

## MINUTES

Pullman Police Advisory Committee  
Pullman City Hall – Council Chambers  
February 14, 2011 at 5:30 pm

The regular meeting of the Pullman Police Advisory Committee was held at 5:30pm on Monday, February 14th, 2011, in the Council Chambers, City Hall, 325 SE Paradise Street, Pullman, Washington, with Committee Chair Arlene Parkay presiding.

### ROLL CALL

Present:	Arlene Parkay	WSU Staff & Faculty Representative (Chair)
	Marcus Crossler	WSU Staff & Faculty Representative Alternate
	Barbara Hammond	College Hill Representative
	KNona Liddell	College Hill Alternate
	Zach Hays	Military Hill Representative
	Kim Barrett	Multicultural Representative
	Josh Meyer	ASWSU Representative
	Bill Hawbaker	Pullman High School Parent Representative
	Rosemary Fleener	Pullman High School Parent Alternate
	Daniel Hawbaker	Pullman High School Representative
	Dalton Dice	Pullman High School Representative
Absent:	Richard Hume	Pioneer Hill Representative
	Greg Wilson	Pioneer Hill Alternate (Vice Chair)
	Phyllis Stallcop	Sunnyside Hill Representative
	Mike Lowery	Business Community Representative
	Al Sorensen	Business Community Alternate
	DaVina Hoyt	Multicultural Alternate
	Riley Myklebust	ASWSU Alternate
	Dan Hornfelt	Pullman School District Representative
Staff:	Chief Gary Jenkins	Pullman Police Department
	Elysia Spencer	Pullman Police Department

**CALL TO ORDER** Parkay called the meeting to order at 5:32pm.

**MINUTES** Motion to approve the December 13th meeting minutes passed.

**REGULAR BUSINESS** Parkay introduced Dalton Dice, the new Pullman High School  
Introduce New Alternate.  
Committee Member

**REGULAR BUSINESS** Parkay advised that Zach Hays and Marcus Crossler switched  
Reassignment of constituencies with approval from the Committee Chair. Zach Hays  
Constituency is now the Military Hill Representative and Marcus Crossler is the  
Representation WSU Faculty/Staff Alternate.

**REGULAR BUSINESS**  
Police Department  
Updates

Chief Jenkins provided updates on issues the Committee requested follow-up on during the February meeting.

- Snowplow noise: Chief Jenkins advised that the noise ordinance provides for an exemption for all vehicles performing “highway maintenance”. Additionally, snowplows operated by private persons are exempt from requirements of noise ordinance from 7:00am to 10:00pm.
- PC for traffic stop due to burnt out tail light: Follow-up on question regarding vehicles that have three tail lights and only one is burnt out. Chief Jenkins advised that state law regarding vehicle stop lamps is dependent upon year of vehicle:
  - Cars manufactured after 1964 must have two stop lights.
  - Passenger cars manufactured after September 1985 are required to have a third stop lamp located higher on the vehicle.
  - Passenger trucks, vans, and S.U.V. manufactured after September 1993 are required to have a third stop lamp located higher on the vehicle.

Chief Jenkins advised that if any of the three stop lamps are burnt out on vehicles that are required to have them, then it is probable cause for a traffic stop.

- Animal noise enforcement: Chief Jenkins discussed the department’s procedure for handling animal noise per City Code. Once the department receives a complaint of animal noise, typically Code Enforcement Officer is assigned to respond and verify the presence of the noise. Once the noise is verified, the officer will contact the dog owner and issue a warning, and advise that further complaints may result in an infraction. There isn’t a decibel level required. Members asked what happens when the dog owner isn’t at home. Chief Jenkins advised that the officer will leave a written contact notice and then try to follow-up in person or by telephone later.

Chief Jenkins briefed the Committee on the following issues from the police department:

- Update on New D.A.R.E./SRO Officer: Officer Emerson completed his training in December and began his assignment in the schools on January 1st.
- College Hill Beat Officer: Chief Jenkins provided information on this position in response to email question from Committee member. Currently, there are two College Hill Beat Officers, Officer Heroff and Officer Engle. Officers are assigned to this position for one year rotations, with the possibility of staying in the position for subsequent rotations. Chief Jenkins advised that the change will take place over the summer, and that the department is revising the selection process to include an oral board with impacted stakeholders from the community, possibly

to include representation from ASWSU, the Center for Fraternity and Sorority Life, and the PAC. Chief Jenkins will update the Committee when the selection process gets a little closer to solicit additional Committee feedback.

- Chief's Observations on Pullman: In response to a Committee member email, Chief Jenkins provided his observations on his first semester in Pullman and PPD interactions with WSU and ASWSU. Chief Jenkins advised that he has observed a good cooperative working relationship with all segments of the community, and WSU and ASWSU in particular. He advised that open and honest communication that led to good working relationships that has helped address issues as they arise.

**REGULAR BUSINESS**  
Discuss City Council  
2011 Goals

Due to the Committee canceling its January meeting, the deadline for the Committee missed the deadline to provide final input on the goals the police department submitted to the City Council. It was suggested that this could be added to the agenda next year in November or December to avoid this problem.

Chief Jenkins distributed a copy of what he submitted to City Council, and advised that he was able to include an item suggested by a Committee member at the December meeting.

Committee members discussed one of the Chief's proposed goals involving the installation of video cameras at strategic locations in Pullman, including the issue of balancing privacy concerns versus public safety. Chief Jenkins advised that the department in other locales, cameras have both aided the police in investigating crimes that have occurred as well as deterring crime in the areas where the cameras were located. He also advised that there are various systems and technologies in place that would limit system abuse concerns.

A member asked how the camera locations would be chosen. Chief Jenkins advised that strategic locations would be areas identified as requiring a higher level of police response or a high perception of low public safety. One location under consideration is the area around Adams Mall on College Hill.

Chief Jenkins advised that the department is still in the very early stages of assessing this option, and depending upon City Council approval, will report back as more information becomes available about specifics, such as type of cameras and specific locations being considered for placement.

**REGULAR BUSINESS**

Discuss Joint Meeting  
with WSU Police  
Advisory Board

Parkay advised that the past couple years, April has been the month that the Committee has held a joint meeting with the WSU Police Advisory Board. The meeting will be held at the Committee's normal meeting date and time, April 11th at 5:30 p.m. Due to parking concerns on the WSU Campus, the meeting will be held either in City Hall or the Pullman Police Department. Parkay advised that agenda items should be issues of joint interest between the two committees.

Members talked about the WSU Police Face-to-Face Forums. Information provided on upcoming forum topic ideas, as well as how the program is funded.

Parkay mentioned the idea of the two committees solidifying consistent meeting dates, such as every October and April, to allow for better coordination and planning.

**REGULAR BUSINESS**

Continue Discussion of  
Committee Mission and  
Guidelines

Committee members continued discussion regarding developing a Committee mission statement and guidelines document.

The Guidelines Subcommittee met four times subsequent to the last Committee meeting, and a revised draft was distributed to members for review. Parkay advised that the subcommittee tried to strike a balance between providing clear guidance on how the Committee should function without overburdening it with too many rules.

The Committee went through the document section by section, addressing issues of concern or revisions that needed to be reworked or approving the section as written. Highlights of the discussion regarding each section are as follows.

**Mission Statement**

Chief Jenkins suggested changing the word "safety" to "public safety" to give the mission statement a clearer focus. The Committee approved this change.

**Section I: Duties and  
Responsibilities of the  
Committee**

Parkay advised that the language contained in this section was derived from pulling from past Committee brochures and the Committee website. Some items were combined to make a more cohesive list.

A member asked about whether there were any legal implications to language regarding public meetings. Members were advised that once drafts were approved by the Committee, it would be sent to the City Attorney for a final review. This section was approved as written.

## **Section II: Composition of Committee Membership**

Committee discussed definitions of Committee constituencies.

Concern was raised about pros and cons of some constituencies (ASWSU, Business Community, Pullman School District) being nominated by groups or organizations. Members discussed whether the pros of these constituencies having a group to report back to outweighed concerns about it would be too exclusive and prohibitive to Committee membership and representation. Discussion was shelved until the end of the meeting, where further discussion resulted in the Committee deciding to move forward with the language as written, and possibly reevaluate it in the future.

Members discussed the wording of the Multicultural Community constituency.

ASWSU representative provided clarification on their nomination process, and document language was modified accordingly.

The issue of residency was discussed for all constituencies, and specific wording was addressed on the following constituencies:

- WSU Faculty/Staff
- Pullman High School Parent
- Lincoln Middle School Parent

The Committee re-addressed the issue of adding an “at-large” position on the Committee. Concerns about quorum were addressed. The Committee approved the addition of the new constituency.

## **Section III: Member Appointment and Duties**

Members discussed the process for becoming a member of the Committee. Past practice was imprecise, and members indicated that they had undergone different routes to join the Committee. Thus, the subcommittee strove to outline a process that would be consistent for all new applicants.

The background check requirement was discussed, and clarification will be sought on questioned items.

The subcommittee presented the Committee with three options for final membership selection:

- Appointment by a membership selection subcommittee
- Appointment by consensus of Committee Chair & Vice Chair
- Appointment by majority vote of the Committee

Members discussed pros and cons of the presented options. Concern was expressed about the potential for a subcommittee or the chair/vice chair to “play favorites” when selecting new members.

**Section III: Member Appointment and Duties (continued)**

Members also expressed concern that the new process was too cumbersome, and that the new interview component might deter some applicants. Chief Jenkins provided reasons for wanting to maintain the interview component. Chief Jenkins had previously indicated that he wanted to delegate final selection decisions back to the Committee. The goal was to make the process more open and remove any perceived favoritism or other obstacles to membership when the decision rested solely with the Chief. Members asked about how people are appointed to other City committees. Ultimately, the Committee approved the idea of a 2/3 majority vote to approve the appointment of new members to the Committee.

Chief Jenkins also clarified the role of the Mayor and City Supervisor in the appointment process.

Members discussed the process for switching constituency representation.

This section was approved with modifications.

**Section IV: Officer Election and Duties**

Members discussed when to hold elections for maximum Committee participation, and document was modified to reflect the change to September. Chief Jenkins suggested a change to timing of the Committee's annual report.

This section was approved with modifications.

**Section V: Term Limits**

This section was approved as written.

**Section VI: Meetings and Procedures**

Members expressed concern that some of the guidelines in this section, such as document distribution deadlines and meeting frequency, were too strict and did not allow for extenuating circumstances.

Definitions of "quorum" and "majority" were clarified.

This section was approved with modifications.

**Section VII: Compensation**

This section was approved as written.

**Document Review**

A revised draft incorporating the above suggestions will be compiled and distributed for Committee review prior to next meeting.

**CONSTITUENCIES POLL**

Due to time constraints, Committee constituencies were not polled during this meeting. Committee members were encouraged to send any items for inclusion on next meeting agenda.

**MEMBER AND  
ALTERNATE  
SEARCH RESULTS**

Current vacancies on the Committee are:

- Sunnyside Hill Alternate
- Military Hill Alternate
- Pullman School District Alternate
- Pullman High School Student Alternate
- Lincoln Middle School Parent Representative & Alternate

Member vacancies were not discussed due to time constraints.

**PUBLIC COMMENT**

No public comment due to time constraints.


**NEXT MEETING**

Monday, March 14, 2011 at 5:30 p.m.


**ADJOURNMENT**

Parkay entertained a motion to adjourn the meeting. The motion for adjournment was seconded, and the motion carried unanimously. The meeting was adjourned at 7:01 pm.

**ATTEST:**

  
\_\_\_\_\_  
Committee Chair

3-14-11  
Date

  
\_\_\_\_\_  
Committee Secretary

03/14/11  
Date