

SHERIFF'S BLUE RIBBON PANEL

Agenda: Meeting 1

Wednesday, March 8, 2006, 6:00 – 9:00 pm

Washington State Hospital Association
300 Elliott Avenue West, Suite 300, Seattle
Columbia Conference Room

Topic	Lead Presenter	<i>Estimated Time</i>
• Panel introductions	Randy Revelle	6:00-6:15 pm
• Review panel charge	Panel sponsors (Executive, Council, Prosecutor, Sheriff)	6:15-6:45 pm
• Review and approve operating guidelines	Marty Wine	6:45-7:00 pm
• Review and approve preliminary work program and schedule	Marty Wine	7:00-7:20 pm
• Meeting materials and information flow	Morgan Shook	7:20-7:30 pm
<i>Break</i>		7:30-7:40 pm
• Overview and introduction to Sheriff's Office services and work force	Virginia Kirk and Marty Wine	7:40-8:15 pm
• Current misconduct and disciplinary procedures of the Sheriff's Office	Virginia Kirk and Marty Wine	8:15-8:50 pm
• Summary and next steps	Randy Revelle	8:50-9:00 pm

Panel Members

- Randy Revelle, Chair
- Faith Ireland, Vice Chair
- Tony Anderson
- Dave Boerner
- Michael O'Mahony
- Wilson Edward Reed
- Jennifer Shaw
- Richard K. Smith
- Pat Stell
- D. Gene Wilson

Panel Staff

- Berk & Associates (Marty Wine and Morgan Shook)
- Virginia Kirk, King County Sheriff's Office

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SHERIFF'S BLUE RIBBON PANEL Panel Charge and Staff Support

Panel Charge

The King County Sheriff seeks the advice of an expert panel to research internal management systems, suggest well-functioning internal review processes, and identify and recommend areas of needed improvements. The panel's efforts complement other Sheriff's Office reforms. Specifically, the panel is charged with:

- Reviewing internal management systems for addressing employee misconduct and discipline;
- Gaining an understanding of leading management practices in other departments and their applicability to a department with characteristics like the Sheriff's Office;
- Making recommendations to the Sheriff for improvements to the accountability system for misconduct and discipline; and
- Delivering a final report and written recommendations to the Sheriff by no later than August 31, 2006.

The panel will establish a written work program and schedule of meetings to review the current system, develop consensus about potential changes to current practices, and present findings and recommendations. The panel is expected to meet every two or three weeks for five to six months.

Staff Support

The panel will be supported by a policy consulting firm, Berk & Associates, who will provide:

- Meeting facilitation, including the development of meeting agendas and summaries, research summaries, and materials for discussion;
- Assistance in decision making by identifying relevant questions, presenting research findings, and focusing the panel on findings and recommendations;
- Independent, neutral research and information, prepared for presentation to the panel;
- A concise and clear final report on behalf of the panel; and
- Facilitation and involvement of the public and media as appropriate.

Additional expertise and support will be provided by the Sheriff's Office, with Virginia Kirk, Human Resources Manager, as the day-to-day lead contact and coordinator of information and resources available from the office. Others within and outside the office may be consulted who have expertise in police operations and best practices in personnel systems.

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SHERIFF'S BLUE RIBBON PANEL
Operating Guidelines

A. Responsibilities of Panel Chair

1. Chair all meetings of the panel
2. Work with Berk & Associates to facilitate consensus on panel issues
3. Act as spokesperson for the panel
4. Work with Berk & Associates to prepare meeting agendas and facilitate debate

B. Meetings and Attendance

1. Panel meetings will start and end on time.
2. Only appointed panel members will participate on the panel; no alternates allowed.
3. The time and place for panel meetings will be set by the chair in coordination with Berk & Associates, who will make public all panel meeting notices and agendas.
4. Meetings will be open to the public. The panel may choose when and how to receive public comment, structured presentations, and comments provided to Berk & Associates. Members of the public wishing to present materials to the panel should arrange to do so by contacting Berk & Associates.
5. If time permits, the Chair may allow public comment during panel meetings.
6. Berk & Associates will produce summary proceedings of meetings.
7. Panel members will communicate planned absences at least one day in advance of a meeting by notifying Berk & Associates via email.
8. Agendas will be distributed in advance to panel members and interested parties, with a goal to provide agendas and meeting materials to panel members at least 48 hours in advance of panel meetings.
9. Panel members may offer changes or additions to the agenda at the start of each meeting. If two panel members object to a change, a majority of the members present will decide whether to change the agenda.

C. Panel Discussions and Decisions

1. The panel will have candid, efficient, effective, and open discussions:
 - a. All panel members should attend and participate in meeting discussions.
 - b. Only one person should speak at a time.
 - c. Points should be made concisely and clearly.
 - d. All members' interests and positions will be respected and considered.
2. The chair and Berk & Associates will work toward panel consensus. Consensus is defined as a collective opinion reached by a group of people that resolves or advances issues at hand. Consensus is best met when the following conditions exist:
 - a. Each panel member feels s/he has had a fair chance to speak and be heard.
 - b. Sufficient time is given to thoroughly discuss the issue and for everyone to gain an understanding of the panel's decision.
 - c. Each member understands the decision or solution on the table.

- d. Substantial differences of opinion are represented in the final report to reflect the divergence of views, if any. Where panel members disagree, the majority will seek to assure that final recommendations will be constructed to achieve the broadest support by the panel.
3. Decisions should be made only when a quorum is present, defined as a majority of members.
4. The panel may opt to create subcommittees, and the chair may appoint subcommittee chairs and members for the study of specific issues.

D. Communications

1. Panel members should communicate questions, issues, and suggestions to Berk & Associates who will coordinate actions and responses among the panel chair, subcommittee chairs, and members.
2. Panel members will be copied on communications sent to Berk & Associates. Supplemental materials a member or third party may want to provide to other members should be coordinated through Berk & Associates.
3. Email communications to panel members by individual members will preferably be copied to Berk & Associates in order to coordinate information sharing and responses among members.
4. Berk & Associates will create an email address where comments and questions can be directed and relayed to the panel and will forward all comments and questions from all sources to the panel at each meeting.
5. Berk & Associates and panel members will forward all media inquiries directly to the chair for response.
6. To the extent practicable, one or two interim briefings with the King County Council will be scheduled to keep council members and the public informed about the work of the panel.

Adopted March 8, 2006

SHERIFF'S BLUE RIBBON PANEL
Preliminary Panel Work Program

Tentative Day/Date	Meeting/Agenda
Through March 8	<ul style="list-style-type: none"> • Appoint, announce, and convene the Sheriff's Blue Ribbon Panel. Develop a roster of contact information • Develop draft work programs, agendas, and operating principles (Berk) • Meet with the Sheriff's staff to plan and organize logistics (Berk) • Initial research into the current process and comparable agencies (Berk/Sheriff's Office)
Wednesday March 8	<p>Panel Meeting 1 – Organization and Overview</p> <ul style="list-style-type: none"> • <u>Part 1: Organizational Elements</u> <ul style="list-style-type: none"> ✓ Panel introductions ✓ Review the panel's charge (Sheriff, Executive, Councilmembers, and Prosecutor) ✓ Review and approve the operating guidelines ✓ Review and approve the panel's preliminary work program ✓ Review the flow of information and meeting materials (binders and background information) • <u>Part 2: Disciplinary Process</u> <ul style="list-style-type: none"> ✓ Overview of Sheriff's Office services and work force ✓ Overview of current misconduct and disciplinary procedures
Wednesday March 22	<p>Panel Meeting 2 – Problem Identification</p> <ul style="list-style-type: none"> • Continue discussion of current procedures, including case studies • Employment Law 101: effect of current collective bargaining agreements • Problem identification • Identify comparable agencies and leading practices • Initial impressions and future directions for research
Wednesday April 12	<p>Panel Meeting 3 – Development of Alternatives</p> <ul style="list-style-type: none"> • Initial findings: leading practices • Discussion: How to incorporate leading practices into recommendations • Discussion: What constitutes a "good" disciplinary process and internal management system? • Discussion: What are relevant improvements the Sheriff's Office could make?
Wednesday April 26	<p>Panel Meeting 4 – Development of Alternatives</p> <ul style="list-style-type: none"> • Additional findings: leading practices • Discussion: preliminary recommendations

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Tentative Day/Date	Meeting/Agenda
Wednesday <i>May 17</i>	Panel Meeting 5 – Development of Alternatives <ul style="list-style-type: none"> • Additional findings: leading practices • Discussion: preliminary recommendations • Discussion: format for recommendations
Week of <i>May 30</i>	Brief the King County Council
Week of <i>May 30</i>	Panel Meeting 6 – Public Hearing <ul style="list-style-type: none"> • Presentation of preliminary findings/recommendations • Public hearing on preliminary findings/recommendations
Wednesday <i>June 7</i>	Panel Meeting 7 – Findings/Recommendations <ul style="list-style-type: none"> • Redraft and discuss preliminary findings/recommendations • Develop report structure and outline
Wednesday <i>June 21</i>	Panel Meeting 8 – Findings/Recommendations <ul style="list-style-type: none"> • Continue developing recommendations • Approve report outline
Wednesday <i>July 5</i>	Panel Meeting 9 – Panel Report <ul style="list-style-type: none"> • Adopt recommendations • Review and discuss draft report
Week of <i>July 10</i>	Report Preparation <ul style="list-style-type: none"> • Distribute draft report to panel for final review • Panel member edits and revisions by email
Wednesday <i>July 19</i>	Deliver the Final Report to the King County Sheriff, the King County Executive, the King County Council, and the King County Prosecutor.

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