

**WASHINGTON COUNTY
 ENHANCED SHERIFF’S PATROL DISTRICT
 ADVISORY COMMITTEE BYLAWS – January 4, 2023**

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ARTICLE I. NAME

The name of this committee shall be "Enhanced Sheriff's Patrol District Advisory Committee" (ESPD AC or *“the Committee”*).

ARTICLE II. PURPOSE

The purpose of the ESPD AC is to advise the Washington County Sheriff Office (WCSO) on:

- Public safety services provided in the District.
- Renewal of Enhanced Sheriff's Patrol District (ESPD or “the District”) funding in its 5-year levy renewal cycles.
- Urban issues relating to nuisances and parking as set forth in the ESPD Ordinances detailed at
 - https://library.municode.com/or/washington_county/codes/code_of_ordinances?nodeId=APXAENSHPADIOR

ARTICLE III. COMMITMENT TO THE COMMUNITY

The ESPD AC is committed to respecting the diversity of people in the Washington County community and being inclusive of all demographics in decision-making on matters related to the ESPD.

ARTICLE IV. RESPONSIBILITIES

The WCSO is committed to maintaining the safety and enhancing the wellbeing of everyone in Washington County. Directions of day-to-day operations of the District are, and shall remain, the sole responsibility of the Sheriff. The budget for services provided with ESPD levy funds shall be established, and related decisions made, through the overall County budget process, with input from the ESPD Budget Review Committee.

The Committee will assist the WCSO as requested by the Sheriff to:

1. Evaluate the effectiveness and cost efficiency of the ESPD;
2. Recommend to the WCSO whether to renew the ESPD levy;
3. Inform District members regarding the District's public safety activities, WCSO policies, and funding of the District;
4. Identify issues and solutions related to the provision of public safety services for the District, and to raise awareness of impacts and issues experienced by its members/community;
5. Review long-range opportunities for future enhancement of public safety and community collaboration;
6. Review, discuss, and make recommendations regarding:
 - a. The level and types of public safety services,
 - b. Enforcement priorities,
 - c. Fiscal policy,
 - d. Training,
 - e. Equitable civic engagement and public participation, and
 - f. related matters on the general operation of the District;
7. Recognize outstanding staff members;
8. Evaluate opportunities to improve, by promoting community member use of the web pages:
 - a. **compliment** <https://forms.co.washington.or.us/form/so-compliment-form>
 - b. **complaint** <https://forms.co.washington.or.us/form/so-complaint-form>
 - c. or by reporting through the non-emergency phone line - 503-629-0111;
9. The Committee or a duly appointed subcommittee may hold approved public information sessions on matters relating to the ESPD;
10. The Committee may be asked to be involved with other matters related to the responsibilities outlined above;
11. The Committee shall conform to the procedures outlined by the open meetings law of the State of Oregon. [ORS 192.610-695]

ARTICLE V. ADVOCACY AND TESTIMONY

No individual member of the Committee has the authority to act in the name of the Committee unless authorized by a specific motion. When acting as an official county committee member, the ESPD AC falls under Oregon Secretary of State guidelines [ORS 260.432]. Refer to Election Guidelines: https://sos.oregon.gov/elections/documents/260.432_quickref.pdf.

Below are examples of situations where a Member may act and not act:

1. When acting as an ESPD AC member, Members can NOT advocate for the levy in any way. Members may only speak to the facts of what services the levy funds and the cost of those services.
2. When acting as an ESPD AC member, Members may advise the Sheriff and other elected officials, such as the Board of Commissioners, on policy and budget decisions, such as what services the county should provide and at what rate. This is not advocating for a levy but providing input on such decisions.
3. When acting as a private person, Members can advocate for the levy on the Members' personal social media page or when talking to the Members neighbors. As a resident of Washington County, Members can advocate for political candidates or measures if the Member is acting as a private person, and not tying it to the Members' advisory role with the county.

ARTICLE VI. MEMBERSHIP

1. ESPD AC members are appointed by the Sheriff.
2. The 17 member ESPD AC is intended to be representative of the District demographics.
 - a. ESPD AC membership will seek to include diverse representation of lived and learned experiences.
 - b. The composition of the ESPD AC is detailed in the *Enhanced Sheriff's Patrol District Background and Advisory Committee Standing Rules*.
3. The term of membership shall be two (2) years.
4. The Sheriff has the discretion to appoint ESPD AC members for additional terms of office.
5. ESPD AC Members may be removed for cause by the Sheriff.
6. ESPD AC members shall be residents of the District or have a place of business in the District if that member is holding a Business position.
7. The Sheriff shall publicize the opportunity to serve, with particular emphasis on historically marginalized community members. A minimum of thirty (30) days will be provided for written applications to be submitted.
8. Any ESPD AC member who has three (3) unexcused absences from regularly scheduled meetings during the year may be automatically removed from the Committee. New members will be

informed of meeting attendance expectations. Attendance by telecommunication/virtual platforms is acceptable. Notice of a member's inability to attend meetings should be provided to the Chair and WCSO in advance of scheduled meeting dates.

9. Notwithstanding the date of appointment, all ESPD AC member terms (except those filing a vacancy) shall be considered to have commenced in January of the year of their appointment and end in December of the third year of service.
10. Members appointed to fill a vacancy shall complete the remaining term ending in December of what would have been the replaced member's third year of service.

ARTICLE VII. OFFICERS AND ELECTIONS

The Officers of the ESPD AC shall be a Chair and a Vice-Chair.

Chair

The Chair shall preside at all meetings of the Committee and perform such other duties as are deemed appropriate for the effective administration of the Committee. At each meeting, the Chair shall submit such recommendations and information, as they may consider proper.

Vice Chair

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; until such time as the Committee shall elect a new Chair.

Elections

The Chair and Vice-Chair shall be elected among Committee members at the first regular meeting in January, or if no meeting is held in January, then at the first regular meeting thereafter. They shall hold offices for one year or until their successors are elected. Officers may serve multiple terms.

Vacancies

Should the Office of Chair or Vice-Chair become vacant, the Committee shall elect a successor from its membership at the next regular meeting. The successor shall serve for the unexpired term of the Office.

ARTICLE VIII. COMMITTEE MEETINGS

Regular Meetings

1. At the beginning of each year a calendar designating meeting dates shall be posted on the public records bulletin board located inside the Washington County Courthouse located at 150 N. First Ave., Hillsboro, OR.

- a. The day of the month, time of day, and the duration of the Committee Meetings are detailed in the *Enhanced Sheriff's Patrol District History and Advisory Committee Standing Rules*.
2. The Sheriff shall designate a member of WCSO staff to serve as recording secretary at the regular meeting. Meeting agendas and minutes will be posted in a timely fashion on the WCSO website.
3. Interpreters and/or translation of materials for languages other than English will be provided for members needing support.
4. Alternative format of information and communication will be provided for members requesting additional services.

Quorum

A simple majority of nine members shall constitute a quorum for the purpose of conducting the business of the Committee and exercising its responsibility and authority, and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, the Committee upon a vote of a majority of the committee members present may act. Voting shall be by voice vote when called for by the Presiding Officer.

Conflict of Interest

Committee members must declare an actual or potential conflict of interest related to issues under consideration. A member with an actual conflict of interest will abstain from voting on issues related to a conflict of interest. An example is an operator of towing company, serving on the AC, who would benefit from a decision to use their towing company.

Meeting Notice

Notice of Committee meetings shall be reasonably calculated to give notice to interested parties and the news media, including at a minimum posting of an agenda on a bulletin board in the Washington County Courthouse Administrative Building and written notice to Committee members.

Meeting Agenda

1. The agenda shall be prepared by WCSO staff to give reasonable notice of the principal subjects for consideration.
2. Agenda items may be identified and requested by any Committee member to be placed on a meeting agenda.
3. Any new business that results from Committee discussion may be placed on the next meeting agenda. The Committee may ask WCSO staff, or a subcommittee, to examine the subject and provide a report at a future meeting.
4. Any item may be taken out of order by consensus of the Committee members present.

ARTICLE IX. BYLAW AMENDMENTS

1. Proposed amendments to these Bylaws shall be made only at a meeting of the Committee for which proper notification has been given and at which a quorum is present
2. Amendment(s) must have been mailed to each Committee member at least seven (7) days prior to the meeting at which they are to be considered.
3. Approval of an Amendment shall require an affirmative vote of a quorum of Committee members.
4. No amendment to these bylaws shall be effective unless approved by the Sheriff and County Counsel.
5. When Bylaws are amended, the internet links in the Bylaws shall be updated and verified to be accurate.

ARTICLE X. PARLIMENTARY AUTHORITY

Roberts Rules of Order

The rules contained in Roberts Rules of Order: Newly Revised, Second Edition shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the Committee.

**ENHANCED SHERIFF’S PATROL DISTRICT
BACKGROUND AND ADVISORY COMMITTEE STANDING RULES
January 4, 2023**

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This document provides background and history of the Enhanced Sheriff’s Patrol District (ESPD) and contains the ESPD Advisory Committee (AC) Standing Rules.

Washington County Sheriff’s Office

Mission: Conserving the Peace Through Values-Driven Service

The Washington County Sheriff’s Office (WCSO) exists to be the conservator of the peace in Washington County by providing public safety, law enforcement, jail and civil process services that consistently meet the highest professional standards through innovative policy, with transparent accountability, and a commitment to lead by example. The WCSO is recognized for reliable, competent, and attentive services with a tradition of fairness shown to the needs of all community members engaged.

The WCSO community service reputation enables public trust as laws are enforced and the peace is conserved of this community grounded in the Core Values:

- Do Your Best
- Do the Right Thing
- Treat Others the Way You Want to be Treated

Sheriff’s Goals

- Strengthen staff relationships, foster professionalism, and build trust.
- Be accountable in our commitment to our team and community.
- Be the safest major urban county in Oregon.
- Provide excellent customer service.
- Be financially responsible.

ESPD History

In 1986 the Washington County Board of County Commissioners (BCC) adopted the County 2000 Strategic Plan, which established a service delivery strategy to guide County policies, programs, and operation. As part of that strategy, specific programs were identified as being of "*countywide benefit*" and thus eligible to receive funding from the County's general property tax levy paid by all county taxpayers. In the area of public safety, the County 2000 Plan designated the jail, juvenile, community corrections, prosecution, criminal investigation, and a base (or rural) level of police patrol of 0.5 officers per 1000 population as being programs of countywide benefit.

Other county programs were identified as providing "*municipal type*" services that benefit specific geographical sub-areas or groups within the county. According to the County 2000 Plan, municipal-type services must be paid for exclusively by the members or residents of the groups or areas being benefited.

Consistent with the County 2000 Plan in April of 1987, the BCC initiated establishment of an ORS Chapter 451 County Service District to provide enhanced public safety in the Urban Unincorporated Areas (UUA) of the county, and in September 1987 voters approved the creation of the Enhanced Sheriff's Patrol District (ESPD or the "*District*"). The creation of the District, however, did not provide funding, so in November of 1987, the BCC submitted a request for a serial levy which was passed by the District's voters. The District's main purpose is to provide the residents of UUA a mechanism to increase their public safety service levels from the base level to 1.0 officer per 1,000 residents, generally recognized as a minimum service standard for public safety services in the UUA.

In creating the District, the Board made it clear that it intended that the District be a financing mechanism rather than a direct provider of services. The District would operate by contracting with the most appropriate law enforcement agency and in December of 1987, the BCC, acting as the Board of Directors of the District, approved a contract between the ESPD and the County. Through the WCSO, that contract obligated the County to provide the enhanced level of public safety services called for in the District's levy, including rapid response to 911 calls, funding for the Mental Health Response Team, advanced training in crisis intervention and de-escalation, connecting people experiencing homelessness with community resources, and public safety response to increased overdoses and drug abuse in the community.

These communities are included in the District: Aloha, Bethany, Bull Mountain, Bonny Slope, Cedar Hills, Cedar Mill, Claremont, Cooper Mountain, Garden Home, Metzger, Oak Hills, Raleigh Hills, Reedville, Rock Creek, Somerset, Terra Linda, West Haven, West Slope, and other urban areas outside the city limits of Beaverton, Cornelius, Forest Grove, Hillsboro, Sherwood, King City, Tualatin and Tigard.

Becoming Informed About the ESPD

In 1988, the WCSO created the ESPD Advisory Committee (AC or the "*Committee*") to review the work and funding of the District.

To become familiar with the key policies, law enforcement standards, and changes resulting from local and national conversations on racial justice and law enforcement reform, visit this webpage: www.washingtoncountyor.gov/sheriff/accountability

Information on the neighborhoods that fall under Enhanced Sheriff's Patrol District and the various services offered by ESPD can be found at: www.washingtoncountyor.gov/sheriff/patrol/enhanced-sheriffs-patrol-district

A summary of the May 2022 replacement levy proposal can be found at: www.washingtoncountyor.gov/sheriff/patrol/espdc-levy

A detailed description of the May 2022 replacement levy proposal that passed can be found at: www.washingtoncountyor.gov/sheriff/documents/espdc-proposal-document/download?inline

Becoming Involved With the ESPD Advisory Committee

Committee members will be more effective in understanding and advising the WCSO if kept apprised of current topics. The WCSO has offered to provide email notification to Committee members when any topic effecting the District appears before the Board of Commissioners, either in Work Session, or in the main agenda or consent agenda of a Regular Session. These topics include policy discussions, proposed Resolutions and Orders (R&O), and the delivery of public safety services provided in conjunction with other county departments and other jurisdictions.

Committee members are requested to sign up to receive the Sheriff's Office News, notices of the BCC hearings and other department's newsletters at www.washingtoncountyor.gov/home/newsletters.

ESPD ADVISORY COMMITTEE STANDING RULES

The ESPD Advisory Committee Bylaws define the formal structure and functions of the Committee. The ESPD AC Standing Rules detail the administration of the Committee and deal with specifics that may need changes from time to time (e.g., the day and time of the meeting, Committee composition, etc.). Standing Rules can be amended or changed at a meeting with a simple majority vote.

Committee Composition

Committee positions shall be allocated as follows:

Committee Positions	Number
Business and Industry	2
Community Participation Organizations (CPO)	4
Community Members - The Sheriff shall strive to ensure diverse representation for population, demographics and geographic distribution	11
Total Committee Membership	17

Committee Meetings

1. Regular meetings shall be held on the first Wednesday of alternate months at 6:30 – 8:00 PM.
2. Committee meetings shall be virtual while mandated by County policy. Otherwise, meetings shall be hybrid, with both virtual and in-person attendance at meetings. In-person meetings are held at the Sheriff's Office, Hillsboro, Oregon, unless otherwise posted or designated prior.

Subcommittees

The Committee or a designated subcommittee may meet at such other times and places as the Committee may designate in advance. If a regular meeting falls on a legal holiday, that meeting shall be held on the day thereafter, or at such other time as the Committee may designate in advance.

Special Meetings

The Chair of the Committee may, when it is deemed expedient or upon the written request of two Members, call a special meeting of the Committee for transacting any business designated in the call. The call for a special meeting shall be delivered to each committee member or shall be mailed to the business or home address of each member at least two days prior to the date of such special meeting; except when the purpose of the special meeting is to amend the Bylaws, and at least seven days' advance written notice must be provided. At any special meeting so called, no business shall be considered other than as designated in the call. All special meetings shall be properly noticed as required by Oregon Public Meetings Laws.

Emergency Meetings

In the event of an actual emergency, a meeting may be held upon less than 24 hours' notice; provided, however, that the minutes for such a meeting shall describe the emergency justifying deviation from the regular notice procedures. All emergency meetings shall be properly notices as required by Oregon Public Meetings Laws.

Committee Meeting Guidelines

Generally, the Committee shall adhere to the following guidelines as they relate to meeting procedure:

Committee, Staff and Public Interaction:

- The role of the Chair is to keep the Committee on task and on time.
- Everyone on the Committee participates.
- Unless a Public attendee is recognized by the Chair, only the Committee members and Staff may participate in discussion. If a Public attendee is recognized by the Chair and asked to comment or to clarify a point, the response will relate only to the request made by the Committee and may be subject to a time limit.
- A designated part of each agenda will be established to allow members of the audience an opportunity to speak to the Committee (Public Comment period).
- If a Public attendee follows the procedures to give public comment, the Chair will recognize that person for public comment.
- Meetings will start on time. Members are expected to be on time.

Internal Committee Communication and Interaction:

- Allow a single Committee member to talk at a time.
- Focus on tasks and discourage distractions.
- Encourage all ideas.
- Strive for facts and understanding of other points of view.
- Encourage thoughtful disagreement.
- Provide and value constructive feedback. Avoid being defensive or offensive.
- Emphasize open and honest communication.
- De-personalize discussion of issues.
- Listen, be non-judgmental and keep an open mind.
- Emphasize balanced participation of all Committee members.
- Respect the Committee's time and meeting timetables.
- Foster and strengthen diversity, equity and inclusion in decision making on matters related to public safety in Washington County.

Trauma informed community engagement acknowledges and understands that the trauma community members have experienced may impact their ability to engage in traditional community engagement efforts fully and comfortably. These practices can help make your events and activities trauma informed.

- Provide agenda and materials ahead of time.
- Allow for breaks in longer meetings.
- Explain rules of engagement and expectations up front.
- Inform participants of potentially tough topics ahead of time.
- Allow flexibility in the process (i.e., participants can pass if they're not comfortable sharing).
- Encourage group members to take care of themselves by taking breaks, turning their camera off, using the restroom, eating, drinking, etc. when they need to.
- Explain how information will be used ahead of time.
- Collect minimum necessary personal information.
- Co-facilitation or introduction by a trusted community leader.