

SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

September 13, 2022

Virtual Meeting using Zoom

CALL TO ORDER

Chair Timothy Thomas called the meeting to order at 9:02am.

REVIEW AND APPROVAL OF MINUTES OF JULY 15, 2022

MOTION: Commissioner Poppe moved to approve the minutes of July 15, 2022, as written. Commissioner Thomas seconded the motion.

Motion carried.

1. REQUEST TO REVIEW AND APPROVE CHANGES TO THE MINIMUM QUALIFICATIONS FOR LATERAL DEPUTIES (DEPUTY SHERIFF 2 CLASSIFICATION)

- Carol Mackie referred to the Updated Agenda, which has all supporting documents.
- Carol Mackie stated that for 2-a, there is the Original Classification as it is currently, next is the Redline version with what the Sheriff's Office is asking to adjust, and then the comparison between agencies.
- Carol Mackie continued that on page 2 under qualifications, they're proposing Completion of Washington State Criminal Justice Training Commission (CJTC) Law Enforcement Basic Academy or equivalency academy that is recognized by the CJTC, successful completion of an agency's law enforcement patrol PTO and probationary program, and successful completion of WSCJTC Equivalency Academy within one year of hire.
- Carol Mackie explained that prior to these proposed changes, the Sheriff's Office required 1 year experience as a full-time officer with full police powers. Now the Sheriff's Office is asking to adjust that to completing the academy and the FTO/probationary period.
- Carol Mackie further explained that the change to the equivalency language makes it so we don't have to change our language when CJTC adjusts and updates what they accept for equivalencies.
- Carol Mackie asked Undersheriff Duckworth if there was anything he wanted to add.

- Undersheriff Duckworth stated that the goal is to stay competitive. The big thing is that for entry level deputies they're waiting around 6 months before going to basic academy, then 5 months at the academy, and another 5-6 months for training. It's about a year and a half before they're done and can get out on the street.
- Undersheriff Duckworth explained that for a lateral deputy, they can be on the road in 4 months tops. The Sheriff's Office knows their trained and proficient through their completion of a prior agency's FTO, and the same goes for lateral Corrections Officers.
- Undersheriff Duckworth stated that it's hard to hire everywhere, and that's why Lateral's are like gold. Everyone keeps upping the game, and we need to stay competitive.
- Carol Mackie said that other agencies have lowered the bar to get Laterals.
- Steve Duckworth explained that it's going to continue. This year is the first year that Washington State lost more officers than it gained.
- John Poppe stated that he didn't have any questions.
- Carol Mackie explained that the last page of the document is a comparison for other jurisdictions listed by County and City. Everyone steals from each other so it's a good resource.
- Undersheriff Duckworth told Jennifer White that she did a great job putting it all together.
- Timothy Thomas said that Kitsap County is always on top, and that it's good.

MOTION: John Poppe made a motion to approve the Lateral Deputy classification changes as Carol outlined. Timothy Thomas seconded. None opposed.

Motion carried.

2. REQUEST TO REVIEW AND APPROVE CHANGES TO THE MINIMUM QUALIFICATIONS FOR DEPUTY SERGEANT

- Timothy Thomas stated the next item on the agenda was for qualification changes to Deputy Sergeant, and jokingly asked if the approval for Lateral Deputy could cover all of them.
- Carol Mackie replied that it wasn't as easy as that, and the Deputy Sergeant request was a little different.
- Carol Mackie referred to the supporting documents which again included the Original classification, the Redline, and the comparison. She explained that

there weren't a lot of changes, but what was being asked was outlined in Redline 2-b.

- Carol Mackie said that the Undersheriff can speak to the continuous acceptance of Lateral Deputies, so there's a need to broaden out, and we want to give credit to officers time at other agencies.
- Carol Mackie stated that the Sheriff's Office is asking to change the classification qualification from 5 years of experience at the Kitsap County Sheriff' Office, to giving 2 years credit to external experience, since we have laterals coming in with a lot of years already worked.

MOTION: John Poppe stated that he felt there was no need for further discussion, and made a motion to approve the Deputy Sergeant classification changes as presented. Timothy Thomas seconded. None opposed.

Motion carried.

3. REQUEST TO REVIEW AND APPROVE CHANGES TO THE MINIMUM QUALIFICATIONS FOR LATERAL CORRECTIONS OFFICER (CORRECTION OFFICER 2 CLASSIFICATION)

- Carol Mackie started by saying the Corrections Officer 2 Classification was written to mirror the Lateral Deputy Classification. The Original and Redline versions are included, and the Redline shows the Sheriff's Office is asking to adjust the 1 year of experience to the completion of the Academy or CORE training.
- Carol Mackie explained that just like with the Lateral Deputy Classification, updating the Lateral Corrections language allows for Kitsap County to accept updates as CJTC makes changes.
- Carol Mackie explained that we've had a lot of lateral hires recently. The previous changes helped, and this change will help even more.

MOTION: John Poppe made a motion to approve the Lateral Corrections Officer Classification changes as defined by Carol Mackie. Timothy Thomas seconded. None opposed.

Motion carried.

- Timothy Thomas stated that the new qualifications seem to cut the process down, so once you deal with the Academy, you don't have to wait the long period of time which is excellent.
- Carol Mackie agreed that this way they come in and hit the ground running.

4. REQUEST TO REVIEW AND APPROVE CHANGES TO THE MINIMUM QUALIFICATIONS FOR CORRECTIONS SERGEANT

- Carol Mackie stated that next up was the proposed changes to Corrections Sergeants which mirrored the Deputies. There is the Original Classification, as well as the Redline version which outlines the changes proposed.
- Carol Mackie explained that the qualification changes proposed 5 years minimum experience, but giving credit for 2 years of outside experience.
- Carol Mackie continued that there have been lots of lateral hires, and we want to give credit to them for their previous work.

MOTION: John Poppe made a motion to approve the Corrections Sergeant classification changes as defined by Carol Mackie. Timothy Thomas seconded. None opposed. Motion carried.

5. REQUEST TO REVIEW AND ADOPT TWO NEW CLASSIFICATIONS IN CIVIL SERVICE – PROGRAMS COORDINATOR AND PROGRAMS ANALYST

- Carol Mackie asked that two new Classifications, Program Analyst and Program Coordinator, be added into Civil Service. She stated that Keri Sieckowski has worked with the Sheriff's Office and could give more information on them.
- Keri Sieckowski let the commission know that the Program Analyst Classification would be a new position in the Sheriff's Office in Corrections that would report to Chief Sapp. It would be a grant funded position that was previously contracted out to Kitsap Mental Health, but are now looking to bring in house to hire.
- Keri Sieckowski stated the position would be responsible for development and oversight, policy and procedure, budget, and provide training to law enforcement. The Analyst level is appropriate, and that Classification isn't in Civil Service currently.
- Keri Sieckowski explained that the second new Classification for Civil Service is Program Coordinator, and there are a couple requests.
- Keri Sieckowski explained that there is a 2023 budget request for an Electric Home Monitoring position. If approved, the Program Coordinator would coordinate with the vendor, report findings to courts, and recommend if inmates would be good candidates for this program.

- Keri Sieckowski continued that the second Program Coordinator position would be a Civil Re Entry position. It would be grant funded by the 1/10 of 1% tax, and the position would assist incarcerated individuals with available resources when transitioning back into the community.
- Keri Sieckowski stated that the County Commissioners approved the position, so now it's in front of the Civil Service Commission to approve and finalize.

**MOTION: John Poppe made a motion to approve both new Classifications in Civil Service. Timothy Thomas seconded. None opposed.
Motion carried.**

6. REVIEW EXTENTION OF THE CORRECTIONS SERGEANT REGISTER WHICH EXPIRED ON 8/6/22

- Carol Mackie stated the next thing on the agenda was to review the request to extend the Corrections Sergeant Register. She explained that as Chief Examiner she can extend the Register if it's requested prior to expiration, but for this Register the request was after expiration.
- Carol Mackie explained that 2 candidates were hired, and there are 3 still remaining. The Assessment Centers cost a lot of money, in addition to a lot of time for the staff; both the Kitsap County Sheriff's Office and Human Resources.
- Carol Mackie explained that Assessment Centers are important, but the Registers are usually extended up to 2 years if there are candidates remaining, and this expiration was due to an error.
- Carol Mackie stated that in the process of updating the Corrections Lieutenant Register, she saw that the Corrections Sergeant Register expiration had passed on 8/6/22, and reached out to Chief Sapp to see if she had wanted that Register extended. Chief Sapp said yes.
- Carol Mackie explained that the 6 month extension requires Civil Service Commission acceptance. The Sheriff's Office anticipates vacancies and hires soon, and there's no Assessment Center date in the next 6 months.
- Timothy Thomas clarified that if the expiration date had been caught, the Register could have been extended 2 years without needing approval?
- Carol Mackie confirmed that the Registers are extended for 6 months at a time, and the Sheriff's Office is asking for 6 months.

- Carol Mackie explained further that if there are no names left on the Register or there are multiple vacancies, then we schedule an Assessment Center. For this Register there were 5 people, 2 were already hired, and there are more vacancies.

MOTION: John Poppe made a motion to approve the 6 month extension for the Corrections Sergeant Register. Timothy Thomas seconded. None opposed. Motion carried.

7. OTHER BUSINESS – RECRUITMENT UPDATE

- John Poppe asked if there was any other business.
- Carol Mackie stated that Jennifer White was going to give a recruitment update.
- Jennifer White went over some numbers for this year:
 - Entry Level Deputies: 128 applicants, 8 hires, 44 active on the Register, 3 vacancies
 - Lateral Deputies: 13 applicants, 6 hires
 - Entry Level Corrections Officers: 36 applicants, 2 hires, 5 active on the Register, 11 vacancies
 - Lateral Corrections Officer: 23 applicants, 6 hires, 6 active on the Register.
 - Sheriff Support Specialist: 7 hires, 12 interviews scheduled, 3 vacancies
- Jennifer White also stated that Keri Sieckowski is currently working on the Re-Entry Coordinator and Public Information Officer positions.
- Carol Mackie reiterated that the Commission is helping to make a difference.
- Timothy Thomas asked the Undersheriff how the officer shortage problem came about, and if they just quit? Since it's a statewide problem, what is going on?
- Undersheriff Duckworth explained that there's no simple answer. There have been a lot of changes over the last couple years that sped up the retirement for lots of people. Some of the positions were frozen during Covid, and now the Sheriff's Office is trying to catch up and fill those additional vacancies as well.

- Undersheriff Duckworth asked if the Sheriff would like to step in and explain more.
- Sheriff Gese said that the Undersheriff hit the nail on the head. Washington is short on nurses, mental health, and other positions for a number of reasons.
- Sheriff Gese said that Seattle estimates it will take them 5-10 years to recover, and while it won't take Kitsap County that long, with attrition down hopefully we can catch up on hires.
- Undersheriff Duckworth stated that Patrol only has 41 Deputies, which is the lowest that he can remember. The schedule is built around having a minimum of 50-60 Deputies, and they've hired a lot, but they're having to wait on the Academy for all the Entry Level hires.
- Undersheriff Duckworth explained further that they might only show 3 Deputy vacancies, but a lot of people aren't deployable yet. The Sheriff's Office is investing in them which is good, but the department is waiting on CJTC and that's taking about 6 months.
- Timothy Thomas stated that that opens a can of worms, because the current crime rate is higher, plus you have less officers to deal with it.
- Undersheriff Duckworth agreed that it's a complex issue. Crime, staffing, and legislation are all impacting the work force.
- Timothy Thomas shared that his prayers are with Kitsap County and law enforcement, and it's not an easy time right now.
- Timothy Thomas stated he had nothing further to add.
- John Poppe requested a ride along from the Sheriff's Office as it's been about 15 years since he's done one, and he'd like to see what it's like out there right now whenever the Sheriff's Office can make it work with their schedule.
- Undersheriff Duckworth replied that they could help get him scheduled.

ADJOURNMENT

There being no further business to come before the Commission, John Poppe made a motion for the meeting to be adjourned. Timothy Thomas seconded. Motion carried at 9:34am.

ATTENDANCE

COMMISSION MEMBERS

John Poppe
Commissioner
Timothy Thomas
Commissioner

STAFF

Carol Mackie
Chief Examiner
Jennifer White
Civil Service Secretary

GUESTS

Keri Sieckowski
Human Resources
Steven Duckworth
Undersheriff
Russ Clithero
Sheriff's Office
Eric Adams
Sheriff's Officer

A handwritten signature in black ink that reads "Carol Mackie". The signature is written in a cursive style and is positioned above a horizontal line.

Carol Mackie, Chief Examiner

NOTE: These notes are not verbatim.