

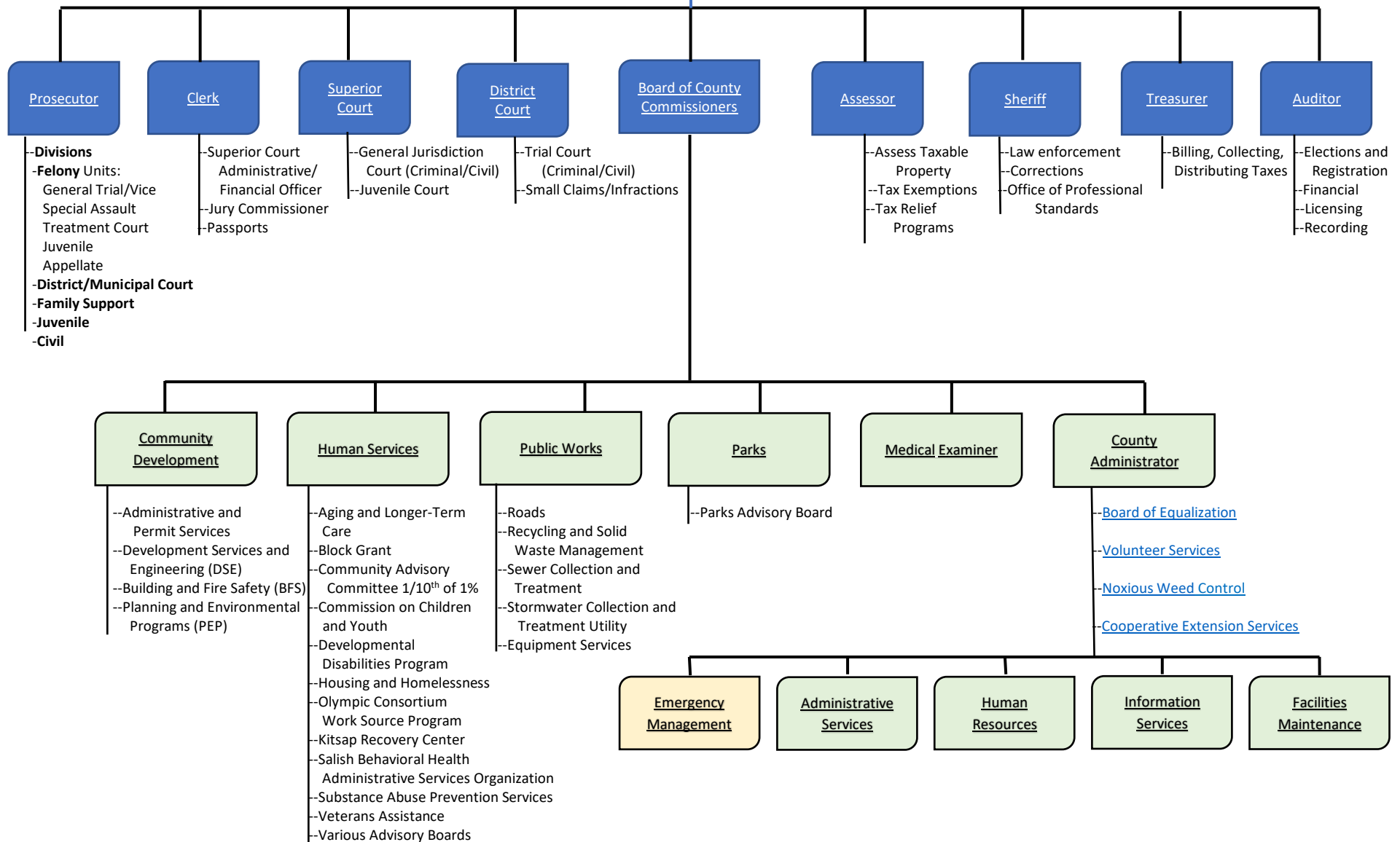
# Know Your County: Kitsap

LEAGUE OF WOMEN VOTERS-KITSAP PHASE ONE REPORT

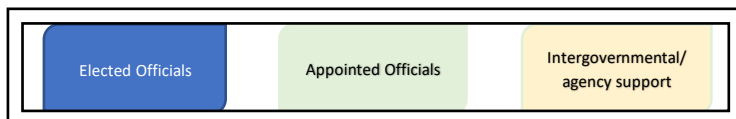
**Committee Members**

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Pat Troxel

# Kitsap County Citizens—[2020 U.S. Census Quick Facts](#)



KEY:



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## ***PREFACE: About the League of Women Voters***

### **LEAGUE OF WOMEN VOTERS**

The League of Women Voters is a nonpartisan political organization. We encourage the informed and active participation of citizens in government. The League acts in support of, or in opposition to, selected governmental issues which its members have studied. It does not support or oppose candidates, factions or political parties. League members, as individuals, may support candidates of the political party of their choice. In order to protect the League's nonpartisanship policy, guidelines regarding the political activities of the Board of Directors are reviewed frequently.

#### **What We Have Done**

### **National League of Women Voters**

**Website:** <https://www.lwv.org>

The League of Women Voters was organized in 1919 after suffrage for women was passed by Congress and ratified by the states. Since that time the League has kept pace with changing times. The League has worked hard to improve the legal status of women and the welfare of children and to improve legislation protecting the consumer. The League championed the re-organization of Congress, and has led the struggle to fight air and water pollution. The League is concerned about equal opportunities for all citizens in education, employment and housing. Many of the laws that were enacted in the past 100 years are still in force today. While many laws may be taken for granted today, the League's continues to promote legislation to improve the quality of life for Americans today.

### **Washington State League of Women Voters**

**Website:** <https://www.lwvwa.org/>

Washington Territory was known for its suffragettes before Washington became a state. Women's Suffrage was first proposed in 1854. Women were given the vote in 1883. It was taken away in 1887 and finally restored in 1910 making Washington the fifth state to give women voting rights 9 years before the 19th amendment. The League of Women Voters of Washington was organized in 1920. Over the years the LWVWA has given sustained attention to issues dealing with the judicial system, election laws, government, state finances, children's services and the environment.

### **Local League of Women Voters Kitsap**

**Website:** <https://www.lwv-kitsap.org>

**Address:** LWV-Kitsap  
PO Box 1524  
Poulsbo, WA 98370

**Email:** [info@lwv-kitsap.org](mailto:info@lwv-kitsap.org)

The League of Women Voters has been active Kitsap County since 1962. Seattle and Tacoma were the first two local leagues in the state. At the present time there are 21 local leagues around the state and 4 units within Kitsap County- Bainbridge Island, Bremerton/Central Kitsap, North Kitsap and South Kitsap. Local Leagues have spearheaded improvements in the structure and efficiency of town and city governments. They have worked on such issues as public schools, housing, health services, sanitation, tax reforms, city charters and local planning. They are also active in registering voters, educating the public through candidate and community forums and participating on advocacy committees to address complex problems in our community and country.

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## ***PREFACE: About the “Know Your County: Kitsap” Project***

This publication is a report about the structure and function of Kitsap County government prepared by members of the League of Women Voters of Kitsap County with assistance from county staff. This project was first proposed by the LWV-Kitsap Bremerton/Central Kitsap Unit in 2018/19 to update information from Know Your City/County booklets first published by the League in 1966 and last revised in 2005. The goal then and now is to help the community know how local government, businesses, and citizens can interact in the best interest of the community. It is also hoped that this revised booklet will encourage an informed and active citizenry by providing comprehensive information on the structure and operation of Kitsap County government agencies.

We gratefully acknowledge the cooperation given by elected county officials, department heads and staff members. Resources utilized for this update include information from the Kitsap County website and public documents linked therein. We wish to thank Kitsap County elected officials and County staff for their help in providing additional input, review, and editing of final documents.

### **How this document works:**

This Phase One Report is the result of an investigation into how the Kitsap County Government is structured and how the various elected offices serve the Kitsap Community. This information is available to the public through the county website. This report is an attempt to give an overview of the local government and bring the branches together in one document.

The Kitsap County Government Flowchart used in this report is based on the flowchart created by the county. The subheadings were added by the League committee to indicate important information in each article. The flowchart buttons link to information within the report. At the end of each article, an internal hotlink returns to the Table of Contents. Within the article are external links to the various office and department websites and contact information.

Some articles have external links to services offered by the county. If activating an external link, when the document is in full-screen mode, results in the webpage replacing the document, exit full screen. With the document in tile view, both the document and the webpage will be visible.

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**KITSAP COUNTY ASSESSOR**

<b>Website</b>	<a href="https://www.kitsap.gov/assessor/Pages/default.aspx">https://www.kitsap.gov/assessor/Pages/default.aspx</a>
<b>Email</b>	<a href="mailto:assessor@kitsap.gov">assessor@kitsap.gov</a>
<b>Phone</b>	360-337-7160
<b>Mail</b>	614 Division St MS-22, Port Orchard WA 98366
<b>Drop-Box</b>	619 Division Street, Port Orchard, WA 98366 (Near the front door of the Administration Building)
<b>Hours</b>	Monday - Thursday: 9am to 4pm, Friday: 9am to Noon

The Assessor is elected by countywide ballot to serve a four-year term. The primary role of the Assessor's Office is to establish an assessed valuation of all real and personal property for tax purposes. The Assessor is required by law to assess all taxable property at 100% of market value. These values are used to calculate and set levy rates for the various taxing districts in the county, and to equitably distribute tax responsibility among taxpayers.

The Assessor's Office appraises property both by physical inspection and by market activity. Washington State Law mandates that property must be physically inspected at least once every six years, with an annual review and update based on sales analysis.

**ADMINISTRATION**

The Assessor's Administration Division is responsible for customer service and administering the property tax exemptions as defined by Washington State Law, including the senior citizen and disabled persons exemption/deferral, current use, designated forest land, nonprofit, and tribal land. This team also works closely with the 40 countywide taxing districts and calculates the annual levy rates as well as administers the business personal property valuation process. Administration also handles payroll, accounts payable and state mandated reporting requirements.

**CADASTRAL**

The Assessor's Cadastral Division is responsible for tax parcel boundary mapping and property records maintenance for the Assessor's Office. This includes segregations for new plats, short plats, taxpayer requests, deeds, court cases, boundary line adjustments, etc. The Cadastral group also process property split and merge requests, sales, and manufactured/mobile home data maintenance.

**COMMERCIAL**

The Assessor's Commercial Appraisal Division is responsible for the countywide valuation of all commercial and industrial property. Examples of these properties include commercial land, apartments, office buildings, warehouses, retail stores, restaurants, and marinas. The Assessor uses three recognized appraisal methods to value commercial property: the sales approach, cost approach, and income approach. The best method is considered and selected for each property type to calculate a final fair market value. Most commercial properties are valued using the income approach. The commercial division physically inspects a grouping of property types each year to collect and maintain accurate data and property characteristics. The remaining property types are reviewed and adjusted annually to ensure the assessed values are up to date with the current market conditions. Other duties

include the inspection and valuation of all commercial new construction, reviewing splits and merges, and responding to assessment appeals.

## **RESIDENTIAL**

The Assessor's Residential Appraisal Division is responsible for the countywide valuation of all residential properties. The Assessor uses mass appraisal methodology to calculate values on various property types. These property types include residential land, dwellings, and mobile homes. This division physically inspects one-sixth of the residential properties in the county each year to maintain accurate data and property characteristics. The remaining properties are reviewed and adjusted annually using statistical analysis of sales to ensure the assessed values are up to date with the current market conditions. Other duties include the inspection and valuation of all residential new construction, reviewing splits and merges, and responding to assessment appeals.

## **PROPERTY TAX EXEMPTIONS & TAX RELIEF PROGRAMS**

Washington State Law provides limited property tax relief on real property. There are six primary programs:

- Senior Citizen or Disabled Persons Exemption & Deferral Program
- Deferral of Taxes for Homeowners with Limited Income
- Current Use - Farm & Agricultural Land, Open Space & Designated Forest Land
- Residential Improvement Exemption
- Destroyed Property Exemption
- Nonprofit Organizations

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## SECTION 1: COUNTY ELECTED OFFICIALS—

### KITSAP COUNTY AUDITOR

Website	<a href="https://www.kitsap.gov/auditor/Pages/Contact.aspx">https://www.kitsap.gov/auditor/Pages/Contact.aspx</a>
Email	<a href="mailto:auditor@kitsap.gov">auditor@kitsap.gov</a>
Phone	360-337-7129
Physical Address	Kitsap County Auditor 619 Division St. Port Orchard, WA 98366

The **Kitsap County Auditor** is elected county wide on a partisan basis and serves a four-year-term. The auditor oversees elections and maintaining voter registration records in Kitsap County, as well as document recording, payroll for the county and other government agencies, county finances and the county's licensing sub-agency.

The auditor's team leads the following services for you:

- **Elections and Voter Registration Division** 360-337-7128  
<https://www.kitsap.gov/elections>  
Administers all federal, state, county, municipal and special purpose district elections held in Kitsap County and is responsible for the following activities:
  - Maintain political and special purpose taxing district boundaries.
  - Maintain elections databases and preserve voter registration records and history.
  - Accept candidate filings and ballot measures.
  - Prepare printed, audio and electronic ballots.
  - Publish Local Voters' Pamphlets, Online Ballot Access and other elections materials.
  - Conduct accessible voting and voter outreach programs.
  - Hire, train and schedule election workers to process ballots and staff voting centers.
  - Verify signatures on ballots and petitions.
  - Process, tabulate and reconcile ballots for certification of election results.
- **Financial Management Division** 360-337-7125  
<https://www.kitsap.gov/auditor/Pages/financial.aspx>  
The Financial Division performs financial and administrative duties, which may include reviewing county expenditures and other county fiscal management functions. The Financial Divisions maintains the central account system and is responsible for controlling and issuing disbursements, financial account and reporting, grant accounting, payroll and fixed-asset inventory. This division also prepares and publishes the *Comprehensive Annual Financial Report*.



- **Licensing.** 360-337-4440

<https://www.kitsap.gov/auditor/Pages/licensing.aspx>

The Licensing Division acts as the county agent for the Washington State Department of Licensing by issuing licenses, tabs, special issue license plates, and disabled parking permits. They process title transfer applications, issue pet licenses for unincorporated areas of Kitsap County and record and receive gambling taxes.

- **Recording.** 360-337-4935

<https://www.kitsap.gov/auditor/Pages/recording.aspx>

The Recording Division issues and maintains marriage licenses

<https://www.kitsap.gov/auditor/Pages/kitsap-county-marriage-license.aspx>

and various local business licenses, individual military documents, official public records—including deeds, titles—and archives commissioner records and historical county documents dating back to 1857.

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KITSAP COUNTY CLERK

<b>Website</b>	<a href="https://www.kitsap.gov/clerk">https://www.kitsap.gov/clerk</a> Click for additional <b>passport information</b> : <a href="https://www.kitsap.gov/clerk/Pages/Passports.aspx">https://www.kitsap.gov/clerk/Pages/Passports.aspx</a>
<b>Phone</b>	(360) 337-7164
<b>Address</b>	614 Division Street, Room 202 Port Orchard, WA 98366
<b>Office Hours</b>	Monday – Friday 8:00 a.m. - 12:15 p.m. and 1:15 p.m. - 4:30 p.m. *The office is closed for lunch from 12:15 - 1:15 p.m. daily.
<b>Passport Hours</b>	Mon, Tues, Thurs, Fri 10:00 a.m. - 3:00 p.m. Wed 9:00a.m. - 3:30 p.m.

The County Clerk is the administrative and financial officer for the Superior Court. The County Clerk is elected for a four-year term.

The Kitsap County Clerk

- Receives, processes and preserves all documents in perpetuity for all Superior Court matters, including criminal, civil, family law, probate, guardianship, paternity, adoption and juvenile matters.
- Collects statutory fees and fines, victim restitution, and maintains the court's trust account. The County Clerk collects legal financial obligations (LFOs) that the Court orders a defendant to pay ([RCW 9.94A.760](#)).
- Must be present at every court hearing to establish an independent record of each hearing ("minutes") and receive and store of all exhibits entered by the parties.
- Prepares calendars for judicial hearings.
- Performs quasi-judicial functions such as issuing writs, warrants of arrest, and letters testamentary.
- Serves as the Jury Commissioner and provides jury management services for all Kitsap County courts.
  - Summons jurors for all court levels within Kitsap County: Superior Court, District Court, and Municipal Courts of the 4 cities.
  - Receives reimbursement from cities for actual costs, plus an administrative fee.
- Administers the Courthouse Facilitators Program to help *pro se* litigants (persons who are NOT represented an attorneys) in Family Law cases and in Title 11 Guardianship cases.  
<https://www.kitsapgov.com/clerk/Pages/Facilitator-Information.aspx>
- Serves as a passport acceptance agent. Accepts and verifies all the information needed, collects the necessary fees, pictures and forms and forwards them to the passport agency. Kitsap County will provide a passport photo for \$15. Passports are mailed directly to applicants from the passport agency. For US passport questions and on-line applications please go to  
**Website address:** [www.travel.state.gov](http://www.travel.state.gov)

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## SECTION 1: COUNTY ELECTED OFFICIALS—

### KITSAP COUNTY BOARD OF COMMISSIONERS

<b>Website</b>	<a href="https://www.kitsap.gov/BOC_p/Pages/default.aspx">https://www.kitsap.gov/BOC_p/Pages/default.aspx</a>
<b>Email</b>	<a href="mailto:kitsapcommissioners@kitsap.gov">kitsapcommissioners@kitsap.gov</a>
<b>Phone</b>	360-337-7080
<b>Address</b>	Kitsap County Commissioner's Office 614 Division St. MS – 4 (Fourth Floor) Port Orchard, WA 98366

The Board of Commissioners is the governing body of Kitsap County. There are three members of the Board and each represents one of three geographical districts. Commissioners work to ensure the delivery of services and programs within Kitsap County and to its citizens.

The Board of Commissioners is responsible for the legislative and executive functions of county government and has a quasi-judicial role in deciding land use matters. Board member candidates are nominated in the primary election on a partisan basis through a vote of their represented district; and run countywide in the general election. Candidates must be registered voters and residents of the county district from which they run for office. Commissioners serve overlapping four-year terms.

Unlike Washington State government, no initiative or referendum process is authorized for county government. To present an issue to the board, citizens may request an item be taken up or may choose instead to present a petition to the board. By majority vote, the board can present any issue to voters by resolution.

#### How do I...

- [Find Who Represents me on the Board of Commissioners](#)
- [Contact my County Commissioner](#)
- [Comment on an Agenda Item](#)
- [Request a Proclamation](#)
- [Schedule a meeting with my Commissioner](#)

#### Find...

- [Minutes, Resolutions and Ordinances](#)
- [Press Releases](#)
- [Public Comment Guidelines](#)

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KITSAP COUNTY DISTRICT COURTS

**Website** <https://www.kitsap.gov/dc/Pages/default.aspx>  
**Email:** [districtcourt@kitsap.gov](mailto:districtcourt@kitsap.gov)  
**Probation:** [probation@kitsap.gov](mailto:probation@kitsap.gov)  
**Phone:** (360) 337-7109  
**Probation:** (360) 337-5737  
**Address:** District Court Clerk's Office:  
614 Division Street, Rm 106, Port Orchard, WA 98366  
**Hours:** Monday – Friday  
8:00 a.m. – 12:15 p.m. and  
1:15 p.m. – 4:30 p.m.

**The four Kitsap County District Court Judges** are elected in non-presidential even-numbered years, also known as midterm election years, unless they are being elected to fill a vacancy. Terms are four years and all races are nonpartisan. If only one candidate files to run for a judge position, that candidate is considered elected and the term begins the second Monday in January. If the candidate is elected to fill the remainder of a term, that term begins once the election is certified.

**District Courts Jurisdiction**

District courts are trial courts in Washington that have exclusive jurisdiction over small claims and infractions and concurrent jurisdiction with the Superior Court. District courts have jurisdiction over both criminal and civil cases.

Preliminary hearings for felony cases are also within the jurisdiction of the district courts. The maximum penalty for gross misdemeanors is one year in jail and a \$5,000 fine. The maximum penalty for plain misdemeanors is 90 days in jail and a \$1,000 fine. A defendant is entitled to a jury trial for these offenses. Juries in courts of limited jurisdiction are composed of six people.

Jurisdiction in civil cases includes damages for injury to individuals or personal property and contract disputes in amounts of up to \$100,000. District courts also have jurisdiction over traffic and non-traffic infractions, civil proceedings for which a monetary penalty--but no jail sentence--may be imposed. There is no right to a jury trial for an infraction. District courts have jurisdiction to issue domestic violence and antiharassment protection orders and no-contact orders. They also have jurisdiction to hear change-of-name petitions and certain lien foreclosures. More information on these procedures can be obtained by contacting the Kitsap County District Court.

Small claims are limited to money claims of up to \$5,000, or up to \$10,000 when brought by a person. These are filed and heard in the Small Claims Department of the district court. Generally, each party is self-represented--attorneys are not permitted except with the permission of the judge. Witnesses may not be subpoenaed, but may be allowed to voluntarily testify for a party. Examples of cases heard: neighborhood disputes, consumer problems, landlord/tenant matters and small collections. The Kitsap County District Court clerk can provide specific information about filing a claim.

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**KITSAP COUNTY PROSECUTOR**

**Main Office Criminal and Administrative Divisions**

**Website** [www.kitsapgov.com/pros](http://www.kitsapgov.com/pros)  
**Email** [kcpa@kitsap.gov](mailto:kcpa@kitsap.gov)  
**Phone** (360) 337-7174  
**Address** Kitsap County Courthouse  
614 Division Street, 2nd Floor  
Port Orchard, WA 98366  
**Hours** 8:30 a.m. to Noon and 1:30 p.m. to 4:30 p.m.

**Family Support Division**

**Email** [kcpa@kitsap.gov](mailto:kcpa@kitsap.gov)  
**Phone** (360) 337-7020  
**Address** 730 Prospect Street  
Port Orchard, WA 98366  
**Hours** 8:30 a.m. to Noon and 1:30 to 4:30 p.m.

**Civil Division**

**Email** [KCAPCiv@kitsap.gov](mailto:KCAPCiv@kitsap.gov)  
**Phone** (360) 337-4992  
**Address** Bullard Building  
614 Division Street  
Port Orchard, WA 98366

**Juvenile Division**

**Email** [KCAP@kitsap.gov](mailto:KCAP@kitsap.gov)  
**Phone** (360) 337-7174  
**Address** Kitsap County Youth Services Center  
1338 SW Old Clifton Road  
Port Orchard, WA 98367

The **Kitsap Prosecuting Attorney** is elected at-large by county voters on a partisan basis and serves a four-year term. The prosecuting attorney and deputy prosecutors are members of the Washington State Bar in good standing.

The Kitsap County Prosecutor is responsible for

- Prosecuting all felony crimes referred by county law enforcement agencies and city law enforcement agencies
- Prosecuting all gross misdemeanor and misdemeanor crimes referred by county law enforcement agencies and the Cities of Bainbridge

- Island, Port Orchard, and Poulsbo who have contracted with the Kitsap County Prosecutor's Office for prosecution services.
- Providing legal advice to all elected officials and county departments.
- Defending or prosecuting civil cases on behalf of county government.
- Litigating child support issues in cases referred by the State Department of Social and Health Services, Division of Child Support.

#### Criminal and Administrative Division: Felony Division

The Felony and Juvenile Division reviews and prosecute all felony crimes committed by adult offenders as well as all juvenile crimes in Kitsap County. A felony is any charge in which the maximum penalty exceeds one year. The Felony and Juvenile Division is responsible for a case from the initial review and charging, through the appellate process. The division also provides around-the-clock legal investigative support to all Kitsap County law enforcement agencies.

Deputy prosecuting attorneys review each referral from law enforcement for a felony offense. Once a referral is charged and filed, the felony division handles the criminal prosecution until there is a final disposition such as a guilty plea or trial with a jury verdict. The felony division will also handle all appeals to the Washington State Court of Appeals or Washington State Supreme Court.

#### General Trial/Vice Unit

The General Trial/Vice Unit prosecutes violent crimes, property crimes and financial crimes. The unit works closely with members of the local drug task forces, chemical dependency treatment providers, and community groups. This unit processes the majority of all adult felony referrals. Cases include burglaries, assaults, robberies, financial crimes, drug and firearm offenses.

#### Special Assault Unit

The Special Assault Unit (SAU) prosecutes sex offenses, crimes against children and crimes of domestic violence. The SAU building has office space available for the Kitsap Sexual Assault Center (KSAC), the Kitsap YWCA, Special Assault Investigation and Victim's Services (SAIVS), and local law enforcement.

#### Treatment Court Unit

Kitsap was one of the first counties in Washington to create a Drug Court program. The Treatment Court Unit, established in 2019, created a system that streamlined treatment court processes. With the success of the Drug Court, Kitsap added

- Veteran's Court
- Behavioral Health Court
- Human Trafficking Diversion Court
- Felony Diversion Program
- Residential Drug Offender Sentencing Alternative Program

The treatment courts are each designed to hold offenders accountable for their conduct, but also give them an opportunity for treatment and rehabilitation. The Treatment Court Unit screens all cases where defendants are seeking entry into a rehabilitative treatment court and ensures that defendants with violent history are not accepted.

The treatment courts are each designed to hold offenders accountable for their conduct, but also give them an opportunity for treatment and rehabilitation. Drug Court allows individuals that commit crimes because of their addiction, to seek help through chemical dependency treatment. Veterans Court is a program designed to help defendants who have previously served our country obtain assistance and resources to become productive members of the community. Often, a veteran's criminal behavior has a direct correlation to their service in the armed forces. The Human Trafficking Diversion Program is a unique program designed to connect victims of human trafficking with resources and treatment.

#### Juvenile Unit

The Juvenile Unit is responsible for the charging and disposition of all referrals of criminal conduct by people under the age of 18. The juvenile justice system is oriented toward rehabilitation. The unit works with defense attorneys and probation counselors to steer all appropriate incoming youth to our treatment courts so they can get the treatment, support, services they need, and have their cases dismissed if they successfully complete the program.

#### Appellate Unit

The Appellate Unit is responsible for most of the criminal appeals filed by defendants convicted in Kitsap County. An appeal is a claim made to a higher court alleging that a judge presiding over a trial or hearing made a legal mistake. Unlike a trial court, the appellate court does not take evidence or hear testimony. It makes its decision solely on the written record which consists of the documents filed in the trial court and the transcript of the trial and hearings prepared by the court reporter. Trial Lawyers check with the appellate unit when faced with a choice that may produce reversible error. Much of the time--the job of the Appellate Unit is to convince the appellate court that the trial was proper and fair.

Appeals from the District and Municipal Courts go to the Superior Court. Appeals from the Superior Court generally go to the state Court of Appeals and the state Supreme Court. The state Supreme Court, in its discretion, may choose to hear appeals from the Court of Appeals. In rare instances the state Supreme Court may also choose to hear appeals from the Superior or District and Municipal Courts.

#### Criminal and Administrative Division: District and Municipal Court Division

The District and Municipal Court Division prosecutes misdemeanor and gross misdemeanor crimes, which are defined by law as cases that are punishable by a year or less in custody. The division handles pre-charging review, charging and disposition, trials, and appeals for these crimes as well as appearing for contested infractions. The District Court's jurisdiction includes all of Kitsap County and the division also prosecutes cases on behalf of the cities of Bainbridge Island and Port Orchard.

DUI prosecution continues to be a priority for the division. One experienced deputy prosecutor is assigned the primary responsibility of DUI litigation, which also includes prosecuting felony DUI offenders in Superior Court. This DUI deputy prosecutor focuses exclusively on tracking changes to DUI law, educating law enforcement on these changes, and identifying and prioritizing prosecution of repeat DUI offenders.

The District Court and Municipal Court Division are considered rehabilitation courts. Therefore, a case disposition may require the defendant to undergo and successfully complete alcohol or chemical dependency treatment, victim impact panel, defensive driving classes, domestic violent treatment, etc. Because many of the crimes involve suspended driving privileges, defendants are often given an opportunity to clear up their licensing issues and become fully insured, licensed drivers, which is a benefit to them and to the community.

### Family Support Division

The Family Support Division is responsible for establishing and enforcing child support obligations within the county. The regular and reliable receipt of child support is an important component in the effort to reduce poverty, move families toward self-sufficiency, and alleviate the taxpayer burden.

In cooperation with the state Division of Child Support (DCS), the Family Support Division accepts referrals for the establishment of paternity and reviews and modifies support orders meeting state criteria. The division also enforces support obligations through civil contempt proceedings and, when public assistance has been paid on behalf of a child, appears in privately filed domestic relations cases to address the state's financial interest.

The Family Support Division administers the referral process of obtaining new orders for those requesting state services in modifying their child support obligation. The division collaborates with DCS to attain "right-sized orders" that fit a parent's true financial circumstances. The division interacts with a cross section of the community in areas such as domestic violence, child abuse and neglect, employment, health and poverty reduction.

### Civil Division

The Washington State Constitution and state statutes vest the legal function for county government in the Office of the Prosecuting Attorney. The Civil Division provides comprehensive legal services to more than 50 elected and appointed officials, departments, divisions, and affiliated agencies.

Deputy Prosecuting Attorneys in the Civil Division provide independent and ethical legal services to county officers and employees while protecting the constitutional rights of our citizens. By handling these matters in-house, Kitsap County saves millions of dollars in legal fees. Such cost savings are achieved not only by the lack of profit added to overhead (the State Constitution prohibits the making of profit out of county or other public money), but through familiarity with county operations and personnel.

Deputy prosecutors in the Civil Division work closely with county clients on a wide range of legal issues covering virtually every aspect of civil law. Examples include:

- Contracts
- Open Public Meetings
- Public Records
- Elections
- Property Taxes
- Revenues and Finances
- Labor and Employment Law
- Tort Defense
- Land Use
- Human Services

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KITSAP COUNTY SHERIFF

<b>Website</b>	<a href="https://www.kitsapgov.com/sheriff/Pages/default.aspx">https://www.kitsapgov.com/sheriff/Pages/default.aspx</a>
<b>Email</b>	<a href="mailto:kitsapshpio@kitsap.gov">kitsapshpio@kitsap.gov</a>
<b>Phone</b>	(360) 337-7101 (Main Office)
<b><u>Port Orchard Main Office</u></b>	
<b>Address</b>	Kitsap County Sheriff's Office 614 Division Street MS – 37 Port Orchard, WA 98366
<b>Hours</b>	Monday – Friday 9:00 a.m. – 12:00p.m. 1:00 p.m. - 4:30 p.m. Closed 12:00 p.m. to 1:00 p.m.
<b><u>Silverdale Sub-Station</u></b>	
<b>Address</b>	Kitsap County Sheriff's Office 3951 Randall Way NW Silverdale, WA 98383
<b>Hours</b>	Monday – Friday 9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.

**EMERGENCY:** Kitsap 911 – CenCom

<http://www.kitsap911.org/>

If you need to reach the Kitsap 911 dispatch floor, you are not reporting an emergency, or do not need police, fire, or emergency medical response, you can call **(360) 308-5400**.

If there is a service interruption and you are unable to reach 9-1-1 or if you are outside of Kitsap County but reporting an emergency in our area the best number to call is **(360) 307-5844**.

The Kitsap County Sheriff is elected at-large by county voters on a partisan basis and serves a four-year term.

The Kitsap County Sheriff's Office is divided into four main divisions: Patrol, Detectives, Corrections, and Support Services. All division members go through extensive background checks before they are hired.

Between the **Patrol Division** and the **Detective Division** there are a total of 123 Commissioned Officers budgeted for the Sheriff's Office, as of 10/20/22, there were 119 Commissioned Officers with KCSO. The **Corrections Division** (Jail) is budgeted for 97 Officers, and, as of 10/20/22, was made up of 85 Officers. In 2021, the average inmate population at any one time was approximately 262. The **Support Services Division** Support is budgeted for 32 positions. As of 10/20/22, Support Services had 32 employees.

There are **two volunteer organizations** that work closely with the Patrol Division:

- **Citizens on Patrol (C.O.P.)**  
Disabled parking enforcement, vacation house checks, public assistance during County events, and various other activities
- **Cadet Program** (ages 16-21)  
Cadets train and ride patrol shifts with deputies

### **CORRECTIONS DIVISION**

The Kitsap County Jail is a regional correctional facility that operates 24 hours a day, housing both males and females. Officers are tasked with inmate management, courtroom appearances, medical transports, hospital standby, meal service, facility safety and security, along with many other various tasks.

These are some of the services provided to incarcerated individuals in the Kitsap County Jail. The services are for either while in custody or transitioning back into the community:

- Medical and Mental Health Services
- Medication Assisted Treatment (MAT) Program for Opioid addiction
- Behavioral Health Assessments (Drug, Alcohol and Mental Health)
- Referrals to inpatient and outpatient behavioral health treatment providers
- Veteran's Services
- Transitional assistance for basic needs once released (food, insurance, and housing)
- Referrals to help women who are pregnant
- Assistance and referrals to programs that help those that are victims of domestic violence or human trafficking

### **PATROL DIVISION**

The Kitsap County Patrol Division Deputies will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of unincorporated Kitsap County, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws, and respond to emergencies 24 hours per day seven days per week.

Here are a few of the functions of the Patrol Division:

- Bicycle Unit
- Bomb Technician
- Cadet Program
- Citizens on Patrol
- Community Resource Officer
- Crisis Negotiation Team
- Drone Operators
- Field Training Unit
- K-9 Unit

- Marine Patrol
- School Resource Officers
- Search and Rescue
- SWAT

### **DETECTIVE DIVISION**

The Detective Division is currently managed by a sergeant, lieutenant, and chief. In addition to those three individuals, there are currently 10 detectives assigned to this division along with four support staff, which also includes evidence and property.

The Detective Division becomes involved in a case in various ways; a verbal report is made by a citizen to a patrol deputy then a report is written or when an officer has completed a report it is then forwarded to the Detective Division.

Some of the criteria used to determine which cases merit follow-up investigation includes:

- Crime patterns
- Method of operation
- Physical evidence
- Suspect information
- Vehicle information
- Witness statements

Not all cases are automatically assigned to a detective to investigate. The following is a general list of crimes to be investigated by detectives.

- **Crimes Against Persons**
  - o Homicide
  - o Questionable deaths
  - o Manslaughter
  - o Murders
  - o Kidnapping
  - o Felony Assaults
  - o Investigation of child or elder physical abuse
  - o Sex Crimes
  - o Child pornography
  - o Internet cases of the seduction of children
  - o Sexual assault cases against juveniles and adults
- **Crimes Against Property**
  - o Auto Theft: crime involving the theft of:
  - o Automobiles
  - o Boats
  - o Motorcycles
  - o Trucks
  - o Burglary: both commercial and residential burglary crimes.

- o Theft
- o Financial/Computer Crimes: Major white-collar crimes including:
- o Check and credit card offenses
- o Computer crime
- o Elder finance abuse
- o Embezzlement
- o Forgery
- o Fraud
- o Identity theft
- **Other Crimes**

**Sex Offender Registrations:** Implementing the State Law regarding the registration and monitoring of all local sex offenders in Kitsap County.

- **Crime Scene Processing**
  - o Overall scene processing
  - o Latent fingerprint processing and examination
  - o Bloodstain analysis
  - o Serial number restoration
  - o Video analysis

## **SUPPORT SERVICES**

The Support Services staff processes reports, orders, and permits. The staff performs a variety of functions including Records Management, Civil, Warrants, Dissemination, Property/Evidence Management, as well as investigative and clerical support to Detectives, Patrol Office of Professional Standards, and Corrections.

### **Reception**

The Reception interacts with the customers at both office locations. They assist with fingerprinting, concealed permits, and any questions individuals have.

- **Fingerprinting Service:**  
Original Concealed Pistol Licenses, Federal Firearm Dealer Licenses, and general fingerprinting services (i.e.: employment). This service is by appointment only, to schedule an appointment, use this online [calendar](#).
- **Concealed Pistol License (CPL):** Complete the form online.  
[Firearms Dealer FAQ](#), [Firearms Dealer License Application](#)
- **Alien Firearms CPL FAQ**  
[Renewal of CPL: Concealed Pistol License \(CPL\) form](#)
- **Drug Take-Back Program FAQ**  
Find out more about protecting yourself, our community, and our environment.

### **Civil**

The Civil unit deals with evictions, serving documents (harassment, warrants, etc.), and processes the paperwork for each of these items. To coordinate with Sheriff's Civil Unit:

Call 360.337.7104

E-mail: [kcsocivildivision@kitsap.gov](mailto:kcsocivildivision@kitsap.gov)

- [Fee Schedule](#)  
A listing of our cost of services.
- [Writ of Restitution FAQ](#)
- Direction for obtaining. [Tenant Information Sheet](#) if applicable.

### **Public Records**

All record requests for the Sheriff's Office so through the Records unit.

Public Records Requests:

Call 360.337.7101, or request on-line Records Request

E-mail: [kcsopublicrecords@kitsap.gov](mailto:kcsopublicrecords@kitsap.gov)

- [Request for \(non-traffic\) Records](#)  
Please use the Public Records Portal
- [Request for Traffic Records](#)  
Please use the Public Records Portal

### **OFFICE OF PROFESSIONAL STANDARDS**

The Office of Professional Standards (OPS) is the office within the Kitsap County Sheriff's Office that is responsible for training, policy manual, the WASPC accreditation, and internal investigations. OPS is where the standards are created and maintained for KCSO. OPS also receives and reviews commendations from citizens and investigates employee misconduct.

- [View the entire Policy Manual](#)
- To submit an employee compliment or commendation:  
<https://www.cognitoforms.com/KitsapCounty1/employeecomplimentorcommendation>
- To submit an employee complaint or concern: <https://www.cognitoforms.com/KitsapCounty1/EmployeeComplaintOrConcern>
- If you have a question about a procedure or other general concern, please contact the Office of Professional Standards at 360.337.7002 or send an email to [kcsops@kitsap.gov](mailto:kcsops@kitsap.gov)

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KITSAP COUNTY SUPERIOR COURT

Website	<a href="https://www.kitsap.gov/sc/Pages/default.aspx">https://www.kitsap.gov/sc/Pages/default.aspx</a>
Email	<a href="mailto:SuperiorCourt@kitsap.gov">SuperiorCourt@kitsap.gov</a>
Phone	(360) 337-7140
Address	614 Division Street MS-24, Port Orchard, WA 98366
Hours	Monday – Friday 8:00 a.m. – 12:15 p.m. and 1:15 p.m. – 4:30 p.m.

**Kitsap County's eight Superior Court Judges** are elected in presidential election years, unless there is a vacancy. Terms are four years and all races are nonpartisan. Elections to fill a vacancy in a Superior Court position can be held in odd-numbered years to fill an unexpired vacancy mid-term, following the Governor's appointment of a candidate to fill the unexpired term. If only one candidate files to run for a judge position, that candidate is considered elected and the term begins the second Monday in January. If a candidate is elected to fill the remainder of a term, that term begins upon the appointment of the Governor and is formalized once the mid-term election is certified.

#### **Superior Courts Jurisdiction**

Because there is no limit on the types of civil and criminal cases heard, superior courts are called general jurisdiction courts. These courts have "exclusive jurisdiction for felony matters, real property rights, domestic relations, estate, mental illness, juvenile, and civil cases." Superior courts also have authority to hear cases appealed from courts of limited jurisdiction.

With very rare exception, all superior court proceedings are recorded so a written record is available if a case is appealed. Appellate courts can then properly review cases appealed to them. Some superior courts use digital video recordings or audio instead of the customary written transcripts prepared by court reporters. Juries for most Superior Court cases have 12 jurors; some civil juries may only consist of 6 jurors.

#### **Juvenile Court**

Juvenile court is a division of the superior court, established by law to deal with youths under the age of 18 who commit offenses (offenders) or are abused or neglected (dependents). Like adults, juvenile offenders are sentenced according to a uniform set of guidelines. Taking into account the seriousness of the offenses committed and the history of the subject's prior offenses, the guidelines establish a range of sentences, and sentence conditions.

A juvenile sentence or *disposition* outside the standard range is possible if the court finds the standard disposition would amount to a "manifest injustice" to the juvenile or to the community. Dispositions within the standard range are not appealable; manifest injustice dispositions are.

Dependent children are usually placed under the care of the state's Department of Children, Youth and Families (DCYF). Courts frequently place such children outside the home for varying periods of time.

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KITSAP COUNTY TREASURER

**Website** <https://www.kitsap.gov/treas/Pages/default.aspx>  
**Email** [treasurer@kitsap.gov](mailto:treasurer@kitsap.gov)  
**Phone** (360) 337-7135  
**Mail** PO Box 169, Port Orchard, WA 98366  
**For in person assistance:**  
619 Division Street, Port Orchard, WA 98366  
**Hours** Monday - Thursday: 9:00am to 4:00pm  
Friday: 9:00am to 12:00pm

The **County Treasurer** is elected countywide on a partisan basis and serves a four-year term.

The County Treasurer

- Is the chief financial and fiduciary agent for the county, the ex-officio treasurer for most local governmental subdivisions and the ex-officio tax collector for incorporated cities in Kitsap County.
- Operates as a banker for the county government, school districts, fire districts, water districts, and other units of local government; the treasurer's office receipts, disburses, invests, and accounts for the funds of each of these entities.
  - o Accounting for cash receipts, transfers and disbursements
  - o Receiving, receipting and distributing cash assets
  - o Billing, collecting and distributing taxes, special assessments and fees; Contracting and managing banking and credit card relationships
  - o Making payments and maintaining a register of debt issuance
- Serves as the Chief Investment Officer for Kitsap County and works to provide high and safe investment returns on Kitsap County funds, managing local government investment pool for residual cash balances
- Forecloses and distrains property for nonpayment of real and personal property and special assessments
- Prepares required monthly, quarterly, or annual Federal and/or State of Washington reports and payments for Kitsap County.
- Serves as Chairman of the Kitsap County Financial Review Committee

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## SECTION 2: KITSAP COUNTY BOARD OF COMMISSIONER DEPARTMENTS—

### KITSAP COUNTY ADMINISTRATOR

<b>Email</b>	<a href="mailto:help@kitsap1.com">help@kitsap1.com</a>
<b>Phone</b>	360-337-7146
<b>Address</b>	614 Division Street Port Orchard, Was 98366

The Kitsap County Administrator is appointed by the Board of Commissioners, and has a major role in implementing the direction the Board, providing recommendations on policies, procedures, and programs; monitoring the countywide budget; negotiating of contracts; and developing solutions on a variety of administrative, fiscal and special project assignments.

The Administrator directly oversees internal service departments for the county including Human Resources, Emergency Management, Administrative Services, Information Technology and Facilities Management.

- **Human Resources**

This department has oversight and management of recruitment, healthcare, leave and retirement benefits for Kitsap County's 1100 employees. They ensure job opportunities are publicized and coordinate recruitment for such; they oversee equal employment opportunity compliance and collective bargaining agreements, as well as wage scale and personnel manual updates.

- **Emergency Management**

Planning for the emergencies that can harm the people, property, economy, and environment in Kitsap County is the responsibility of the Department of Emergency Management. They establish and coordinate local and regional response plans for events like earthquakes and tsunamis; train staff, volunteers, and first responders; and where possible, mitigate the effects of certain emergencies before they happen.

- **Administrative Services**

The Department of Administrative Services operates under the Board of County Commissioners and provides centralized financial services and support to other county departments. Core responsibilities include purchasing and processing of public records requests; risk management; adoption and oversight of the county-wide budget, and Public Defense.

- **Information Services**

Information Services is the central information technology hub for Kitsap County, located in the County Courthouse. The group provides technology infrastructure, development, support and network solutions to all county departments and some other local government entities.

- **Facilities Maintenance**

This department is responsible for the oversight and maintenance of the county's 17 buildings and properties comprising over 542,877 square feet of building space and 8 additional off-campus sites where on-demand services are needed. Key areas include



electrical, plumbing, HVAC, building entry systems, carpentry, painting, roof repairs, remodels, furniture, grounds and custodial services.

The Kitsap County Administrator duties also include oversight and coordination for the following community interfaces:

- **Board of Equalization**

The Board of Equalization is an independent body organized to hear appeals of various determinations made by the Assessor. It is comprised of six citizen members appointed by the Kitsap County Commissioners.

- **Volunteer Services**

Kitsap County Volunteer Services provide screening, interview placement and oversight for nearly 5,000 community volunteers who contribute over 4,000 hours of volunteer time annually to support and improve Kitsap County services.

- **Noxious Weed Control Board**

Members of the Kitsap County Noxious Weed Control Board assist with the development of rules and regulations to direct an effective county weed control or eradication program of noxious weeds; and assure compliance and coordination with state, federal, and other applicable regulations.

- **Cooperative Extension Services**

In exchange for annual funding support from Kitsap County and office space at the Norn Dicks Government Services Center, WSU Extension staff, administrators, and educators provide natural resources, youth development, and food systems program to the residents of Kitsap County. The Extension brings research-based knowledge to community residents through programs that train volunteers to pass on their knowledge to others. This educational service is funded in three ways: it receives federal funding through the U.S. Department of Agriculture, state funding through Washington State University, and local funding through Kitsap County government. See further detail on this program by visiting [www.kitsap.wsu.edu](http://www.kitsap.wsu.edu).

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## SECTION 2: KITSAP COUNTY BOARD OF COMMISSIONER DEPARTMENTS—

### COMMUNITY DEVELOPMENT

<b>Webpage:</b>	<a href="https://www.kitsapgov.com/dcd">https://www.kitsapgov.com/dcd</a>
<b>Email:</b>	<a href="mailto:help@kitsap1.com">help@kitsap1.com</a>
<b>Phone:</b>	(360) 337-5777
<b>Live Chat:</b>	Monday – Thursday 9:00am – 12pm
<b>Address:</b>	619 Division Street Port Orchard, WA. 98366
<b>Appointment:</b>	<a href="#">Online Scheduling Tool</a> (Virtual and In Person Options)
<b>In Person Walk-In:</b>	Monday – Friday 9am – 12pm

Kitsap County Department of Community Development (DCD) partners with residential and commercial customers to provide guidance and assistance through the design, building, and project review process. DCD is committed to ensuring our residents' safety, facilitating the construction of reliable and sustainable communities, and preserving our county's uniquely beautiful natural resources.

The Department director is appointed by the Board of Commissioners and oversees four key divisions that provide important services to the citizens of Kitsap County. Each division is guided by the Kitsap County Code and they work together to make a difference for our citizens and our community.

#### ● Administrative & Permit Services

- First stop when developing a property or starting a building project and includes support for the following services:
  - Online Permit Center - available to citizens 24 hours /day, 7 days /week
  - Live Chat – Monday – Thursday, 9am – 12pm
  - Permit estimates, Intake & Issuance
  - Addressing & Road Naming
  - Staff consultation facilitation to assist in identifying potential requirements for a specific project
  - Inspection scheduling
  - Responding to request for department records
  - Data analytics to help provide transparency and useful tools to applicants (i.e., [Where's my Permit in line?](#), etc.)

#### ● Development Services & Engineering (DSE)

- Provides 'Planner of the Day' services via Live Chat, email, phone, virtual, and in-person to assist our community with general planning questions.
- Provides land use, environmental and development engineering plan review on all commercial and residential development proposals in compliance with Kitsap County Code as follows:
  - Land use review: zoning, setbacks, parking, building feasibility, and subdivisions
  - Environmental review: shorelines, timber harvest, and critical areas (e.g., wetlands, slopes, streams)
  - Engineering review: traffic impacts, road approaches, site grading, and stormwater management

- **Building & Fire Safety (BFS)**

- Ensures the safety and well-being of our community through sound building practices and the mitigation of fire hazards.
- Provides commercial and residential building and fire plan review and inspections in compliance with adopted Kitsap County codes and ordinances, as well as the International Building Code, International Residential Code, Uniform Plumbing Code, and all other Washington State regulations
- Provides risk check inspections on commercial occupancies
- Investigates and coordinates the investigation of conditions reported as public nuisances or in violation of building and fire codes, zoning and shoreline restrictions, critical area protection requirements or other areas that the county regulates through civil processes.
- Investigates the origin, cause and circumstances of significant fires occurring in the unincorporated areas of the county, certain tribal lands and cities via Interlocal Agreements

- **Planning & Environmental Programs (PEP)**

- Guides the development of the County's 20-year Comprehensive Plan and development regulations to set the stage for future growth, development, and quality of life in Kitsap County.
  - Ensures that all elements of the built environment, including land use, transportation, housing, energy, and infrastructure, work together to provide sustainable places for living, working, and recreation.
- Produces the Buildable Lands Report, a "look back" to review consistency between actual and planned densities. It answers if development is occurring as envisioned by the Comprehensive Plan and if there is sufficient land supply for population and employment growths.
- Administers various long-range environmental programs designed to preserve healthy ecosystems and preservation of our natural resources; programs include, but are not limited to, Shore Friendly and Puget Sound salmon recovery efforts.
- Produces all planning and regulatory maps for DCD using the Kitsap County Geographic Information System.
- Facilitates Kitsap County code development and amendments such as the recent zoning use update, stormwater design manual update, etc.

- Additional information available at <https://www.kitsap.gov/DCD>

- Kitsap County Code
- Kitsap County Comprehensive Plan
- Kitsap County Planning Commission
- Kitsap County Hearing Examiner

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**KITSAP COUNTY HUMAN SERVICES DEPARTMENT**

<b>Website</b>	<a href="https://www.kitsap.gov/hs/Pages/Default%20Home%20Page%20HS.aspx">https://www.kitsap.gov/hs/Pages/Default%20Home%20Page%20HS.aspx</a>
<b>Email</b>	<a href="mailto:HumanServices@kitsap.gov">HumanServices@kitsap.gov</a> or <a href="mailto:help@kitsap1.com">help@kitsap1.com</a>
<b>Phone</b>	360-337-5700 or 1-800-562-6418
<b>Mailing Address</b>	Kitsap County Department of Human Services 614 Division Street, MS-23, Port Orchard, WA 98366-4676
<b>Physical Address</b>	Kitsap County Department of Human Services 507 Austin Avenue, Port Orchard WA
<b>Hours</b>	Monday – Friday, 8:00 a.m. – 4:30 p.m.

Over 23,562 Kitsap County residents benefit from services directly provided by employees of this department or through one of the 87 department's contractors. The department administers an annual operating budget in excess of 75 million dollars (2023) with 97% of funding obtained through federal and state contracts and grants.

More than 158 members of the Kitsap community are appointed by the Board of Commissioners to serve on one of eleven Human Services Boards, Commissions, and Councils staffed by employees of this department. Appointed members of our community work in partnership with employees of the department to identify individual and community human services needs, plan and develop services, provide oversight and evaluation for accountability and service enhancements.

Note: Specific information about how to get services from these groups is on the website including staff contacts and location of offices. Individuals can also apply to volunteer through the county volunteer application form which is on the website.

**DIVISIONS**

**1/10 of 1% Sales Tax for Community Investments in Affordable Housing**

In January 2022, the Kitsap County Board of Commissioners passed an ordinance imposing an additional sales and use tax of one-tenth of one percent (0.1%) for housing and related services as authorized by RCW 82.14.530, adding a new chapter 4.34 to Kitsap County Code. The CIAH program's purpose is to increase the amount of affordable housing and/or develop behavioral-related facilities in Kitsap County. The program defines affordable housing as emergency, transitional, and supportive housing and is required to serve persons earning less than 60% of the area median income (AMI).

**Aging and Longer-Term Care**

This Division serves the needs of older or disabled adults, their families and caregivers residing in Kitsap County. Their mission is to work independently and through community partnerships to promote the well-being of older adults and adults with disabilities.

**Block Grant**

The Block Grant Program is funded through the Federal Department of Housing & Urban Development (HUD). Kitsap County receives an annual allocation of Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds. The amounts are determined by a formula and the federal budget.

The purpose of the program is to provide the community with a source of funds to address a wide range of housing and community needs. The funds are used to support agencies, non-profits, and governments in addressing the needs of low-income and special needs households in the community.

**Community Advisory Committee 1/10th of 1%**

A special sales and use tax was authorized through ordinance to provide for delivery of mental health, substance abuse and therapeutic court programs and services. The division provides administration of the tax and oversees implementation of rules established in the Kitsap County Code. Kitsap County businesses, programs and service providers may apply for funding from the 1/10th sales tax annually.

**Commission on Children and Youth**

The Youth Commission supports activities that increase the capacity for the community to build developmental assets among youth and is the local Community Public Health and Safety Network for Kitsap County. They provide a variety of programs and resources to families within the community with a focus on four problem areas: dropping out of School, youth substance abuse, youth violence and child abuse and neglect.

**Developmental Disabilities Program**

This program provides a full array of services and support that enhance the lives of children and adults with developmental disabilities in our community. They partner with the Washington State Department of Social and Human Services, Developmental Disabilities Administration (DDA) to administer a range of services by subcontracting with local agencies.

**Housing and Homelessness**

This Division supports a crisis response system to address homelessness and is funded through federal, state and local sources. The Housing Solutions Center (HSC) is a one stop resource center for anyone needing housing assistance.

**Kitsap Recovery Center**

The Center (KRC), located in Port Orchard, provides both inpatient and outpatient substance abuse treatment services, is state-approved and utilizes the American Society of Addiction Medicine (ASAM) treatment criteria for both chemical dependency treatment for drug and/or alcohol addiction. KRC serves primarily low-income and Medicaid-eligible clients. KRC provides information, education, and referrals to all county residents.

**Olympic Consortium Work Source Program**

The Consortium supports services within Clallam, Jefferson and Kitsap Counties in conjunction with local businesses, training and education providers. They are a one-stop partner with the American Job Center Network which utilizes a variety of community partnerships and internal resources to assist job seekers in overcoming barriers and work toward financial stability and self-sufficiency.

**Pretrial Services**

The Pretrial Services program was rolled into Human Services in 2022 in response to Washington State Court's ethic opinion 18-04 to promote fairness in the arraignment process in Kitsap County Superior Court. We are working in collaboration with the Superior Court, Office of Public Defense, Prosecutor's office, and the Kitsap County Sheriff's Department to promote pretrial release and defendant success. We are working to accomplish this by increasing access to community resources for defendants, increasing pretrial release options for the court, and by providing the courts with the best data possible to make informed pretrial release decisions.

**Salish Behavioral Health Administrative Services Organization**

The State of Washington contracts with the Salish Behavioral Health Administrative Services Organization (SBH-ASO) to provide Behavioral Health Crisis Services and other state-funded non-Medicaid behavioral health services in the Salish region which includes Clallam, Jefferson, and Kitsap counties. All community members including individuals, family members, community providers, first responders, law enforcement, hospitals, have access to access crisis services through the Salish Regional Crisis Line. The Regional Toll-Free Crisis Line function as triage, resource and referral, and dispatch of Mobile Crisis Outreach, including Designated Crisis Responders (DCRs).

**Substance Abuse Prevention Services**

This Division provides resources to help young people, their families and friends prevent substance abuse, learn more about drug and alcohol addiction and get help.

**Veterans Assistance**

The county provides information and assistance to veterans who are residents. Programs include temporary emergency assistance, access to various community resources including the Veterans Assistance Fund, complimentary services to those in need through "Stand Down" events, and support for the annual "Unforgotten" run which transports unclaimed veteran remains to Tahoma National Cemetery.

**ADVISORY BOARDS****1/10th Community Advisory Committee**

This committee was formed to advise the Board of Commissioners in their oversight of the 1/10th Sale and Use tax program. They review strategic plans, assess proposals, develop and monitor specific performance measures, ensure the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax.

The Community Advisory Committee has 11 members appointed by the County Commissioners to three-year terms, and must represent they following sectors: One (1) from the Salish Behavioral Health Organization Advisory Board, One (1) from the Commission on Children and Youth, One (1) from the Area Agency on Aging, One (1) from Law and Justice, One (1) from Education, and Six (6) At-Large representing a broad spectrum of diverse community members whose background and expertise enhance the function and effectiveness of the Advisory Committee in fulfilling its responsibilities.

**Accessibilities Communities Advisory Committee**

The purpose of the Kitsap County Accessible Communities Advisory Committee is to support disability awareness and access for people with disabilities through technical assistance and other resources funded by the Accessible Communities Act . Current projects include providing portable ramps and hippocampe chairs for people to borrow free of charge and business stickers to assist people with severe mobility impairments in gaining access to buildings.

The Committee is comprised of community and citizen advocates appointed by the Board of County Commissioners.

**Aging and Long-Term Care**

The council is required to advise the agency in the development and implementation of the Area Plan for aging services funded through Kitsap County; conduct public hearings; represent the interests of older persons; and review and comment on all community policies, programs and actions which affect older persons.

The council is made up of 11 unpaid volunteers, appointed by the Board of County Commissioners, for three-year terms. Representation is sought from all areas of the county, diverse ethnic groups and low-income seniors.

**Commission on Children and Youth**

The 20 members of the Kitsap County Commission on Children and Youth Advisory Board are volunteers from throughout the county appointed by the Board of County Commissioners for three-year terms. They represent health and social services, law and justice, military, education, parks and recreation, business, youth and the general community.

The Commission serves as an advisory board to the Kitsap County Board of Commissioners, and the Local Public Health and Safety Network.

**Coordinated Grant Process Grant Recommendation Committee**

The Coordinated Grant Process is a joint grant process for City of Bremerton and Kitsap County Community Development Block Grant Programs and the Housing and Homelessness Program, combining funds from federal and local sources. These funds have a common mission to benefit homeless and low to moderate income residents through provision of affordable housing, homeless services, public services, capital investments, and economic development. The process includes two Grant Recommendation Committees (GRC) to review and make the funding recommendations: one for services and operations and maintenance applications and one for capital, economic development, and rental assistance applications.

The Boards each consist of eight members of the community from varying geographic regions in Kitsap County. The members have a range of experience including community service, homelessness, affordable housing, construction or project management, mortgage lending, housing development, economic development, real estate, architecture, finance and accounting, or grant administration and regulatory compliance.

**Disabilities Advisory Board**

The Board makes recommendations regarding developmental disabilities services funded through Kitsap County and provides community education on developmental disabilities. Board responsibilities include reviewing all service plans, applications for funding, and expenditure budgets.

The Board consists of no fewer than nine and no more than 12 members of the community from varying geographic regions in Kitsap County. It is representative of parents, business, schools, professionals, and others with interest in developmental disabilities.

### **Olympic Consortium Board (OCB)**

Clallam, Jefferson, and Kitsap Counties form a consortium designated by the Governor as a Workforce Investment Area under the Workforce Investment and Opportunity Act (WIOA) of 2014. The consortium's purpose is to plan, establish, and operate a comprehensive employment and training system.

The Board, comprised of one county Commissioner from each member county, works with the Olympic Workforce Development Council to guide policy and provide oversight for local job training activities. The Kitsap County Department of Human Services is the consortium's administrative entity and provides staff support to the Board.

### **Olympic Workforce Development Council**

The council is composed of 29 members appointed by the Olympic Consortium Board from the three-county area and serve a three-year term. Members represent the business sector, organized labor, education, rehabilitation agencies, economic development agencies, public welfare agencies, community-based organizations, and public employment services.

The Council is required to:

- Work in partnership with the nine County Commissioners of the Olympic Consortium Board
- Provide policy guidance and program oversight for WIA activities within the service delivery area of Kitsap, Clallam, and Jefferson Counties
- Help determine procedures for the development of five-year strategies
- Review and provide feedback for the five-year plan before submittal to the Governor

### **Ombudsman Council for Aging and Long-Term Care**

The purpose of the Ombudsman Advisory Council is to advise the Regional Long-Term Care Ombudsman on recruitment, selection, training, support and evaluation of the volunteer ombudsman and to further disseminate public information regarding volunteer opportunities, training and program services and to assist in local program operation, goals and priorities.

The seven members serve three-year terms and are appointed by the Board of Commissioners and must represent the following areas: legal specialist; senior advocate; long-term care provider; mental health specialist; long term care consumer; other categories as determined by the local program.

### **Salish Behavioral Health Administrative Services Advisory Board**

The Salish Behavioral Health Administrative Services Organization Advisory Board (SBH-ASO) works with the SBH-ASO Executive Board on policy guidance and program oversight of behavioral health programs within Clallam, Jefferson, and Kitsap Counties. The Advisory Board helps determine procedures for the delivery of mental health and substance use disorder services in all three counties and develops a service plan.



The Advisory Board is composed of 11 members, three members from each county and two tribal representatives who are appointed by the SBH-ASO Executive Board. At least 51 percent of its members must be consumers and/or family members of individuals with lived experience with a behavioral health disorder.

#### **Salish Behavioral Health Administrative Services Executive Board**

The Salish Behavioral Health Administrative Services Organization Executive Board works with the larger Advisory Board to provide policy guidance and oversight of local behavioral health programs.

The Executive Board is composed of nine county commissioners, three from each county, one tribal representative, one non-voting representative from the Olympic Community of Health, and one non-voting representative from the Salish Behavioral Health Administrative Services Organization's Advisory Board.

#### **Veterans Advisory Board**

The Kitsap County Veterans Advisory Board was developed in accordance with Revised Code of Washington (RCW) 73.08 and Kitsap County Ordinance Title 2 Administration and Personnel, Chapter 2.92 Veterans Assistance, by the Kitsap County Board of Commissioners in November 2006. The Board is required to advise the Board of County Commissioners on the needs of local indigent veterans, the resources available to local indigent veterans, and programs that could benefit the needs of local indigent veterans and their families.

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## SECTION 2: KITSAP COUNTY BOARD OF COMMISSIONER DIVISIONS—

### KITSAP COUNTY MEDICAL EXAMINER

Nationally Accredited Agency with International Association of Coroners and Medical Examiners

Website: <https://www.kitsap.gov/coroner/>  
Email: [coroner@kitsap.gov](mailto:coroner@kitsap.gov)  
Phone: (360) 337-7077  
Mail: Kitsap County Medical Examiner's Office  
614 Division St. MS - 17  
Port Orchard, WA 98366  
Hours: Monday—Friday 8:00 a.m. – 4:30 p.m.

In 2020 the **Kitsap County voters approved changing from an elected coroner system to a Medical Examiner System on January 1, 2023**. This change required that a doctor vet the operational procedures of the office. Kitsap County is one of seven counties to in Washington state with a medical examiner system.

#### Goals and Priorities

- To serve the citizens of Kitsap County by providing professional investigations into the deaths of individuals that die within the County that fall under the jurisdiction of the medical examiner per RCW 68.50.010
- To maintain an adequate staffing level to provide all mandated services.
- To maintain a safe & healthy working environment for the Medical Examiner's staff.
- To provide adequate equipment, training, and support to the staff.
- To provide compassionate assistance to the families and loved ones in dealing with death.
- To provide assistance, training, and education to other agencies and groups requesting our services.
- To provide a statistical annual report of deaths within the county.

#### Responsibilities

The Medical Examiner is an appointed official with the responsibility for determining the Cause and Manner of Death of persons who pass within the jurisdictional boundaries of Kitsap County (p. 275,611 (2020)) according to RCW 68.50.010. The Medical Examiner or his/her Deputies are required to adhere to the Revised Code of Washington (RCW Titles 36.24 & 68.50) for determining if a case is a jurisdictional death that would require a more thorough and in-depth investigation. All jurisdictional deaths are reported to the Medical Examiner's Office 24 hours a day 7 days a week.

The Kitsap County Medical Examiner's Office is instrumental in the investigation as well as the prevention of deaths. Medical Examiner's Office personnel are involved in prevention groups such as Survivors of Suicide, Mothers against Drunk Drivers, Kitsap County Traffic Safety Task Force and Reduce Under Age Drinking.

For information about State wide deaths, including Kitsap County, Dept of Health  
link: <http://www.doh.wa.gov/DataandStatisticalReports> or <http://www.digitalarchives.wa.gov/>

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## SECTION 2: KITSAP COUNTY BOARD OF COMMISSIONER DEPARTMENTS—

### PARKS, RECREATION AND OPEN SPACE

<b>Website</b>	<a href="https://www.kitsapgov.com/parks">https://www.kitsapgov.com/parks</a>
<b>Phone</b>	360-337-5350
<b>Email</b>	<a href="mailto:parks@co.kitsap.wa.us">parks@co.kitsap.wa.us</a>
<b>Mailing Address</b>	Kitsap County Parks 614 Division St MS-1, Port Orchard, WA 98366
<b>Physical Address</b>	Kitsap County Parks 1195 NW Fairgrounds Rd, Bremerton WA 98311
<b>Hours</b>	Mon – Thurs: 8:30 a.m. – 5:00 p.m.; Fri: 8:30 a.m. – 2:30 p.m.

The Kitsap County Parks Department provides quality of life-enhancing opportunities through the management of natural areas and specialized facilities and community stewardship. County staff plan, develop and operate the following assets:

#### PARK CATEGORY DESCRIPTIONS

- HERITAGE PARKS

More than 75 percent of all park and open space acreage is located within the six heritage parks; Newberry Hill, Illahee Preserve, North Kitsap, Port Gamble, Banner Forest, and Coulter Creek. These substantial sites have become the foundation of Kitsap County's Park system. Except for trails running through portions of the park, these lands remain primarily undeveloped natural areas, with environmentally sensitive areas preserved or enhanced.

- COMMUNITY RECREATION COMPLEXES

- South Kitsap Regional Park - This 204-acre park in south Kitsap has soccer and baseball fields, along with tenants Casey's Batting Cage and the Kitsap Live Steamers. Recent improvements have been made to the playground, skatepark, and perimeter trails.
- Fairgrounds & Events Center - The 130-acre Fairgrounds & Event Center near Silverdale is the most visited site in the park system. It contains an athletic complex, the Pavilion Event Center, an Equestrian Arena, tennis court complex, and two multi-use athletic fields. The various on-site, fair-related buildings are heavily used for a variety of recreational purposes and rentals for private events and shows throughout the year.

- WATERWAYS AND WATERFRONT PARKS -

- Freshwater lakeside parks include Buck Lake, Island Lake, Long Lake, Horseshoe Lake, and Wildcat Lake
- Saltwater parks include Point No Point, Norwegian Point, Salsbury Point, and Arness Park. Port Gamble Forest Heritage Park has 1.5 miles of undisturbed saltwater beach and shellfish beds, fronting Port Gamble Bay.

- LEGACY PARKS & PROPERTIES

- McPherson-Howe Farm, in Port Orchard, provides a living-history and demonstration farm at this historic property. The Children's Garden and Veteran's Garden provide gardening opportunities for at-risk youth and our military communities. Other opportunities for conservation education highlight Salmonberry Stream and 15 recent beaver dam and pond construction.

- Other legacy properties include Harper Park, site of an old brick factory; the 1906 schoolhouse at Kola Kola Park in Kingston; and the Veteran’s Memorial Park in Port Orchard.
- SPECIALIZED-USE PARKS - Distributed throughout Kitsap County, these “stand-alone” parks provide recreation facilities for skateboards, dog-lovers, and golfers. They include:
  - Rolling Hills and Village Greens golf courses
  - Bandix Dog Park
  - Silverdale Rotary Gateway Park
  - South Kitsap Regional Park Skate Park
  - Kingston Billie Johnson Skate Park.
- PARTNERSHIP PROPERTIES - These are county-owned park properties that are cooperatively managed and maintained with non-county partners.
  - The Kitsap Forest and Bay Project, a collaborative planning effort by recreation and conservation interest groups, Tribes, and agencies, and envisions acquisition priority for five blocks of land, up to 7,000 acres in that northern district. These include Hansville, the North Kitsap Heritage Park Expansion, the Divide, Port Gamble Upland and Port Gamble Shoreline blocks. These large tracts of forestland contain ecologically important streams, wetlands, and forest habitat, more than two miles of shorelines, and tidelands. These lands typically serve the County for diverse and passive recreation opportunities.
- OTHER PARK SYSTEM PROPERTY ASSETS:
  - Trail Systems provide for diverse recreation needs for outdoor exercise, adventure mode of park travel, and exploration within our larger park areas. They serve a wide range of trail users, including walkers, people with strollers, runners, hikers, dog walkers, equestrians, wildlife observers, and mountain bikers. Trail facilities including trailhead parking and trail infrastructure components.
  - Open Space and Greenbelts are important contributions to the natural character of Kitsap County. These “parklands” are largely undeveloped and provide protection for regionally significant wildlife habitat, native vegetation, viewsheds, and greenbelts which buffer the impact of developing communities. These landscapes may offer limited public access and use and are managed to maintain resource quality.
  - Sustainable Harvest Forest Lands are large acreages (more than 100 acres) which are to be designated as intensively managed forests intended for propagation, growth, and sustainable harvest of renewable forest products. Regular maintenance, thinning, and replanting after selective harvest is part of the sustainable-forest management plan. Certain recreation activities and facilities are suitable and compatible with long-term forest management strategies. Net revenues derived from harvested forest products support the County Park system and natural resource management needs.

PARKS ADVISORY BOARD The Kitsap County Parks Advisory Board comprises nine County Commissioner appointees - three from each County Commissioner District. The Board functions as a link between the community and the County. The Board provides guidance to the Director of Parks concerning park planning, acquisition, development, and administration of parks and recreation facilities throughout the County.

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**SECTION 2: KITSAP COUNTY BOARD OF COMMISSIONER DEPARTMENTS—  
PUBLIC WORKS**

**Website:** <https://www.kitsapgov.com/pw/Pages/default.aspx>

**Phone:** 360-337-5777

**Email:** [help@kitsap1.com](mailto:help@kitsap1.com)

*Report a problem or request services using SeeClickFix online or in the app!*

*Go to [Kitsap1.com](https://www.kitsap1.com) for details.*

**Mailing Address**

Kitsap County Public Works  
614 Division Street (MS – 26), Port Orchard, WA 98366

**Physical Addresses:**

Administration & Engineering  
507 Austin Avenue, Port Orchard, WA 98366  
Randy W. Casteel Annex  
8600 SW Imperial Way, Bremerton WA 98312

**Regular Hours**

8 AM to 4:30 PM, Monday through Friday

**Roads**

The Public Works Road Division maintains, operates, and improves over 900 miles of roads situated in unincorporated Kitsap County. This effort requires approximately 150 engineers, surveyors, planners, technicians, road workers and others who are dedicated to preserving and enhancing the County's transportation network in a safe and cost-effective manner.

Funds required for operation and maintenance of County roads are primarily derived from the road levy portion of citizen's property tax, Kitsap County's allocation of the state motor vehicle fuel tax and various state and federal grants.

The Road Division is divided into three sections, each providing specialized services to County residents:

- **Road Maintenance**

Maintenance and preservation of the road system is performed by approximately 70 workers operating from road shops in north, central and south Kitsap. These workers are responsible for road paving, chip seals, roadway repairs, routine sweeping, vegetation management and other tasks. The maintenance group also provides 24/7 response for snow and ice conditions, weather related emergencies and other events.

- **Traffic Operations and Transportation Planning**

Assuring that the County-maintained road system operates in a safe and efficient manner is the responsibility of the Traffic Operations and Transportation Planning section. This group is composed of approximately 25 engineers, planners, and technicians responsible for traffic signal and sign maintenance, striping, and roadway markings. The traffic group also analyzes and investigates accidents and other safety related items and develops concepts for improvements. Staff members also coordinate with the Department of Community Development to evaluate and mitigate the impacts of private development.

Another primary function of the Traffic section is planning for future transportation improvements. The Department's transportation planners participate in development of the County's comprehensive plan and coordinate with other groups and agencies to develop the six-year Transportation Improvement Program (TIP). The TIP process outlines priorities for preservation, safety, mobility, non-motorized and environmental enhancement projects and provides a cost constrained plan for implementation.

- **Engineering**

The primary function of the Department's Engineering section is to design and construct roadway improvements identified on the adopted TIP. This effort requires a dedicated and professional staff of approximately 40 engineers, surveyors, right of way agents and construction managers working collectively to develop designs and bring them to life on the ground. Successful transportation projects require expertise in engineering design, survey mapping, right of way acquisition and contract management, and, an ability to bring these skills together to cost effectively address the need, address potential environmental impacts and respect private property rights.

In addition to new construction, this group also manages private construction activities situated in County right of way, acquisition of land for other County departments and a variety of other services vital to county government.

The three sections described above work collectively and interactively to manage the County's transportation network. The goal of the Division's work is to develop, operate and maintain safe and efficient roadways that meet the public's expectations and respect the natural and manmade environment.

### **Recycling and Solid Waste Management**

The Solid Waste Division is responsible for solid waste management. They manage an integrated system that emphasizes waste reduction and recycling. They also manage moderate risk waste, which includes hazardous wastes produced by households, businesses, and other entities in small quantities. You can find a [list of services and facilities](#) online, including how to dispose of items and where you can take them.

In cooperation with private companies and public agencies, services include:

- System planning and administration,
- Solid Waste handling, transfer, and disposal
- Waste Reduction and Recycling program implementation,
- Moderate risk waste collection
- Community education and engagement
- Litter and illegal dumping control through [Clean Kitsap](#) and volunteerism in [Adopt a Spot](#).

Adopt a Spot is a volunteer program that equips and empowers residents to work together cleaning up litter in their neighborhood. The Adopt a Spot program provides safety supplies and litter bags, offers helpful safety training, and places a recognition sign in your adopted spot! Find out more at [Adopt A Spot!](#)

Future projects focus on waste reduction and providing capacity for a growing community. The [Silverdale facility](#) is being redesigned, and a new Household Hazardous Waste Facility is planned for North Kitsap. Discover the projects and plans Solid Waste has for our community on [The Future of Solid Waste](#) page.

## **Sewer Collection and Treatment**

Kitsap County manages five wastewater collection systems (*Central Kitsap, Kingston, Manchester, Navy Yard City, and Suquamish*) and four treatment plants servicing Central Kitsap, Manchester, Suquamish, and Kingston.

Wastewater collection systems and wastewater treatment facilities in Kitsap County serve approximately 40% of the total County population; most of the rural population uses onsite septic systems. The Central Kitsap Treatment Plant serves all local septage haulers providing services to private septic systems, small batch treatment plants, and commercial businesses producing fats, oil, and grease waste. The Central Kitsap Treatment Plant serves all flows from the City of Poulsbo and Naval Base Kitsap facilities at Bangor and Keyport.

This Division also regulates and authorizes permits for property owners who connect buildings to the County managed sewer system. Regulations and requirements are in place to protect the health and environment of property owners, utility customers, and the public.

## **Stormwater Collection and Treatment Utility**

The Stormwater Division is responsible for managing collection and treatment of stormwater runoff and implementing the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Permit.

Our larger mission is to protect, sustain, enhance, and restore the quality of Kitsap County's surface waters to protect human health, support economic growth and recreational activities, and sustain a healthy, natural environment. We achieve this through a nationally recognized program and dynamic partnerships with local agencies and jurisdictions. Find out more at our [Clean Water Kitsap](#) site.

Our multifaceted program includes activities like:

- **Capital Facilities Planning**

The Capital Facilities program prioritizes and manages larger stormwater system improvement projects. These projects reduce the frequency and severity of flooding, improve water quality, increase fish passage, and provide habitat.

The Stormwater Division has designed and built several award-winning restoration projects, such as Manchester Stormwater Park, Whispering Firs Stormwater Park and the Clear Creek Floodplain Restoration project.

- **Maintenance and Operations**

Our field staff work to ensure the consistent function of all storm facilities including green infrastructure, low-impact development (LID) facilities and traditional infrastructure like pipes and storm drains, providing needed maintenance on a consistent basis, capturing critical performance data about asset condition, and repairing, replacing, or upgrading our infrastructure, as necessary.

- **Asset Management**

Our Asset Management program works hand in hand with the Maintenance program, inspecting public, private and commercial stormwater facilities to ensure their function, responding to public inquiries and complaints, maintaining a database that tracks all stormwater assets, coordinating the rehabilitation and replacement of exhausted or failing assets, and designing necessary system retrofit projects.

- **Water Quality Protection**

Our Water Quality team works with our community partners on keeping pollutants from reaching our natural water bodies, using tools like education and outreach, water quality monitoring and illicit discharge detection and elimination. These teams are responsible for activities that evaluate effectiveness of stormwater management actions and assess receiving water quality, detect and address spills

and illicit connections, raise public awareness about stormwater pollution sources and facilitate behavior change, and providing school-based education programs.

- **Water Resource Planning**

Careful planning on a watershed scale helps to make sure that people, fish and wildlife continue to have abundant, clean water. The County collaborates with community partners to identify and apply strategies for protecting water resources while accommodating planned population growth.

### **Equipment Services**

Equipment Services is responsible for the purchase and maintenance of all County vehicles and heavy equipment. Primary services provided include vehicle and heavy equipment acquisition, replacement and surplus for all County Offices and Departments; vehicle and heavy equipment maintenance and repair for all County equipment; maintenance of our County fueling stations

This division manages the acquisition and inventory of all road materials, vehicle parts, tires, fuel, and sign supplies. We manage all vehicle and equipment recalls and apply manufacturer warranties on all County-owned equipment and vehicles. We also purchase and maintain the Public Works 800mhz 2-way radio system used to communicate between fleet vehicles.

Most vehicle and equipment repairs are done in one of three Kitsap County Road Shops. In addition to maintenance bays these shops provide storage areas for materials and seasonal equipment. The North Shop is on the outskirts of Poulsbo, the Central Shop is in Bremerton, and the South Shop is in Port Orchard.

To keep our fleet operating effectively, we provide, manage, and maintain six fueling sites. This allows employees to increase efficiency and avoid delays in the refueling process. These fueling stations are strategically located throughout the County allowing employees to refuel efficiently close to where they are working. We have a small number of electric vehicles in our fleet and add to that number as technology advances bring new electric vehicle types and equipment online.

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