

# **CITY OF HILLSBORO POLICE DEPARTMENT**

## **ANNUAL REPORT**



**FISCAL YEAR  
1992 - 1993**

**RONALD J. LOUIE  
CHIEF OF POLICE**

**HILLSBORO POLICE DEPARTMENT  
ANNUAL REPORT  
FISCAL YEAR 1992 - 1993**

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## LETTER FROM THE CHIEF

Fiscal year 1992-93 has been a year of rapid change and significant accomplishments for the Hillsboro Police Department.

We began the year by taking a critical look at how we do business. To ensure objectivity, we asked the Oregon Board on Public Safety Standards and Training to sponsor a management study of HPD. Known as the Loaned Executive Management Program (LEMAP), Springfield police chief Robert DeuPree was selected to conduct the on-site study.


Specific and clear areas for the department membership to focus their efforts on over the next few years emerged from the study. Recommendations were also incorporated into another major accomplishment - the HPD strategic plan.

The strategic plan is our blueprint for the future. It embodies our values and goals as an organization and defines how we wish to serve our community through our mission statement.

During this fiscal year we also established a list which serves as a behavioral and performance guide for all of us to follow. It describes how we wish to treat each other and how we are striving to develop a closer partnership with our community.

Fiscal year 1993-94 is expected to be a year of refinement as we go further toward translating the strategic plan into action and measurable direction. But, we must temper our vision with the reality of limited revenues competing for increasing demands for public safety services.

We have a long way to go, but our direction is clear. We are proceeding with confidence.

  
Ronald J. Louie  
Chief of Police

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*"...in partnership with the community, to provide public safety services which enhance the safety, security, and quality of life of the community."*

# **DEPARTMENT EXPECTATIONS**

**Hillsboro Police**

**October 6, 1992**

As a result of a departmental survey, team meetings, and staff meetings, the following list of expectations was developed. These are the agreements we make among ourselves and how we commit to serving the community.

## **LEADERSHIP**

**Chief - Lieutenants - Sergeants - Corporals**

- Will be role models for the rest of the organization; will be expected to set an example by their behavior and performance.
- Will strive to be fair, honest, timely, consistent, and professional.
- Will lead, manage, and listen to others.
- Will show respect for other members.
- Will seek feedback on how we are doing.

## **HILLSBORO POLICE DEPARTMENT MEMBERSHIP**

- All will be encouraged to participate in the planning, goal setting, and operation of the department.
- All have the right to be heard. It is within the design of the chain of command to properly address the concerns and issues raised by the membership.
- We all have the right to succeed and to fail; we will resist a "fear of failure" atmosphere; we all must be tolerant of each other.
- We will try to focus on our strengths and contributions to the Hillsboro Police Department, the City, and the community.

## **INTERPERSONAL**

- We will treat others with respect, trust, fairness, consistency, courtesy, and politeness.
- We will be timely in handling issues and problems.
- We will not make comments or behaviors that are racist, sexist, vulgar, or insulting.

- We will work to stop rumors, as well as to hold people accountable for what they say. We will also not allow people to hurt others or the department with rumors or rude and insulting statements or behaviors.
- We will address behavior that is wrong.
- We will praise and thank those who deserve it.

### **FEEDBACK**

- Honest and timely to peers, supervisors, and the Chief.
- If feedback or constructive criticism is not given, how can people be expected to understand or acknowledge how they are perceived? How can they be expected to change?
- It is our duty to provide honest and timely feedback to the people we work with (to subordinates, peers, supervisors, and the Chief).

### **PROBLEM SOLVING**

- We will bring to supervisor's attention or appropriate person.
- We will be part of the solution and not part of the problem.
- Take charge - take the initiative! If you can handle it - do it! This is your department and we will all feel responsible for its success (and share in the hard work it takes to be the best).
- If you see a problem, try to handle it. Don't leave it for others to finish. If it is not appropriate for you to handle at your level, then it is your duty to bring it to the attention of someone who can handle the issue/problem.

### **OUR APPEARANCE**

- Neat and clean uniform/attire, always looking our best.
- Uniform officers will dress by specific standards.
- Be concerned and conscious of weight control and physical well being.
- Be concerned and conscious of mental/emotional well being.

### **POLICIES AND PROCEDURES**

- We are all expected to use as guidelines.


- \* If a policy/procedure is outdated, in need of revision, or a new one is needed, we are expected to address the concern in a timely manner, draft and propose the change/revision, and present to supervisor or to staff for consideration.

## **ASSIGNMENTS**

- \* Timely and thorough (or let your supervisor know you cannot handle or complete).
- \* Follow through with your assignments, and follow-up problems.
- \* Be professional and courteous on the radio, telephone, and during citizen contact.

## **THE PUBLIC**

- \* We will be respectful, polite, thorough, timely, and professional. Our community expects fair, courteous, and impartial treatment; therefore, we will treat all respectfully regardless of sex, creed, national origin, race, religion, or life style.
- \* The public has a right to be heard and to speak with the officer in charge.
- \* Members of the community also have the right to participate in the planning and goal setting process for the Hillsboro Police Department.
- \* We want to be known as the "Nordstrom" of Police Departments; we must recognize why we are in business and who we are serving.
- \* If not appropriate, handle the person's issue or problem; try not to "pass the buck." If you cannot handle it on your level, then assist the person with the appropriate referral.
- \* Strive for quality in our service and work product.

  
Ronald J. Louie  
Chief of Police

## Loaned Executive Management Study

On November 4, 1992, at the HPD strategic planning session, members of the department reviewed the recommendations contained in the Loaned Executive Management Study (LEMAP) that had been conducted by Springfield Chief Rob Deu Pree in August. The study was requested by Chief Louie as a means to help guide the department. Data gathered during a May 1992 departmental feedback survey was reflected in the LEMAP. The following are the specific recommendations and Hillsboro Police Department response:

- The sergeant's role needs to be clearly defined and the sergeants must be formally trained. Response: This is currently on-going through training and the staff meeting process. Sergeants will be developed as team and department managers; corporal rank will be developed as field supervisors.
- Department should develop a Strategic Plan and set its values, mission statement, and goals. Response: This is occurring now and will be contained in Part II of the Strategic Plan.
- The organization structure needs to emphasize community oriented policing and reflect greater increased authority and support at the operational level. Further, the department should explore whether the Records Unit, Code Enforcement, and Parking Enforcement are best managed in the Detectives section. Response: The department has already made organizational changes reflecting some of these recommendations.
- Rules and procedures manual need to be updated. Response: This project is in process and will be reflected in the goals and objectives.
- Promotional process needs to be accepted throughout the entire department. Response: Both the sergeant and corporal processes were revamped for fairness and consistency.
- Commendations and awards need to be adopted in a formal policy. Response: This program has been adopted.
- Team building needs to occur. Response: This is on-going through group meetings, formal staff meetings, and planned organizational development meetings. Lieutenants and sergeants will be charged with the responsibility to enhance team building.
- There needs to be regularly scheduled meetings to increase communication. Response: There are regular staff meetings with all allowed to participate and all members of the department are encouraged to attend. Further, a citizens' advisory group/team will be developed.



- The use of acting positions needs to be limited. Response: ATL positions have been abolished and formal promotions made. Acting positions in the future will only be used in unique or emergency situations.
- Training needs to increase. Response: A training coordinator was selected during July and training has increased dramatically.
- The facility and placement of work units needs to be studied for effectiveness and efficiency. Response: An overall design assessment and space utilization study will be conducted.
- Computerization needs to increase throughout the organization. Response: This is being planned for in the squad cars as well as throughout the organization.
- Equipment needs to be serviceable and adequate. Response: Equipment needs are addressed regularly at the staff meeting with user subgroups making recommendations.

### Department's Assessment of Excellence Criteria

During the off-site, departmental members discussed and voted where they felt the department was on the low to high continuum (indicators of management performance identified in In Search of Excellence).

	<u>Low</u>	<u>Medium</u>	<u>High</u>
●Shows bias for action;		X	
●Attentiveness to community needs (Closeness to citizens):		X	
●Distributes human resources appropriately;	X -----	X	
●Awareness of line-level concerns and issues;		X	
●Staying close to the business they know;		X	
●Maintaining a simple organizational structure;	X		
●Using multi-level task forces;	X		
●Autonomy and entrepreneurship;		X	
●Values;		X	
●Mission, goals and competence;	X -----	X	
●Political relationships.		X	



Detective Larry Harris investigates one of numerous check fraud cases.



Records Clerk Stephanie Hinck processes a police report on a towed vehicle.



Property and Evidence Technician Judy Hall secures evidence vital to a criminal prosecution.

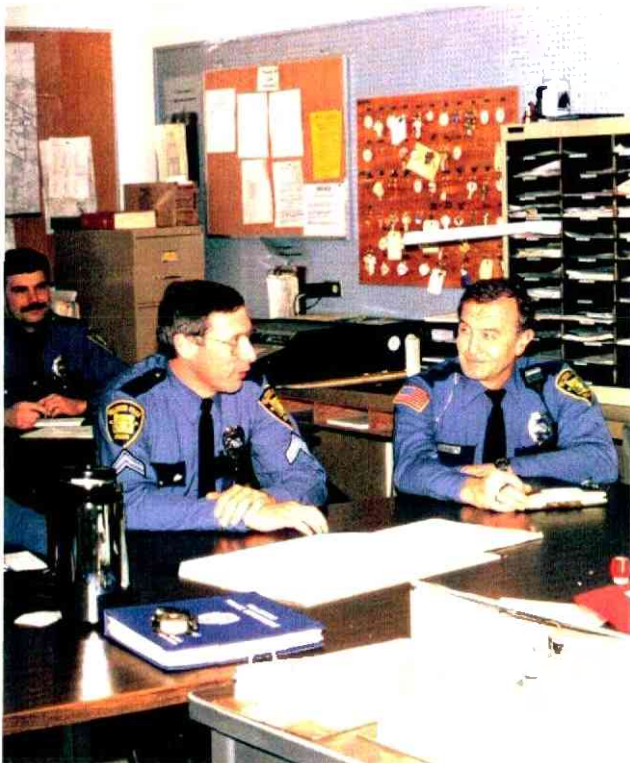


Staff Assistants, Adrienne Edwards and Earleen Lund review Patrol statistics.





Chief Ron Louie crunching numbers



Officer John Marshall (far left), Corporal Pat Hess and Officer Dick McKereghan ready for four o'clock briefing.



Sergeant Tim Jasper updates officers on latest events in Hillsboro at briefing.

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## Administrative Services

### **Alternative Funding Sought**

Grant funding received during the 1992 -'93 year:

#### **Oregon Department of Transportation Traffic Safety Grant**

We received an allocation of \$4,000.00 for a one year period to use toward traffic safety enforcement. This is the second year HPD has been awarded this funding. Patrol officers are assigned specifically to look for seat belt violations and other traffic safety problems. This very successful program has heightened our citizens' awareness of various traffic safety laws.

### **Special Challenges**

During the Winter of 1992, a beam cracked in the front lobby of our building. Reconstruction of the support system took approximately ten weeks and \$15,000.00 to complete.

## Budget

Expenditures by the Police Department came in under budget by approximately \$70,000.00 for the following reasons:

- one police officer position left vacant
- initiating a better billing rate from GTE MobileNet for city-wide cellular phone use
- flattening the departmental organization by eliminating the Captain's position
- civilianizing the Code Enforcement position (costing less than sworn officer)
- civilianizing the Property & Evidence Technician position (costing less than sworn officer)
- investigating and recovering \$444.00 work that had been paid for on patrol vehicles that were actually still under warranty

### **Donations Received**

- \$2,600.00 in donations from citizens and the community for the Canine Unit  
(see Canine Unit report)
- two cellular phones, \$764 value,  
donated by Mr. Frank Hurliman, Hillsboro citizen and owner of the Cooler Tavern
- front lobby furniture donated from Banner Furniture,  
coordinated by Officer Matt Shannon
- donations and donated services to create the Mobile Community Police Station,  
totaling \$13,474.00 (see Mobile Community Police Station report)
- two video cameras for videotaping suspected drunk drivers,  
donated by the Chamber of Commerce and MADD

## **Cost Control**

When the department's overtime usage began increasing, the supervisors immediately took control of the situation and brought overtime down to below budgeted expectations.

## **School Resource Officer Costs**

The Community Service Budget covers expenses for our School Resource Officer program. Prior to last year, Hillsboro Unified School District funded one School Resource Officer, and HPD funded the second position. During the last fiscal year, the School District notified us that they could no longer fund one School Resource Officer. The City of Hillsboro committed to allowing our department to fund both SRO positions fully. We are in the process of seeking alternative funding to continue our very successful SRO program. The growth of the city and the increase in calls for service make it increasingly challenging for the Patrol Division to assign two officers to the SRO program without receiving additional patrol support.

## **Update of the Three Year Serial Levy**

This levy was passed by voters during the Spring of 1992 to continue patrol personnel that had been funded by the 1989-1991 serial levy for the following programs:

- Street Crimes (drugs, gangs, prostitution, and criminal investigation)
- Crime Prevention (Neighborhood Watch, Neighborhood Speed Watch, etc.)
- School Community Resource Officer (DARE, informal counselors/role models, etc)
- Special Enforcement (Selective Traffic Enforcement, Code Enforcement, etc.)
- Community Action Team (community policing, bike patrol, gang intervention, etc.)

## Commendations

In the Spring of 1992, Hillsboro Police Department established guidelines for awarding Commendations to employees deserving of special recognition. Any employee can nominate another employee for a commendation and submit it to the appropriate supervisor. The supervisor will then submit a summary of the employee's actions for review by the Command Staff which consists of the Chief, lieutenants, sergeants, and corporals. After the Command Staff reaches consensus on the nomination, the award is presented to the employee at an HPD staff meeting or City Council meeting.

Below is a brief summary of HPD Commendation guidelines:

### **Medal of Valor**

- Denotes an act of true valor or heroism
- Employee acted above and beyond the call of duty

### **Meritorious Service Commendation**

- Employee made correct decision with very limited information
- Dangerous or high risk situations
- Tenacious follow-through to successful conclusion in a high risk or an extremely complicated case
- Employee was involved in a life-saving or life-threatening situation involving severe hazard to employee

### **Distinguished Service Commendation**

- Awardee made correct decision(s) involving complicated or hazardous incident or situation
- Exceptional performance involving implementation, coordination or participation in complex program, investigation, or critical incident
- Awardee not necessarily exposed to direct hazard or danger, although may be present during critical incident or investigation

### **Notice of Achievement**

- Routine work, but under unusual or out of the ordinary circumstances; may be risk situation
- Employee showed special tenacity or initiative
- Coordination of varied resources to solve case
- Excellent observation and follow-up to a successful conclusion
- Truly professional behavior shown by police department employee
- Notice of Achievement shall be issued in all situations involving the saving of a life

### **Notice of Recognition**

- Well done work within job description
- Good investigation and casework resulting in successful conclusion
- Significant improvement in job performance

## Commendations

### **MERITORIOUS SERVICE COMMENDATION**

LT. JEFF BOUTWELL  
SGT MARK BONNETT  
ACTING SGT. DAVE GULOSH  
CPL. BRUCE PARKS  
OFC. VIN AMBROSE  
OFC. ROGER BUSH  
OFC. JAIME CASTRO  
OFC. RAY GRUBY  
OFC. TERRY JORDAN  
OFC. JIM KELLY

### **DISTINGUISHED SERVICE COMMENDATION**

SGT. JOEL WILSON  
CPL. PATRICK HESS  
OFC. RON BAER  
OFC. ROGER BUSH  
OFC. GARY GREENLEE  
OFC. MITCH RADEMACHER

### **NOTICE OF ACHIEVEMENT**

SGT. MARK BONNETT  
CPL. HENRY REIMANN  
CPL. VERNON A. SCHRODER  
OFC. KERRY ALESHIRE  
OFC. VIN AMBROSE  
OFC. ROGER BUSH  
OFC. BOB CRAIN  
OFC. CHARLIE JOHNSON  
OFC. JIM KELLY  
OFC. RICHARD MCKEREGHAN  
OFC. MITCH RADEMACHER  
OFC. ED VANCE  
RESERVE OFC. SCOTT BURKE  
CANINE CZAR

### **NOTICE OF RECOGNITION**

Julie Merrick, (Volunteer)

### **CITIZEN COMMENDATION**

MR. HAROLD J. BRITTON  
MR. RICHARD VITELLI  
MR. DONALD ROCHELEAU

**Other Agencies recognized by  
Hillsboro Police Department with**

### **NOTICE OF ACHIEVEMENT**

SERGEANT TIM MC LAIN,  
State Youth Gang Strike Force  
DETECTIVE GORDON LARSON,  
State Youth Gang Strike Force  
DETECTIVE MATT KLARE,  
State Youth Gang Strike Force  
DETECTIVE ALLAN SANTIAGO,  
State Youth Gang Strike Force  
SCOTT YANKER,  
National Guard  
State Youth Gang Strike Force  
ANDY ECKSTOM,  
National Guard for P.A.I.N.T.  
STEVE MARSHALL,  
National Guard for P.A.I.N.T.

**Hillsboro Fire Department members  
recognized by**

**Hillsboro Police Department with**

### **MERITORIOUS SERVICE COMMENDATION**

LT. BRUCE PHILLIPS  
ACTING LT. FRANK REIMERS  
FIRE FIGHTER HANK SMITH  
FIRE FIGHTER JEFF WARREN

### **Officer Bob Erickson, Outstanding Officer of the Year**

Officer Bob Erickson was voted Outstanding Officer of the Year by the Oregon Peace Officers' Association in June. He was nominated and selected for his participation in numerous covert narcotics operations since his July 1992 assignment to narcotics investigations. At times he has worked with other narcotic and gang task forces and has been assigned to the Portland Airport Interagency Narcotics Team (PAINT). His investigations have included out of state work as well as assignments with statewide agencies. Some of these investigations required Officer Erickson to perform undercover roles, and at times he would make dangerous narcotics purchases. At other times he worked undercover as a back-up to other officers. On one case, Bob even assumed the identity of an interstate commerce employee and negotiated a delivery of narcotics with two suspects.

Two local civic groups chose to honor a Police Employee of the Year. Both the Hillsboro Optimists and the Hillsboro American Legion wanted to show their appreciation of police employees. HPD members were asked to vote for members deserving of the award. There were many nominations, but the two employees HPD selected were Judy Hall and Anna Ruggles.

### **Ms. Judy Hall - American Legion Award**

Judy Hall was honored as Police Employee of the Year by the Hillsboro American Legion on April 13. Judy Hall transferred from Parking Enforcement Agent to Property and Evidence Technician in November of 1992. Judy's positive attitude and ever-present smile are winning attributes. She has worked diligently to learn and further develop her job in Property and Evidence.

### **Ms. Anna Ruggles - Hillsboro Optimist Club Award**

Anna Ruggles was honored on May 11, 1993, by the Hillsboro Optimist Club as Police Employee of the Year. Anna has worked at HPD since July, 1991, when she began as a temporary data technician. She created a data entry verification process to reduce duplicated entries and to ensure that the entries sent to the state and federal data system were accurate and timely. Because of Anna's expertise and attention to detail, she has been able to assist patrol officers in solving crimes by furnishing them with suspect and vehicle information and by pointing out the relationship between cases.

## **Earthquake Awareness**

In April, members of the Hillsboro Police Department attended an earthquake awareness planning seminar, hosted by the Portland Police Bureau. Instructors from the California Specialized Training Institute of Emergency Services offered keen insight into awareness planning.



First responders must be adequately equipped and prepared for earthquakes. The Police Department proposes to equip each police emergency vehicle and administrative and support services vehicles with additional equipment to enhance our effectiveness as first responders. The City is updating its earthquake preparedness. Fire Chief Dayton Arruda is coordinating this effort.

## Personnel

- Tom Robinson was promoted from Detective to Sergeant.
- Greg Baxter was promoted from Corporal to Sergeant.
- Officer Bob Erickson was assigned to PAINT (Portland Interagency Narcotics Team) on a two year rotation.
- Officer Mike Johnston was assigned to the Training Division on a two year rotation.
- Officer Jeff Martin was transferred to the Investigations Unit on a two year rotation.
- Adrienne Edwards was hired as Staff Assistant.
- Marlene Williams left HPD after five years as Staff Assistant at HPD to work for WCCCA (Washington County Consolidated Communications Agency).
- De Riggleman retired after 25 years as Administrative Secretary.

### **Promotions**

- Eight Corporal positions were created in 1992. These positions were created to clarify patrol supervision. "Acting sergeant" positions were eliminated due to the confusion they caused and the lack of appropriate compensation for their duties. The new corporals supervise daily field operations and special programs. Sergeants are now more involved in planning, project work, and overall department management. The new corporals are:

Jaime Castro  
Dave Gulosh

Patrick Hess  
Roger Kadell

Bruce Parks  
Henry Reimann

Andy Schroder  
Alan Zaugg

## Hillsboro Police Department Strategic Plan 1992 - '93

On November 4 and 5, 1992, the Hillsboro Police Department held its first Strategic Planning Session. On the first day, only members of the department participated, and on the second day, members from City Hall, allied agencies, and the community at large were invited to participate in the planning process. The department established goals and objectives, and assigned coordinators and due dates to the objectives. Copies of the 1992-93 Strategic Plan are available upon request. Fifty-four objectives were established by the 1992 - '93 Strategic Plan. A brief summary of how we are following through on one of these objectives is listed as an example below (from Page 8 of the 1992 - '93 Strategic Plan):

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*"...in partnership with the community, to provide public safety services which enhance the safety, security, and quality of life of the community."*

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**Objective:** Develop other ways to handle service needs (mail-in forms, non-sworn positions, volunteers, Reserves, Explorers, Mobile Community Police Stations, etc.)

**Assignment:** Incorporate in policy and procedures and budget process; how are other agencies handling?

**Coordinator:** Lt. Jeff Boutwell and Lt. Dave Buckmaster

**Due Date:** December 31, 1993

**Results:** Sergeant Joel Wilson and Staff Assistant Adrienne Edwards created a new Event Report form packet which includes a new Event Report form, a cover letter, and a sample form for citizens' use. The new Event Reports give more thorough information to HPD and are a more effective citizen crime reporting tool. A new tracking system was designed for more effective program evaluation.

The Code Enforcement Agent position was filled by a civilian for the first time which is a great cost savings to the Department and allows our experienced sworn officers to work Patrol and other assignments where their skills are best utilized. The Property and Evidence position was civilianized for the first time also at a great cost savings and benefit to the department.

Dan Magdaleno was recruited from Portland State University to assist the Crime Prevention Unit. Julie Merrick continued on in her fourth year as coordinator of numerous Crime Prevention activities.

Reserves put in over 11,539.5 hours service time and also handled the majority of abandoned vehicle complaints this fiscal year.

Corporal Roger Kadell re-established the Explorers Program. The Explorers volunteered hours for traffic control, foot patrol, and various other duties, on over 20 special events this year.

Officer Ron Baer and other department members secured the donation of a retired ambulance which was converted into a Mobile Community Police station.

## Training

Prior to fiscal year 1992-1993, the Hillsboro Police Department had a limited training budget and a person temporarily assigned to the task of organizing, coordinating and facilitating the training within the department.

In-house instructors have been developed to teach within our department and at other agencies. We currently have instructors in twenty different topics, including D.A.R.E. Firearms, defensive tactics, and emergency vehicle operations.

In the first three quarters of fiscal year 1992-'93, Hillsboro Police Department personnel participated in approximately 5,000 hours of training, a dramatic increase over previous years. During that time, HPD has hosted the following classes:

- Landlord/Tenant Laws
- Raids and Felony Warrants Service
- Street Drugs:  
(Identification, Packaging, Use and influence)
- Determining Patrol Staffing Deployment and Scheduling
- F.T.E.P. (Field Training Evaluation Program yielding 6 new field training officers. Hillsboro Personnel have often attended class for free or at a discounted rate in return for hosting the class.)
- Legal Updates
- Tactical Supervision of Critical Incidents
- Gangs

Through interacting with other law enforcement agencies, social services agencies, and community advocate associations, the Hillsboro Police Department is developing into one of the state's leaders in training and community oriented policing.

Total Instructor Hours	1,505
Total DARE Instructor Hours	357
Total Training Hours	7,585

### Vehicle Fleet

1993 was a landmark year for the Police Department motor pool. In a dramatic restructuring of the fleet, fifteen vehicles were declared surplus and were sent to auction. The auctioned vehicles were a combination of high mileage cars, retired patrol cars, high mileage administrative cars, and three cars that had been seized during drug-related forfeiture cases. This change will create a significant reduction in maintenance and insurance costs. Revenues from surplus sales will be transferred to the general fund.

The size of the patrol fleet was reduced from 24 vehicles to 17 which has resulted in additional lowering of maintenance and insurance costs.

In early 1993 it was decided to return to full-size vehicles for line patrol functions. Mid-size vehicles' interiors are too small to accommodate the Mobile Data Terminals (to be installed by 1994) and too small to comfortably accommodate the use of lap top computers.

The department also departed from a long standing Oregon tradition of relying on the State of Oregon for vehicle bids. The Police Department, in compliance with State competitive bidding rules, conducted our own bid for the 1993 Crown Victoria. The local bidding process we developed was subsequently used by six other law enforcement agencies state-wide. HPD's bid for a comparably equipped full-size police car, was nearly \$1,000.00 less than the State of Oregon bid.

After twenty years of HPD employees installing the patrol vehicle emergency equipment, the Police Department hired outside specialists to install this very sensitive and critical equipment. The company has performed a first rate job, and no significant problems have been reported by the users.

1994 will take us further into the transition to full-size patrol vehicles. The bid process will start in October, and the next group of vehicles is planned to be in service by the Spring of 1994.

We continue to monitor gas mileage and maintenance costs on a monthly basis, searching for ways to conserve dollars and operate more efficiently.

## Patrol Division

### **Special Challenges**

In the Fall of 1992 demonstrators gathered outside the Courthouse to voice their opposition to Ballot Measure Nine at Washington County's Public Safety Building. The Community Action Team (CAT) was activated to provide a police presence and keep law and order during the potentially volatile event. No violations or arrests occurred, and some citizens stated the police were a welcome and calming presence. CAT also received praise for providing a bicycle escort for the No on Nine Candlelight Parade.

Patrol supervisors have received training in critical incident management and incident command. Major or significant cases and incidents are now being planned and managed utilizing these new guidelines.

### **Press Releases**

In order to keep the public more fully informed of HPD's activities, we have established a standardized procedure for issuing press releases on important incidents to the media in a timely fashion. The on-duty patrol supervisor is responsible for assuring that press releases are sent out as needed and in a timely fashion during their shift. The press release form itself has been standardized to increase consistency of the outgoing information. These new forms now consistently list a contact person and appropriate phone numbers to enable the media easy access to up-to-date HPD information.

## HPD Patrol Division Statistics

	1992 - '93	1991 - '92	1990 - '91	1989 - '90	1988 - '89
Calls for Service +	42,132●	16,426	15,504	15,627	14,270
Warrants Served	455	572	566	687	726
Motorists Assisted	697	1,045	1,244	1,249	1,286
Canine Applications	275	148	158	unavailable	518

+ The 1992 - '93 Calls for Service figure is noticeably higher because Washington County Consolidated Communications Agency installed its new Computer Assisted Data system in 1992.

● Calls for Service prior to 1992 defined as: Any request for police officer NOT INCLUDED in the other categories listed here, such as Field Interview Reports, Accidents Investigated, etc. Calls for Service 1992 forward defined as: All calls for service INCLUDING other categories listed here as well as Field Interview Reports, Accidents Investigated, etc.

	1992 - '93	1991 - '92	1990 - '91	1989 - '90	1988 - '89
Traffic Citations ●●	4,142	4,987	6,693	7,015	8,103
Traffic Warnings	4,074	5,042	7,403	6,962	7,951

●●Traffic citations and warnings have decreased due to increased demand for police services and no increase in the number of sworn officers since 1990. Studies have shown that the public calls the police more frequently for problems formerly addressed by Children's Services Division, schools, churches, and counselors for problems such as family disturbances, runaways, drug and alcohol related incidents, etc, thus leaving officer less time for traffic enforcement.

## Oregon Unified Crime Reporting Statistics

Oregon Unified Crime Reporting (OUCR) is Oregon's law enforcement data collection system that operates in cooperation with the Law Enforcement Data System (LEDS), under the direction of the Oregon Criminal Justice Services Division. HPD Records Unit personnel currently compile this information manually from police reports and send it to OUCR. HPD is currently in the process of attempting to computerize the OUCR data in-put process to reduce the number of work hours it takes to do it manually.

OFFENSE	1993 (Jan 1 - Jun 30)	1992	1991	1990	1989
MURDER	0	4	2	0	0
RAPE	3	11	13	13	9
ROBBERY	12	36	31	25	39
AGGRAVATED ASSAULT/ATT MURDER	33	66	20	14	15
BURGLARY	116	260	261	262	370
LARCENY	522	1059	1045	1031	1115
UUMV	65	92	115	104	140
ARSON	5	9	13	9	2
FORGERY/FRAUD	60	94	134	95	90
VANDALISM	83	381	480	422	393
SEX CRIMES	27	95	72	47	64
DRUG LAWS	35	60	36	82	192
OFFENSE AGAINST FAMILY	5	15	4	7	4
DUII	152	338	392	239	241
TRESPASS	55	64	77	61	94
CURFEW	41	206	165	143	170
TRAFFIC CRIMES	112	308	268	255	286
OFFICER ASSAULTED	1	9	6	8	5

Shaded areas indicate a projected increase in these reported crimes based on six month figures.

Projected decreases in crime categories may be due to the following factors: 1) HPD has begun utilizing Event Reports more frequently. Event Reports are police reports which victims fill out themselves and return to the police department; we are working on ways to increase the return rate on Event Reports. 2) The reduction in traffic crimes and DUII's may be attributed to the reduction in officers being assigned specifically to enforcing those categories due to increased demands on the same number of officers (population has increased from 33,810 in 1990 to approximately 40,000 in 1993), while HPD has not created any new police officer positions since 1990 when Patrol added one new police officer position.

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## OUCR Part One and Part Two Offenses

	1992	1991	1990	1989	1988
Part One Offenses	1,542	1,505	1,462	1,917	1,721
Part Two Offenses	2,275	2,225	2,148	2,227	unavailable
Part One & Two Total	3,817	3,730	3,610	3,917	unavailable

### Part One Offenses include:

Murder  
 Manslaughter  
 Rape  
 Robbery  
 Aggravated Assault  
 Burglary  
 Larceny  
 Motor Vehicle Theft  
 Arson

### Part Two Offenses include:

Simple Assault	Vandalism
Weapons Laws	Bomb Threats
Prostitution	Sex Offenses
Drug Offenses	Gambling
Disorderly Conduct	Animal Ordinances
Offense Against Family	Forgery/Fraud
Liquor Law Offense	All Others
DUII (Driving Under the Influence of Intoxicants)	

## Investigations Unit

The Investigations Unit is comprised of two functions: Criminal Investigations and Property/Evidence Control.

### Investigations

The primary responsibility of the Investigations Unit is to conduct follow-up investigations on major crimes. Minor criminal investigations are conducted by patrol officers.

### Major Investigations

A major fraud case was reported to the department on September 3, 1992, that involved stolen funds in excess of \$159,000.00. After HPD detectives investigated this case for several months, a suspect was identified and arrested in California for the crime.

On September 23, 1992, HPD responded to the 2100 block of SE Brookwood Avenue on a reported death. The investigation determined that Elizabeth B. Wasson had died of strangulation by an unknown assailant. Hundreds of Investigative Services hours have been channeled into solving this case which is still open and under investigation.

On October, 9, 1992, Martha Browning Bryant was slain on NW 231st. Martha Bryant was a mid-wife and was traveling home after assisting with a birth at Tuality Hospital when her attackers pulled along side her vehicle and fired a semi-automatic weapon at her vehicle. The vehicle was riddled with nearly a dozen bullet holes. The attackers then pulled Martha Bryant from her vehicle and transported her to 231st Street where they shot and killed her. Although indictments were issued and Caesar Francesco Barone was arrested, the case is still under investigation. Hillsboro Police Department, Cornelius Police Department, and the Washington County Sheriff's Office have spent thousands of police hours investigating this murder case as a multi-agency task force.

October 10, 1992, unknown persons broke into Saint Matthew's Church on SE 3rd Avenue, painted red graffiti over several walls, and then set a fire which caused considerable damage to the structure. No further leads were developed, and the crime remains unsolved.

In June of 1993, Detective Leo Gossman became ill and has since retired from the department after more than twenty years of service. Corporal Kadell was assigned to Investigations and Investigator Martin returned from the multi-agency homicide task force.

The number of Investigations Division personnel assigned to the multi-agency homicide task force and to other major crimes should account for the noticeable decrease in cases assigned, cleared, and persons arrested for 92-93. Because of the tremendous demands on the Investigative Services Unit, more case follow-up work is now assigned to the patrol officer taking the initial report rather than to an Investigator.

### Investigative Services Statistics

**Cases Investigated      227      Cases Cleared      130 (57.2%)**

	1992 - '93	1991 - '92	1990 - '91	1989 - '89
Cases Assigned	227	150	211	317
Cases Cleared	130	85	190	206
Persons Arrested	144	179	207	548
Property Recovered	\$128,250.00	\$202,414	\$218,567.00	\$154,822



## Other Investigative Activities

	1992 - '93	1991 - '92	1990 - '91	1989 - '90
Persons Interviewed	1,252	975	976	2,118
Persons Contacted	5,062	5,134	4,942	7,326
Reports Written	1,729	1,635	1,303	2,497

## Property and Evidence

Total cases received	933	Items destroyed	85
Found Items	39	Drugs destroyed	47
Weapons Destroyed	44	Items auctioned	98
WCSO cases	171	Items returned to owners	135

### Property and Evidence Control

Up until last year, Property and Evidence Control was assigned to a full time police officer. This year, Judy Hall, a civilian, was hired to fill this position.

The Property and Evidence Control Technician is responsible for receiving and controlling property and evidence. A critical function of the Property/Evidence Technician is to maintain the chain-of-evidence, carefully documenting its progress from collection to the crime lab, and ultimately, to court. Evidence consists of anything from the smallest hair left at a crime scene, to automobiles confiscated in a drug related arrest. In addition to handling evidentiary property, the Property/Evidence Technician is responsible for the safe return of all recovered property. Unclaimed property is sold at a surplus property auction.

The Property/Evidence Technician works to match stolen bicycle reports with found and recovered bicycles so that the bicycles can be returned to their owners.

933 cases were processed by the Property/Evidence Technician this fiscal year. 171 cases were also received from Washington County to back-fill our system from 1987, 1988, and 1989.

We are in the planning stages of implementing a computerized bar coding system into for property and evidence control and expect to have this system functional by early 1994.

## Records Unit

### **Accomplishments/Successes**

- **Archiving:** The Records Unit created an archiving system so that old police reports and records can be stored efficiently and retrieved quickly.
- **Fingerprint verification/identification cards:** The Records Unit received approximately four hours of training from the Oregon State Identification Bureau on understanding how the computerized record system works. We now have a system in place that allows us to verify arrests as having been made by HPD and to correct any errors.
- **Consistency and Accountability:** The Records Unit has developed a procedures manual.
- **Quality Control:** The Records Unit has enacted a quality control procedure requiring documentation of every police report copy that leaves the department.
- **Updated Reference Material:** The unit has improved reference services by purchasing up-to-date Thomas Brothers maps, Cole Reverse Directories, and other resource materials. Officers often rely on the Records Clerks to research addresses and phone numbers while the officers are out in the field.
- **Case Management:** Records personnel developed a suspended file system to determine if adequate case follow-up is being done in a timely manner.

### **Budget/Money Saved**

The Records Unit has been able to save approximately \$500.00 this fiscal year by recycling file jackets.

### **Training**

For the first time, more than one Records Unit member has been able to attend Law Enforcement Data System (LEDS) conferences. This has been very important to the division, because LEDS representatives and Records Clerks often work together by telephone. A greater understanding between the LEDS users and the LEDS staff has created greater efficiency for the Records Unit.

The Records Unit has participated in a total of 172 hours of training for the fiscal year 1992-1993.

## Records Statistics

POLICE REPORTS PROCESSED	5,855
EVENT REPORTS PROCESSED	500
ESTIMATED PHONE CALLS RECEIVED PER DAY	100
SUPPLEMENTAL REPORTS PROCESSED	1,334
TRAFFIC CITATIONS PROCESSED	3,182
MUNICIPAL COURT WARRANTS ENTERED	108
MUNICIPAL COURT WARRANTS CLEARED	49
RUNAWAYS ENTERED	172
RUNAWAYS CLEARED	162
STOLEN VEHICLES ENTERED	80
STOLEN VEHICLES CLEARED	60
FINGERPRINT IDENTIFICATIONS PROCESSED	4,181
ABANDONED VEHICLES PROCESSED	223
ABANDONED VEHICLES TOWED	24
CRIMINAL HISTORY INQUIRIES (LEDS)•	362
NEW NAMES ADDED TO LEADS••	10,302
REPORTS ARCHIVED	13,600

- Law Enforcement Data System (The statewide crime reporting data system)
- Law Enforcement Automated Data System (HPD's in-house crime reporting data system)

### Moving Toward Community Policing

The Records Unit processed a total of 500 Event Reports during fiscal year 1992-1993. Event Reports are a community policing tool that allow police officers to respond to all the highest priority calls, and still obtain police reports on numerous minor crimes that have no suspect information available. HPD asks citizens who are the victims of minor property crimes, with no suspect information, to fill out a police report called an Event Report. This way, HPD can obtain a police report on all crimes reported to us; we never have to say, "We don't have anyone available to take a police report." Our Records Unit then processes the report, entering all stolen property into the LEDS/NCIC computer system so that if the property is recovered by any law enforcement agency, HPD will be able to retrieve that property. We also can track crime trends and locations from Event Report data.

### Plans for the next fiscal year 1993 - '94

- Create an equipment needs list.
- Seek specific equipment donations and investigate the availability of appropriate foundation or grant monies.
- Computerize Oregon Unified Crime Reporting system (OUCR).
- Justify the need for a direct supervisor.

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## Chaplains

Chaplain James Watson described the character of the chaplains' work this year by saying, "The types of encounters chaplains experience are numerous and range from family conflicts and Sudden Infant Death Syndrome cases to homicides and suicides."

Chaplains respond to telephone or pager calls. The pagers for the last five years have been donated by Oregon Paging (Telecommunication Systems, Inc.).

Two hundred and ninety-one hours have been donated by our seven chaplains.

## Explorer Program

Note: The Explorer program planning began January 1993 and members were accepted near the end of March. This is a five month accounting of the Explorer Program. The Explorer Program is primarily funded through donations.

### **Program Purpose**

To provide volunteer community policing services to the Hillsboro community and assist Hillsboro Police while offering excellent training and experience for future police officers.

### **Accomplishments**

The program now has 16 members and is generally accepted and praised by the department and the community. The Explorers participated in over 20 details between January and June 30, 1993, including the Rose Festival Air Show, parades, and Fairplex security. The Explorers have been able to provide many volunteer community services that have been neglected due to increasing demands on regular Patrol officers:

- Park Patrols
- Translation service (Spanish) for the Hillsboro Police Department
- Business Patrols
- Tagging and marking abandoned autos to be towed

### **Donations**

Bretthauer Oil	\$3,268.00
Louisiana Pacific	\$500.00
Brent Graham/Safeway	\$400.00
Other Contributions	\$295.00

### **Earnings**

Downtown Business Association	
Summer Days	\$200.00
Washington County Fairplex	\$300.00

**TOTAL DONATIONS AND EARNINGS      \$4,963.00**

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## **Training**

Currently the Explorers participate in training directly linked to the functions they are assigned to (i.e. traffic control, abandoned auto procedure, self defense, Capstun, use of force, non-confrontational handling of people, and other on the job training).

## **Changes in Program**

The program is always changing. We are always looking for new functions to train the Explorers. Community Policing is the most important criteria when selecting Explorers' programs and training.

## **Explorer Program Community Policing**

All of the programs that the Explorers participate in are Community Policing-oriented, such as park patrols, patrolling Camp Ireland for the Boy Scouts, and processing abandoned vehicles.

## **Equipment**

This year the Explorers were able to utilize a high mileage patrol car for their assigned patrols.

## **Explorer Program Plans for 1993-1994:**

- Park checks
- Perform regular downtown business patrols after school
- Abandoned auto program training and implementation
- Increase park patrols to include issuing exclusion notices
- Participate in food drive for holidays
- Select family in need for Salvation Army assistance during the holidays
- Train and implement disable person's parking enforcement (Oregon State Police program)
- Bike theft prevention licensing program, including:
  - Issue 1994 bike licenses (document serial numbers, make bikes traceable)
  - Bike safety rodeos at schools (educate on new helmet law)
  - Abandoned bike recovery/return program
  - Bike violation warning program (for those under 16)
- Full summer of special events including Rose Festival Air Show, Fourth of July Parade, etc.

## **Reserve Officer Program**

### **Purpose of program**

- To support the mission/purpose/goals of the Hillsboro Police Department by developing and training superior Reserve Police Officers at minimal cost to the city.
- To have the Reserve Officer Program become recognized as the best in the state.
- To develop and provide training and experience necessary to develop a fully functional Reserve Police Officer.

### **Accomplishments/Successes**

- 11,539.5 hours of participation by Reserve Officers
- Five Reserve Officers completed Multnomah County Reserve Academy
- Eight Reserve Officers Completed Oregon City Reserve Academy
- Successful implementation of a Field Training Program
- Successful participation by Regular Officers as Field Training Officers
- Completion of the Field Training Program by one of the Reserve Officers
- Twenty-four other reserve Officers in various stages of completing FTP
- On going recognition of Reserve Program by other agencies
- Two Reserve Officers hired by other agencies as regular officers
- One Reserve Officer hired as a Paid Reserve Officer by the city of Gaston
- Four Reserve Officers recognized for outstanding performance

### **Changes in the Reserve Officer Program**

- All uniforms are identical now with full-size shields that say "Reserve Officer"
- Implemented Field Training Program to standardize new recruit training
- Organized into three teams for greater efficiency

### **Moving toward community policing**

- Greater participation in community events
- Personal interaction with citizens promoting the spirit of community policing
- Greater use/visibility of Mobile Community Police Station
- Addressing citizen concerns through directed patrol/enforcement

### **Plans for next fiscal year**

- Induction of seven additional Reserve Officers
- Encourage greater participation in the FTO program
- Schedule and complete radar training
- Reorganization of Reserve organizational structure
- Develop/Continue additional Officer Safety training (i.e, Building Searches, Felony Car Stops, Correct Backup Procedures, Firearms Safety, etc.)

## **Volunteers and Interns**

Hillsboro Police Department has many dedicated and professional volunteers. Reserves Officers, Explorers, Chaplains, and volunteer office workers contributed a combined total of over 14,300 hours of service during the 1992-'93 fiscal year.

### **Ms. Julie Merrick**

Ms. Julie Merrick has been volunteering with our department for over four years. Julie works with Corporal Hess in Crime Prevention coordinating Block Home groups and Neighborhood Watch groups. She coordinates radar posts for citizens who request assistance with controlling speeding vehicles in their neighborhoods.

Julie has also assisted administration in writing proposals for federal grants, and she received a Notice of Recognition when she secured local funding to send Officer Schmerber to an important gang enforcement conference in Los Angeles this summer.

Julie has become an integral part of the Hillsboro Police Department operations. The time and effort that Julie provides to our Crime Prevention programs is commendable. She also takes time to participate in other special Police Department projects as well. When Chief Louie applied for his position with Hillsboro in May of 1992, Julie was on the citizen interview panel that made recommendations to the City on the candidates who applied. And when the Chief sent out his one year department performance evaluation survey in 1993, Julie helped department staff compile the results into an important bench mark document.

### **Ms. Judy Kochanowski**

Our newest department volunteer is Judy Kochanowski who came to us while on sabbatical from Intel Corporation during the Summer of 1992. Judy's skills are very valuable to the department, and her unstoppable "can-do" attitude is truly appreciated. Judy has been working Tuesdays through Thursdays in Administration working on numerous support projects. Most notably, Judy has re-organized our Event Report tracking system so that we can more accurately keep track of our citizens' needs (i.e. types of crimes occurring, locations experiencing increases in property crimes, etc).

### **Mr. Dan Magdaleno**

Dan Magdaleno is a graduate student at Portland State University. He assisted Corporal Hess and the Crime Prevention Unit create a survey designed to determine the Hispanic community's perception of the Hillsboro Police Department's service. Dan's bi-cultural abilities and his excellent work skills were greatly appreciated during the three months that he volunteered on this project.

## Special Events and Services Coordination

Cindy Brackett-Baxter, the Police Department Services Coordinator, helped process the necessary permits and authorizations for over twenty major events this year, including:

- Concerts in the Park
- Fourth of July Parade
- Summer Celebration
- Twilight Run
- 1993 Washington County Fair
- Tortoise and Hare Race
- Hillsboro High School Homecoming Parade
- Little Spook Parade
- "Safe and Sane Trick or Treat Night"
- ABATE Toy Run
- Olinger Christmas Parade
- Crimson Classic Road Run
- St. Patrick's Day Parade
- Rose Festival Biathlon
- Summer Solstice Sundowner

When an organization requests public right of way use for events such as those listed above, the Services Coordinator must check its certificate of insurance to be sure it meets the City's minimum requirements. Then the Reserve Coordinator and/or the Explorer Coordinator is contacted to begin planning traffic control and security coverage. The City's Street Committee must approve any events not previously declared an annual event, and then the completed plan is sent to the Engineering Department and City Administration for final approval. The Services Coordinator is also responsible for maintaining accurate records of these events.

### **Special Olympics**

This Spring the Hillsboro Police Department entered a team in the 1993 Special Olympics Torch Run. Our officers (and two canines!) ran in this year's race and earned over \$700.00 for the Oregon Special Olympics.

### **Presentations**

During fiscal year 1992-93 our officers performed 34 public presentations at pre-schools for "Stranger Danger" talks and canine demonstrations.

### **Ride-A-Long Program**

Our department offers a "Ride-A-Long" program in which college students, citizens, and persons interested in a law enforcement career can ride in a patrol car with an officer for up to five hours during a shift. 103 citizens participated in the Ride-A-Long program this year.

### **Special Thanks**

The Hillsboro Presbyterian Church honored the Hillsboro Police Department and the Hillsboro Fire Department at their housewarming for their new building. HPD and HFD were honored for their heroic efforts to save the old Presbyterian Church that burned to the ground in 1991.



## Rose Festival Air Show 1993

The Rose Festival Air Show is the largest event that takes place within the city. In 1993, the Canadian Snowbirds visited Hillsboro for the first time.

Officers from the Hillsboro Police Department provided over 760 working hours in support of the Rose Festival Air Show.

Officers from other agencies around the metro area provided approximately 4,000 hours in support of the Hillsboro Police Department and the Rose Festival Air Show.

Members of the Hillsboro Police Department, volunteers from the Hillsboro Public Safety Chaplaincy and officers' families, provided meals for approximately 300 officers and volunteers for each day of the three day show.

The support HPD received from the 27 organizations around the metro area was essential to creating a safe environment for the Air Show. HPD and all the assisting agencies coordinated twenty-four hour security at the airport and traffic control which moved air show traffic safely into and out of our city.

We are grateful to these agencies for their generous and professional assistance:

Beaverton Police Department  
Canby Police Department  
Civil Air Patrol  
Clackamas County Sheriff's Reserves  
Coast to Coast Security  
Dundee Police Department  
Gladstone Police Department  
Gresham Police Department  
Hillsboro Police Explorers  
Hillsboro Police Reserves  
Lake Oswego Police Department  
McMinnville Police Reserves  
Multnomah County Sheriff's Posse

Multnomah County Sheriff's Reserve  
Newberg Police Department  
Oregon Air National Guard  
Oregon State Police Cadets  
Oregon State Police  
Portland Police Reserves  
Sea Scouts  
Scappoose Police Department  
Tigard Police Department  
Tualatin Police Department  
Washington County Sheriff's Office  
Washington County Explorer Post

## Canine Unit

The Hillsboro Police Department has maintained the outstanding quality of its Canine Unit for the last fifteen years, and it has been recognized within the law enforcement community as having one of the most successful programs in the state. Since 1979, the Hillsboro Police Department has developed canine programs and trained personnel for the following agencies:

Federal Bureau of Investigation  
Forest Grove Police Department  
Hood River Police Department  
Longview Police Department

Multnomah County Sheriff's Office  
Portland Police Bureau  
Washington County Sheriff's Office

### **Canine Unit Budget Activity Summary 1992 -'93**

In the spring of 1993, the Hillsboro Police sponsored a ten-week dogmaster class which was successfully completed by two members of HPD and five members of the Washington County Sheriff's Office. HPD relied heavily on donations from local businesses, schools, and citizens to sponsor this class.

The dogmasters are assigned a home kennel for their dog and a concrete 8'x 10' pad. The concrete pads were donated by Best Mix concrete, saving the department \$200.00.

Mr. Eugene Zurbrugg donated \$1000.00 to the canine unit. Five hundred dollars of Mr. Zurbrugg's donation was spent to purchase a canines. The remainder of the donation was spent on specialized equipment.

Because HPD trained five Washington County Sheriffs Office dogmasters, WCSO purchased uniforms for the HPD dogmasters and instructors, saving HPD approximately \$550.00.

Jackson Elementary School donated \$900.00 for the purchase of potential police canine recruits.

<b>Total dollars and equipment donated</b>	<b>\$2,600.00</b>
<b>Total dollars and equipment spent</b>	<b><u>\$2,889.00</u></b>
<b>Total department dollars spent</b>	<b>\$ 289.00</b>

<b>Mutual Aid K-9 Assists:</b>	<b>39</b>	<b>Articles Located:</b>	<b>29</b>
(assisting other agencies)		<b>Suspects Located:</b>	<b><u>40</u></b>
<b>Building Searches:</b>	<b>21</b>	<b>Total Applications:</b>	<b>125</b>

### **Crash Analysis Reconstruction Team (C.A.R.T.)**

The Washington County Crash Analysis Reconstruction Team (C.A.R.T.) was developed to investigate traffic accidents involving fatalities, serious injuries, or crime. Other major crimes such as homicides and shootings utilize the C.A.R.T. team also. C.A.R.T. is a multi-agency team made up of personnel from Beaverton Police Department, Tigard Police Department, Washington County Sheriff's Department, and Hillsboro Police Department.

The City of Hillsboro joined C.A.R.T. on January 4, 1993. Two officers were sent to 80 hours of specialized accident reconstruction training.

During the first six months of operation, the team responded to 11 call-outs.

HPD is planning to continue specialized education for C.A.R.T. officers and the purchase of additional equipment to facilitate C.A.R.T. operations.

## Code Enforcement Unit

Municipal Code Enforcement is an ever-changing and growing unit. The current Code Enforcement Agent, Eric Janssen, who was hired in October of 1992, has expanded his duties from handling simple nuisance complaints. At this time, the Code Enforcement Agent's duties also include:

- Resolving neighbor disputes
- Appraising abandoned vehicles
- Writing new City Ordinance language
- Enforcing business license requirements
- Correcting zoning ordinance violations
- Correcting hazards to the motoring public
- Resolving commercial and industrial noise violations

The Code Enforcement Unit processed an average of 52.5% more complaints than in 1992. Of the total complaints received, only six had to be cleared by City abatement (such as hiring private contractors to cut tall grass and weeds for fire abatement).

When a Municipal Code violation or complaint is brought to the attention of the Code Enforcement Agent, the first step taken is an attempt to mediate and/or negotiate a solution with the citizens involved. Eric Janssen has received training in conflict resolution. The last resort to gain compliance with Municipal Codes is to issue citations to people who create, maintain, or allow City Ordinance violations to exist. A total of sixteen citations have been issued this year for Code violations.

CODE ENFORCEMENT	1992	OCTOBER 1992 - JUNE '93
Average complaints per month	20	30
Complaints received	236	269
Cases resolved	232	290●

- There are more cases resolved indicated here than cases received in '92-'93 because we included the complaints carried over from the previous year.

## Community Education Unit

The Hillsboro Police Department Community Education Unit has been staffed during the last fiscal year by one full time Corporal and one part time civilian volunteer. Together, Corporal Patrick Hess and Volunteer Julie Merrick, are responsible for maintaining the following programs:

- Neighborhood Watch      ●Block Home
- Crime Stoppers          ●Neighborhood Traffic Watch

Participation in these programs has increased tremendously over the last four years. To date, approximately 25% of the residential areas in Hillsboro are organized in the Neighborhood Watch program. All but one elementary school inside the city limits have an active Block Home Program. The Crime Stoppers program, funded by the Greater Hillsboro area Chamber of Commerce, makes reward monies available to people who provide the police department with information on criminals. The Neighborhood Speed Watch program provides traffic radar equipment to residents who perceive a speeding problem in their neighborhood.

The Community Education Unit answers calls from citizens who inquire about crime rates in the city or in a particular neighborhood. Corporal Hess and Julie Merrick regularly address civic, neighborhood, church and parent groups on subjects ranging from child safety to street gangs. They participate in, or facilitate the department's participation in community events such as the Tuality Hospital Children's Fair, Payless Drug Safety Fair, Free Day in the Country, the Sunrise Rotary Auction, and the Hillsboro Chamber of Commerce Trade Fair. Corporal Hess is also a D.A.R.E. instructor (Drug Awareness Resistance Education) and is very involved in the D.A.R.E. program.

Due to current staffing limitations, the Community Education Unit is not able to meet the rapidly increasing needs of the community and is struggling to maintain current programs. Additional personnel and a change in the structure of the unit will help relieve the pressure on the members assigned to the unit and will allow the members to better address the needs of our growing community. A reorganization is being developed to be implemented as part of the 1993-'94 Strategic Plan.

## Community Policing

During the last fiscal year, the Hillsboro Police Department approached community policing by several methods, including the Community Action Team, Crime Prevention, Community Education, School Resource Officers, Drug Abuse and Resistance Education (DARE), and Gang Enforcement. In moving toward department-wide

community policing, we also started to involve regular district officers, reserve officers, and explorers in community-oriented activities.

Starting in August of 1991, the Community Action Team (CAT) conducted the majority of community policing activities for the Police Department. The officers of CAT officers conducted community-oriented activities including neighborhood livability projects, bicycle patrol, gang intervention and enforcement, gang awareness presentations, grant writing, problem solving, crime prevention, and drafting new city ordinances affecting livability.

Because most CAT officers worked a flexible schedule to meet the varying demands of problem solving, they were able to adjust their schedules and minimize the need for overtime expenditures.

**CAT Personnel:**

**Sgt. Joel Wilson**  
Team Leader

**Cpl. Patrick Hess**  
Assistant Team Leader, Crime  
Prevention, Community Education

**Cpl. Henry Reimann**  
School Resource Officer  
DARE instructor

**Ofc. Dick McKereghan** Community  
Policing, Gang Enforcement Officer

**Ofc. Terry Jordan,**  
School Resource Officer,  
DARE instructor

**Ofc. Ed Vance**  
Community Policing,  
Gang Enforcement Officer

**Ofc. John Schmerber,**  
Gang Enforcement Officer

Following are some of the principal projects and activities in which CAT and many other department members participated during 1992-'93:

- CAT officers helped the owners and residents of the Bradshell Apartments in improving living conditions.
- CAT officers, as well as other department members, attended the National Community Policing Conference held in Portland during September. Chief Louie, Sgt. Wilson and Cpl. Reimann spoke on Community Policing in Smaller Departments.
- Chief Louie and CAT held a meeting with concerned residents to address the neighborhood disorder that accompanied dances held at Su Casa Imports. Solutions were mutually agreed upon and put into action with the cooperation of Su Casa. Complaints of disorder decreased dramatically.

- CAT officers and Chief Louie met with 19 gang members in an attempt to help resolve neighborhood complaints.
- CAT officers worked with neighbors and intelligence gathering teams to deal with a significant gang problem on SE 44th Court. Numerous arrests followed and neighborhood activity returned to normal.
- CAT officers addressed a major disorder problem on NE Baldwin Drive. By organizing citizen patrols, using the Mobile Community Station, making frequent home visits to the offender's residence, and enlisting the help of district and Street Crimes officers, order was restored to the neighborhood.
- CAT distributed thousands of Halloween Safety "trick or treat" bags donated by local businesses.
- CAT Participated in several special details, including crowd control on a "No on Nine" rally, public safety assistance at the Tri-Met Light Rail ground breaking ceremony, bike and foot patrol for the Rose Festival Air Show and the Hillsboro Concerts in the Park series, and drug investigations.
- CAT officers researched and drafted new city ordinances covering:
  - **park exclusions** - which allow trespassing citizens from the parks for a specified period of time if they have violated the law
  - **nuisance residence** - clarifies what actions can be taken against home owners who reportedly violate city codes (ie having safety or health hazards in their yard, etc)

### **Drug Abuse Resistance Education (D.A.R.E.)**

A critical need exists for an extensive and thorough DARE program in Hillsboro. HPD DARE officers have received tremendous positive feedback from parents, students, and school officials while teaching DARE in our community's fifth grade classrooms since 1989. Much more involvement in DARE is needed than our current personnel level allows if we are to make DARE optimally successful in our community. DARE should be expanded into lower grade school classes and into the junior high and high schools to increase continuity; additional police officers are required to fulfill such a plan. Currently, HPD currently has 1.2 officers per 1,000 population. Teaching DARE and performing the numerous tasks that accompany an effective DARE program strains our Patrol Division's personnel resources. HPD is currently seeking alternative funding for DARE officers and will discuss the future of Hillsboro's DARE program during HPD's 1994 Strategic Planning Session.

## **Gang Enforcement**

Hillsboro faced a growing gang problem in the Hillsboro area during this fiscal year, marked by increased graffiti, assaults, menacing, disorderly conduct, and harassment.

Patrol officers gathered gang intelligence on gang members, their locations, clothing, habits, "hang-outs", activities, and criminal activity. These officers received training at four gang classes to learn more about gang identification, diversion, and enforcement techniques.

Two officers, Ed Vance and Dick McKereghan, received extensive training in the Amer-I-Can program which teaches gang resistance and offers alternatives to gang involvement for youth. The officers performed many interventions with families of gang involved juveniles, helping and educating the families on how to support juveniles who want to leave gangs and stay away from gangs.

Our officers worked closely with the Washington County Juvenile Department and its Director, the Juvenile District Attorney, and the Juvenile Court system to set up intervention programs. The following are some of HPD's gang prevention activities during 1992-'93:

- HPD officers assisted in gathering information for Boys and Girls Club on what the community sees as its priority needs for at risk youth.
- Several information talks were given to churches, civic groups, and schools on how to identify gang members and how to assist with intervention.
- Officers responded to numerous gang fights which resulted in many arrests and convictions of identified gang members.
- Two serious incidents occurred, one involved a gang-related stabbing, and HPD assisted Cornelius Police in a drive-by shooting case. Both cases resulted in arrests being made.
- HPD officers worked closely with landlords, apartment managers, and property owners to solve gang-related tenant problems, such as vandalism, drug activity, and reducing fear in the neighborhoods.
- Washington County formed a new interagency gang task force to which HPD has assigned one officer, John Schmerber. Officer Schmerber is highly trained in gang identification, diversion, and enforcement, and his skills are very helpful to the new task force.
- Hillsboro experienced a sharp increase in gang-related graffiti and vandalism in the 10th Avenue area during this fiscal year. HPD officers cracked down on these criminals and made numerous arrests for criminal mischief and vandalism.

## 1993 Gang Conference Attended

Julie Merrick wrote a proposal to the Hillsboro Chamber of Commerce seeking funding to send Officer Schmerber to a gang conference in the Los Angeles area during the Summer of 1993. The conference provided up-to-date information on gang identification, intervention, and enforcement. This type of current information exchange is critical to HPD officers' ability to successfully reduce gang activity in Hillsboro.

The Chamber of Commerce committee generously awarded \$572.00 of the needed funds. The remainder of the conference costs were met by the following donations:

American Legion	\$100.00	Mr. Wang (Hillsboro Citizen)	\$200.00
Hillsboro Soroptomist Club	\$200.00		

This type of community involvement demonstrates Community Policing at its best. The conference Officer Schmerber attended provided valuable information that can now be shared with schools, Juvenile authorities, and others who can make excellent use of it. Dedicated police officers, police staff and volunteers are continuing to work together with citizens, businesses and civic groups to make community policing successful in Hillsboro. Julie Merrick received a Hillsboro Police Department Commendation for her efforts on this project and others.

## Mobile Community Police Station

The Police Mobile Community Police Station was designed to provide a highly visible, mobile, and versatile police and community resource. The concept began when Chief Ron Louie realized that such a vehicle could facilitate problem solving for community members and police from within identified problem areas.

The Mobile Station has been used for many community projects, including:

●Block Homes	●disruptive juveniles	●Neighborhood Watches
●community education events	●drug houses	●Rose Festival Air Show
●death and homicide investigations	●gang activities	●tactical operations
	●incident command	●traffic investigations
	●narcotics use	

### **Donations:**

Metro West Ambulance	1983 Ford Van	8,000.00
Jim Flint	Cash	60.00
Ron Louie	Cash	50.00
Scottie's Auto Body	Paint Job	1,000.00



Hillsboro Sign Company	Lettering	500.00
Supply One	Paneling, Tile, Etc.	70.00
MacKenzie Ford	Engine Work	2,600.00
Dailey Tires	Tires	213.00
Wes Hebron	Cash	25.00
Sierra Glass	Window Tinting	150.00
Bretthauer Oil	Cash	200.00
Hillsboro Auto Wrecking	Wheel	50.00
Costless Furniture	Chairs	45.00
Horton's Office Supply	Misc. Office Supplies	136.00
Clackamas Communications	Radio Equipment	80.00
Hillsboro Auto Parts	Misc. Parts	35.00
Hillsboro Noon Rotary	Cash	200.00
Jim Frost	Cash	<u>60.00</u>
	<b>TOTAL</b>	<b>\$13,474.00</b>

<b>Cash Spent:</b>		
Plaques		190.00
Measuring Tapes		58.00
Traffic Vests		30.25
Paint Supplies		65.00
Film		3.30
Headlight		11.68
Fasteners, Hardware		38.16
Lights (Blue)		87.00
Cleaning Equipment		4.79
Wash Mit		3.79
Heater		<u>17.99</u>
	<b>TOTAL</b>	<b>\$510.86</b>

## Parking Enforcement Unit

The Parking Enforcement Unit is responsible for enforcing parking regulations in the downtown area, off-street regulated parking areas from Adams Street to 5th Avenue, and from Jackson Street to Washington Street. The parking agent also responds to parking problems or complaints by citizens. In April of 1993, this unit was assigned responsibility for enforcing spaces marked for disabled people, including all of downtown Hillsboro, Tanasbourne Village, Hillsboro Public Library, Cornell Plaza, Sunset Esplanade, and other businesses such as Seven-Eleven, Hanks, etc.

### **Parking Enforcement Agents**

Judy Hall - Part time (transferred to Property & Evidence, full-time Nov. 11, 1992)  
Juan Medrano - Part time (hired February 8, 1993)

Parking	Warnings	Citations
1992-'93	223	5,253
1991-'92	420	3,993
1990-'91	340	4,685
1989-'90	128	2,158
1988-'89	89	1,712

<b>Total vehicles Booted</b>	<b>15</b>
<b>Total vehicles Towed for Parking Violations/Fines Unpaid</b>	<b>03</b>

The Hillsboro Municipal Court sends the registered owner of the vehicle a bill for any unpaid parking tickets. The owner is then given ten days to respond to the letter. If no response is made, the court makes a "boot order" and the judge signs it. The next step is that the Parking Enforcement Agent will place a device called a boot on the registered owner's vehicle to immobilize it. The Boot is removed only when all parking tickets have been paid.

## Portland Airport Interagency Narcotics Team (P.A.I.N.T.)

The Portland Airport Interagency Narcotics Team is a multi-agency narcotics enforcement team consisting of the Oregon State Police, the Port of Portland Police Department, the Hillsboro Police Department, United States Customs, and the Oregon National Guard. The function of P.A.I.N.T. is to intercede in the smuggling of narcotics and/or drug related currency coming into or going out of the Portland

Metropolitan area. The team consists of four sworn officers (two from OSP, one from Port of Portland, one from HPD), three national guard support personnel, one U.S. Customs Special Agency, and one Oregon State Police sergeant who supervises the unit. The team also has two narcotic detection canines, Amy and Hustler.

**Seizure/arrests for 1992 (1993 figures unavailable)**

Actively investigated cases	76
Arrests	73
Vehicles seized	1
Weapons seized	20
Miscellaneous items seized (cell phones, etc.)	38
Tips, consent searches, and contacts	estimated - hundreds
Money seized	\$77,094.00

**Narcotics seized**

	<u>Quantity</u>	<u>Value</u>
Cocaine	1539.7 grams	\$153,970.00
Marijuana	123,868.7 grams	\$1,858,030.50
Methamphetamine	247 grams	\$32,110.00
Heroin	201 grams	\$60,330.00
Ephedrine Pills●	45,000 pills	unknown
Lead acetate●	11 lb.	unknown

●used for manufacturing methamphetamine

**HPD forfeiture shares**

- \$6,242.91 in cash
- 25" color television
- Video cassette recorder
- Four cellular telephones
- One vehicle
- Approximately \$90,000.00 cash and \$450,000.00 worth of seized property are still in the court system, and of which HPD will receive its share

P.A.I.N.T. has been very successful. As we continue to grow, we will have a greater impact on the influx of narcotics into our metropolitan area. P.A.I.N.T. has increased its operations in Hillsboro, and the community will reap the benefits of this intensified focus in the near future. For example, two drug sweeps were done which resulted in the arrest of 15 street level drug dealers and the subsequent conviction of 13 of them.

## **Future Plans and Conclusion**

The Hillsboro Police Department anticipates a growing and active new fiscal year.

Aside from the residential and commercial growth, HPD is planning for internal department growth and development.

One area we will emphasize in the future will be expansion of our Spanish language capabilities. We anticipate hiring more bi-lingual employees and will embark on an ambitious Spanish language training program. Further, we wish to test existing employees as department certified translators.

Program-specific goals and objectives will be articulated in our 1993-'94 fiscal year strategic plan.