garrett, Joann Hoffman, Fernando Lira, Nansi Lopez, Maria Caballero-Rubio, Pablo Valenzuela

**Commission Members Absent:** Daniel Guzman-Catarina, Ricardo Moreno

**Guest Speaker:** Commander Matt Frohnert, Sergeant Tony Shaddy, and Sara Serna, Program Coordinator

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Acuña called the meeting to order at 4:04 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Co-Chair Garrett made a motion to the approve the May 4, 2022 minutes. Commissioner Lopez seconded and the minutes were approved.

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**Public Comment**

No public comments

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Co-Chair Acuña first wanted to congratulate Commissioner Maria Caballero Rubio. Today she was confirmed by the Senate Interim Committee on Executive Appointments to serve on the Board of DPSST.

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**Hiring and Recruiting Process**

Sgt. Shaddy has oversight over the Recruitment Team for the Sheriff's Office, which consists of one full-time Sergeant, one full-time deputy, and twelve deputies that are trained to assist in recruitment as an additional duty, when available, for specific events. Together they attend career fairs, military and school career fairs and host in-house hiring workshops. The Sheriff's Office maintains a relationship with local colleges such as Chemeketa Community College, Pacific University, and Linfield College. Chemeketa Community College has a good Criminal Justice Program.

All staff are encouraged to recruit as part of being WCSO ambassadors. Referrals turn into approximately 1/3 of potential applicants. Once an applicant has started the application process, the recruitment teams stays in contact with the applicant through the entire process.

Current challenges include a national shortage of police applicants due, in part, to a negative perception of law enforcement in some communities. In the past the competition was among the applicants, currently the competition is among other agencies seeking qualified applicants. A recent national survey showed that out of over 10,000 officers, only 7% would recommend their own family members/children to the profession.

The Sheriff's Office advertises certified position openings on various platforms including social media and job posting websites. One of the websites mentioned was National Minority Update. Co-Chair Acuña asked if the use of this website was to hire bilingual staff? Sgt. Shaddy said being bilingual isn't a requirement to hire so the Sheriff's Office cannot hire based on that particular skill. He added that Washington County provides an incentive for being bilingual. Passing a competency test in that language is required.

Commissioner Valenzuela asked if the Sheriff's Office would pay for classes to learn a second language. The Sheriff's Office does offer tuition reimbursement for anyone wanting to take classes, which would include learning a second language.

Commissioner Lopez recalled a recruitment campaign that was targeted towards military that she felt was in poor taste; the campaign focused on those departing the military where beards are not allowed, and highlighted that deputies are allowed to grow a beard. At the time, the recruitment team was headed to a military recruitment event at Camp Pendleton and the recruitment poster was also posted on social media. Commissioner Lopez asked how or if the Sheriff's Office was working towards enticing the Latino community to apply?

Commissioner Lopez also suggested the Sheriff's Office would benefit from having its own Facebook page in Spanish as opposed to posting on the Spanish Washington County Facebook page. The co-chairs both acknowledged this and said the county's Office of Equity, Inclusion and Community Engagement is looking to expand the language component on social media.

Commissioner Caballero-Rubio asked how long does the full application process take? Sgt. Shaddy responded that the application process usually takes about six months. If the applicant receives a conditional offer for hire, they must pass a medical and psychological evaluation. That process takes approximately two months for a total of approximately 8 months from application to official hire.

Commissioner Caballero-Rubio asked how do they "walk" a candidate through the hiring process. Ms. Serna said she makes it a point to attend at least one day of pre-academy to chat with the newly hired to talk about the application process and how it went for them. She often receives good feedback and gratitude for the constant communication. Most express a positive experience, even those that don't pass the first time. There are many who reapply and then do pass.

Sara Serna is a Program Coordinator with the Services Division and oversees the hiring process within the Sheriff's Office. The Sheriff's Office does not have full control over who we hire or the hiring process. Washington County Human Resources receive all incoming applications and filters out applicants based on minimum requirements.

The Sheriff's Office follows minimum requirements and guidelines when hiring, including requirements set by Oregon Administrative Rule 529-008, the Department of Public Safety Standards & Training (DPSST), the Criminal Justice Information Services (CJIS), Civil Service Rules and Washington County Personnel Rules & Regulations.

The Certified Hiring process is quite a lengthy process. The Sheriff's Office has recently made improvements to their criteria to identify the most important applicant traits. WCSO uses the [National Testing Network](#) (NTN), who offer entry level testing designed by a national HR management firm for range of public sector jobs, and is the first step in the application process. The applicant must pass the NTN test to continue in the application process.

Co-Chair Acuña asked if respect for diversity is one of the testing requirements? What is the process for identifying the biases that may exist within a candidate? Ms. Serna explained that the pre-suitability and psych exams are designed to identify these issues.

Commissioner Caballero-Rubio asked if the NTN tests were difficult to pass. Ms. Serna explained the tests are not difficult to pass. The NTN has a reading and writing component along with a video test to assess human relations. The Sheriff's Office lowered the required passing score for the video test from 70% to 65% to be more inclusive.

The Sheriff's Office also provides a "job shadow" where an applicant spends time with a deputy to learn more about the work. Job Shadows are provided in the Jail and Patrol and also provide real-time questions and answers to clarify any inaccurate preconceived assumptions or understandings. The job shadow is a requirement of the application process.

Other changes the Sheriff's Office has made to be more inclusive of all candidates include adjusting the physical abilities test for females. A college education is not required, however a high school diploma or GED is required. The hiring team also attempts to have diversity among the raters when conducting panel interviews. Commissioner Lopez questioned what the diversity among panel interviewers is. Ms. Serna said that the Sheriff's Office has more work to do there, mostly because of staff shortages and the limitations of 24/7 shift work and unpredictable overtime.. Sara added WCSO recognizes the huge value for the community to see that there are people that look like them on the panel. It is also important for everyone on the panel to have a clear understanding of their own biases. The HR department of Washington County provides a guide for interviewers to aid in the process.

Commissioner Lopez asked if being bilingual could be required or if an applicant can be hired based on bilingual status. Ms. Serna explained that being bilingual would have to be a requirement of the position at the time the job opening was posted, which are rules set in place by Washington County. At this time, there are no certified positions that require bilingual status. Ms. Serna agreed with Commissioner Lopez and posed the question "at what point do we create a requisition to hire specifically Spanish speaking staff?". Co-Chair Garrett questioned whether the Sheriff's Office could weight being bilingual, much like we weight veterans.

The hiring process consists of rating each candidate as they go through panel interview and then command interviews. The Sheriff's Office must then offer positions to candidates in rank order, starting with those who rate highest.

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**Review Draft of By-laws**

Hold for next meeting.

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**S.O. Updates**

The trial involving Rian Alden has been set for February 7, 2023.

During the pandemic we discovered the Sheriff's Office did not have a good way to offer services to grieving families. The chaplain and public affairs staff worked to put together a resource brochure. The brochure was also translated into Spanish and provided to deputies.

Commissioner Valenzuela asked about a media article he had recently read involving members from the Washington County Gang Enforcement Team. Sheriff Garrett clarified the text exchange subject in the article involved an investigator from another agency and a prosecutor, not a Sheriff's Office staff member. The Gang Enforcement Team was disbanded in 2019.

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**Next steps**

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**Meeting adjourned at 5:38 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**July 6, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Guests:** Commander Matt Frohnert, Sergeant Tony Shaddy, Sara Serna, Program Coordinator Dale Yee, Sr Human Resources Analyst, and Laura Aranda, HR Analyst II

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05 5 min</b>	<b>Welcome</b>	<b>Co-Chair Acuña</b>
<b>4:05-4:10 5 min</b>	<b>Approve May 4, 2022 meeting minutes</b>	<b>Co-Chair Garrett</b>
<b>4:10-4:20 10 min</b>	<b>Public Comment</b>	<b>Co-Chair Garrett</b>
<b>4:20-4:35 15 min</b>	<b>Review draft of By-laws</b>	<b>Co-Chair Acuña</b>
<b>4:35-5:15 40 min</b>	<b>Hiring and Recruiting Follow-Up and Q&amp;A</b>	<b>Frohnert, Shaddy, Serna, Yee &amp; Aranda</b>
<b>5:15-5:25 10 min</b>	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30 5 min</b>	<b>Next Steps, New Priority Topics &amp; Closing</b>	<b>Co-Chair Acuña</b>

**2022 - 2023 Meetings – Save the Date**

- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
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- February 1
- March 1
- April 5
- May 3
- June 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**July 6, 2022**  
**Meeting Minutes**

---

**Commission Members Present:** Olga Acuña, Pat Garrett, Fernando Lira, Nansi Lopez, Maria Caballero-Rubio, Pablo Valenzuela, Daniel Guzman-Catarina

**Commission Members Absent:** James "Mitch" Coley, Ricardo Moreno, Joann Hoffman

**Guest Speaker:** Commander Matt Frohnert, Sergeant Tony Shaddy, Sara Serna, Program Coordinator, and Dale Yee, Sr Human Resources Analyst and Laura Aranda, HR Analyst II

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Acuña called the meeting to order at 4:01 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Fernando Lira made a motion to the approve the June 1, 2022 minutes. Commissioner Nansi Lopez seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Review Draft of By-laws – Co-Chair Acuña**

The by-laws were sent to everyone prior to the meeting. Looking for approval for new language that was added.

It was suggested that we add three years to the term limit. It is now two- or three-year terms. This prevents people from leaving at the same time. Members shall request additional terms. Other language that was changed regarded attendance; a member who misses three consecutive meetings without due cause will be considered resigned from the commission.

Section 3 Term Options. Members shall request additional term of two or three years. Members can serve two terms consecutively. Will add "second term" language instead of "Additional term".

Commissioner Valenzuela mentioned to clarify whether the current members have a two- or three-year term. Co-Chair Acuña advised it is on the list that Commission Secretary Hoffman sent out at the last meeting. Marli will have Joann send out the list to all members when she returns along with the minutes. Commissioner Valenzuela advised we should include a copy of the list of members and the start date and term date for each.

Co-Chair Acuña entertains a motion to approve the by-laws as written. Commissioner Valenzuela made a motion to approve. Commissioner Lira seconded, the by-laws were approved. Co-Chair Acuña advised the by-laws are not written in stone, so we can revisit as needed.

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### **Hiring and Recruiting Follow-Up and Q&A – Matt Frohnert, Tony Shaddy, Sara Serna, Dale Yee, & Laura Aranda**

Last meeting we had a conversation centered around the Sheriff's Office recruiting process, hiring process, and onboarding process. There were some questions from commissioners that we wanted to get answered so we invited back Sergeant Tony Shaddy, Program Coordinator Sara Serna, Commander Matt Frohnert, along with Dale Yee and Laura Aranda from Human Resources.

Sara Serna advised that one of the questions that came up was "How does the S.O. entice the Latino community to apply with us?" Ms. Serna recognized the first step in recruiting is to build relationships and repair some historical damage that has been done. That is a lot of the work our staff is doing together, especially Sergeant Shaddy and Public Affairs. Ms. Serna advised she asked Human Resources (HR) about bilingual preferred or bilingual required language for our job postings. We recently learned that we can post bilingual preferred whenever we want to, there is nothing that stops us, we can do multiple postings and do a bilingual preferred and a standard posting. So we are able to be more deliberate to attract applicants with bilingual and bicultural expertise, and make it known we continue to strive to recruit those members of the community with different cultural backgrounds. Dale Yee advised the question that came up was something like, "How do we recognize, acknowledge, and implement recruitment processes that are culturally appropriate specifically regarding language?" The county does recognize and support multiple languages and cultures within Washington County. We have shifted our focus to recognize and acknowledge there is a value when someone comes from a different cultural background. If someone comes to us that is able to speak and engage in a different language, we are able to recognize and compensate accordingly. When it comes to recruitment, we try to broaden the search to the greatest extent possible and post many of our jobs where we say bilingual skills are encouraged and preferred. We also post jobs in Spanish and have advertising in Spanish, where we invite employees from different cultural backgrounds to participate in the advertising. We do have recruitment information that is posted and available that is in different languages. We are open to any ideas of where we should go to do outreach, part of that is community engagement activities where the S.O. participates.

For the HR screening process, we do have a level of bilingual testing that is required. We have to have the ability to vet and validate their bilingual abilities. We use a third-party resource, that has been tested for validity, to test for oral and written proficiency standards. The third-party resource does not make the final decision, they send us the results of the applicant on a scale of proficiency. Currently the county does adjust the level of compensation depending on level of proficiency (we have a standard compensation amount). We are hoping to work toward a tier system that would compensate more or less depending on your proficiency.

Mr. Yee continued: Regarding the panel interview portion of recruitment, – we incorporate DEI and bias awareness into preparing our panels for candidate interviews. Our panel interviews also incorporate DEI and bias as part of behavioral interviewing. For example, we present candidates with a scenario and ask them to tell us their thought process, what they are thinking, and how did they come to that conclusion. We also have our Diversity, Equity and Inclusion team participate to ensure we are looking for the right things. The county does believe it is important and relevant to bring in people from outside the agency to participate in the panels as they may have different experiences and backgrounds. There is the possibility of utilizing volunteers from different parts of the community to be able to serve on panels. However, even requesting the assistance of volunteers is not a nice clean cycle, due to the amount of people who don't show up for panel interviews or withdraw at the last minute. Sometimes we have hours in-between, and we like to keep the panelists consistent which is hard to do. Commissioner Lopez and Co-Chair Acuña would like to support the volunteer idea if they have the time. Commissioner Lopez advise she will get the word out to the LPC and see if there are any others who would like to volunteer. Ms. Serna advised currently there is one slot available on the 21<sup>st</sup>. Ms. Serna will email out the schedule for panelists. Ms. Serna's contact information is [sara\\_serna@co.washington.or.us](mailto:sara_serna@co.washington.or.us) or 503-846-2525.

Application Processing – We use an online system (NEOGov) for our application process. At the S.O. we just brought in computers, scanners, and printers that are available for those who wish to apply but may not have those resources available. Once applicants have applied, the system will send out an automated message letting them know that their application has been received. The automated emails that go out have been somewhat challenging as some email notifications go to an applicant's "Junk" folder. We always encourage applicants who have questions about where they are in the process to contact us and we will look them up in our NEOGov system and let them know. We do most of our notification through email due to the number of applicants we can have at one time. We start the process with an initial screening making sure they meet the minimum qualifications, then they move to the next step which varies depending on the position, it could be testing or interviews, then we do reference checking, and backgrounds, sometimes second interviews. Our HR department is involved in each level, but sometimes it is more forefront than others. We are covered by Civil Service, so there are some laws that we are required need to abide by.

Commissioners asked about the emphasis on the need to repair relationships in the community, what else beyond this committee, is the S.O. doing to actively work on that? Sergeant Shaddy advised we work closely with Community Outreach and the Public Affairs Team to broaden our bandwidth and get out to events just to be seen and become a familiar face in the community. For example, we recently attended the Latino Cultural Festival, and Hillsboro and Beaverton Pride events. Having a presence in the community where our community is located and celebrates is important to us. Sergeant Shaddy advised if we find out about an event, we try our best to attend, managing other scheduling demands in our 24/7 operation. Some of the events that we have attended in the past we have not been able to attend because we have been disinvited (MENTE Summit). Sergeant Shaddy is not positive about why the agency was disinvited but will find out and get back to the Commissioners. The Sheriff would also like to have a chance to speak with the Mente board if we get that opportunity. Sergeant Shaddy advised our goal is to go out there, repair relationships, let people know what our work is about and what we are doing to help our community. We want to let people know specifically what law enforcement is about and what we are doing to try and help the community. We welcome any ideas of events or times that we can get out there be seen, talk with people and educate about opportunities to serve at the Sheriff's Office. Human Resources

would attend 20-25 events a year prior to the COVID-19 pandemic, now we are trying to expand our outreach again. The biggest recruitment tool that we have are the men and women in uniform and the experiences that they have with the community. Another avenue we focus on is how we take care of our staff.. We want a work environment where staff feel fulfilled and glad to be working with us. If our staff have a positive view of the county and enjoy where they work, they will share those experiences with others.

If you have suggestions or ideas that we should explore, we are always happy for new ideas. You can contact Dale Yee at [dale\\_yee@co.washington.or.us](mailto:dale_yee@co.washington.or.us) or 503-846-3735.

Recruiting within our community is very important to us. If you know of anything that is happening in the community that you think we should attend please let us know. If you see any areas of improvement, we love to hear that also.

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### **S.O. Updates – Co-Chair Garrett**

June 23<sup>rd</sup>, Commissioner Valenzuela and Sheriff Garrett met with Lindsay Baker (Assistant Director for External and Government Relations, ODOT) about establishing or strengthening culturally specific training and education that would increase the rates of drivers licensed testing/passing. It was a good meeting. Lindsay left the meeting and went back to talk to her team about what is possible. Commissioner Valenzuela and Sheriff Garrett are going to meet with Lindsay on July 18<sup>th</sup>. We are going to continue to press the Department of Transportation to improve how they test for licensing. Commissioner Valenzuela advised it was a positive conversation from the agencies point of view, Lindsay told them that it is very costly for the DMV to give that test multiple times to many people. It sounded like there won't be a lot of push-back internally, which is great. Lindsay advised they are re-writing the driver's licensing knowledge test and manual, and they are currently working with a consultant on that project.

Co-Chairs Acuña and Garrett are working with Commission Secretary Joann Hoffman on drafting an update for the Board of Commissioners on the LAC's work over the past couple of years. We have ideas on some outcomes of some of our conversations about what has changed from policy or protocol perspective. We are not sure when this will be completed but will keep everyone updated.

Co-Chair Garrett received a compliment for Commissioner Guzman from a community member that was a former Adult In Custody (AIC). The community member stated that Commissioner Guzman treated him as a human being, made his time at the jail extremely stress free, and was a wonderful deputy.

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### **Next steps**

We have covered all of the priority topics that were mentioned a few months ago. New topics are welcome, anything is worth consideration. Send an email to Co-Chair Garrett or Co-Chair Acuña. We need to ask ourselves as a commission what are some other things that we should be focusing on or prioritizing moving forward?

Topics Mentioned:

- Talking about our accomplishments and presenting them to the commissioners, we could present them to the community as well to give them an update and to meet us and have an opportunity to ask questions. Might be the perfect venue to get sincere feedback on public safety in the community.
- Hear how the body worn camera policy is going. An update on that.

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**Meeting adjourned at 5:29 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**August 3, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Guests:** WCSO Commander Bennett, WCSO Lieutenant Joe Noffsinger

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05 5 min</b>	<b>Welcome</b>	<b>Co-Chair Garrett</b>
<b>4:05-4:10 5 min</b>	<b>Approve July 6, 2022 meeting minutes</b>	<b>Co-Chair Acuña</b>
<b>4:05-4:15 10 min</b>	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>4:15-4:45 30 min</b>	<b>BWC Camera Update</b>	<b>Cmdr. Bennett Lt. Noffsinger</b>
<b>4:45-5:10 25 min</b>	<b>New Topics – How will the LAC move forward?</b>	<b>Co-Chair Acuña</b>
<b>5:10-5:20 10 min</b>	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30 5 min</b>	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Acuña</b>

**2022 - 2023 Meetings – Save the Date**

- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
- January 4
- February 1
- March 1
- April 5
- May 3
- June 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**August 3, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Pat Garrett, Joann Hoffman, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Commission Members Absent:** Maria Caballero-Rubio, James "Mitch" Coley, Fernando Lira, Daniel Guzman-Catarina

**Guest Speaker:** WCSO Commander John Bennett and Lieutenant Noffsinger

**Guests attending:**

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Garrett called the meeting to order at 4:05 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Valenzuela made a motion to approve the July 6, 2022 minutes. Commissioner Moreno seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Body Worn Camera Update – Lt. Joe Noffsinger**

Lt. Noffsinger has recently taken on the responsibility of overseeing Body Worn Cameras in the Patrol Division. He recently transitioned from the Professional Standards Unit (PSU), where he had worked for six years.

All patrol deputies have been issued and trained to use a body worn camera (BWC). All patrol vehicles are outfitted with the necessary equipment to work with the BWC. The BWC automatically transmits the recording to the hardware in the patrol vehicle, which will then send data from the BWC directly to the cloud once the vehicle is within range of the appropriate cell tower. Deputies do not need to do anything to upload BWC footage. Also, the BWC automatically starts recording once lights and sirens are activated within the patrol vehicle.

The DA's office has direct access to the BWC program to view video footage for criminal cases.

A very small subset of BWC video is restricted, requiring an Evidence Officer, BWC administrator, or command staff approval for release. Such videos are particularly graphic in nature.

Videos can also be used for training purposes.

Commissioner Lopez asked how often videos are pulled for quality control checks, like public interactions. Lt. Noffsinger confirmed that videos are viewed regularly by supervisors in PSU, Patrol Sergeants, and the DA's Office. Lt. Noffsinger has also been randomly selecting video footage to view, particularly those that have not already been viewed, to ensure that our deputies are abiding by our core values. Lt. Noffsinger's review is part of his program audit function as the BWC program manager. His reviews are reported quarterly.

Co-Chair Acuña said she had heard that other jurisdictions can turn their cameras off at any time. What is the expectation for having the camera turned on? Lt. Noffsinger assured the commission that the Sheriff's Office has a policy for BWCs and all staff that have been issued a BWC have also received training on its use and policy. Policy requires deputies activate their body worn cameras to record all public demand and self-initiated calls for service involving contact with community members, with several exceptions defined in policy (please see policy attached). Sheriff Garrett clarified that the deputies are required to notify each public contact that they are being recorded and receive consent to keep it on.

Sheriff Garrett stated that more often than not the BWC exonerates false allegations against staff. However, the video footage has also been helpful to confirm poor judgement made by staff and helped the Sheriff's Office with accountability in that situation.

The Sheriff's Office is meeting all program objectives set forth for the Body Worn Camera program. Each video is classified by the incident that corresponds with it. Videos can be re-classified by the supervisors that view the footage. For example, a traffic-stop video can be reclassified as a training video if not needed for court and has training value. Approximately 40% of all BWC footage is Non-Criminal Calls for Service. 19% - Traffic Stops, 14% - Crime-Misdemeanors, 8% - Crime-Felonies, 5% - Self-Initiated.

Commissioner Lopez asked about the classification labeled "immediate purge" (0% of BWC video classification). Lt. Noffsinger first confirmed that deputies cannot delete footage once it's been recorded. Very few staff (BWC Administrators and Command Staff) have access to delete videos (An example of an "immediate purge" video would be when the camera recorded a deputy using the restroom).

Since Deputies began wearing BWCs the request for footage has increased dramatically. The Sheriff's Office received one request in 2018 compared to 755 requests in 2021. Most requests are from legal representatives.

The Sheriff's Office regularly audits to ensure compliance with WCSO policies. They are currently working on a policy update based on what they've learned after implementing the BWCs. The policy would allow more access to the BWC footage by supervisors in other departments, such as the Training Unit.

There is overwhelming support for the use of the BWC among the SO's deputies. Sometimes, the audio is not recorded well due to other sounds related to camera placement. The camera is placed inside the duty vest, a very secure location. However, the sounds of an outer jacket and body movements can be louder than other incoming

sounds to the camera. Also, the battery will generally last for one ten-hour shift, however it will not likely last if a deputy goes into overtime. In those cases, the deputy returns to the station for a fully charged battery. Some deputies have also stated that the camera heats up within the vest which can be uncomfortable. This is not considered a health hazard.

Lt. Noffsinger ended the presentation with an example of the use of BWC footage. A community member had rear-ended another vehicle and made a complaint to the SO that his crash was due to a WCSO Deputy going through the same intersection, with emergency lights, without stopping. PSU showed the BWC footage to the complainant. The BWC clearly showed the deputy had lights and sirens activated and had fully stopped at the intersection before driving through. The community member wrote an apology letter to the deputy for the mistaken allegation.

Commissioner Lopez asked when recordings are destroyed. Lt. Noffsinger said Oregon State law dictates we must maintain footage for a minimum of 180 days. Additionally, different criminal charges have different retention timelines. Any BWC footage attached to a criminal case follows those retention timelines. For example, records for a homicide investigation are retained forever therefore the BWC video would also be retained forever.

Commissioner Lopez also asked how footage is uploaded and if a patrol car becomes disabled is the footage lost? The camera footage automatically uploads when a camera comes within range of a patrol vehicle. If the patrol vehicle were to be involved in a crash and the BWC equipment within the vehicle were damaged, the footage could be lost.

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### **Brainstorming Session – Co-Chair Acuña**

It was mentioned, in a previous meeting, we report our successes, our work and our mission to the Washington County Board of Commissioners. That is something we are committed to do.

The other recommendation was that we present ourselves, as the Latino Advisory Commission (LAC), to the public. We need to introduce the work we do and solicit feedback from the community – like a community forum.

Commissioner Valenzuela suggested we ask the Sheriff's Office what kind of policies they are looking to review. Can the LAC be part of that process?

Commissioner Lopez mentioned that the DA and the Hillsboro Chief of Police sat down to talk about Sanctuary City during a recent episode of an independent Latino television program "Elemento Latino." She would appreciate having more conversations with our immigrant community and establish a base of trust so they can feel safe discussing their rights and needs. Commissioner Acuña agreed and suggested we begin to coordinate those details to let the community know there are organizations and groups advocating on their behalf.

Commissioner Moreno posed the question "Do we focus on the Latino community or all underrepresented communities?". Commissioner Acuña suggested that we not be so restrictive that the entire community doesn't benefit from our meetings. We should be creating better interactions with the community as a whole. Commissioner Moreno agreed and added we be open to all suggestions from the whole community.

Commissioner Lopez suggested we have a series of community conversations where we hear their experiences. Establishing that the LAC and the Sheriff's Office are safe places. We can also highlight the work the LAC has done to bridge the gap between the Sheriff's Office and the Community.

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### **S.O. Updates – Sheriff Garrett**

Sara Serna, with Hiring and Recruiting, says she will have a process in place to recruit community members to assist with panel interviews soon. Ms. Serna is committed to this project.

Commission Secretary Hoffman has drafted a framework for the presentation of a 2-year LAC review to present to the BCC. This is a work in progress.

DA Barton and Hillsboro Police Chief Coleman appeared on "Elemento Latino" with Veronica Vazquez to discuss Oregon law regarding sanctuary status and Hillsboro's Sanctuary City. The Sheriff will also record an episode for her program next week.

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### **Next steps**

We have a lot of work ahead of us but it is work that is rewarding and good work for our community.

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**Meeting adjourned at 5:36 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**September 7, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05 5 min</b>	<b>Welcome</b>	<b>Co-Chair Garrett</b>
<b>4:05-4:10 5 min</b>	<b>Approve August 3, 2022 meeting minutes</b>	<b>Co-Chair Acuña</b>
<b>4:10-4:20 10 min</b>	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>4:20-4:40 20 min</b>	<b>Presentation of LAC Draft Presentation to the BCC</b>	<b>Co-Chair Garrett</b>
<b>4:40-5:10 30 min</b>	<b>Develop next steps for community engagement</b>	<b>Co-Chair Acuña</b>
<b>5:10-5:25 15 min</b>	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30 5 min</b>	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Acuña</b>

**2022 - 2023 Meetings – Save the Date**

- July 6
- August 3
- September 7
- October 5
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- January 4
- February 1
- March 1
- April 5
- May 3
- June 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**September 7, 2022**  
**Meeting Minutes**

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**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, James "Mitch" Coley, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno

**Commission Members Absent:** Pat Garrett, Pablo Valenzuela

**Held via Zoom**

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**CALL TO ORDER**

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**Co-Chair Acuña called the meeting to order at 4:13 p.m.**

Due to an issue with Zoom, the meeting started later than usual.

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Caballero-Rubio made a motion to approve the August 3, 2022 minutes. Commissioner Lopez seconded and the minutes were approved.

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**Public Comment**

Juliana Riley, a Crime Victim Advocate with Lutheran Community Services Northwest (LCSNW).

They are a trauma informed program that supports individuals and families who have been impacted by crime, reaching out to communities who are underrepresented. They do not require the crime be reported to police to assist and they do not ask immigration status. They are mandatory reporters. LCSNW assist with referrals to other services and benefits. They will also go with victims to court, to offer emotional support. They do safety planning.

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**LAC Presentation to the BCC DRAFT – Co-Chair Acuña**

The following suggestions were recommended:

- Add how these four topics were identified in the comments section of 2<sup>nd</sup> or 3<sup>rd</sup> slide.
- Hiring Slide – add more focus to the Volunteer Panelist program that Sara created.
- CBO Slide – Commissioners Coley and Caballero-Rubio will update this slide. Hoping to add more substance to it as the CBO program takes root.
- STOP Data slide – cut down information. Add cut information to comments section.
- All slides with sub-bullets – recommendation is to make sub-bullets part of the notes and remove from the visual slide.

*(The following were comments made during the discussion about the presentation to the board and are worth noting, but have not affect to the presentation itself.)*

During this discussion, Commissioner Lopez suggested adding a list of Acronym definitions to the Spanish translated PDF on the “Policy Changes of Community Interest” [webpage](#).

The Volunteer Panelist program was also discussed briefly. There was concern over the automatic disqualifier of “unresolved court or criminal matters” as this can negatively impact a person’s ability to participate. There was interest in revisiting the Volunteer Panelist program to discuss potential pay stipends, childcare, interpreters, etc.

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### **Develop Next Steps for Community Engagement - Co-Chair Acuña**

What is the ideal next step for this commission? Community Forum? Listening Sessions?

The commission agreed that they’d like to do something in person, central in the county and before the weather changes. Advertise the event to come and learn about the commission and what the LAC does. The event should also be an opportunity to talk about the SO and what it does outside typical law enforcement work, then open it up to Q&A. This would likely be an evening event around 5:30 or 6. The commission would like to plan this event for late October/early November. Co-Chair Acuña suggested we also plan a similar event for the spring.

Commissioner Lopez recommended we advertise this broadly. Potentially through Elemento Latino, if that were an option. We want to promote this event as an opportunity for the public to interact with the Sheriff’s Office and the LAC in a positive way. There should be snacks and drinks. Flyers should also be printed and distributed. A translator should also be made available.

It was also suggested we invite other organizations to the event that would benefit from the collaboration. Like the Mexican Consulate, LPC and CBO’s.

Commissioner Lopez said she would contact *Jugetaso* (a non-profit that provides toys for kids) to join.

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### **S.O. Updates**

Sheriff Garret will email updates later this week.

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### **Next steps**

We will finalize a date and other pertinent discussions for the Community Engagement Event at our October 5<sup>th</sup> meeting. We will also look at the final presentation to the Board.

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**Meeting adjourned at 5:20 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**October 5, 2022**

**4:00 – 5:30 p.m.**

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Law Enforcement Center, Training Room A

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05 5 min</b>	<b>Welcome</b>	<b>Co-Chair Garrett</b>
<b>4:05-4:10 5 min</b>	<b>Approve September 7, 2022 meeting minutes</b>	<b>Co-Chair Garrett</b>
<b>4:10-4:20 10 min</b>	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>4:20-4:55 35 min</b>	<b>Community Event Planning</b>	<b>Co-Chair Acuña</b>
<b>4:55-4:15 20 min</b>	<b>Finalize LAC BCC Presentation</b>	<b>Co-Chair Garrett</b>
<b>4:15-4:25 10 min</b>	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30 5 min</b>	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Acuña</b>

**2022 - 2023 Meetings – Save the Date**

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- May 3
- June 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**October 5, 2022**  
**Meeting Minutes**

---

**Commission Members Present:** Olga Acuña, Maria Caballero-Rubio, James "Mitch" Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Commission Members Absent:**

**Held at the Law Enforcement Center, Training Room A**

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**CALL TO ORDER**

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**Co-Chair Garrett called the meeting to order at 4:10 p.m.**

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Lira made a motion to approve the September 7, 2022 minutes. Commissioner Moreno seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Community Event Planning**

Commissioner Acuña began with the suggestion that we focus on one event instead of the two she had recommended in the previous meeting. The co-chairs decided a planning committee for this event would be most helpful. One that could meet more often than the scheduled monthly meetings, as the intent is to hold a Community Event late this fall. She feels we would best serve the community by hosting a more engaging, well-thought-out event.

Both co-chairs and Commissioners Lopez and Lira volunteered to be on the planning committee.

Co-Chair Garrett said that the committee would need to immediately decide the basics of the event.

Who do we invite (community partners)?

Where?

When?

Advertising?

Create a flyer?

How best to message through our networks?

Commissioner Moreno suggested that we not run it entirely in Spanish, as we now have many Latino Community members who are more comfortable speaking in English. It was decided to prioritize English and Spanish, then we can then make accommodations for people who speak other languages if we are made aware of their attendance ahead of time.

Commissioner Lopez asked if the Sheriff's Office keeps track of the demographics of other community events. Sheriff Garrett responded by saying most of the Sheriff's Office events are in partnership with other groups or their guests, such as neighborhood associations meetings, community forums, or the Día del Niño celebration in Cornelius, so we do not capture demographics. Among WCSO-run events like the Community Academy and the K9 Trials, we have not recorded participant demographics. Co-Chair Acuña wants to make sure we elevate community voices at this event and to ensure we bring the same level of service, or better, at subsequent events. She posed the question, "how do we go back and say that we heard their needs, and we did something about it?"

Commissioner Lira suggests we partner with other Latino based organizations so they can advocate on our behalf. Co-Chair Acuña agreed and also suggested we partner with local, well-known non-profits. Commissioner Moreno recommended we connect this Community Event to the CBO effort. Commissioner Caballero-Rubio also suggested we hold a regular meeting, but do so in a public venue, then open it up to a listening session.

Since the people who need the most assistance don't usually know to look for the type of event we are planning, Commissioner Guzman-Catarina suggested we hold a food drive or take kids shopping for Christmas. This would help create a positive image and get the name of this Commission out there.

Commissioner Lopez suggested we establish parameters for the conversation, so the most community members have a chance to contribute and to ensure we are intentional with the type of information we gather as well as protect the community from divulging something that could possibly impact them negatively.

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### **Finalize LAC BCC Presentation**

Sheriff Garrett spoke with Erin Calvert (Deputy County Administrator) who stated the Board of County Commissioners (BCC) are currently overwhelmed with requests to present before them by other groups such as ours. The BCC is requesting presentations be sent via email along with a cover letter.

The commission reviewed the presentation and made suggestions for changes and edits. The notes portion will also be edited to be more informative and reader friendly. Commission Secretary Hoffman will make edits and other updates, then send to co-chairs for review. The co-chairs will share the final presentation along with the draft of the cover letter for commission approval before submitting to the BCC.

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**S.O. Updates**

Sheriff Garrett provided a brief update on the Volunteer Panel Interview Program. The Sheriff's Office is looking forward to implementing this program.

The entirety of the updates will be emailed to the group, as time did not allow for full updates at this time.

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**Next steps**

The Planning Committee for the Community Event will meet next week. They will update the rest of the commission at the next meeting on November 2, 2022.

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**Meeting adjourned at 5:30 PM**

**WASHINGTON COUNTY SHERIFF'S OFFICE  
LATINO ADVISORY COMMISSION**

**Regular Meeting**

**November 2, 2022**

**4:00 – 5:30 p.m.**

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Via Zoom

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**Council Members:** Olga Acuña, Maria Caballero-Rubio, James “Mitch” Coley, Pat Garrett, Daniel Guzman-Catarina, Joann Hoffman, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

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**Agenda**

<b>Time</b>	<b>Agenda Items</b>	<b>Facilitator</b>
<b>4:00-4:05</b> 5 min	<b>Welcome</b>	<b>Co-Chair Acuña</b>
<b>4:05-4:10</b> 5 min	<b>Approve October 5, 2022 meeting minutes</b>	<b>Co-Chair Acuña</b>
<b>4:10-4:20</b> 10 min	<b>Public Comment</b>	<b>Co-Chair Acuña</b>
<b>4:20-4:30</b> 10 min	<b>Review and Approval of BCC Presentation and Cover Letter</b>	<b>Co-Chair Garrett</b>
<b>4:30-4:35</b> 5 min	<b>Review and Approval of Equity Statement for Volunteer Panelist Program</b>	<b>Co-Chair Garrett</b>
<b>4:35-5:05</b> 30 min	<b>Community Engagement Event Planning Update</b>	<b>Co-Chair Acuña</b>
<b>5:05-5:15</b> 10 min	<b>Introduce Interpretation Policy</b>	<b>Co-Chair Garrett</b>
<b>5:15-5:25</b> 10 min	<b>S.O. Updates</b>	<b>Co-Chair Garrett</b>
<b>5:25-5:30</b> 5 min	<b>Next Steps &amp; Closing</b>	<b>Co-Chair Acuña</b>

**2022 - 2023 Meetings – Save the Date**

- July 6
- August 3
- September 7
- October 5
- November 2
- December 7
- January 4
- February 1
- March 1
- April 5
- May 3
- June 7

*Meetings are held the 1<sup>st</sup> Wednesday of each month from 4:00 PM – 5:30 PM*

**Washington County Sheriff's Office Latino Advisory Commission**  
**November 2, 2022**  
**Meeting Minutes**

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**Commission Members Present:** James "Mitch" Coley, Pat Garrett, Daniel Guzman-Catarina, Fernando Lira, Nansi Lopez, Ricardo Moreno, Pablo Valenzuela

**Commission Members Absent:** Olga Acuña, Maria Caballero-Rubio, Joann Hoffman

**Guest Speaker:**

**Guests attending:** Sharon Gray

**Held via Zoom**

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**CALL TO ORDER**

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**Commissioner Lopez called the meeting to order at 4:05 p.m.**

Important holiday today for the Latino Community "Day of the Dead".

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**Introductions**

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**Approval Meeting Minutes**

The members present constituted a quorum. Commissioner Valenzuela made a motion to the approve the October 5, 2022 minutes. Commissioner Moreno seconded and the minutes were approved.

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**Public Comment**

No public comments

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**Review and Approval of LAC Two-Year Review to BCC and Cover Letter**

Co-Chair Garrett reviewed the draft BCC Cover Letter. It was pointed out we have incorporated the logos of the Sheriff's Office and the Latino Policy Council at the top of the letter and asked the commission for any final suggestions or changes to the letter, would like to send the final draft to the BCC on Friday, November 4. Commissioner Valenzuela suggested we invite the BCC to the community event if they are interested in attending at the end of the second paragraph.

Commissioner Moreno asked why the second logo is the Latino Policy Council? Co-Chair Garrett explained the Latino Advisory Commission does not have their own logo and this was not realized until we started to create the letter. We did not want to use the Sheriff's Office logo by itself so the interim step was to add the Latino Policy

Council and will make it a point to clarify to the BCC the LAC is strongly supported by the Council. Commissioner Lopez also explained the LAC was started with the support of Latino Policy Council.

There were no changes to the BCC Presentation.

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### **Review and Approval of Equity Statement for Volunteer Panelist Program**

Reviewed the flyer for the Volunteer Panelist Program and Co-Chair Garrett asked the commission if the first paragraph adequately expresses the message to include equity.

Commissioner Moreno feels that it does and having been a part of the interview process would like to make sure we are making the effort to educate and communicate to the applicants what their role will be as a volunteer and that they receive the training they need. Co-Chair Garrett explained applicants will receive training and learn more about the position they are applying and interviewing for.

Commissioner Lopez asked if the flyer will be translated and if we have community members wanting to participate with a language barrier, would the county provide an interrupter? She sees this working well, but we need to be very intentional on how we get the information out to the community.

The flyer will be translated into Spanish and Ms. Serna talked with County HR on best practices related to a panel interview where a panelist is provided an interpreter. HR sees an interpreter as appropriate, as needed, and feasible. However, having an interrupter depends on a few factors and one of the biggest factors is whether we can complete the panel interviews in the time allotted. As much as we try to schedule interviews within a few days to accommodate most panelists, sometimes the interview period can extend into several weeks, challenging the logistics of the panel. We will make our best efforts to arrange for an interpreter, as needed.

Thank you for the feedback. Co-Chair Garrett will work with Sara Serna to get the flyer translated and start sharing the flyer with LAC members and our networks to reach community members.

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### **Community Engagement Event Planning Update**

Community Event is scheduled for Wednesday, December 7 from 6:00-7:30 pm at the Community Senior Center at Shute Park in Hillsboro, this event will take the place of the December meeting. Public Affairs helped in designing the flyer; it will be two-sided. One side English/one side Spanish. The flyer has been approved by commission members, but before we send out to get translated are there any additional suggestions or improvements.

Changes to Flyer:

Second paragraph use the acronym "LAC" instead of spelling out Latino Advisory Commission.

The green box to the right add the following comment: "additional languages will be provided in advance."

The Community Event Presentation slides will have English on the left and Spanish on the right. Co-Chair Acuña and Garrett will be trading off presenting the slides. When slides are briefed in English there will be live Spanish translation and when briefed in Spanish, live English translation, this will coincide with the presenter. Presentation will be no longer than 10-15 minutes. Commission members are invited to be part of the presentation. Commissioner Valenzuela offered to be part of the presentation but feels it might be to be disoriented for the audience if there are too many presenters. It was agreed to limit the speakers to no more than three and introduce the commission members who can help answer questions during the Q&A. Bulk of the time will be dedicated to hearing and receiving feedback from the community.

Will update the flyer with the changes and there were no changes to the presentation. Both will be sent out for translation. County has contracts with interrupters and translation services. Commissioner Lopez has coordinated with the City of Hillsboro to be a liaison since we will be inside the city limits.

Where to Circulate Flyers:

- PCC Rock Creek has a very large Latino community; Commissioner Lopez has connections she can reach out to and help circulate the flyer.
- There is a partnership in downtown Hillsboro between PCC and Pacific University and the Main Campus in Forest Grove; Commissioner Lira can support to disperse information/flyers.
- Mexican Consulate would be a great place to share the community event information.
- Bethany, East, and Cornelius Precincts, Courthouse, and County buildings/areas that are readily accessible to the public.
- ESPD group; Commissioner Moreno will share the information at their next session.
- Connect with School District for kids to take home in back packs.
- Share information with local non-profits.
- Focus on community members who receive service from the WCSO.
- Dedicate time to disperse in the community from Aloha to Buxton

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### **Introduce Interpretation Policy**

Co-Chair Garrett explained this topic came to light after review of the policy and that we need to include guidance to deputies in cases where someone does not speak English. We recognized the policy needs updating and are currently in the process. Deputies have access to a program called "In-Sight" for real time interruption.

Propose we make this an agenda item for the January or February meeting to discuss further. Will send supporting materials to share for your review.

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### **S.O. Updates**

Bias Crime Arrest: Sheriff Garrett reported on an arrest that happened on October 20, we responded to an assault call in Aloha that started as a parking disturbance. This case is still under investigation, so we cannot talk about

the details, but a white male, 34 years old was arrested and it was believed the victims are Latino. The deputies quickly recognized the incident as a bias crime.

Commissioner Lopez asked if the victims received the support they needed? The District Attorney's Office have a full-time victim assistance program and deputies are required to provide victim services in multiple languages. Deputies provide community members the state victims assistance webpage using a QR code on their phone, or via a traditional flyer.

While connecting with staff on a ride-a-long with a patrol deputy last Friday night, the deputy pulled a car over. As the car slowed to a stop, it suddenly sped-off and we did not pursue due to the Washington County Sheriff's Office Pursuit Policy which has a very high threshold for initiating a pursuit. Commissioner Lopez requested a copy of the Pursuit Policy be sent to the commission.

We have talked in past meetings about the difficulty in passing the driver's test in the Latino community and the Spanish translation is not the best. Commissioner Valenzuela expanded there is a request for a bill to create a grant program to support, educate, and train bilingual drivers, the details still need to be worked out. We have received some of the draft language and that has been sent to Sheriff Garrett and ODOT for a technical perspective. Once we have the full draft we would like to bring it to the commission to receive suggestions on how this policy should be crafted. We are talking about potentially setting up a grant program to support the training and that will require funding and that will take advocacy from folks who are willing to testify. Will follow up with more details as we get closer to the legislative session in early 2023. We are making progress on this issue and really appreciate all the suggestions and collaboration.

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### **Next steps**

Stop Data: Every year the first or second week in December the Oregon Criminal Justice Commission releases their annual analysis of Stop Data by every police agency in the state. Chief Deputy Al Roque is already planning to summarize the findings for the Sheriff's Office and report to the Commission at the January meeting. We will forward the report for your review when released.

There was a report in Pamplin on the Jail death that was mentioned at a previous meeting and would like more information on this.

If Measure 114 passes, would like to know what the Sheriff's Office responsibility is and what that looks like moving forward.

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**Meeting adjourned at 5:03 PM**