

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 16-06-07-09

In the matter of revising the bylaws of the Lane County Public Safety Coordinating Council and adding a Victims Services Agency Executive Director position.

WHEREAS, the Board of Commissioners appoints and is advised by the Lane County Public Safety Coordinating Council (PSCC) on matters regarding adult and juvenile offenders, criminal justice policy, use of local and state resources for adult and juvenile criminal justice, and planning to prevent criminal involvement; and

WHEREAS, additional responsibilities have been added to those of local public safety coordinating councils by action of the Oregon Legislature and the Governor; and

WHEREAS, both Oregon law and the Board of Commissioners have mandated specific membership slots on the PSCC; and

WHEREAS, the addition of a representative of community-based organizations serving victims of crime would provide valuable information and context to discussions and recommendations of the PSCC to the Board of Commissioners;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. A member representing community-based agencies serving victims of crime in Lane County be added to the membership requirements in the PSCC Bylaws.
2. The PSCC revised PSCC Bylaws as attached, amended to add a Victims Services representative to Article III, Membership, are hereby approved effective this date.

ADOPTED this 7th day of June, 2016.



Faye Stewart, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 5/26/16


LANE COUNTY OFFICE OF LEGAL COUNSEL

**BYLAWS
OF THE LANE COUNTY
PUBLIC SAFETY COORDINATING COUNCIL**

Revised by PSCC ~~January 21, 2010~~ May 19, 2016

Adopted by the Board of County Commissioners ~~November 9, 2010~~ (insert date here)

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ARTICLE I NAME

This advisory council shall be known as the Public Safety Coordinating Council hereinafter referred to as the PSCC.

ARTICLE II RESPONSIBILITIES

PSCC is mandated under ORS 423.560 and ORS 423.565 to:

- (1-) Develop and recommend to the Lane County Board of Commissioners, hereinafter referred to as Board of Commissioners, a comprehensive plan for the use of:
 - a) state resources to serve the local offender population;
 - b) state and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources, and intervention strategies; and
 - c) state and local resources to serve the local youth offender population.

(2-) Coordinate local criminal justice policy among affected criminal justice entities.

(3-) Coordinate local juvenile justice policy among juvenile justice entities.

~~4. In consultation with the Commission on Children and Families, develop and recommend to the Board of Commissioners a comprehensive plan designed to prevent criminal involvement by youth, which provides for coordination of community wide services involving treatment, education, employment, and intervention strategies aimed at crime prevention.~~

(4) Create a facility advisory subcommittee when provided with the information described in ORS 169.690, establishment of halfway houses and other facilities.

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(5) If a written plan of action has been provided to the council under ORS 165.127, county metal theft plan of action, annually review the plan and, if appropriate, make written recommendations to the affected district attorney for plan improvements.

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ORS 165.127 mandates:

(1) In each county in which a scrap metal business, as defined in ORS 165.116, has a place of business, the district attorney of the county shall, after consulting with representatives of the affected law enforcement agencies and the business community, create a written plan of action that ensures effective communication between law enforcement and the business community regarding the theft of metal property as defined in ORS 165.116.

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(2) The written plan of action must include, but need not be limited to, a procedure for law enforcement agencies to notify scrap metal businesses of a theft of metal property within 24 hours after the receipt of the report of the theft.

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(3) The district attorney shall provide a copy of the written plan of action to the local public safety coordinating council described in ORS 423.560.

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ORS 135.941 mandates:

To effectuate the purposes set out in ORS 135.942, each local public safety coordinating council established under ORS 423.560:

(1) Shall establish early disposition programs for first-time offenders who have committed a nonperson offense and for persons charged with probation violations.

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(2) May establish early disposition programs for other offenders.

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ORS 423.569 mandates:

(1) The board or boards of county commissioners that have convened a local public safety coordinating council shall publish an annual summary of program, service or budget changes made in response to the recommendations of the local public safety coordinating council described in ORS 423.560 and 423.565.

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(2) The summary described in subsection (1) of this section shall be provided to the local public safety coordinating council and the Oregon Criminal Justice Commission.

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~~PSCC is authorized under the 2004 Intergovernmental Agreement for Criminal Justice Services to:~~

~~5. Ensure intergovernmental coordination, and ongoing systems analysis of our public safety system.~~

ARTICLE III MEMBERSHIP

The PSCC shall consist of the following twenty-three members:

| <u>Member</u> | <u>Appointed By</u> | |
|---|---|--|
| <u>Required by ORS 423.560</u> | | Formatted: Font: Bold |
| • <u>Police Chief</u> | <u>Police Chiefs in county</u> | Formatted: Font: Bold |
| • <u>Sheriff of the County</u> | <u>Sheriffs in the county</u> | Formatted: Font: (Default) Times New Roman |
| • <u>District Attorney</u> | <u>District Attorneys of the county</u> | Formatted: Font: (Default) Times New Roman |
| • <u>State Court Judge</u> | <u>Presiding Judge of county judicial district</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Public Defender or Defense Attorney</u> | <u>Presiding Judge of county judicial district</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Director of Community Corrections</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>County Commissioner</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Juvenile Department Director</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Health Director</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Mental Health Director</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>One lay citizen</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>City Councilor or Mayor¹</u> | <u>Cities in the county</u> | Formatted: Font: (Default) Times New Roman |
| • <u>City Manager or other city representative²</u> | <u>Cities in the county</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Representative of Oregon State Police (non-voting)</u> | <u>Superintendent of State Police</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Representative of Oregon Youth Authority (non-voting)</u> | <u>Director of OYA</u> | Formatted: Font: (Default) Times New Roman |
| <u>Added by Lane County Board of Commissioners</u> | | Formatted: Font: (Default) Times New Roman |
| • <u>City Councilor or Mayor from Eugene or Springfield¹</u> | <u>City of Eugene or Springfield</u> | Formatted: Font: (Default) Times New Roman |
| • <u>One Lay Citizens</u> | <u>Board of County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Five Lay Residents, one for each Commissioner District</u> | <u>Individual five County Commissioners</u> | Formatted: Font: (Default) Times New Roman |
| • <u>Lane County Administrator (non-voting)</u> | <u>BCC</u> | Formatted: Font: (Default) Times New Roman |
| <u>Members:</u> | <u>Appointed By: (Based on Oregon Revised Statutes and Lane Manual)</u> | |
| • <u>Police Chief</u> | <u>Police Chiefs in county</u> | Formatted: Font: 12 pt |
| • <u>Sheriff of the County</u> | <u>Sheriffs in the county</u> | |
| • <u>District Attorney</u> | <u>District Attorneys of the county</u> | |
| • <u>State Court Judge</u> | <u>Presiding Judge of county judicial district</u> | |
| • <u>Public Defender or Defense Attorney</u> | <u>Presiding Judge of county judicial district</u> | |
| • <u>Director of Community Corrections</u> | <u>Board of County Commissioners</u> | |
| • <u>Juvenile Department Director</u> | <u>Board of County Commissioners</u> | |
| • <u>City Councilor or Mayor from Springfield</u> | <u>City of Springfield</u> | |
| • <u>City Councilor or Mayor from Eugene</u> | <u>City of Eugene</u> | |
| • <u>City Manager or other city representative</u> | <u>Cities in the county</u> | |

- ~~Lane County Commissioner~~ ~~Board of County Commissioners~~
- ~~Health or Mental Health Director~~ ~~Board of County Commissioners~~
- ~~Public Health Manager~~ ~~Legislative Mandate~~
- ~~Up to two Lay Citizens~~ ~~Board of County Commissioners~~
- ~~Five Lay Residents, one for each Commissioner District~~ ~~Individual five-County Commissioners~~
- ~~Representative of Oregon State Police (non voting)~~ ~~Superintendent of State Police~~
- ~~Representative of Oregon Youth Authority (non voting)~~ ~~Director of OYA~~
- ~~Lane County Administrator (non voting)~~ ~~BCC~~

Appointees who are not assigned ex-officio to the PSCC shall serve four-year terms unless the appointment is to fill the unexpired term of another committee member.

ARTICLE IV VACANCIES

In case of a vacancy in the PSCC lay citizen position; the nominating committee shall seek applications by way of the Board of County Commissioner’s advisory committee vacancy process. A nominating committee appointed by the chair of the PSCC shall then review applications. The committee’s recommendation shall be presented to the PSCC for a recommendation to the BCC. The County Administrator will then present the recommendation to the BCC. With regard to PSCC positions, which represent government entity or entities, the County Administrator shall request a nominee from the entities and upon receipt of the name will forward it to the BCC for action.

PSCC members have the responsibility of contacting the PSCC Chair or staff if they are unable to attend a meeting. The third consecutive absence, or absence without assignment of proxy, shall be considered a voluntary resignation for any member who is not statutorily assigned to the PSCC. A member can request an exception from the PSCC Chair if there are mitigating circumstances that prevented them from attending.

The PSCC Chair, within 30 days of appointment, shall designate a Nominating Committee consisting of three members of the PSCC. The Nominating Committee will review applications and make recommendations of reappointment of officers or filling vacancies to the PSCC. The PSCC recommendations will be submitted to the Board of County Commissioners for final approval.

ARTICLE V OFFICERS

The **officers of the PSCC** shall be elected by a majority of a quorum of the PSCC to serve for two years or until their successors are elected with the beginning of each calendar year. They shall consist of a Chair and a Vice Chair. The Vice Chair becomes the Chair when the Chair’s term is expired or the Chair resigns. The Chair shall preside at all meetings of the PSCC, maintain contact with designated member agencies as appropriate, work with staff in responding to correspondence, and present PSCC reports and recommendations to the Board of

Commissioners. The Vice Chair shall work with committees and assume all responsibilities of the Chair in her/his absence.

ARTICLE VI MEETINGS, VOTING, AND COMMITTEES

The PSCC shall meet at a frequency designated by the Chair, but not less than quarterly.

The Chair or the majority of the PSCC, by written request to the Chair, may call a meeting of the PSCC.

Each voting member of the PSCC shall have one vote. ORS 423.560 stipulates the State Police and Oregon Youth Authority representatives may not vote on matters arising from PSCC duties mandated by ORS 423.560. All members may vote on matters arising from PSCC duties mandated by intergovernmental agreements not linked to ORS 423.560. Decisions shall be made at meetings where there is a quorum. A quorum shall consist of eleven voting members of the PSCC. Per ORS 423.560, non-voting members of the PSCC may not be counted in determining whether a quorum exists. The current membership consists of twenty-three, with three members non-voting. All PSCC decisions shall be made by simple majority vote of voting members at a meeting where a quorum is present. A written proxy may be given to the Chair to be read at the time of voting. Another person, other than a current PSCC member, may be sent with authorization to act in his or her absence.

The PSCC may have both standing and ad hoc committees. Ad hoc committees can be organized and appointed by the Chair. In order to conduct business, a committee must have a simple majority of the appointed members in attendance. Once a quorum of the committee is present, a majority of those members in attendance, who are not excused from participating due to a conflict of interest, may act to cause a recommendation of the committee to be forwarded to the PSCC. In addition to regular voting committee members, any PSCC member, who is not a member of the committee, is encouraged to attend any committee meeting without voting privileges.

There shall be two standing committees of PSCC: The ~~Adult Community Safety Committee~~ **Workplan Workgroup** and the **Juvenile Committee**. Membership shall consist of appointed PSCC members and other people with expertise or interest in the topic area.

The charge of the PSCC is to provide recommendations on all new issues coming before the PSCC and to adopt a final policy or position including ~~developing the PSCC Workplan~~ **the Regional Community Safety and Justice Plan** and to oversee any work generated through the ~~Workplan or the~~ Intergovernmental Agreement. The PSCC may initiate a proposal for consideration by member agencies.

The ~~Adult Community Safety Committee~~ **Workplan Workgroup** and the **Juvenile Committee** shall provide to the PSCC recommendations regarding policies, practices, and programs that might enhance efficiency and effectiveness in the community safety and justice system. The PSCC Chair will appoint committee Chairs.

The ~~Adult Community Safety Committee~~ **Workplan Workgroup** shall consist of PSCC members and other people who represent or are interested in the ~~adult~~-corrections system.

The **Juvenile Committee** shall consist of PSCC members and other people who represent or are interested in prevention and juvenile justice.

There shall be ad hoc committees and task teams organized and appointed by the PSCC Chair. The PSCC shall appoint all members of the standing, ad hoc, and task teams.

All meetings of the PSCC and its committees are public meetings and shall be open to the public and held in conformance with the Oregon Open Meetings Law, and shall be conducted in accordance with Roberts Rules of Order Newly Revised, as far as is reasonable and practical. PSCC members will be notified in advance with regard to meetings of the PSCC and its committees.

ARTICLE VII CONFLICT OF INTEREST

Members shall be required to vote on all matters which require a decision except, in accordance with ORS Chapter 244, no PSCC member shall participate in a decision in which that member has a private pecuniary interest. When such apparent or potential conflict of interest arises, the affected member shall disclose such conflict of interest and disqualify herself/himself from voting on the matter. Such members shall not be considered as being present for the purpose of determining whether a majority vote has been cast. Declared conflicts shall be formally represented in the minutes of the meeting where such declaration is made. Furthermore, the affected members shall notify the Board of Commissioners as required under ORS 244.120.

ARTICLE VIII BYLAW ENACTMENT AND AMENDMENT

The initial Bylaws of the PSCC shall become effective upon:

1. approval by a simple majority of the PSCC where a quorum is present and
2. approval by the Board of Commissioners.

Once adopted, the Bylaws may be amended upon:

1. a vote of a majority of PSCC members:
 - a) where a quorum is present,
 - b) at a PSCC meeting whose notice includes reference to the fact that Bylaw amendments are to be voted on at that meeting,
 - c) where notice is accompanied by a copy or summary of the proposed amendments, and
2. approval by the Board of Commissioners.

**BYLAWS
OF THE LANE COUNTY
PUBLIC SAFETY COORDINATING COUNCIL
Revised by PSCC May 19, 2016
Adopted by the Board of County Commissioners ((insert date here))**

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 - c) state and local resources to serve the local youth offender population.
- (2) Coordinate local criminal justice policy among affected criminal justice entities.
- (3) Coordinate local juvenile justice policy among juvenile justice entities.
- (4) Create a facility advisory subcommittee when provided with the information described in ORS 169.690, establishment of halfway houses and other facilities.
- (5) If a written plan of action has been provided to the council under ORS 165.127, county metal theft plan of action, annually review the plan and, if appropriate, make written recommendations to the affected district attorney for plan improvements.

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The PSCC shall consist of the following twenty-three members:

Member

Appointed By

Required by ORS 423.560

- Police Chief
- Sheriff of the County
- District Attorney
- State Court Judge

Police Chiefs in county
Sheriffs in the county
District Attorneys of the county
Presiding Judge of county
judicial district

- Public Defender or Defense Attorney Presiding Judge of county judicial district
- Director of Community Corrections Board of County Commissioners
- County Commissioner Board of County Commissioners
- Juvenile Department Director Board of County Commissioners
- Health Director Board of County Commissioners
- Mental Health Director Board of County Commissioners
- One lay citizen Board of County Commissioners
- City Councilor or Mayor¹ Cities in the county
- City Manager or other city representative² Cities in the county
- Representative of Oregon State Police (*non-voting*) Superintendent of State Police
- Representative of Oregon Youth Authority (*non-voting*) Director of OYA

Added by Lane County Board of Commissioners

- City Councilor or Mayor from Eugene or Springfield¹ City of Eugene or Springfield
- One Lay Citizens Board of County Commissioners
- Five Lay Residents, one for each Commissioner District Individual five County Commissioners
- Lane County Administrator (*non-voting*) BCC

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