



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

October 6, 2022

Greetings Commissioners,

Another month has passed us and I can now say I truly understand the saying "time is fleeting". Please find below, my synopsis of this month's events and items I feel you need to be informed of.

ADMINISTRATION

This past month was challenging for me, there was an entire week where I was the only administrator on duty due to illness that struck my command team. Though we made it through on the important items, several items had to be tabled or put off and we have yet to catch back up.

I did meet with County Administrator (CA) Andrew Hart, Human Resources (HR) Consultant Laurie Bouchard, and Finance Director Kathy Robinson several times this month working on numerous personnel, operations, and budget items, many of these meetings were to help me draft the FY 2023 budgets.

You likely know but Chief Deputy Burtis will be retiring on November 1st. As you know, this is an integral position for a Sheriff and, though there is a sense of urgency, I do not want to appoint hastily; I will be taking some time to decide on a competent replacement.

We still have several vacancies throughout the Sheriff's Office, as you can see below. I will explain in detail within each division's report.

| <u>Position</u> | <u>Authorized</u> | <u>Current</u> |
|--|-------------------|----------------|
| Sheriff | 1 | 1 |
| Chief Deputy | 1 | 1 |
| Corrections Administrative Assistant | 1 | 1 |
| Administrative/Civil Process Coordinator | 1 | 0 |
| Civil Deputy | 2 (1 FT, 1 PT) | 2 (1FT, 1 PT) |
| Corrections Administrator | 1 | 1 |
| Security & Operations Coordinator | 1 | 0 |

KNOX COUNTY SHERIFF'S OFFICE

Sheriff's Monthly Report to Commission (cont.)

| | | |
|------------------------------------|------------------|------------------|
| Corrections Supervisor | 4 | 4 |
| Corrections Assistant Supervisor | 4 | 3 |
| Corrections Officer | 22 | 15 |
| Transport Supervisor | 1 | 1 |
| Transport Officer | 1 | 1 |
| Food Service Manager | 1 | 1 |
| Cook | 2 (1 FT, 1 PT) | 2 (1 FT, 1 PT) |
| Programs Coordinator | 1 | 1 |
| Assistant Programs Coordinator | 1 | 0 |
| Patrol Administrator | 1 | 1 |
| Patrol Supervisor | 3 | 3 |
| Patrol Deputy | 9 | 7 |
| Contract Patrol Deputy | 3 (2 VNH, 1 NHV) | 1 (2 VNH, 1 NHV) |
| Airport Security | 2 (1 FT, 1 PT) | 1 |
| Criminal Investigations Supervisor | 1 | 1 |
| Criminal Investigator (Detective) | 3 | 3 |
| MDEA Special Agent | 1 | 0 |
| <u>TOTAL</u> | <u>68</u> | <u>51</u> |

CIVIL PROCESS DIVISION

Deputy Lauren Pinkham has really stepped up to the plate and been performing well as the acting Administrative/Civil Process Coordinator. She has not been able to attend to regular Civil Deputy duties but the Patrol Division stepped up and has been getting services completed without skipping a beat.

We did have 3 applicants for the part-time Civil Deputy position and hired one. In discussions with Dep. Pinkham, we feel strongly that the county would be well served to have a pool of per-diem Civil Deputies, this would be to fill in for things like time off or an influx of

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Sheriff's Monthly Report to Commission (cont.)

civil service requests. I do have this included in my budget proposal for FY23 and feel that we would be able to staff the program with the other 2 candidates we had for the part-time position.

This month you should see changes in job descriptions and new job descriptions brought before you. As I previously mentioned, the Administrative/Civil Process Coordinator was tasked with many things. We worked on dividing out the duties and you should see that reflected in my request for an Administrative Assistant to the Sheriff and a Civil Process Supervisor.

The new civil service fees have been enacted and we are billing at those rates currently.

Below is a matrix reporting our civil paper services throughout the county. A reminder, the average staff time investment is approximately 2.5 hours per piece, this is an anecdotal number and I am working on getting a more precise number. Something I failed to mention before, a returned paper was attempted to be served on 3 separate occasions.

| | <u>Total Papers In</u> | <u>Total Papers Served</u> | <u>Total Papers Returned</u> | <u>Total Active Papers</u> |
|---------------------------|------------------------|----------------------------|------------------------------|----------------------------|
| Month of September | 115 | 96 | 5 | 14 |
| 2022 thru Sep | 1255 | 1035 | 194 | 26 |
| 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.

CORRECTIONS DIVISIONS

(Security & Programs)

Unfortunately we are still in crisis. Our dilemma remains an inability to recruit or retain new staff, we are in need of 10 of the 36 corrections positions. Despite this, we have had a couple of promotions this month, Amber Kirkham was promoted to Sergeant and Cassandra Parker and Tex Oakes were promoted to Corporal. We also just finished the process for the remaining Corporals position and I am hoping to make a selection by close of business this Friday.

Because staffing on the floor is short, we have delayed the hiring process for the Assistant Programs Officer. We also lost Lt. Arthur Smith as the Security and Operations

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Sheriff's Monthly Report to Commission (cont.)

Coordinator but gained him as a Patrol Deputy; we are in the process of advertising for this position and hope to have it filled by the end of the month.

We implemented the on-call program with the staff this month and we are trialing it for 30 days. Cpt. Wood and I will be reviewing its progress soon to determine if it was a success or not and will report out. We also implemented, through the end of the year, the 1-for-1 pay scale credit, virtually all corrections agencies are now doing this now and I will likely be asking to make this permanent for corrections to help me compete with my colleagues recruiting and hiring practices.

We still remain under stringent CDC rules with regard to Covid and though infection rates are still high, we have not exceeded the threshold to cause us to be shut down for new intakes.

The District 6 Corrections Collaborative will be meeting again soon to discuss how the 90 day trial is going.

Though I feel administrative staffing is short handed, I have chosen not to pursue a staffing increase for FY23.

Our culinary functions remain a high point for us with nothing further to report.

Cpt. Wood and I are still working on the remedial plan for the points that were lacking from the MDOC inspection and I am confident that MDOC will approve it and regard us as 100% compliant for all mandatory items.

I was concerned during this month with the transition to CPS, the new health services provider. In just the last week, several corporate staff members have been assigned here to resolve the issues, the largest being an inability to find qualified staff to work the positions. We are also waiting on the final version of the contract to get to us. An item you need to be aware of should you hear it in community conversation, several third party vendors were not paid and are declining services. This was a result of how the funds were managed in the previous contract and we have already rectified most of them.

We are continuing our work with regard to programs and services and I am very excited to tell you that we have been awarded approximately \$543,000, for use in 2023, 2024 and 2025, from the Bureau of Justice Assistance's Connect and Protect grant. There will be a planning phase that I will be working with Volunteers of America on in the next few weeks and I will have a better understanding of our obligations by your November meeting.

I have not found the time to create a report matrix like the one above and I do not have a version to attach at the time of this report; if I get it, I will get you all a copy.

LAW ENFORCEMENT DIVISIONS
(Airport Security, Criminal Investigations & Patrol)

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Sheriff's Monthly Report to Commission (cont.)

Staffing has reduced in the last month, we are in need of 6 people to fill various law enforcement shortages; so far, only 1 of those left for higher wages and incentives. We have several people in the hiring process but once hired, none will be able to start working on their own for several months; other than Dep. Smith, who left his corrections position to return to patrol.

We did implement the 1-for-1 service credit program through the end of the year but have not yet seen a return on that. Just like corrections, this is a norm among my colleagues and I will likely ask for it to remain for law enforcement.

Violent incidents continue to take the majority of our deputies' time and it has left us unable to effectively respond to less violent incidents, such as erratic traffic, speeding, business and home alarms. I have no effective immediate solution at this time but the strategy we've come up with includes adding staff positions, such as Diversion Deputy and Community Liaison Officer. I feel that with these two positions staffed, many of the violent incidents once deescalated, will be transferred to them and will reduce future calls for service of our patrol deputies.

I have not heard back from any towns with regard to contractual deputies so far. We should be engaging with the towns of North Haven and Vinalhaven soon with regard to their existing contracts.

We lost our full-time airport security deputy. I am currently using existing staff for the position and hope to hire someone soon.

Criminal investigations is fully staffed, with the promotion of Dep. King from our MDEA position.

I have not found the time to create a report matrix like the one above, I have attached the previous version for this report.

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

Respectfully submitted,



Patrick W. Polky
Sheriff, Knox County



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 September
with 2021 and 2022 year-to-date comparisons and rates of change

| Calls for Service | Month | 2021 YTD | 2022 YTD | YTD % of Change |
|--------------------------|--------------|-----------------|-----------------|------------------------|
| | 888 | 8,649 | 6,918 | -20.0% |

| Crimes | Month | 2021 YTD | 2022 YTD | YTD % of Change |
|----------------------|--------------|-----------------|-----------------|------------------------|
| Assaults | 3 | 29 | 26 | -10.3% |
| Burglaries | 2 | 18 | 25 | 38.9% |
| Domestics | 14 | 76 | 71 | 9.20% |
| PFA Violations | 2 | 20 | 23 | 15.0% |
| Drugs | 0 | 27 | 12 | -55.6% |
| Bail/probation Viol. | 6 | 30 | 24 | -20.0% |
| Sex Offenses | 2 | 6 | 9 | 50.0% |
| Thefts | 17 | 101 | 93 | -7.9% |
| Warrants | 5 | 78 | 77 | -1.3% |

| Traffic | Month | 2021 YTD | 2022 YTD | YTD % of Change |
|-------------------|--------------|-----------------|-----------------|------------------------|
| Crashes | 40 | 369 | 408 | 10.6% |
| Fatals | 0 | 2 | 4 | 100.0% |
| Crash Deaths | 0 | 2 | 4 | 100.0% |
| Erratic Operation | 35 | 362 | 276 | -23.8% |
| Impaired Drivers | 3 | 26 | 34 | 30.8% |
| Stops/Offenses | 120 | 1,976 | 1239 | -37.3% |

| Other | Month | 2021 YTD | 2022 YTD | YTD % of Change |
|-----------------|--------------|-----------------|-----------------|------------------------|
| Agency Assists | 28 | 325 | 331 | 1.8% |
| Alarms | 27 | 189 | 155 | -18.0% |
| Check-ins | 15 | 274 | 56 | -79.6% |
| Mental Health | 16 | 86 | 77 | -10.5% |
| Overdoses | 4 | 17 | 13 | -23.5% |
| Overdose Deaths | 1 | 3 | 9 | 200.0% |

| All Others | Month | 2021 YTD | 2022 YTD | YTD % of Change |
|-------------------|--------------|-----------------|-----------------|------------------------|
| | 548 | 4,640 | 3,303 | -28.8% |

| Adult Arrests | Month | 2021 YTD | 2022 YTD | YTD % of Change |
|----------------------|--------------|-----------------|-----------------|------------------------|
| | 39 | 342 | 315 | -7.9% |

OFFICE OF THE SHERIFF OF KNOX COUNTY
Knox County Corrections

TO: Sheriff Patrick Polky
FROM: Corrections Administrator Robert Wood
DATE: 10/01/2021
SUBJECT: Monthly Corrections Facility Report

Covering: 09-01-2022 to 09-30-2022

1. Average daily inmate in-house population: 60.76
2. Average daily inmate population, totally responsible for 86.2
3. Average daily pretrial/presentence inmates: 83.73
4. Average daily sentenced inmate: 18
5. Number of inmates awaiting trial/sentence over 120 days: 09
6. Total number of inmates hospitalized: 0
7. Total Hrs./days of hospitalization: 0 hours 0 days
8. Total OT hours generated by inmate hospitalization: 0
9. Total number of staff injuries: 0
10. Number of meals served: 5593 inmates and 5 staff for a total of 5598
11. Maine Pretrial report following when received.