Law Enforcement Contacts Policy and Data Review Committee (LECC)  
DATA REVIEW SUBCOMMITTEE  
MEETING MINUTES  
September 20, 2006, 9:00 a.m.  
Oregon State Capitol, Salem, Oregon

LECC Data Review Subcommittee Members Present  
Dr. Jan Chaiken, Consultant  
Dr. William Feyerherm, Vice Provost for Research/Graduate Studies, PSU  
Lt. Col. Greg Willeford, Oregon State Police

LECC Staff Present  
Brian Renauer, Laura Uva, Criminal Justice Policy Research Institute, Portland State University  
Mike Stafford, Oregon Criminal Justice Commission

LECC Data Review Subcommittee Members Excused  
David Fidanque, Executive Director, American Civil Liberties Union of Oregon  
Sheriff Raul Ramirez, Marion County

Welcome / Introductions  
Dr. Chaiken participated in this meeting via teleconference.

Approve Agenda  
Lt. Col. Willeford moved, Dr. Feyerherm seconded, and the subcommittee unanimously approved the agenda.

Approve Minutes of June 21, 2006 Meeting  
Dr. Feyerherm moved, Lt. Col. Willeford seconded, and the subcommittee unanimously approved the minutes.

Update on Obtaining and Analyzing Law Enforcement Stop Data  
Dr. Renauer distributed a draft report entitled “Analysis of Oregon State Police and Hillsboro Police Department Stop Data: 2001-2005.”

Dr. Feyerherm had consulted the legal council for the Oregon university system to find out whether or not by distributing the materials they became part of the public record. They informed him that Oregon public records law (ORS 192.501) provides that an internal advisory committee may choose to treat materials as in a closed session if they meet the following four criteria:

1. Communication is within the public body  
2. Discussion is advisory and preliminary to any final action by the body  
3. Material covers items which are other than purely factual  
4. Public interest in full and frank discussion outweighs the public interest in disclosure at the current time.
The subcommittee meets the criteria and may treat the materials as closed and internal drafts for use by the subcommittee only. Dr. Chaiken stated that this will apply to all draft reports the subcommittee works on with staff from the university.

Dr. Feyerherm moved that the LECC Data Review Subcommittee examine the document entitled “Analysis of Oregon State Police and Hillsboro Police Department Stop Data: 2001-2005” as a draft for now, with anticipation for it to eventually be final and available to the public once finalized. Lt. Col. Willeford seconded, and the subcommittee unanimously approved the motion.

Dr. Renauer requested that the subcommittee assess the analysis and formatting of this report to determine whether it would be an effective method to employ as a standard in LECC analysis of law enforcement stop data. The subcommittee found the analysis and format of the report to be well-done, and suggested that Dr. Renauer add an executive summary to facilitate interpretation of the report. The subcommittee made some additional recommendations for editing. Lt. Col. Willeford moved that the subcommittee recommend to the full LECC that the edited version of the report be forwarded to the executives of the Oregon State Police (OSP) and Hillsboro Police Department for their review, comment, and response to written questions from the subcommittee, allowing 30 days for replying. Dr. Chaiken volunteered to write a cover letter to send with the draft report. Dr. Feyerherm seconded, and the subcommittee unanimously approved the motion.

Data Collection Protocol
The subcommittee agreed that the data points, analysis and format of the report entitled “Analysis of Oregon State Police and Hillsboro Police Department Stop Data: 2001-2005” could serve as a general framework for future recommendations and analysis. Dr. Renauer may also create some tutorial documents on data analysis to offer to agencies.

Update on Oregon Law Enforcement Survey
The subcommittee reviewed and recommended some minor changes to a draft report entitled “Collection of Stop Data in Oregon Law Enforcement.” Dr. Feyerherm moved that the Data Review Subcommittee recommend to the full LECC that the edited report be sent to the leaders of the Oregon Association Chiefs of Police (OACP), Oregon State Sheriff’s Association (OSSA) and Oregon State Police (OSP), with a letter requesting that they distribute the report to all agencies. Lacking any comments back, the LECC will publish the report on the LECC website 30 days after sending it to the OACP, OSSA and OSP. Lt. Col. Willeford seconded and the subcommittee unanimously approved the motion.

Technical Assistance Team
The LECC Technical Assistance Team (TAT) held a meeting on September 14, 2006. The TAT is focusing its initial efforts on agencies that are currently collecting data, beginning with OSP. They will use this first effort to develop a best practice model for analysis and reporting of data.
The TAT reviewed requests for assistance indicated in responses to the LECC Oregon Law Enforcement Survey, and initially selected a couple of other agencies to which they will offer assistance next.

Many agencies indicated in their responses to the law enforcement survey a need for regional, inexpensive training at multiple levels. Lt. Col. Willeford has made some outreach to DPSST, and will communicate with the DPSST Scenario Development Workgroup to assess the best way for the LECC to address these requests for assistance with training.

Dr. Feyerherm moved to thank the TAT for their work. Lt. Col. Willeford seconded, and the subcommittee unanimously approved the motion.

**LECC 2006 Annual Report**
The subcommittee reviewed a draft table of contents for the LECC 2006 Annual Report. The subcommittee agreed that the annual report should be structured in a way that does not divide the work of the subcommittees, but rather puts the focus on each LECC project in its entirety. Dr. Chaiken also recommended that the annual report not include headings that identify agencies whose data the LECC has collected and/or analyzed. Dr. Chaiken volunteered to draft a review of the Portland Police Bureau data collection and analysis efforts, comparing and contrasting them with the Oregon State Police and Hillsboro Police Department.

**Other Business / Open Comments from Data Review Subcommittee**
Staff agreed to distribute copies of the draft legislation to the LECC for review and comment.

**Adjournment**
The meeting was adjourned at 12:00 p.m.

Further information on the LECC is available at:
http://159.121.112.123/Racial_Profiling/LECPDRC.HTM