

LAW ENFORCEMENT CONTACTS POLICY AND DATA REVIEW COMMITTEE (LECC)

MEETING MINUTES

July 12, 2007, 1:00 p.m.

Oregon State Library, Salem, Oregon

LECC Members Present

Dr. Jan Chaiken, Consultant (participated by teleconference)

Dr. William Feyerherm, Vice Provost for Research/Graduate Studies, PSU (participated by teleconference)

David Fidanque, Executive Director, American Civil Liberties Union of Oregon

Commissioner Annabelle Jaramillo, Benton County

John Minnis, Director, Oregon Department of Public Safety Standards and Training

Justice Edwin Peterson, Distinguished Jurist in Residence, Willamette University College of Law

Superintendent Frank Thompson, Santiam Correctional Institution

LECC Staff Present

Brian Renauer, Laura Uva, Criminal Justice Policy Research Institute, Portland State University

Mike Stafford, Oregon Criminal Justice Commission

LECC Members Excused

Sheriff Raul Ramirez, Marion County

Chief Rosanne Sizer, Portland Police Bureau

Lt. Col. Greg Willeford, Oregon State Police

Guests

Rose Lewis, League of Women Voters

Approve Minutes of May 31, 2007 Meeting

Commissioner Jaramillo moved, Superintendent Thompson seconded, and the committee unanimously approved the minutes with slight changes.

Update on HB 2102

The bill was signed on May 31, 2007. Mr. Stafford stated that the bill does not prohibit reimbursement to members for travel expenses, and that there is money in the budget to provide this reimbursement.

LECC Website

Dr. Chaiken requested, and the committee agreed, that there be a link between the website of the Oregon Criminal Justice Commission and the LECC website. Mr. Stafford will make sure that this link is created, and will update the committee.

Dr. Chaiken also requested, and the committee agreed, that the website state that there is a vacancy in the membership of the LECC and ask that anyone who is interested in applying for membership contact Commissioner Jaramillo.

New LECC Members Discussion

There is one vacancy left in the membership of the LECC, due to Mr. Aoki's resignation. The committee agreed that this vacancy would be best filled by a person of color who works for a university other than Portland State University and who is involved with community outreach. Commissioner Jaramillo agreed to be responsible for receiving recommendations and then reporting back to the committee at the next meeting.

Data Review Subcommittee Update

Dr. Chaiken provided an update of the discussions that took place during the LECC Data Review Subcommittee e-meeting held the week prior to this meeting.

The main items of discussion were the following:

Public Perception Survey

Dr. Renauer will be meeting with the Portland State University Survey Research Lab (SRL) next week. The survey script will be complete by then, and Dr. Renauer will distribute it to the LECC. The subcommittee intends to field the survey before the next LECC meeting. Dr. Chaiken moved that the LECC authorize the Data Review Subcommittee to approve the form of the survey without further action by the full committee. Mr. Minnis seconded, and the committee unanimously approved this motion.

Technical Assistance Team: Manual on Stop Data Collection and Analysis

See Appendix A for an update on this work.

Mr. Fidanque moved that staff be authorized to continue work on this technical assistance project to help local law enforcement agencies collect and analyze stop data, and that the Data Review Subcommittee submit a progress report before the next LECC meeting. Commissioner Jaramillo seconded, and the committee unanimously approved the motion.

Community Relations Subcommittee Update

The LECC Community Relations Subcommittee met the morning of this meeting. They discussed the Simon Wiesenthal Center "Perspectives on Profiling" training demonstration which was held at the Oregon Department of Public Safety Standards and Training (DPSST) on July 2, 2007, as well as next steps for using this training curriculum in Oregon. Dr. Renauer stated that the LECC is currently in the process of buying enough copies of the curriculum for the entire state of Oregon (100 copies). The Oregon Association Chiefs of Police (OACP) and the Oregon State Sheriffs Association (OSSA) will be holding a joint conference in September of this year. Mr. Burright invited the LECC to arrange for the Perspectives on Profiling training to be part of this conference.

The subcommittee also plans on holding a meeting for those from Oregon that attended the Simon Wiesenthal Center "Perspectives on Profiling" Train-the-Trainer.

One of the goals of the subcommittee is to make the curriculum relevant to Oregon, especially during the discussion sections of the training. The main goal of the scenario sections of the training is to present principles.

Dr. Renauer stated that Chief Kent Barker of the Tualatin Police Department invited this training to be part of their in-service training.

Dr. Chaiken suggested that the committee take some photographs of the training events to include in the LECC 2007 Annual Report. The committee agreed.

Simon Wiesenthal Center Training Update

Dr. Renauer updated the subcommittee on the Simon Wiesenthal Center “Perspectives on Profiling” training demonstration held at DPSST on July 2, 2007. There were twenty-three attendees, representing a diversity of Oregon leadership, including chiefs and sheriffs. There was a short feedback session following the training demonstration. The training was well-received. However, some felt that it should be broken into shorter segments. More rural and small community examples should be added to the training as well. Many agreed that it was well-suited for in-service training.

Schedule Future Meetings

The next meeting will be held in September of 2007, at the Department of Public Safety Standards and Training (DPSST). The meeting after that will be held on November 19, 2007 at 1:00 p.m. in the same location.

Other Business / Open Comments from LECC

Ms. Uva will be out of the country from August until late December. Dr. Renauer will find another student employee at Portland State University to fulfill her duties until she returns.

Dr. Renauer stated that the next fiscal year for the grant begins on October 1, 2007. Justice Peterson asked Dr. Renauer to prepare a draft budget for the year. Dr. Renauer welcomes thoughts and ideas from the committee on this budget planning.

Adjournment

Commissioner Jaramillo moved, Mr. Minnis seconded, and the committee agreed to adjourn the meeting at 2:25 p.m.

Further information on the LECC is available at:
<http://www.cjpri.ccj.pdx.edu/LECC/index.php>

APPENDIX A

Development of Technical Assistance Manual: Progress 7/05/07

Dr. Brian Renauer

Dr. Kris Henning (PSU) and I are working this summer on the development of a technical assistance manual for stop data collection, storage, retrieval, and analysis.

The primary goals in the creation of this manual are to: 1) develop standardized procedures for collecting and analyzing basic and more complex stop data that law enforcement agencies could collect, and 2) to make the collection, storage, and analysis of stop data as simple as possible so that agencies could perform their own analyses and generate reports.

This manual is more geared towards agencies that are not currently collecting stop data or agencies that wish to change the way they are collecting data. Agencies that are already collecting data will be interested in the analysis guidance part of the manual. We know from experience that each agency currently collecting stop data has idiosyncratic methods for data collection and storage, thus this manual will not be able to address every technical need and will not supersede individualized technical assistance provided by LECC.

The manual will contain a written document and a CD that contains the model form, an ACCESS data base, EXCEL spreadsheet examples, EXCEL exercises with modified data from real agencies, how-to videos that record computer screen movements and voice, and reporting examples. We are under the assumption that most law enforcement agencies are generally not familiar with more sophisticated statistical or data base software, but have Microsoft ACCESS and EXCEL, which can also be easily purchased.

4 Components of the Manual

I: Model Form for Data Collection: This section will describe the key data fields that should be collected. This will include the basic data fields collected by many agencies. It will also describe other important data fields that we find integral to developing a better understanding of the stop data. These newer fields will help address more complex questions.

Some examples of these more detailed fields are the following:

- Officer ID
- Location of stop
- Driver behavior
- Vehicle characteristics
- Search decisions/characteristics (e.g. consent, arrests)

The model form will also provide some guidance to ensure quality control in data collection. For example, Corvallis P.D. which collects the most detailed traffic stop information in Oregon did not make many of their data fields mutually exclusive. For example, officers often checked multiple search characteristics in a single stop and, accordingly, some stops involved a consent, arrest, and plain view search decision?

The model form is to be used to prepare a system for recording stops, like a written report, a scantron form, or programming of onboard computers.

II: Model Data Base: An access data base will be developed to help facilitate data entry, storage, and retrieval. This data base will match the model data collection form developed above in step I. The data base will have all of the variables defined and be programmed to not except any values that are not pre-coded (i.e. it will give an error message if an incorrect entry value is made). The ACCESS data base will also have written queries set up so that the data can be easily exported into EXCEL for data analysis.

III: Analysis Guidelines: Assistance will be given in how to create pivot tables in EXCEL that describe characteristics in the data. EXCEL tables that have locked-in formulas for more complex analyses will be created. Agencies will only have to enter in the proper numbers from their data into the table and the calculation will be automatic. Practice exercises with real stop data (but slightly modified to hide where it is from) will test their skills in proper analysis. Census 2000 population data for each county and city in Oregon broken out by race, ethnicity, gender and age will also be provided. Short videos that illustrate computer mouse movements and have a voice over will illustrate some of the more technical skills needed. These video can be played through their web browser or most video programs.

IV: Reporting Examples. Examples from sample reports will be provided to illustrate possible interpretations and presentation of the data.

Our goal is to have the manual completed by mid-September.