



OREGON ACCREDITATION ALLIANCE FINAL REPORT

10135 NW Coyner Avenue, Redmond Oregon, 97756 503-881-5566

Report Type:

Initial Final Report	<input type="checkbox"/>
Re-accreditation Final Report	<input checked="" type="checkbox"/>
Onsite Report	<input type="checkbox"/>
Short Report	<input type="checkbox"/>

Agency Information:

Agency Assessed:	Philomath Police Department
CEO:	Chief Ken Rueben
Accreditation Manager:	Chief Ken Rueben
Agency Address:	1010 Applegate St, Philomath, Oregon 97370
Agency Phone:	541-929-6911
Number Authorized Sworn FTE	9
Number Authorized Non-Sworn FTE	1

Assessment:

Date of Last Assessment:	October 23, 2019
Current Assessment Date:	January 30, 2023
Review Period:	2020, 2021, 2022
Onsite Date:	January 30, 2023
Extension Requested:	No

Assessor(s):

Assessor	Tom Rousseau
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INTRODUCTION

The Oregon Accreditation Alliance program was established to assist law enforcement and communications agencies in establishing and maintaining standards that represent current professional practices. Oregon Accreditation Alliance standards support the continued improvement of law enforcement services, establishes best practice, agency accountability and transparency, and enhancement of management operations.

The Philomath Police Department joined the Oregon Accreditation Alliance in October 2002 and was awarded its initial accreditation in April 2010. Re-accreditation occurs every three years. This is the agency's fourth assessment under the leadership of Chief Ken Rueben.

CITY/COUNTY PROFILE

The City of Philomath is located mid-Willamette Valley with a population of 5,653 (2022). Established at the base of Mary's Peak, the tallest peak in the Coast Range, Philomath is just West of Corvallis and Oregon State University and a short 45-minute drive from the Oregon Coast. This unique location offers very diverse opportunities, including mountain biking on Mary's Peak, Division 1 sports at Oregon State, fishing on the Alsea River, or wine tasting at local wineries.

CEO PROFILE

Ken Rueben was hired as the Chief of Police for the City of Philomath on August 22, 2015. Ken has had a 38+ year career in the Law Enforcement Field, including positions with the Los Angeles County Sheriff's Department, Corvallis Police Department, and the Oregon Department of Justice.

Prior to his employment in Philomath, Ken was the Special Agent in Charge of the Oregon Department of Justice's Criminal Justice Division. He managed thirty-nine employees, including four managers and an additional outside-agency staff of twelve. He was responsible for all law enforcement aspects of the Criminal Investigations Unit, the Oregon Criminal Intelligence Unit, the Oregon HIDTA Intelligence Support Center, and the Oregon HIDTA Technical Investigations and Support Unit.

Ken was responsible for all Homeland Security programs within Oregon DOJ, including the Oregon TITAN Fusion Center, terrorism-related training, publications, and investigations.

Ken grew up in Southern California and started his law enforcement career with the Los Angeles County Sheriff's Department. Ken was assigned to work in the Los Angeles County Men's Central Jail and worked patrol out of the Lakewood Substation as a field training officer and was later promoted to Detective. His detective assignments included investigating gangs, narcotics and methamphetamine labs, violent crimes, and motorcycle gang crimes.

Ken and his wife Ginny escaped from Los Angeles and were lucky enough to land in Corvallis, where they raised two sons that graduated from Oregon State University, both awarded PhDs in Engineering.

Ken worked at the Corvallis Police Department from 1993 to 1999, primarily as a Detective responsible for property and person crimes and acting as the department's representative on the Benton County Major Crimes Team.

Ken earned a Bachelor of Science Degree in Management from City University of Seattle and a Master of Arts Degree in Security Studies, Homeland Security, and Defense from the U.S. Naval Postgraduate School. Ken has also served as an Adjunct Instructor of Criminal Justice at Western Oregon University.

Ken serves the Philomath community in several non-profit endeavors. He is an Executive Board Member of the Philomath Youth Activities Club and is the Director of the Philomath Police Charity Foundation. He is also an active member of the Oregon Association of Chiefs of Police, where he is currently the Chairman of the Small Agency Committee and the Board Chairman of the Oregon Accreditation Alliance.

AGENCY PROFILE

The Philomath Police Department is a full-service professional organization providing 24/7 emergency policing services for the City of Philomath. The department is comprised of the Chief of Police, one Watch Commander, and seven full-time sworn officers. There is one non-sworn records specialist, one Administrative Reserve, and two reserve officers.

All emergency 911 calls for service are received and dispatched through the Corvallis Regional Communications Center (CRCC). The department utilizes the Lexipol Policy Manual and PowerDMS for electronic records management and training.

ASSESSMENT PHASE

The Oregon Accreditation Alliance utilizes two methods of review, an electronic policy review using the PowerDMS Accreditation Module and an onsite review of the agency's practices.

During the first assessment phase, the Assessor reviews the agency's policies, procedures, and proofs of compliance to confirm the agency is in compliance with accreditation standards. If the agency has policies that require modifications or there are proofs of compliance that are insufficient, the Assessor will request the agency make policy adjustments and/or provide additional proofs of compliance to ensure the agency conforms with standard requirements.

The second phase consists of an onsite assessment to confirm the agency policies and procedures are in practice. Generally, the Assessor will meet command personnel, conduct interviews, inspect facilities and equipment to the extent necessary to determine compliance with standards, and conduct an exit interview with command personnel. The onsite assessment includes an onsite review of the communications center the agency utilizes for emergency 9-1-1 services.

ASSESSMENT SUMMARY

On January 30, 2023, I met with Chief Ken Rueben, who also serves as the agency's Accreditation Manager. I also met and spoke to Shelley Bartlow, Lt. Dave Gurski, and Officer Brandon Thurman. Prior to the onsite, I met 911 dayshift supervisor and administrative supervisor Heidi Ferguson at the Corvallis Regional Communications Center (CRCC). Based on the tour of the Philomath Police Department and a tour of the Corvallis Regional Communications Center, I was able to verify the following observable standards.

OBSERVABLE STANDARDS

2.2.8	Body Armor	✓
2.2.9	Occupant Safety Restraints	✓
2.5.1	Patrol Vehicles Emergency Equipment	✓
2.5.2	Vehicle Equipment	✓
3.1.1	24-Hour Two-way Radio Communications	✓
3.1.2	Communications Recording and Playback	✓
3.1.3	Communications Emergency Power	✓

3.1.5	Communications Security	✓
3.3.5	Appropriate Bio-Hazard Labeling	✓
3.3.6	Secure Storage of Evidence and Property	✓
3.3.7	Temporary Secure After-Hours Storage for Evidence	✓
4.1.1	Temporary Holding Facility	<input type="checkbox"/>

STANDARDS SUMMARY REPORT

Status	Total Mandatory Standards
Mandatory	106
Not Applicable	15
Waiver	0
Non-Compliance	0
Total	91

DATA MAINTENANCE AND POLICY MODIFICATIONS

Data Maintenance:

The Assessor reviews PowerDMS data to determine if the agency standards and data has been entered correctly and that all standards and proofs of compliance have been addressed. This section does not indicate compliance with standards or report on agency practices. Generally, it indicates preparedness and understanding of the accreditation process.

The following standards required additional information to confirm compliance:

1.7.2, 2.1.2, 2.2.1, and 2.2.7

Policy Modifications, Applied Discretion:

If an agency's policies or procedures require modification to meet standard requirements, the agency can modify the current policy or add a new policy to adhere to standard requirements. New or modified policy changes are considered "wet ink" and are considered applied discretion. Modifications or additions to policy must be made before Board review.

The following standards required changes or additions to policy to confirm compliance:

None

Policy Manual(s):

Lexipol

N/A by Function:

- 1.3.9 Deployment of Chemical Agents
- 1.5.11 Reserve Officer
- 1.5.12 Cadets
- 1.5.13 Volunteers
- 1.10.1 Crime and Traffic Analysis
- 2.1.5 Police Service Dogs
- 2.1.6 Special Response Unit
- 2.3.3 Aircraft Accidents
- 4.1.1 Temporary Holding Facility
- 4/1/2 Temporary Juvenile Detention
- 4.2.1 Administration and Organizational Structure
- 4.2.2 Operational Procedures
- 4.3.1 Custody Searches
- 4.3.2 Emergency Response
- 4.3.3 Alcohol and Controlled Substances

Out of Compliance Standard(s):

None

ASSESSMENT REVIEW

1.2.5 – Bias-Based Policing:

The Philomath Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural, or other differences of those served. It is the policy of the agency to provide law enforcement services and to enforce the law equally, fairly, and without discrimination toward any individual or group. Training on fair and objective policing of policy is conducted as directed by the training office.

1.3.3 – Use of Firearms:

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the officer reasonably believes that they appear necessary, effective, and reasonably safe. Shots at or from a moving vehicle involve additional considerations and risks and are rarely effective. When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles, or any other area under their control and in a manner that will keep them inaccessible to children and others who should not have access.

1.3.4 – Firearms Proficiency:

All sworn officers are required to complete quarterly training with their duty weapon under the supervision of a certified firearms instructor. In addition to quarterly training, all members qualify at least annually with their duty firearm. Officers qualify with off-duty and secondary firearms at least twice a year. Those

officers who fail to meet the minimum standards or qualify on their first shooting attempt will be provided remedial training. Repeated failures to qualify may result in removal from field duties, and appropriate discipline may follow.

1.3.7 – Use of Force Reporting and Review:

All use of force is documented on a specific Use of Force Report form and in the incident report. Supervisors must be notified as soon as possible following the application of force in any of the following circumstances; (a) The application caused visible injury; (b) The application would lead a reasonable officer to conclude that the individual had experienced more than normal discomfort; (c) There was a complaint of injury or continuing pain; (d) The individual intends to pursue litigation; (e) Any application of a CED or control device; (f) The application of a restraint device other than handcuffs, shackles or belly chains; (g) The individual was rendered unconscious; (h) The individual was struck or kicked; or (i) An individual alleges any of the above occurred.

Supervisors review and approve all reports. The Chief of Police may convene a Use of Force Review Board to investigate circumstances surrounding any use of force incident. The Patrol Lieutenant ensures that an annual review of all use of force reports from the previous calendar year is conducted, focusing on effectiveness and trends in use of force that might suggest training or equipment needs or policy modification.

The agency provided the following three years of annual use of force reports: 2020, 2021, 2022.

1.3.8 – Officer Involved Shootings:

Agency policy related to officer involved shootings is clear and comprehensive. Should an officer involved shooting occur, protocol is to activate the Benton County Major Crimes Team. Policy identifies several separate investigations occur during an officer-involved shooting. The investigations may include: (a) A criminal investigation of the suspect's actions; (b) A criminal investigation of the involved officers' actions; (c) An administrative investigation as to policy compliance by involved officers; and (d) A civil investigation to determine potential liability.

1.5.3 – Evaluations of Employee:

All employees are evaluated annually in conjunction with their date of hire. Rating criteria are included in policy. When completed, the evaluation will be discussed with the employee. Provisions are established for probationary employees.

1.6.1 – Cash Funds/Accounts:

The agency maintains three cash funds, Petty Cash, Cash Receipts, and an Investigative Fund. The Records Specialist is responsible for managing the Petty Cash and Cash Receipts Funds, and the Lieutenant and Records Specialist are dually responsible for managing the Investigative Fund. Departmental Directives establish procedures for using, accounting, and reconciling these funds.

1.4.0 – Medical Considerations:

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

1.7.1 – Personnel Complaint Procedure:

All complaints are accepted by the agency. Complaints may be received written or orally, either in person or by telephone. Allegations rising to the level of a complaint are classified as Informal, Formal, or Incomplete. Procedures for investigating complaints meet all standard requirements, with completed investigations classified as Unfounded, Exonerated, Not Sustained, or Sustained. In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor. The Lieutenant shall review the file, make recommendations regarding the disposition, and forward the recommendations to the Chief of Police. On an annual basis, the agency audits the log and sends an audit report to the Chief of Police or the authorized designee. The agency did not receive any formal complaints during years 2020 and 2021 of the accreditation period; therefore, no annual review occurred. The agency provided the following annual personnel complaint report: 2022.

1.8.1 – Training Policy:

The agency seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. The objectives of the Training Program are to (a) enhance the level of law enforcement service to the public; (b) increase the technical expertise and overall effectiveness of personnel; (c) provide for continued professional development of department personnel; and (d) enhance the safety of deputies and the community. The training plan addresses the following areas: legislative changes and changes in case law, state-mandated training, Prison Rape Elimination Act (PREA), and high-liability issues training.

2.1.2 – Vehicle Pursuit Driving: A comprehensive policy establishes procedures for initiating, conducting, and terminating pursuits. Officers are authorized to pursue when the suspect is attempting to avoid arrest and only when necessary, as outlined in policy. Mandatory reporting is required with established criteria. During the first calendar quarter of each year, the Patrol Lieutenant will ensure that an annual review of all vehicle pursuit incidents for the previous calendar year is conducted. The analysis will focus on the effectiveness and trends in the use of vehicle pursuits that might suggest training or equipment needs, or policy modification.

The agency provided the following three years of vehicle pursuit reports: 2020, 2021, 2022.

2.1.6 – Special Response Unit:

N/A by Function

2.1.7 – Prisoner Transport:

If a prisoner escapes during transport, Dispatch and the on-duty supervisor will be notified immediately. The transporting officer will evaluate the situation and use discretion before pursuing the escapee alone. The officer completes a detailed report of the incident. The agency has no reported prisoner escapes.

2.3.1 – Disaster Plan:

The City of Philomath participates in the Benton County Emergency Management Plan, with a hard copy of the plan maintained in Administration and the Patrol Lieutenant's office. The Emergency Management Plan is reviewed regularly, exercised annually, and updated as changes arise. The Philomath Police Department stays in contact with the Benton County Emergency Management and is made aware of any changes to the manual. Agency personnel undergoes annual training on the EMP.

2.5.3 – Vehicle Inspections:

Agency policy requires vehicle inspections before each shift for damage and proper operation of all systems in compliance with standard requirements. An inspection sticker has been developed that officers can affix to their officer's notebook that records unit number, date, shift, and check blocks for the specific equipment and operations to be checked.

3.1.3 – Emergency Power (Communications):

The Corvallis Regional Communications Center provides communications services for the Philomath Police Department. The emergency generator is tested every Tuesday. In addition, a UPS system is in place that can power the entire communications center for up to 20 minutes. The generator is designed to provide power after one minute of a power failure. The Corvallis Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA standards correspond with the Oregon Accreditation Alliance standards.

3.3.4 – Administration and Operations (Property and Evidence):

Property and evidence are submitted to the Property and Evidence Room electronically. All items entered into property are bar-coded and recorded electronically. All weapons, drugs, and valuables are stored separately within the property room. Entry into the property room is restricted, and an electronic key is used to record entry. Overflow property is stored in a shipping container located at Public Works. The container is secured in a locked bay and is monitored 24/7 by an alarm company. An electronic key records all entries.

3.3.10 – Property and Evidence Audits:

Policy requires the following inspections, audits, and inventories: (a) Monthly inspection by the evidence function supervisor of storage areas and practices to ensure adherence to policies and procedures; (b) Unannounced inspections conducted annually at the direction of the Chief of Police; (c) Annual audit of evidence held by the agency by a supervisor appointed by the Chief of Police who is not routinely or directly connected with evidence control; and (d) Whenever there is a change in personnel who have access to the evidence storage area a complete inventory will be conducted by an individual not associated with the evidence function, to ensure records are correct and all property is accounted for.

Y2020: (A) 12 inspections, (B) 1 Audit, (C) N/A, (D) 1 Unannounced inspection.

Y2021: (A) 12 inspections, (B) 1 Audit, (C) N/A, (D) 1 Unannounced inspection.

Y2022: (A) 12 inspections, (B) 1 Audit, (C) N/A, (D) 1 Unannounced inspection.

4.1.1 – Temporary Holding Facility Inspections:

N/A by Function

4.1.2 – Temporary Juvenile Detention:

N/A by Function

4.2.1 – Administration and Organizational Structure (Lockup Facility):

N/A by Function

4.3.2 – Emergency Response Equipment Inspection and Evacuation Plan Training:

N/A by Function

RECOMMENDATIONS:

Having reviewed information entered into PowerDMS, an onsite review, and personnel interviews, the following recommendation is forwarded to the Oregon Accreditation Alliance Board for review.

Assessor

- Approval:
- Non-Approval:
- Board Referral:

Executive Director

- Approval:
- Non-Approval:
- Board Referral:

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