



**Patrick W. Polky**  
*Sheriff*

# KNOX COUNTY SHERIFF'S OFFICE



**Curt R. Andrick**  
*Chief Deputy*

## March Report to the Court of Knox County Commissioners

April 6, 2023

Greetings Commissioners,

Below is a spreadsheet that compares the number of approved positions to the current staffing. The goal is to keep you apprised of our staffing levels for our full-time, part-time (PT) and per diem (PD) positions. As you can see, we are getting closer to our full staffing complement. I attribute this to the Chief Deputy prioritizing recruiting and retention over many other tasks and working with the command team to act quickly when we have applicants.

| <u>Position</u>                   | <u>Authorized #</u> | <u>Current #</u> |
|-----------------------------------|---------------------|------------------|
| Sheriff                           | 1                   | 1                |
| Chief Deputy                      | 1                   | 1                |
| Administrative Assistant          | 2                   | 2                |
| Civil Process Supervisor          | 1                   | 1                |
| Civil Deputy                      | 2 (1 PT, 1 PD)      | 2 (1 PT, 1 PD)   |
| Corrections Administrator         | 1                   | 1                |
| Security & Operations Coordinator | 1                   | 1                |
| Corrections Supervisor            | 4                   | 4                |
| Corrections Assistant Supervisor  | 4                   | 2                |
| Corrections Officer               | 22                  | 17               |
| Transport Supervisor              | 1                   | 1                |
| Transport Officer                 | 1                   | 1                |
| Diversion Deputy                  | 1                   | 1                |
| Food Service Manager              | 1                   | 1                |
| Cook                              | 2 (1 FT, 1 PT)      | 2 (1 FT, 1 PT)   |

**Main Office**  
 301 Park St.  
 Rockland, ME 04841

**Correctional Facility**  
 327 Park St.  
 Rockland, ME 04841

**Airport Security**  
 23 Terminal Ln.  
 Owls Head, ME 04854

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|                                      |                            |                       |
|--------------------------------------|----------------------------|-----------------------|
| Programs & Services Coordinator      | 1                          | 1                     |
| <b><u>Position</u></b>               | <b><u>Authorized #</u></b> | <b><u>Current</u></b> |
| Assistant Programs Coordinator       | 1                          | 1                     |
| Patrol Administrator                 | 1                          | 1                     |
| Patrol Supervisor                    | 3                          | 3                     |
| Patrol Deputy                        | 9                          | 9                     |
| Contract Patrol Deputy - Vinalhaven  | 2                          | 1                     |
| Contract Patrol Deputy - North Haven | 1                          | 1                     |
| Airport Security                     | 2 (1 FT, 1 PT)             | 2 (1 FT, 1 PT)        |
| Criminal Investigations Supervisor   | 1                          | 1                     |
| Criminal Investigator (Detective)    | 3                          | 3                     |
| MDEA Special Agent                   | 1                          | 1                     |
| <b><u>TOTAL STAFFING</u></b>         | <b><u>68</u></b>           | <b><u>60</u></b>      |

## **ADMINISTRATION**

4 of 4 Staff Members

It has been a busy couple of months for the admin team. They have been dedicating a lot of time to ensuring that the newly purchased software packages we have to help create more efficiency in several facets of the professions. They have also spent numerous hours working with the Maine Department of Corrections (MDOC) and Dirigo Safety to ensure that we are on the right track to successfully achieving accreditation for the Maine Correction Standards and Maine Law Enforcement Accreditation Program.

Time has also been spent working with Volunteers of America on the planning phase, which is the first year of the Connect and Protect grant. This grant provides us with approximately half a million dollars over the course of three years to plan and implement a program that helps provide services and resources to individuals who come into contact with the criminal justice system who are struggling with mental health disorders.

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As I have mentioned before, there are a large amount of administrative functions and duties that are slipping at the correctional facility. I am still developing a strategy around the best way to help staff fulfill this and will be working with Amber, our new HR Manager, on this.

## CIVIL PROCESS DIVISION

3 of 3 Staff Members

Civil process is fully staffed, with the addition of a per diem employee. Joanna Montgomery has rejoined us in this capacity.

The spreadsheet below is provided to give you an idea of general service trends as they appear for the past month, year to date, and previous two years. There seems to be a slight reduction in the trend compared to the last couple of years but I am not concerned that this will impact us in any significant way. You will also notice that the amount of returned papers is low. I attribute this to Supervisor Lauren Pinkham's organizational skills, which has made the entire process more efficient, and her leadership style, which has made the team effective.

|                              | <u>March</u><br><u>2023</u> | <u>March</u><br><u>2022</u> | <u>March</u><br><u>2021</u> | <u>Jan - Mar</u><br><u>2023</u> | <u>Jan - Mar</u><br><u>2022</u> | <u>Jan - Mar</u><br><u>2021</u> |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|---------------------------------|---------------------------------|
| <u>Total Papers In</u>       | 99                          | 158                         | 142                         | 301                             | 347                             | 341                             |
| <u>Total Papers Served</u>   | 87                          | 126                         | 110                         | 270                             | 288                             | 251                             |
| <u>Total Papers Returned</u> | 7                           | 32                          | 32                          | 26                              | 58                              | 87                              |
| <u>Total Active Papers</u>   | 5                           | 0                           | 0                           | 5                               | 1                               | 3                               |

### **NOTES:**

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

**Total Papers Served:** The amount 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

33 of 40 Staff Members (Security & Programs)

Recruiting has remained the priority here, aside from Capt. Wood's focus on the follow-up MDOC inspection. To refresh your memory, we did not meet a few of the medical standards during our normal biennial inspection from last August and our facility was placed in a probationary status.

Recruiting has been fruitful with the addition of several new employees and promotions. Promotions include Sergeants Cassandra Parker and George Field and Assistant Programs

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Coordinator Patricia Collamore. New hires are Shawn Bernier, Claudia Lamphere, Catherine Shelmerdine, and Julie Merrill. We are working on a hiring process to fill 2 assistant supervisors positions and are still working diligently to hire Corrections Officers. We have also received a letter from one of our long term employees, Varna Anderson, expressing her desire to retire this summer. I am working with HR on a transitional process for this.

We had a re-inspection by MDOC this morning for our last biennial inspection. We will be receiving a formal notice soon but we are fully compliant with the Maine Jail Standards. This does not reset any timers and we will have our next biennial inspections again sometime around August 2024. I attribute our success to Capt. Wood and our new medical team, they spend countless hours researching, evaluating, refining, and implementing new processes and procedures to get us into compliance.

Our contract with Volunteer of America has been going well, the staff and incarcerated people have provided positive comments and feedback to these services.

Cpt. Wood, Mr. Hart and myself are still regularly involved with the leadership teams from the District 6 Counties (Knox, Lincoln, Sagadahoc, and Waldo) and our work toward a district-wide corrections collaborative. If you recall, former Comm. Merriwether was involved with that group as the commission representative. Mr. Hart will be reaching out to you all about a replacement to Ms. Merriwether. Please also expect to be asked to hold a special meeting that will involve an update to all of the commissions and boards on the group's progress.

We are still working on a report with numerical data. The challenge we have come upon, several of the processes are still done on paper and the electronic versions are antiquated and ineffective. We are working with our partners to assess and evaluate the software options that they utilize to determine what will work best for us.

## **LAW ENFORCEMENT DIVISIONS**

22 of 23 Staff Members (Airport Security, Criminal Investigations & Patrol)

As I mentioned, the Chief Deputy has been focusing on recruiting. These efforts have gotten us to the point of being fully staffed; however, we are waiting on one last part of the hiring process before making an employment offer. This will fill the last official vacancy for a second Vinalhaven Deputy. Our newest hires are Richard Botley, David "Tom" Frick, Jennifer Gosselin, and Matthew Cremonni. Most of these individuals are experienced law enforcement officers. This is reducing the amount of training time needed, including no 18 week academy to attend, but the reimbursement to other agencies is significant.

We still have a temporary vacancy with Daniel Landers still on military deployment. I am giving consideration to temporarily filling this position as there is an indication from the military that they would like to keep Dan on military order for another year.

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Vehicles have continued to be a challenge to navigate. We were able to get all of the vehicles needed with the advanced funding that you provided but we ran into issues with the availability of special equipment in a timely manner and also the unavailability of installers to equip them. This delay did continue to impact our repair and maintenance lines a little more than anticipated.

Airport Security is running well, we are fortunate to have experienced full-time certified law enforcement officers working in these positions.

Criminal Investigations, which includes our deputy assigned to the Maine Drug Enforcement Agency, is functioning as well as possible. The supervisor is currently on extended leave and I do not have a clear picture on when he will be able to return. The Chief Deputy is covering as the supervisor at this time.

The spreadsheet below is provided to give you an idea of general service trends as they appear for the past month, year to date, and previous two years. As you can see, there is a slight increase in violent crimes and traffic complaints.

|                                     | <u>March</u><br><b>2023</b> | <u>March</u><br><b>2022</b> | <u>March</u><br><b>2021</b> | <u>Jan - Mar</u><br><b>2023</b> | <u>Jan - Mar</u><br><b>2022</b> | <u>Jan - Mar</u><br><b>2021</b> |
|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b><u>Calls for Service</u></b>     | 775                         | 862                         | 1089                        | 2341                            | 2302                            | 2886                            |
| <b><u>Felony/Violent Crimes</u></b> | 15                          | 10                          | 9                           | 45                              | 36                              | 32                              |
| <b><u>Property Crimes</u></b>       | 13                          | 13                          | 15                          | 25                              | 26                              | 39                              |
| <b><u>Adult Arrests</u></b>         | 32                          | 37                          | 40                          | 94                              | 93                              | 113                             |
| <b><u>Traffic Complaints</u></b>    | 72                          | 32                          | 37                          | 108                             | 49                              | 90                              |
| <b><u>Traffic Stops</u></b>         | 122                         | 194                         | 266                         | 344                             | 361                             | 608                             |
| <b><u>Traffic Crashes</u></b>       | 38                          | 51                          | 29                          | 144                             | 174                             | 108                             |
| <b><u>Traffic Fatalities</u></b>    | 0                           | 0                           | 0                           | 0                               | 0                               | 0                               |
| <b><u>Overdoses</u></b>             | 1                           | 1                           | 2                           | 3                               | 5                               | 2                               |
| <b><u>Overdose Fatalities</u></b>   | 0                           | 0                           | 1                           | 0                               | 0                               | 1                               |

**NOTES:**

**Calls for Service:** indicates the number of service calls handled by the Sheriff's Office; this does include calls for assistance by other agencies law enforcement agencies but does not include the service calls handled by other law enforcement agencies (i.e. Rockland PD, Thomaston PD).

**Felony/Violent Crimes:** indicates the number of Calls for Service that involved physical violence or the potential of the suspected party being incarcerated for 1 year or more.

**Property Crimes:** indicates the number of Calls for Service that were against property (i.e. theft, motor vehicle burglary, residential burglary)

**Adult Arrests:** indicates the number of adults who were charged with a crime and filed with the District Attorney, it does not necessarily indicate incarceration.

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**Traffic Complaints:** indicates the number of Calls for Service that were related to motor vehicles or highways.

**Traffic Crashes:** indicates the number of Calls for Service that involved a motor vehicle crash with property damage or injury.

**Traffic Fatalities:** indicates the number of deaths related to traffic crashes.

**Overdoses:** indicates the number of Calls for Service that involved a person in medical emergency due to exposure to a substance (i.e. drugs, medication, chemicals).

**Overdose Fatalities:** indicates the number of deaths related to overdoses.

With regard to traffic complaints, I receive, almost daily, letters, emails, and phone calls from constituents concerned about the traffic problems in their area, virtually every town including those with their own police departments. I regularly encourage these folks to reach out to both their local leaders and you, the commissioners, to ask for support in funding positions that can be dedicated to either county wide traffic enforcement or town contract, which can have a focus on traffic enforcement. The issue has become apparent for the Chief Deputy and I these last few months, a considerable amount of time is spent by deputies investigating criminal complaints and they are not able to dedicate as much time to traffic enforcement as they once could.

Please feel free to reach out to me anytime, especially if you have questions. I am always available to discuss any matter that you may have.

Respectfully submitted,



Patrick W. Polky  
Sheriff, Knox County