

SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

August 19, 2025

Virtual Meeting using Zoom

MOTION: Commissioner Poppe started the meeting at 10:00 am.

Commissioner Poppe asked if we needed roll call, and then said he was ready to start on the agenda.

Carol stated the first item was the approval of the previous meetings minutes that Jennifer sent in the meeting invite.

REVIEW AND APPROVAL OF MINUTES OF MAY 14, 2025

MOTION: Commissioner Forbes made a motion to review and approve the minutes of May 14, 2025, as written. Commissioner Poppe seconded the motion.

Motion carried.

1. DISCUSS REQUEST TO REVERT A NON CIVIL-SERVICE EMPLOYEE INTO A CIVIL SERVICE POSITION

- Carol Mackie stated there was a request to revert a non civil service member, Jeff Menge, into a civil service position and that Jeff was there to answer any questions. Civil Service Rule 10.02.03 outlines the right to revert if the request is submitted, they left their Lieutenant position in good standing, and the Sheriff supports it.
- Carol Mackie continued that she received the letter from the Sheriff approving the move back to Lieutenant, and as the Chief Examiner, brought it to the Commission. Carol Mackie also stated that if there were any questions, Jeff Menge was present, as well as Russ Clithero on behalf of the Sheriff.
- Commissioner Poppe asked Commissioner Forbes if he had any questions.
- Commissioner Forbes responded that he did not. He stated that if the Sheriff supported the reversion, then he approved it.
- Commissioner Poppe ask Carol Mackie if all the I's were dotted and all the T's crossed, or if there was anything controversial.

- Carol Mackie responded that it could be controversial with reversions because they would bump the least senior member, but the Sheriff's Office was looking to do a promotion from that position, so no one would get bumped.
- Carol Mackie asked Russ Clithero to confirm that there would be no negative repercussions.
- Russ Clithero confirmed that was correct.
- Commissioner Poppe asked Jeff Menge if he had any comments.
- Jeff Menge responded that he didn't, and thanked the Commission for asking.

MOTION: Commissioner Forbes made a motion to approve the reversion of Jeff Menge to his former Lieutenant position. Commissioner Poppe seconded the motion.

Motion carried.

Commissioner Poppe asked about the next item on the agenda.

Carol Mackie stated that Human Resources was going through the Civil Service Rules. The rules were sent to the Sheriff's Office to see if there was anything confusing or language that needed to be changed, but hadn't received a response back yet.

Carol Mackie stated that if there were requests for changes, we would update the rules and present them to the Commission for approval.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Forbes made a motion for the meeting to be adjourned. Commissioner Poppe seconded. Motion carried at 10:05 am.

ATTENDANCE

COMMISSION MEMBERS	STAFF	GUESTS
Robert Forbes Commissioner	Carol Mackie Chief Examiner	Russ Clithero Undersheriff
John Poppe Commissioner	Jennifer White Civil Service Secretary	Jeff Menge Chief Criminal Deputy

Carol Mackie 8/19/2025

Carol Mackie, Chief Examiner

NOTE: These notes are not verbatim.

From: Jeffrey Menge <JMenge@kitsap.gov>
Sent: Tuesday, August 12, 2025 8:24 AM
To: John Gese <JGese@kitsap.gov>; Carol Mackie <CMackie@kitsap.gov>
Cc: Russell Clithero <RClither@kitsap.gov>
Subject: Civil Service Position

Sheriff,

This is my formal request to revert back to my Classified Service position of Lieutenant in the Kitsap County Sheriff's Office per Civil Service Rule 10.2.03. I understand that my current appointed position will continue until the day I revert to Lieutenant that will be determined by the Civil Service Commission. I thank you for that accommodation.

Sincerely,
Jeffrey Menge



OFFICE OF
JOHN GESE

KITSAP COUNTY SHERIFF

614 DIVISION ST. MS-37 • PORT ORCHARD, WASHINGTON 98366 • (360) 337-7101 • FAX (360) 337-4923

August 12, 2025

Kitsap County Sheriff's Office Civil Service Commission
614 Division Street MS 23A
Port Orchard, WA 98366

Attn: Carol Mackie

Re: Patrol Chief Jeff Menge reverting to lieutenant position

Dear Commissioners,

Jeff Menge has been removed from his position as Kitsap County Sheriff's Office Patrol Division Chief which is the RCW appointed position of Chief Criminal Deputy. Chief Menge has requested reinstatement to the civil service position of Lieutenant which is the rank he formerly held prior to his appointment to chief.

I can attest that Chief Menge held the position of lieutenant and that he left that position in good standing when he was promoted to Chief. I support his reappointment as Lieutenant within the Kitsap County Sheriff's Office.

If I can answer any questions, please let me know.

Sincerely,

Sheriff John Gese
Kitsap County Sheriff's Office

cc: Undersheriff Russ Clithero

