

## SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

May 14, 2025

Virtual Meeting using Zoom

MOTION: Commissioner Thomas started the meeting at 10:03am.

### REVIEW AND APPROVAL OF MINUTES OF FEBRUARY 11, 2025

MOTION: Commissioner Forbes made a motion to review and approve the minutes of February 11, 2025, as written. Commissioner Thomas seconded the motion.

Motion carried.

Carol Mackie notes that the requested correction to the previous meeting minutes will be attached to show corrections.

#### **1. REVIEW A PROPOSED CHANGE TO THE APPLICATION PROCESS FOR LATERAL DEPUTY AND CORRECTIONS OFFICERS**

- Carol Mackie stated that there was a memo that combined items two and three on the agenda, and wanted to walk through it with the Commission.
  - Carol stated that the Sheriff's Office came to Human Resources stating that more and more agencies no longer go through Public Safety Testing for their lateral applications, which allows them to get those applicants sooner.
  - The Sheriff's Office and Human Resources collaborated to determine the changes. The biggest change being the register will no longer be based on a written score, and we'll go over what that means below.
  - Some updates were made to the verbiage of the lateral minimum qualifications to make them more consistent with each other, such as starting with a high school diploma/GED.
  - There is now consistency in the requirements, with the language being as close as possible. The training for the Criminal Justice Training Academy is next, with the Corrections CORE training 1/2024 – 7/2021 that the commission approved last year.
  - The requirements now have the same language and order. There's different verbiage, but the same meaning. The last bullet for Lateral Deputy Sheriff was changed to **'Applicants that have been separated from employment for more than one year as a full-time, commissioned law enforcement officer by a state**

**police/patrol, county sheriff's office or municipal police agency do not qualify for the lateral position and can apply for Deputy Sheriff 1'** to maintain consistency with Lateral Corrections Officer.

- For both Lateral Corrections Officer and Lateral Deputy, there is a preference for lateral applicants within the state of Washington who don't need to attend the training academy, and can hit the ground running. A 5% preference will be added to their score.
- Another significant change was due to confusion from applicants. We outlined that now when they apply, they can reach out to Human Resources and we work with them to make sure they qualify, and that it's on a case by case basis.
- For the screening process, there would be a big change. There would no longer be a written score from Public Safety Testing, so they would be ranked on time in position. The time gets converted in NeoGov to months, so 2 years equals 24 months, which gets converted to a percentage, and that would be the rank on the register.
- If there is a Washington lateral applicant that doesn't need to attend the academy, a 5% preference will be added to their score.
- We wanted to walk through this with you before sending the information out. The goal is to streamline the process to get lateral applicants in. There are vacancies suddenly and these applicants can start their positions sooner.
- Jay Kent stated that entry level officers often wait 15 months before they get on the road. Lateral applicants get there faster and save the department money. There are 9 positions open, and they need qualified applicants.
- Commissioner Forbes asked about the 9 vacancies; if they retired, or how they came to be.
- Jay Kent responded that some officers retired, and some were lost to other agencies because they were seeking retention bonuses. One officer lived far away, so he lateraled to an agency closer to home. Some just chase the money.
- Commissioner Forbes asked Carol if we get many out of state laterals.
- Carol Mackie responded that we are getting some, but prefer Washington state laterals because there's no equivalency academy needed to meet requirements.
- Commissioner Thomas asked about it taking 15 months before, but wondered how long it took now to get a deputy on the road.

- Jay Kent responded that in state lateral officers really do give us an advantage, because entry level officers need to onboard and attend the academy for 120 hours. It's getting better, but it can be a 1 year wait for the academy. Once they hit 400 hours then they're done with FTO, so best case 9-10 months, otherwise a year before they can be solo on the road after academy.
- Jay Kent continued that an in state lateral candidate has a 3 week turnaround time. They get the candidate up to speed on Kitsap specific policies and the geography of the area and that's all that's needed. Out of state candidates attend the equivalency academy and a couple weeks after that they can be put on patrol. In 1-2 months they can be on the road.
- Commissioner Thomas commented on the enormous time savings, and that it would be a game changer.
- Jay Kent stated another advantage with lateral applicants is they're vetted and experienced in law enforcement already, so it's just a matter of their fit with the agency. Entry level applicants can be with the department for 1-2 years and then never finish FTO. They don't see that with lateral officers.
- Commissioner Thomas had a question about some of the verbiage. For 'case by case' is there specific criteria, because it's subjective language that can have wiggle room and might be a problem if not specific.
- Carol Mackie responded that that's true with case by case wording, but there will be a specific process. We will request their resume and syllabus then send it to CJTC (Criminal Justice Training Center) for them to verify its equivalency. Jenn White and I have struggled with the language.
- Commissioner Thomas stated that they ran into that issue before, and didn't want anything used against the County, so wanted to make sure there was a process to back it up and the decision wasn't off the cuff.
- Carol responded that if candidates don't meet the criteria for the equivalency academy, they can start the entry level applicant process. Laterals would only be if they meet the criteria, then they can hit the ground running. If they don't meet the lateral criteria, we would invite them to apply for entry level and tell them they're not out of it, and we would still want to consider them, just not for the lateral position.
- Commissioner Forbes asked to verify that it was only Washington state applicants that received the 5%.
- Carol Mackie responded that was correct due to not needing the equivalency academy.

- Commissioner Forbes then confirmed the Commission was being asked to approve the new process.
- Carol Mackie confirmed that was correct. She stated that years ago she came to the Commission to remove the oral component of testing and everything was moved to being based on the written. Now asking to take lateral candidates out of that process and not have them ranked on a written test score, but ranked on experience. The 5% extra is for Washington applicants because they know the state laws. Not just because they've been to CJTC, they understand how to be an officer in the state of Washington.
- Jay Kent added that Washington is actually a very unique state, so knowing the state laws puts those candidates way ahead of others. They've already been trained on the state's policies and procedures, so they're usually a better fit, they onboard sooner, and we know they're not moving.

**MOTION: Commissioner Forbes made a motion to approve proposed changes to the lateral application process. Commissioner Thomas seconded the motion.**

**Motion carried.**

**MOTION: Commissioner Forbes made a motion to approve updates to the lateral equivalency wording. Commissioner Thomas seconded the motion.**

**Motion carried.**

## **ADJOURNMENT**

There being no further business to come before the Commission, Commissioner Forbes made a motion for the meeting to be adjourned. Commissioner Thomas seconded. Motion carried at 10:26 am.

## **ATTENDANCE**

### **COMMISSION MEMBERS**

Robert Forbes  
Commissioner  
Timothy Thomas  
Commissioner

### **STAFF**

Carol Mackie  
Chief Examiner  
Jennifer White  
Civil Service Secretary  
Keri Sieckowski

### **GUESTS**

Jason Hedstrom  
KCSO Sergeant  
Jay Kent  
KCSO Lieutenant  
Dave Green

Human Resources

KCSO Investigator

Carol Mackie 8/12/2025

Carol Mackie, Chief Examiner

**NOTE: These notes are not verbatim.**

