

SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

March 24, 2026

Virtual Meeting using Zoom

MOTION: Commissioner Forbes started the meeting at 10:02 am.

REVIEW AND APPROVAL OF MINUTES OF FEBRUARY 11, 2026

MOTION: Commissioner Thomas made a motion to review and approve the minutes of February 11, 2025. Commissioner Forbes offered a revision, correcting a line where Commissioner Thomas is mentioned as being present. With that correction, Commissioner Forbes made a motion to review and approve the minutes of February 11, 2026. Commissioner Thomas seconded the motion.

Motion carried.

1. REVIEW REQUEST FROM THE KITSAP COUNTY SHERIFF'S OFFICE TO EXTEND THE SHERIFF LIEUTENANT REGISTER PAST TWO YEARS

- Commissioner Forbes started the second agenda item and turned it over to Carol Mackie.
- Carol Mackie explained that the current register for Sheriff Lieutenant is set to expire on April 7, 2026. The Sheriff's Office is asking to extend register, but it's already been extended to the two-year mark. As Chief Examiner, she doesn't have the authority to extend it further, it has to come before the Commission, which is why Undersheriff Clithero is present.
- Undersheriff Clithero stated that the register is expiring on the 7th, and there's a promotion happening the 6th. There's the potential in the coming weeks for another vacancy before the new register is available after the test in April, so the Sheriff asked that the current register be extended.
- Commissioner Forbes stated that the statement made sense.
- Commissioner Thomas clarified that the Sheriff's Office was needing more time for the current list, and the Undersheriff confirmed yes.
- Commissioner Thomas continued that it's not usual, but since more time was needed, it seemed like a good idea.
- Commissioner Forbes asked if the time frame would be short.

- Carol Mackie asked for clarification from Undersheriff Clithero on the number of months the Sheriff's Office would like to extend the current register.
- Undersheriff Clithero stated that the end of April should be enough time, and Carol Mackie confirmed April 30th was the agreed on extension date.
- Undersheriff Clithero stated that they want to be able to fill as the openings as soon as possible, especially with the budget currently.
- Commissioner Forbes asked to confirm that there was no testing required from the candidates.
- Undersheriff Clithero confirmed there's no testing required; the candidates tested two years ago.
- Commissioner Thomas clarified there was new testing coming up for the new list of candidates.
- Carol Mackie confirmed that there's a Lieutenant test in April which will take a couple days, it will get certified, and then the Sheriff's Office could pull names off the new register.
- Commissioner Forbes asked if there were any further questions.
- Commissioner Thomas asked what would happen if the Sheriff's Office didn't get done with what it needed to on the register by April 30th, and if there was any problem with allowing more time so there was a cushion if something unexpected came up.
- Undersheriff Clithero and Commissioner Thomas both suggest end of May as the new extension date.
- Carol Mackie agreed that was a good plan and explained the process of how names would get referred for open positions: The current register would get extended, and the first names referred would be from that register. Once the new register was certified, some of those names would also be referred to fulfil the Rule of 5.
- Commissioner Forbes asked if there were any further questions.

MOTION: Commissioner Thomas made a motion to approve the extension of the Sheriff Lieutenant register past the two year mark. Commissioner Forbes seconded the motion.

Motion carried.

- Carol Mackie clarified that the Lieutenant register would be extended through May 31, 2026.
- Undersheriff Clithero thanked the Commission.

2. OTHER BUSINESS

- Commissioner Forbes asked if there was any other business.
- Commissioner Thomas stated he had a question and asked for clarification on the Civil Service Conference being a paid event now.
- Jennifer White explained that last year the speaker portion of the event was a paid event, and the Public Safety presentation was still free. She stated that once information on the conference for this year was available, she would let everyone know if it was a paid event again this year.
- Commissioner Forbes asked if the County had that in their budget.
- Carol Mackie responded that we would ask the Sheriff. The Sheriff's Office pays for Public Safety Testing and so they would pay for this as well. We would put in a request once the information came through.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Forbes made a motion for the meeting to be adjourned. Motion carried at 10:11 am.

ATTENDANCE

COMMISSION MEMBERS

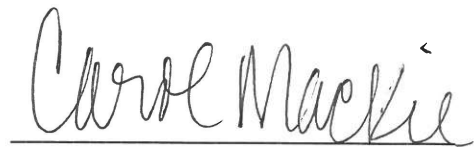
Robert Forbes
Commissioner
Timothy Thomas
Commissioner

STAFF

Carol Mackie
Chief Examiner
Jennifer White
Civil Service Secretary

GUESTS

Russ Clithero
Undersheriff



Carol Mackie, Chief Examiner

NOTE: These notes are not verbatim.

