

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE  
MINUTES OF VIRTUAL MEETING  
JUNE 10, 2025 Page 1**

**CONVENE:** 8:01 a.m.

**PRESENT:** Chair Peter Agabi and Councilmembers Leatta Dahlhoff and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Administrator Kelly Adams, Finance Department Director Troy Niemeyer, Police Chief Jay Mason, Water Resources and Sustainability Department Director Dan Smith, Deputy Police Chief Carlos Quiles, Police Detective Lieutenant Jennifer Kolb, Police Management Analyst Oliver Bowers, and Police Administrative Supervisor Laura Wohl.

**APPROVAL OF  
MINUTES:**

**PUBLIC HEALTH AND  
SAFETY COMMITTEE,  
MAY 13, 2025:**

**Councilmember Dahlhoff moved, seconded by Councilmember Von Holtz, to approve the minutes of May 13, 2025 as presented. A voice vote approved the motion.**

**POLICE STRATEGIC  
PLAN AND 2024  
PERFORMANCE DATA  
OVERVIEW:**

Police Chief Mason reported the presentation by staff focuses primarily on 2024 activities and accomplishments, as well as the department's transition plan and accomplishments to date in 2025.

Police Chief Mason described the different divisions within the police department with the briefing focusing on Operations, Detectives, and Administration. Each division plays a unique role in serving the community.

The Police Department is comprised of 37 Commissioned positions, 2 Limited Commissioned positions (Code Enforcement Officers), and seven non-commissioned employees. In 2024, the department added six employees with three employees leaving the department because of medical issues and retirement. The department completed 12 hiring processes in 2024.

Deputy Chief Quiles oversees all operations for the police department and is an expert in use of force training, patrol tactics, and procedures. Police Commander Mason emphasized the importance of training and standardization.

Deputy Chief Quiles reviewed 2024 statistics for calls for service of 19,270 with responses from officers. Nearly half of all calls were

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**JUNE 10, 2025 Page 2**

traffic stops or responding to suspicious persons complaints (3,800 responses by officers). Arrests in 2024 totaled 628 with the top five categories of warrants and simple assaults followed by suspended drivers and residential burglaries.

The K9 unit comprised of Officer Grimmatt and K9 Thor were deployed 29 times in 2024. The K9 unit participated in 83 training days and five social events. This year, Officer Grimmatt and K9 Thor received narcotics certification by the state. The K9 unit is able to detect fentanyl and other narcotic drugs and is one of a few K9 narcotic detection units in Thurston County.

Code enforcement is the responsibility of Officers Long and Houston. During 2024, the officers responded to a variety of code enforcement violations with most involving permit violations, overgrown vegetation, and abandoned property in City right-of-ways. Several serious code enforcement cases are working through the code enforcement process.

Councilmember Dahlhoff inquired about the status of several serious code enforcement cases that have been ongoing for multiple years. Police Commander Mason responded that the majority of cases have been resolved; however, some of the more complex cases remain open. Processes are place to address the most serious cases, such as the Rural Road case with others currently at different stages of the process. Councilmember Dahlhoff asked that staff schedule a review with the Council on the status of open cases at the end of the year. Deputy Chief Quiles added that staff would follow up with information on the number of outstanding cases remaining open from 2024.

Deputy Chief Quiles reviewed 2024 accomplishments for the Patrol Division. Shoplifting is one of the top calls for response. The department collaborated with major retailers to increase efforts on shoplifting emphasis and law prevention teams to help curb the number of shoplifting incidents. Community event participation included National Night Out, Dog Days featuring the K9 unit, Shop with a Cop in December, 4<sup>th</sup> of July holiday events, and Tumwater's Brewfest in August.

Management certification is a new effort by the department to ensure all supervisor Sergeants have completed leadership certifications through the Criminal Justice Training Commission. Last year, middle management certifications were completed for all Lieutenants. By the end of 2025, all Sergeants are scheduled to complete their first level certification through the academy.

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**JUNE 10, 2025 Page 3**

Lieutenant Kolb reviewed 2024 statistics for the Detectives Division comprised of Investigators, School Resource Officers (SRO), and an Evidence Technician.

During 2024, the Investigations Division investigated 219 cases and an additional 58 cases referred to the department by APS/CPS. Major felony cases investigated in 2024 included a hit and run fatality with referral charges forwarded to the Prosecutor's Office, a robbery and kidnapping incident at a marijuana processing facility that resulted in several arrests, multiple aggregated assaults that involved shootings, and multiple sex offenses.

The Investigations Division is tasked with hiring activity. Twelve entry-level oral boards were completed for police officer applicants. Oral boards are comprised of Police Department employees, other City employees, and two community members. The division processed 89 applicants through the oral board process in 2024. Following successful completion of the oral board, the applicant participates in a Chief's interview if their respective score is within the top seven. The division is responsible for completing the applicant's background investigation with 18 investigations completed in 2024 resulting in the hiring of six department employees in 2024. Two employees have been hired in 2025 with their respective background investigation completed in 2024.

School Resource Officer activity reflects 410 school-initiated incidents during the 2024/25 school year through May 2025 and 53 Tumwater Police Department initiated incidents. Tumwater Police Department activities are incidents that are assigned to the SROs, such as CPS referrals, cases assigned that were initiated by the Patrol Division, or a complaint received by the Police Department. School initiated activities are those incidents assigned to the SROs by the school or through personal contact with students, staff, or parents.

Councilmember Von Holtz spoke to the benefits of SROs involved with students and the community through the SRO program. She asked whether the program affords an opportunity for rotational assignments of other police officers to serve as SROs to gain the experience of working closely with schools, students, and parents. Lieutenant Kolb responded that the SRO program affords natural attrition through retirements, promotions, or resignations. The program initially began with one SRO and has since expanded to several SROs. More positions may be added in future years dependent upon direction by the Tumwater School District and available budget.

Police Commander Mason added that SROs are one of the

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**JUNE 10, 2025 Page 4**

department's high-risk positions because officers work within the schools and are not under direct supervision similar to other positions on a day-to-day basis. For that reason, it is important that the right person is assigned as an SRO as they can make a tremendous difference for students. All police officers are encouraged to conduct school checks, connect with SROs, and seek other opportunities to connect within the schools. Other officers, in the past, have been assigned to the Tumwater Youth Program (TYP) events. He volunteered at many TYP events for many years. The events provide a good opportunity for police officers to connect with students on a positive basis.

Lieutenant Kolb added that newly hired police officers are often assigned to the schools to shadow a SRO while pending assignment to the Police Academy to gain some experience with the schools and with students.

Following a series of questions by Chair Agabi regarding information shared on incidents resolved by the SROs contrary to prior information shared with the committee that the SROs are not tasked with resolving incidents, Police Commander Mason clarified that the SROs are not involved in any type of discipline. SROs do strive to resolve issues. He cited several examples of resolution not involving either criminal or discipline issues. The schools are required by the state to retain specific data. If the school engages a SRO or a SRO is engaged through a case referral, the school must document how the issue was resolved, which could entail a conversation with the family or through a conversation with the schools. SROs do not participate in any discipline actions.

Lieutenant Kolb reviewed 2024 accomplishments by the Detectives Division:

**Pre-Academy Training**

- New officers reviewed department policy, Washington State laws, geography, and learned about basic report writing skills
- New officers shadowed prosecutors, TCOMM dispatch, Tumwater Fire Department,, and department police officers

**Patrol Assistance**

- Detective assisted officers in 98 cases

**Community Events**

- Attended 25+ community events

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**JUNE 10, 2025 Page 5**

- City events
- Hiring & recruitment events
- Safety events

In response to comments about participating in community events, Police Commander Mason and Lieutenant Kolb encouraged members to email them on any upcoming community meetings the department should attend.

Chair Agabi cited previous presentations that spoke to community policing and visibility within the community and inquired as to whether the involvement of the police department in various community events supports those goals. Police Commander Mason responded that community policing is the core of the department's mission because it is how the department connects with the community as well as serves the community. The goal is to build internal capacity to improve community involvement through personal connections, social media, or through participation in events. The department encourages those opportunities; however, to increase participation, the department needs to explore ways to increase its capacity. The department needs to be out in the community making better connections. The department utilizes existing capacity to the extent possible with the intent to expand engagement as capacity increases.

Manager Wohl reviewed Administration outcomes during 2024. Administration personnel are non-commissioned employees responsible for tasks associated with record-keeping, public disclosure requests, protection orders and warrants, processing of concealed carry permits, and research and analysis.

During 2024, Administration processed 638 cases referred to the Prosecutor's Office, managed 1,032 protection orders and warrants, processed 1,567 public disclosure requests (to include police and other sources of video), completed the department's Strategic Growth Plan by utilizing approved and social science research methods, and increased social media presence in conjunction with the development of the department's Communication Plan. The Communications Plan identifies Facebook programming requirements by marrying Facebook programming with the Chief's weekly message and the department's new Instagram account. Another 2024 accomplishment was execution of the new Records Management System contract to serve all Thurston County law enforcement agencies. The new system will be activated in early 2027 following ongoing construction of the new system currently in process.

Councilmember Dahlhoff asked about the status of AI utilization for

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE**  
**MINUTES OF VIRTUAL MEETING**  
**JUNE 10, 2025 Page 6**

viewing videos and redacting protected information prior to releasing the information as part of a public disclosure request. Lieutenant Kolb said AI technology does exist, which the department is monitoring as it could reduce the time to review videos. However, at this point, the City plans to proceed cautiously in the use of AI, especially for public disclosure. At this time, AI is good but not 100% and while it could potentially help reduce time, AI would still require the department to spend time ensuring any editing by AI was accurate.

Councilmember Von Holtz requested analytical information on the department's progress following implementation of the Communications Plan in terms of growth of social media followers. Lieutenant Kolb affirmed the request.

Lieutenant Kolb reported research and analysis is completed by Dr. Bowers. Dr. Bower's efforts focus on investigations and crime analysis. He assists both Detectives and Patrol Divisions. Information provided by Dr. Bowers has proved very helpful in solving cases, as well as assisting Patrol in identifying where the focus should be on efforts. Dr. Bowers also completes management analysis, such as the staffing study that determined the number of officers required to police the Tumwater community. Dr. Bowers also serves as the department's representative on many inter-agency law enforcement teams and groups to share intelligence, ideas, and information. He is also involved in professional organizations and serves as a teacher for other law enforcement agencies.

Other 2024 Research and Analysis accomplishments included:

**Cooperative Investigations**

- Oregon Police homicide bulletin
- Vehicle photo and description
- Dr. Bowers identified the vehicle
- Homicide suspect was identified based on the vehicle information

**Garvey Institute Partnership**

- Partnered with the Garvey Institute on academic and medical research
- Developing resources for police response to people with memory-related conditions

**IACP Presentation**

- Presented "Thinking Big in Smaller Departments" at International Association of Chiefs of Police (IACP)

**TUMWATER PUBLIC HEALTH AND SAFETY COMMITTEE  
MINUTES OF VIRTUAL MEETING  
JUNE 10, 2025 Page 7**

conference

- Multiple agencies have reached out for professional assistance

Deputy Chief Quiles presented 2024 outcomes on high risk areas:

**Use of Force – 49 Incidents (49 incidents involved 52 people and 3 incidents involved two or more subjects)**

- 18 low ready incidents - officer draws a firearm but not pointed at anyone or anything
- 27 control tactics incidents – Level 1
- 4 intermediate tactics incidents – Level 2

**Pursuits – 4**

- 0 intervention techniques
- 0 collisions
- 0 injuries
- 0 arrests

**Community Complaints**

- 0 sustained against officers
- 2 not sustained against officers

Police Commander Mason reported that with the development of the department's Strategic Plan with specific targets, the department was not able to meet all targets because of capacity and other issues. The focus was on strategies that could be achieved. Ongoing work on remaining strategies include regional corridor patrol support, a department volunteer program, regional investigation team (in discussion), and an intern program to assist supporting victim advocacy services, domestic violence victims, and victims of identity theft). Progress is moving forward on the body-worn camera program, establishment of the Administration Sergeant position, a front-office manager position, and an IT position, and implementation of a New Business Welcome Program initiated by the Detectives Division.

**ADDITIONAL ITEMS:** There were no additional items of discussion.

**ADJOURNMENT:** **With there being no further business, Chair Agabi adjourned the meeting at 9:02 a.m.**

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoy@earthlink.net