



KNOX COUNTY SHERIFF'S OFFICE



Main Office

301 Park St.

Patrick W. Polky Rockland, ME 04841

Sheriff

Correctional Facility

327 Park St.

Rockland, ME 04841

Airport Security

23 Terminal Ln.

Owls Head, ME 04854

Dwight G. Burtis

Chief Deputy

Sheriff's Monthly Report to Commission

September 8, 2022

Greetings Commissioners,

Can you believe that it has only been a little over a month since I was appointed Sheriff? I can't, so much has been happening that it seems longer. I know that you have not received a regular report from this office in some time, which means there is much to catch you up on and I am likely to miss some things.

The transition from Chief Deputy to Sheriff has gone pretty well even though it has been extremely busy. I am attributing this to several things, such as a lack of succession planning to replace several of the key positions within the office. Overall we are faring well but it is not as efficient or smooth as it once was.

ADMINISTRATION

Though I am not new to this office, I am new to the role of Sheriff. Because of this, I have taken the liberty of sitting back, when able, and trying to assess the efficacy of the day-to-day operations of this office and positions within it. So far, I have determined that there are some inefficiencies; I feel that some functions are either over-tasked or under-staffed, especially with regard to administrative support staff. I am working with County Administrator (CA) Andrew Hart and Human Resources (HR) Consultant Laurie Bouchard on these, which you should be seeing in a near future meeting.

I believe that I updated you on the Status of the Chief Deputy position but wanted to mention it again; a few days after taking office, I named Dwight Burtis as my Chief Deputy. Dwight has a tremendous amount of knowledge and experience in law enforcement functions but very little with corrections or civil process. We are integrating him into these functions but at a slower pace than with the law enforcement functions.

The Chief and I have been able to meet our internal needs well enough but some of our external partners are experiencing a reduction in our participation and activity. We are in hopes that we will be operating more efficiently by the New Year.

CIVIL PROCESS DIVISION

We are struggling to get services completed, mostly due to a lack of staffing, 2 of the 3 positions are vacant. We lost our part-time Civil Process Service Deputy a few months ago, in pursuit of education, and have been unsuccessful in replacing that person to date. We do have someone in the background process at this time, fingers crossed. We also lost the Administrative

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Sheriff's Monthly Report to Commission (cont.)

and Civil Process Coordinator when I took office, this is one of the positions I am working with the CA and HR on.

Our single remaining staff member has had to pick up the slack for the administrative functions and has not been able to perform her duties as the full-time Civil Process Server. All of our law enforcement deputies have stepped up to the plate and are helping to keep paper service going.

My assessment of this division's operations has me suggesting that we rearrange workload & assignments and add 1 part-time position. My proposal is that the Administrative & Civil Coordinator position be split into an Administrative Assistant to the Sheriff and Chief Deputy and a Civil Process Clerk/Supervisor. This would not change the number of full-time positions, merely realign the work load more efficiently. I am also asking that we add a second part-time Civil Process Service Deputy because the Civil Process Clerk/Supervisor has numerous administrative office tasks to accomplish each week and is lucky if they are able to complete 8 hours field service a week. It will also free up our law enforcement deputies so that they can focus more on law enforcement matters and less on civil paper service.

Below is a matrix reporting civil paper service throughout all of the communities of Knox County. I feel that it is important for you to be aware of trends and productivity, so I am providing you with: the last months totals, the current years (through the last months) totals, and the last two years totals. To help give you a frame of reference, there is an average of approximately 2.5 hours of staff time invested in each paper.

	<u>Total Papers In</u>	<u>Total Papers Served</u>	<u>Total Papers Returned</u>	<u>Total Active Papers</u>
Month of August	152	127	12	13
2022 thru Aug	1125	922	175	28
All of 2021	1701	1265	422	14
All of 2020	1324	1022	285	17

NOTES:

Total Papers In: The amount of papers brought to us for service.

Total Papers Served: The amount of papers delivered successfully.

Total Papers Returned: The amount that we attempted service on but did not deliver successfully; however, these are most often considered diligent attempts and the plaintiff is able to continue the process.

Total Active Papers: The amount of papers that we are still attempting service on.

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Sheriff's Monthly Report to Commission (cont.)

Last year, the state legislature did pass legislation, sponsored by Rep. Matlack, to increase the fees that sheriffs can charge for civil process service. That bill was held in the appropriations until last month; we are now charging for service based on the new rates.

CORRECTIONS DIVISIONS

(Security & Programs)

Unfortunately this division is in crisis; the biggest issue, at this time, is staffing and we are again losing people faster than we can hire them; we are short 7 of 22 corrections officers. We have spoken with the Maine Department of Corrections (MDOC) and have been able to get a variance on our staffing but in-turn we have to reduce the number of incarcerated people we can house. If you recall, we are a 70 bed facility so long as we can maintain a staff of 7 corrections officers 24/7. Our variance will allow us to reduce our staffing needs to 6 corrections officers during waking hours and 5 during sleeping hours but we will not be able to house more than 50 incarcerated.

We also lost our programs officer; the good news is that it was to a Knox County department. The down side, due to the security staff vacancies we are unable to fill the position at this time. These duties would normally fall temporarily to the Programs and Services Coordinator but we adjusted our 2 lieutenants' work days to enhance security staff enough to meet the variance request. The 2 lieutenants are currently splitting the duties with the Corrections Administrator but some programs and services are having to be reduced as a result, we are still in compliance with MDOC standards.

The positive note to these changes so far is that we have reduced the number of shifts that we have to mandate someone to work from 55 shifts a month, about 2 a day, to 15 shifts a month, 1 every other day.

In addition to the schedule adjustments the administrative staff volunteered to do, we will be implementing an on-call program. The goal of the program is to provide a stipend to 1 or 2 staff members each day who will be required to take calls for assistance from the duty supervisor and respond quickly. This came about because we were seeking ways to effectively replace call-outs due to illness, we remain under stringent CDC guidelines because we are a congregate living setting; it was suggested to offer a stipend to be on-call. We will be trialing this for 30 days. We are in hopes that this program will reduce or even eliminate having to mandate staff to work; however, it will not count as staffing for purposes of the variance.

On the recruiting side of things, we are temporarily trialing an incentive for any new applicants: the ability to receive 1 pay step on our pay scale for every 1 full year of full-time corrections experience they have up to our top pay step 18. This is a practice that almost every competing corrections agency is doing and I will likely be asking to keep it for the future.

We are constantly working with staff and other facilities on ideas that will best help us to recruit and retain employees. We will keep you informed of what these are as regularly as

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Sheriff's Monthly Report to Commission (cont.)

possible. Some of them will likely need to come to you anyway as there will likely need to be an approval of funds to support these.

Our single administrative staff member is still with us but as I have assessed the activities of that position, I feel that this position is over tasked and it would behoove us to split it into two positions. My thoughts are an Administrative Assistant to the Jail Administrator and a Contracts and Accounts Manager but these are just conceptual and at some point I will be working with the CA and HR on this.

Our culinary functions remain fully staffed and have received accolades from the incarcerated population and MDOC. My assessment of this part of operations is that it is running efficiently and needs no adjustments at this time.

MDOC conducted their bi-annual inspection of our corrections operations this past month. Overall we fared very well, despite the staffing shortages. We are not in receipt of the final report as of yet but will forward it on once received.

We are in the middle of a trial period with the other District 6 counties, Waldo, Lincoln & Sagadahoc, to determine if a corrections collaborative is worth pursuing between our 4 counties. The jail administrators are communicating almost daily and we have a subcommittee that meets monthly to assess and report to the larger group of Sheriffs, Commissioners & Administrators; so far the benefits seem to outweigh the drawbacks.

We transitioned to a new medical provider this month, I had mentioned this to each of you in an email. We have secured the service of Correctional Psychiatric Services (CPS) Health Care and are meeting weekly with them to help ensure we have a smooth transition and work to establish a long lasting partnership.

We have been working on several programs and services. We are currently working on renewing our contract with Midcoast School of Technology and Knox County Adult Education for our incarcerated education services and developing an alternative sentencing program similar to the day reporting model currently utilized in Penobscot County. We are also working toward requesting and implementing discharge planning and diversion services.

I am working with Chief Burtis and Captain Wood on a facility report that is a little more reader friendly and provides you with the information we think you need. The biggest issue we have run into, our electronic management system does not have a reports section and the data has to be deciphered manually. I hope to have this report available for you in next month's report. You will find a copy of the previous style report attached at the end of this report.

LAW ENFORCEMENT DIVISIONS

(Airport Security, Criminal Investigations & Patrol)

Prior to this month's report, we had been faring well with regard to staffing. We are losing staff now but for understandable reasons. 1 patrol deputy left us because he is moving his family out of state and we lost another because he was unable to complete the Basic Law Enforcement

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Training Program (BLETP). 1 criminal investigator was made the Chief Deputy and we are promoting a patrol deputy to that position. We are anticipating the loss of our full-time airport security deputy, because he is moving his family out of state, by the end of the year; this position will likely be filled by a current full-time deputy. We still have a second patrol deputy need on Vinalhaven and 1 patrol deputy on deployment, which is likely to be extended yet another year. What this means, we will be attempting to hire at least 5 new full-time and 1 temporary full-time patrol deputies by the end of the year, if not sooner.

In an effort to get ahead of this and not be stuck constantly trying to recruit for these positions, we have temporarily implemented the same 1 for 1 service for pay credit program that we are doing with corrections. This is also a common practice of many of the law enforcement agencies and I will likely be asking to make it a permanent practice.

Another matter that I am concerned about, our inability to efficiently respond to and investigate complaints. This has been a matter that for some reason has grown exponentially. I have spent some time assessing this and feel that we are continually being asked to respond to complaints and we are not dedicating the time to them that will effectively resolve complaints. The primary reason, in my opinion, is that we are spending much more time responding to complaint types that normally would not have solicited a call to dispatch; I feel this is largely due to an unstable social fabric in this post pandemic world that is experiencing an increase in aggression, anxiety, fear concern and worry. I also feel that those that would take advantage of others are doing so more frequently and brazenly.

We are experiencing an increase in requests to complaints that appear to be law enforcement in nature but during investigation we determine that it is more in the realm of medical or social services. An Example is a citizen that is acting outside of social norms which causes fear in people that they are going to harm themselves or others. Many times these individuals need assistance but not law enforcement, often medical or social services.

We receive complaints from the public on an almost hourly basis reporting traffic concerns and we are often out of position or handling an investigation and not able to give it the attention we need. I have also been approached by a few town managers and select board members indicating that their constituents regularly make complaints to them about traffic and ask for something to be done. I have suggested contractual deputies with these individuals but they often decline to pursue that avenue.

To help manage these issues, I am looking at the potential of seeking a Community Liaison (CL) position and a traffic enforcement position. The CL position would be a co-responding individual and would be able to take on non-dangerous medical and social service calls. The traffic enforcement position would be able to look for predictive trends and focus efforts when and where needed. Both of these would allow our rural patrol deputies to focus their efforts on responding to criminal matters efficiently and conducting proper preliminary investigations.

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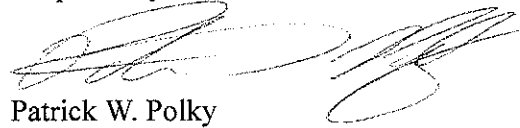
Sheriff's Monthly Report to Commission (cont.)

I feel that our deputies assigned to airport security and criminal investigations are staffed well and operating efficiently.

I am working with Chief Burtis, Captain Pinkham and Lieutenant Walker on a report that will be more reader friendly and focus on the information I feel you need. I hope to have this report available for you in next month's report. You will find a copy of the previous style report attached at the end of this report.

I am sure that there are items I am failing to recall or update you on so please reach out if you have questions. I am always available to discuss any matter that you may have.

Respectfully submitted,



Patrick W. Polky
Sheriff, Knox County

OFFICE OF THE SHERIFF OF KNOX COUNTY
Knox County Corrections

TO: Sheriff Patrick Polky
FROM: Corrections Administrator Robert Wood
DATE: 09/03/2021

SUBJECT: Monthly Corrections Facility Report

Covering 08-01-2022 to 08-31-2022

1. Average daily inmate in-house population: 52.41
2. Average daily inmate population, totally responsible for 82.19
3. Average daily pretrial/presentence inmates: 73.96
4. Average daily sentenced inmate: 21.41
5. Number of inmates awaiting trial/sentence over 120 days: 11
6. Total number of inmates hospitalized: 1
7. Total Hrs/days of hospitalization: 3 hours 0 days
8. Total OT hours generated by inmate hospitalization: 0
9. Total number of staff injuries: 0
10. Number of meals served: 5036 inmates and 16 staff for a total of 5052
11. Maine Pretrial report following when received.



Patrick W. Polky
Sheriff

Knox County Sheriff's Office

301 Park St.
Rockland, ME 04841



Dwight Burtis
Chief Deputy

2022 Calls for Service Report Month of August with 2021 and 2022 year-to-date comparisons and rates of change

Calls for Service	Month	2021 YTD	2022 YTD	YTD % of Change
	1008	7,807	6,918	-11.4%

Crimes	Month	2021 YTD	2022 YTD	YTD % of Change
Assaults	4	25	26	4.0%
Burglaries	4	17	25	47.1%
Domestics	9	65	71	9.2%
PFA Violations	1	19	23	21.1%
Drugs	0	24	12	-50.0%
Bail/probation Viol.	4	27	24	-11.1%
Sex Offenses	2	6	9	0.0%
Thefts	18	90	93	3.3%
Warrants	12	68	77	13.2%

Traffic	Month	2021 YTD	2022 YTD	YTD % of Change
Crashes	55	316	408	29.1%
Fatals	1	1	4	0.0%
Crash Deaths	1	1	4	0.0%
Erratic Operation	47	321	276	-14.0%
Impaired Drivers	3	24	34	41.7%
Stops/Offenses	130	1,802	1239	-31.2%

Other	Month	2021 YTD	2022 YTD	YTD % of Change
Agency Assists	56	292	331	13.4%
Alarms	17	162	172	6.2%
Check-ins	13	265	69	-74.0%
Mental Health	15	78	92	17.9%
Overdoses	2	13	15	0.0%
Overdose Deaths	0	2	9	0.0%

All Others	Month	2021 YTD	2022 YTD	YTD % of Change
	614	4,193	3,917	-6.6%

Adult Arrests	Month	2021 YTD	2022 YTD	YTD % of Change
	36	311	315	1.3%