

SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

January 5, 2023

Virtual Meeting using Zoom

CALL TO ORDER

Chair Timothy Thomas called the meeting to order at 11:02am.

REVIEW AND APPROVAL OF MINUTES OF SEPTEMBER 13, 2022

MOTION: Commissioner Forbes moved to approve the minutes of September 13, 2022, as written. Commissioner Thomas seconded the motion.

Motion carried.

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

- Carol Mackie explained that this update was due to an error on Human Resources part. In the proposed changes to the classification at the last meeting, the Sheriff's Office wanted to take off the probation requirement on the minimum qualifications. As long as the applicant has passed FTO and the Academy, they would qualify as a Lateral.
- All agencies have different probation lengths, and we don't want that to be another barrier. The change would be to both Lateral Deputies and Lateral Corrections Officers.

MOTION: Rob Forbes made a motion to approve the classification changes to Lateral Deputy and Lateral Correction Officer positions as presented. Timothy Thomas seconded. None opposed.

Motion carried.

2. REVIEW CIVIL SERVICE RULES SUMMARY OF CHANGES IN PREPARATION FOR 30 DAY REVIEW

- Carol Mackie stated that the changes to the Civil Service Rules have been in place a long time, there were just a few things that have been approved that need to be added in.

- Jennifer White used screen share so everyone could view the Summary of Changes while Carol Mackie went through them.
- Carol Mackie explained that the changes were mostly grammar and spelling, and that everything will be seen again when it goes out for the formal 30 day review, but we wanted to share it now so everyone knew where to look for the changes.
- Highlighted changes included:
 - 2.1.01 – Per Civil Service Commission Resolution 100-2021, updated the number of Unclassified positions from 6 to 8
 - 9.3 – Updated the Rule of 5
 - 9.6 – Extra Help workers now listed as temporary or on call instead of short times throughout the year
 - Appendix A goes over who's covered by Civil Service and who's not.
 - Add Chief Civil Deputy per CSC Resolution 100-2021
 - Specify 'Jail' regarding Corrections Superintendent position
 - Change title of Administrative Manager to Office Support Coordinator (Administrative Secretary)
 - Remove Program Tech (Administrative Assistant)
 - Add Programs Manager
 - Appendix B goes over how to recruit for our jobs.
 - Change Spelling in Title
 - Update Corrections Sergeant Promotional Requirements
 - Update Corrections Officer 2 Minimum Requirements
 - Update Deputy Sheriff 2 Minimum Requirements
 - Add Programs Technician to Inmate Project Coordinator position
 - Add Programs Coordinator position
 - Add Programs Analyst position
 - Update Sheriff's Sergeant Promotional Requirements
 - Add Supported Employment Associate position
 - Carol Mackie explained that the Civil Service Rules had had a major overhaul previously, and Jacqueline looked at the RCW's in 2021, with no major changes other than the Rule of 5. We want the Civil Service Rules to reflect the changes.
 - Carol Mackie let the panel know that we are still finalizing the Summary of Changes, but we wanted to share the current version so they would

know how to look through it, why we made the changes, and what had changed.

- Tim Thomas asked what the estimated time was that we would be done, and Carol Mackie stated around the end of January we would update and send it out for the 30 day review, so around March to adopt the new rules.
- Tim Thomas asked if there was any action that needed to be taken at this time, and Carol Mackie stated that we were just sharing what's coming.
- Carol Mackie then introduced Keri Sieckowski to talk about the upcoming Assessment Centers.
- Keri Sieckowski stated that there are 3 upcoming Assessment Centers, which is a lot. She thanked Chief Sapp and Inspector Birkenfeld, adding that they have been amazing at coordinating everything with Public Safety.
- Corrections Sergeants have an upcoming Assessment Center, and then 3 weeks later are the Patrol Sergeants. Both of those have a written test as well as the Assessment Center with multiple exercises.
- Keri Sieckowski explained that we send Public Safety the policies, they then send around 150-200 sample questions, we pick which 100 questions we're going to use from those, and then notify the candidates what items to study.
- Jennifer White will proctor the test over 2 full days, and the top 8 applicants are invited to the Assessment Center. There are multiple exercises at the Assessment Center, roll players, other jurisdictions provide assessors, and then final scoring. An Eligibility List is then created and used for the Sergeant promotions.
- February 28 is the Patrol Lieutenants Assessment Center. It will only be one day, and instead of a written test, there will be a writing assignment given out 2 weeks before. A week prior to the Assessment Center the candidates turn the assignment in to be rated. Interview questions based on leadership and management are then built around that document. It's lots of work, and a big team effort.
- Keri Sieckowski explained that this means 3 new lists to use for 2023 promotions. A couple of these have been on hold due to staffing, so it's really exciting. Public Safety is scheduled into 2024 already, so we need

to project out and anticipate when more Assessment Centers would be needed.

- John Gese mentioned the Public Information Officer that was recently hired, and how the Sheriff's Office has been working toward that for a long time. They've had a deputy in the PIO role, but have been wanting to civilianize the position for someone with expertise. Kevin McCarty was a previous KIRO reporter, and was the PIO for the Gambling Commission before joining Kitsap County. Kevin brings a lot of expertise and can tell our story more vividly, especially since we might be seeing more of them in the news.
- Keri Sieckowski commented that hopefully there's not too much press about the Sheriff's Office he'll have to cover. She stated that she started supporting the Sheriff's Office in the middle of 2020 and there's been constant staffing recruitments. She's hoping it calms down now that the Sheriff's Support Specialist position is fully staffed, and is optimistic that we can work on more fun things in 2023.
- John Gese gave kudos to Keri, Jenn, and Carol, and said he was glad we were optimistic, but they have reservations. Eric Adams is one of the background investigators, and he stated that 12 people in the department are leaving this year, and there are 17 open positions in Corrections.
- John Gese also mentioned that the flow of applicants has been fairly good, but the quality of applicants has gone down. He felt the hiring incentive and retention incentive did make a difference though.
- Keri Sieckowski stated that the Board of County Commissioners approved the hiring incentive to extend through 6/30/23. With the \$10,000 retention incentive still in place, that's \$25,000 for lateral positions. When we first rolled everything out we were the big man around, but now everyone has something like it.
- Rob Forbes asked the Sheriff if he got the feeling that the quality of the applicants would suffer due to competitiveness.
- John Gese replied that typically scores were 90+, and now generally they're in the 80's. A lot of candidates say they're coming to Kitsap County for the culture, but it's a different world now. Sergeants don't have 10 years' experience, they have 5 years, so it's the young teaching the young. We're trying to keep our culture strong, but some wash out.
- Carol Mackie informed the Commission that we currently have approximately 63 Deputy applicants.

- Tim Thomas stated that he was thinking about how it was before and how it is now, and that Kitsap County's always on top. He can see there are different changes taking place, not enough deputies, how much time it takes to get into a vehicle, that officers are leaving, and that it's just the times we live in. All these years though, Kitsap County is quality. As long as we maintain that level, deputies will come here.
- Carol Mackie stated that Corrections have a ton of need. There are 7 active candidates on that Register, compared to 62 on the Deputies. The minute an application comes in it's screened, and names are sent over, but it's a major strain.
- John Gese mentioned that in good news and bad news, there are 7 new Corrections Officer positions open. It provides more capacity in the jail, and also allows them to tailor services for inmates reentering the community.
- Eric Adams expressed an interest in brainstorming ideas to get more Corrections Officer candidates. He wasn't sure how familiar everyone was with the Public Safety Testing website, but commented that it's great for getting Deputy names; harder for Correction Officers. About 95% of the people that test at PST test for Deputy. With that in mind, he was wondering about putting on a closed test and advertise for Kitsap County only.
- Carol Mackie responded that we've asked before, and it's been really expensive. Years ago we were doing them, but switched to Public Safety so we weren't doing the Physical Agility Test. She commented that we could try it. It was costly before, but there's nothing that would prohibit us from doing it, and it would be run by Human Resources.
- Eric Adams asked if we could do both; have applicants test with PST and have our own closed test.
- Carol Mackie answered that we could do both. The scores would go into our current Register, and the cost would come out of the Sheriff's Office budget. The testing had moved to PST to reach a wider pool of applicants, and a conversation would have to be had between Keri, Jennifer, and Carol. It would depend on how much money it would be, and how much benefit there would be.
- Carol Mackie added that the other thing to consider is a testing location. Previously we were using Central Kitsap High School.

3. OTHER BUSINESS –

- Tim Thomas asked if there was any other business.

ADJOURNMENT

There being no further business to come before the Commission, Rob Forbes made a motion for the meeting to be adjourned. Timothy Thomas seconded. Motion carried at 11:33am.

ATTENDANCE

COMMISSION MEMBERS

Rob Forbes
Commissioner
Timothy Thomas
Commissioner

STAFF

Carol Mackie
Chief Examiner
Jennifer White
Civil Service Secretary

GUESTS

Keri Sieckowski
Human Resources
John Gese
Sheriff
Penny Sapp
Chief of Corrections
Chad Birkenfeld
Sheriff's Office
Eric Adams
Sheriff's Officer



Carol Mackie, Chief Examiner

NOTE: These notes are not verbatim.