

**SHERIFF'S CIVIL SERVICE**  
**COMMISSION MINUTES**  
October 15, 2020  
Virtual Meeting using Zoom

**CALL TO ORDER**

Commissioner Robert Forbes called the meeting to order at 10:00 a.m., with Commissioner Timothy Thomas and Commissioner John Poppe in attendance.

**REVIEW AND APPROVAL OF MINUTES OF April 29, 2020**

**MOTION:** Commissioner Poppe moved to approve the minutes of April 29, 2020 as written. Commissioner Forbes seconded the motion.  
**Motion carried.**

**1. Request for extension of Corrections reinstatement list that expired 9/3/2020**

- Chief Examiner, Carol Mackie, stated that former Corrections Officer, Jasmine Oliver, who left in good standing, had requested reinstatement on April 14, 2020. Due to budget constraints caused by the pandemic, a hiring freeze was put in place and corrections officer positions were frozen.
- Sheriff Gary Simpson stated that there was a position open prior to the hiring freeze, but due to budget issues he had asked to freeze that position. The Sheriff stated that, although Officer Oliver had left in good standing, her separation had been over a year and would require an update of her background check. He requested that the Commission allow an extension of her application for an additional year on the reinstatement register due to the unforeseen circumstances with the pandemic and hiring freeze. He also stated that she was a well-trained corrections officer and would be able to start right away without going through training.

**MOTION:** Commissioner Poppe moved to extend the reinstatement list. Commissioner Thomas seconded the motion. **Motion carried.**

**2. Discussion on Impacts of Second Substitute House Bill 2499 regarding Corrections Officer Certifications**

- Carol Mackie stated that she asked Civil Service Secretary Kathie Thoma to provide a copy of the House Bill 2499. She wanted to provide them this information and make them aware of the bill that that it might have impacts to the Civil Service Rules. Sheriff Simpson

shared that this was currently in effect for the Deputy Sheriffs and that it would now have the Corrections Officers treated the same.

- Discussion about the current process for certifications and reinstatements that are over a year since leaving employment.
- Sheriff Simpson commented on what he sees as part of future police reform, availability of psychological help for law enforcement that they get on their own without knowledge of employer. He also discussed the county piloting a new program with the health insurance coverage removing the copays for law enforcement to seek assistance.
- Commissioner Forbes questioned the practice of the possibility of candidates being responsible for part of the cost of certain preemployment testing, such as polygraph, per Second Substitute House Bill 2499. Carol Mackie stated that Kitsap County does not currently charge candidates for the testing and sees it as a barrier with applicant numbers being low in spite of high unemployment.
- Sheriff Simpson suggested that the commission reach out to the Criminal Justice Academy about certification process and possibly viewing hearings of decertification appeals and legislative process. He stated that it is possible for decertification to be overturned and sent back to the agency.
- Commissioner Forbes stated that background investigations should be done by a recruiter rather than a detective. Sheriff responded that background investigations are done by a detective but are done differently than a criminal background investigation.

### **3. NEW BUSINESS**

- Sheriff Simpson explained that the department is working on restructuring the upper level staff since Chief White's retirement.
- Commissioner Forbes asked if a summary of the decision on the Izer issue was sent out. Carol Mackie confirmed that a letter was sent out, but she hadn't received any feedback.
- Commissioner Forbes stated that he had recently attended Civil Service training where they discussed swearing in before testimony at Civil Service hearings. Sheriff Simpson stated that it is a quasi-judicial process and therefore should be sworn in. Commissioner Thomas said that during his time as a commissioner that had never been the process. Carol Mackie will follow up with legal regarding swearing in process for Civil Service hearings.
- Commissioner Forbes also asked Carol Mackie to find out if since Civil Service Public Meetings are now done via Zoom should they be recorded and available to be view later. Carol Mackie said she would have Kathie Thoma Civil Service Secretary look into that.
- Carol Mackie shared with the commission that she wanted them to be aware that the Deputy Sheriff Guild had filed an unfair labor practice objecting the Rule of 5 being used for promotions. She reminded the commission that the CBA overrides Civil Service rules. Carol Mackie told the commission that she would keep them informed of any decisions that would impact the hiring process. Sheriff Simpson states that he would like to see as many candidates as possible in an effort to find the best fit for the department.

- Next meeting scheduled for December 1, 2020 at 9:00am via Zoom.

## **ADJOURNMENT**

There being no further business to come before the Commission, the meeting was adjourned at 10:42am.

## ATTENDANCE

### COMMISSION MEMBERS

Robert Forbes  
Commissioner  
Timothy Thomas  
Commissioner  
John Poppe  
Commissioner

### STAFF

Carol Mackie  
Chief Examiner  
Kathie Thoma  
Civil Service

### GUESTS

Gary Simpson  
Sheriff's Office  
Genie Elton  
KCSO Corrections  
Penny Sapp  
KCSO Corrections  
Jason Hedstrom  
Sheriff's Office  
Lissa Gundrum  
Sheriff's Office  
Keri Sieckowski  
Human Resources

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Carol Mackie, Chief Examiner

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