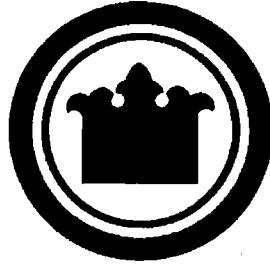


2005-241

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Attachment A



**CONFIRMATION PACKET  
FOR  
REED HOLTGEERTS, DIRECTOR  
DEPARTMENT OF ADULT AND JUVENILE DETENTION**

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- Press Release on Appointment
- Letters in Support of Appointment



**King County**

**Ron Sims**  
King County Executive

# ***News Release***

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Date: Feb. 10, 2005

Contact: Carolyn Duncan, 206-296-4063

## **Sims appoints Reed Holtgeerts as jail director**

King County Executive Ron Sims today appointed Reed Holtgeerts to serve as director of the Department of Adult and Juvenile Detention. Holtgeerts is a 28-year veteran of the department, most recently serving as deputy director.

“Reed’s in-depth knowledge of the corrections field and strong management skills make him uniquely qualified to lead the department,” said Sims. “He is an amazing success story, having earned the respect and admiration of line staff and managers as he advanced from corrections officer to deputy director. Reed has an impressive track record of working effectively with staff to put in place innovative practices.”

Holtgeerts joined the department in 1976 as a corrections officer. He was subsequently promoted to positions of corrections sergeant, lieutenant/captain, and corrections major. In 2000 Holtgeerts was named facility commander at the Regional Justice Center, and served in that position until he was named deputy director for the department. In 2001, Holtgeerts graduated from the National Institute of Corrections Executive Excellence Program.

“After many years of service to the department, it is an honor and privilege to accept the position of director,” said Holtgeerts. “The department has outstanding employees and one of the top corrections management teams in the country. Together we will continue to be a leader in this region for corrections services.”

“Reed has worked with our civic and business leaders to ensure that the Regional Justice Center remains a positive part of our community,” commented Mayor Jim White, City of Kent. “We look forward to continuing this relationship with Reed in addressing corrections issues in our region.”

Upon hearing his appointment, Sheriff Sue Rahr said “Reed is the person you want at the table to collaboratively solve problems and prepare for the future. He will be an excellent partner with law enforcement on regional efforts to make improvements in the criminal justice system.”

Holtgeerts’ appointment will be sent to the County Council for confirmation.

**This release is also posted on the King County Executive’s Web site, at  
<http://www.metrokc.gov/exec>**

**###**

OFFICE OF THE PROSECUTING ATTORNEY  
KING COUNTY, WASHINGTON

Norm Maleng  
Prosecuting Attorney

W554 King County Courthouse  
516 Third Avenue  
Seattle, Washington 98104  
(206) 296-9067  
FAX (206) 296-9013

8 April 2005

The Honorable Larry Phillips, Chair  
Metropolitan King County Council  
King County Courthouse, Suite 1200  
516 - 3<sup>rd</sup> Avenue  
Seattle, WA 98104

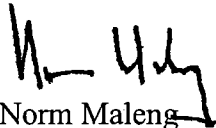
Dear Mr. Phillips, and members of the Metropolitan King County Council,

I would like to add my name to the list of supporters for the confirmation of Reed Holtgeerts for the position of Director of D.A.J.D.

While Mr. Holtgeerts has a long history of dedicated service to the county, I had not had the opportunity to work with him until his recent appointment as Acting Director. I am very impressed with Mr. Holtgeerts's grasp of both technical detention issues and larger policy concepts. He understands the need to continue to reform the way we utilize our scarce jail resources in order to both protect public safety and maximize our budget dollars. He has the respect of the corrections officers he leads as well as the diverse actors of the criminal justice system.

In short, he is the right person for the job. I urge you and the other members of the Council to confirm the appointment of Reed Holtgeerts as King County's next Director of the Department of Adult and Juvenile Detention.

Sincerely,



Norm Maleng  
KING COUNTY PROSECUTOR

# **SHERIFF**

## **KING COUNTY**

KING COUNTY SHERIFF'S OFFICE  
516 Third Avenue, W-116  
Seattle, WA 98104-2312  
Tel: 206-296-4155 • Fax: 206-296-0168

Susan L. Rahr  
Sheriff

April 5, 2005

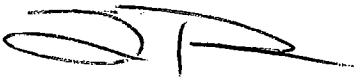
Ms. Sheryl Whitney  
Assistant King County Executive  
516 3<sup>rd</sup> Avenue  
Room 400  
Seattle, WA 98104

To Whom It May Concern:

This letter is written in support of the confirmation of Mr. Reed Holtgeerts as Director of King County Adult and Juvenile Detention. Based on my experience with Reed, I recommend his appointment without reservation.

With 28 years of experience, I have found Mr. Holtgeerts to be thoroughly knowledgeable about adult corrections and is someone I can depend on to partner with law enforcement on regional efforts to make improvement in the criminal justice system. His integrity, innovative ideas, and leadership abilities will allow the Department of Adult and Juvenile Detention to move forward in addressing future correction issues in our region. Mr. Holtgeerts is well respected throughout the various communities and I believe he is a very wise selection for this position. I look forward to working with Reed and addressing issues of mutual concern for both Adult Detention and the Sheriff's Office.

Sincerely,



Susan L. Rahr  
Sheriff

Regional Justice Center Citizens Advisory Committee  
620 West James Street  
Kent, WA 98032

March 31, 2005

Ms. Sheryl Whitney  
Assistant County Executive  
King County, Washington

Dear Ms. Whitney:

I am pleased to extend my support for the appointment of Reed Holtgeerts as Director of the Department of Adult and Juvenile Detention. I currently serve on the Regional Justice Center (RJC) Citizens Advisory Committee and am a counselor with Morgan Counseling Service where I provide counseling to non-incarcerated domestic violence perpetrators.

Since the RJC opened in 1997, I have personally witnessed Reed's professional growth from Facility Major to Facility Commander, Deputy Director and now as Department Director Designee. I believe that his appointment will continue the positive direction for the Department.

In 2003, the Advisory Committee authorized Chair Chris King to write the enclosed letter to then Director Steve Thompson to confirm our support of Reed. I can assure you that our support has increased as we have learned more about Reed and his dedication to criminal justice and the community. He served on the Kent Downtown Partnership Executive Board during his tenure in Kent and is well respected by all who have met him.

Again, as in 2003, the RJC Citizens Advisory Committee supports Reed and believes that he is an excellent choice to serve as Director of the Department of Adult and Juvenile Detention.

Sincerely,



Lana Matthew, Member  
RJC Citizens Advisory Committee

Enclosure

## SECTION B

- Letter Appointing Reed Holtgeerts to the position of Department of Adult and Juvenile Detention Director
- Letter from Director Reed Holtgeerts to King County Council Chair Larry Phillips to Acknowledge Willingness to Comply with County Code Provisions
- Resume and References





## King County

### Ron Sims

King County Executive

701 Fifth Avenue, Suite 3210  
Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

[www.metrokc.gov](http://www.metrokc.gov)

March 7, 2005

Reed Holtgeerts  
6414 – 141st SW  
Edmonds, WA 98020

Dear Mr. Holtgeerts:

Congratulations! This is to confirm my job offer and your acceptance of the position of Director of the King County Department of Adult and Juvenile Detention (DAJD), effective Tuesday, February 1, 2005. Your appointment is subject to future confirmation by the King County Council.

Your assignment will be to the DAJD Administrative Offices, Room E-245 of the King County Courthouse. On a day to day basis you will report to Sheryl Whitney, Assistant King County Executive. Your annual salary will be \$135,400.93, which is Salary Range 87, Step 10 (King County 2005 FLSA Exempt Squared Schedule.) You are eligible for continuation of all insured and leave benefits.

This position is a career service exempt position, which means it is not covered by the County's career service system. This position is not represented by a union. As a career service exempt employee, you are an at-will employee and serve at the pleasure of the appointing authority. You may be terminated from employment at any time without cause.

This position has a standard 40-hour workweek and is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). All FLSA overtime exempt employees are expected to work the hours necessary to satisfactorily perform their jobs. FLSA overtime exempt employees are paid on a salary basis and are not eligible for overtime pay or compensatory time accrual. However, pursuant to Executive Policy, PER 8-1-1, you may be eligible for up to 10 days of executive leave.

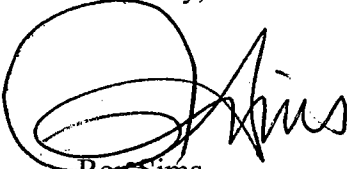
If you have any questions about this appointment letter or this position, please feel free to contact Ms. Whitney at 206-296-4514. Please understand that the provisions of this letter do not constitute an express or implied employment contract, but are simply statements of information that are important for you to know.



Mr. Reed Holtgeerts  
March 7, 2005  
Page 2

Once again, congratulations on your appointment! I am delighted that you have agreed to accept this position. I know that in the role of Director, you will be a great asset to the County and the challenges that we face.

Sincerely,

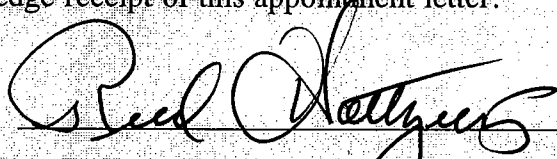


Ron Sims  
King County Executive

cc: Sheryl Whitney, Assistant County Executive  
Kerry Delaney, HR Service Delivery Manager II, Department of Adult and Juvenile  
Detention (DAJD)  
Personnel File – Reed Holtgeerts  
DAJD Payroll

I acknowledge receipt of this appointment letter:

Signature: \_\_\_\_\_



Date: 2/1/05

Please sign, date and return to Kerry Delaney, Human Resources Service Delivery  
Manager II, via interoffice mail at: KCF-AD-0600.

You may also wish to make a copy for your personal records.



**King County**

**Department of Adult  
and Juvenile Detention**

Director's Office

King County Correctional Facility

500 Fifth Avenue

Seattle, WA 98104-2332

**206-296-1268** Fax 206-296-0570

TTY Relay: 711

May 13, 2005

The Honorable Larry Phillips  
Chair, King County Council  
Room 1200  
C O U R T H O U S E

RE: Acknowledgment to Comply With County Code Provisions

Dear Councilmember Phillips:

I am pleased to accept the King County Executive's appointment to the position of Director, Department of Adult and Juvenile Detention. Pursuant to King County Code Section 2.16.110(E)(5), please accept this letter as my acknowledgment that the Council's confirmation process may require the submittal of information relating to my background and expertise.

I look forward to receiving the Council's consideration for confirmation.

Sincerely,



Reed Holtgeerts  
Director / Designee

cc: King County Councilmembers

## ***Reed Holtgeerts***

---

6414 141<sup>st</sup> St. SW  
Edmonds, WA 98026

### ***POSITION***

Director of King County Adult and Juvenile Detention

### ***CAREER OBJECTIVE***

Provide responsible, motivating, innovative and very high performance leadership for a large community-oriented adult and juvenile correctional organization.

### ***QUALIFICATIONS***

Twenty-nine years of correctional experience with the Department of Adult and Juvenile Detention. Starting in 1976 as a Corrections Officer and promoting through the ranks to current position of Director Designee.

1976	Corrections Officer
1979	Corrections Sergeant
1989	Corrections Lieutenant
1990	Corrections Captain
1996	Division Major, Kent Division
2000	Division Commander, Kent Division
2004	Department Deputy Director
2005	Department Director Designee

### ***PROFESSIONAL CREDENTIALS AND COMMUNITY INVOLVEMENT***

2002	Completed Executive Excellence Program, National Institute of Corrections, Longmont, Colorado and Houston, Texas.
2000-2004	Member of the City of Kent Chamber of Commerce
2000-2004	Member of Kent Downtown Partnership and Treasurer from 2002-2004.
1995	Completed mid-management level certification courses at the Washington Criminal Justice Training Center.
1980	Completed State Certification for Weapons Instructor. Maintained annual Washington State certification for 14 years and instructed for DAJD.
1981	Completed State Certification for Hostage Negotiations.
1980	Completed First Line Supervisor certification courses at the Washington Criminal Justice Training Center.
1976	Completed Basic Corrections Officer Academy.
Present	Member of the Washington State Jail Association

## ***SPECIAL PROJECTS***

- Worked on or supervised the DAJD Accreditation Team for the National Commission on Correctional Health Care (NCCHC) starting in 1991.
- 1994-1996 Member of the Regional Justice Center Transition Team, Responsible for development and implementation of Court Detail, Transportation Unit and Intake and Release Units.
- 1984-1985 Member of the Transition Team for the King County Correctional Facility in Seattle.
- 1989-1991 Assigned to Internal Investigation Unit.
- 1980-1995 Firearms Instructor for the Department of Adult and Juvenile Detention.
- 2000-Present – Serve on Editorial Advisory Board of the Correctional Health Care Report published by Civic Research Institute.

# Marvin Eckfeldt

Minister: The Christian Church (Disciples of Christ)

11428 SE 226<sup>th</sup> Street Kent, WA 98031-2617 [marveck@msn.com](mailto:marveck@msn.com)

---

253-852-2957

February 28, 2005

Sheryl Whitney, Assistant Executive  
County of King  
Seattle, WA.

Dear Council Members:

I am pleased to be able to send this letter of recommendation for Reed Holtgeerts and his appointment as head of the Department of Adult and Juvenile Detention for King County. I have known Reed since March of 1997 when the planning began for the Regional Justice Center in Kent.

Being on the community committee for sighting and then on the planning committee I have been very involved with the RJC. I have seen Reed's work in the preparation stage before the opening and then as one of the line commanders during operation.

I was one of a team of clergy who developed the Volunteer Chaplaincy at the RJC and served on its Board of Directors for five years. During that time I worked with Reed directly on a regular basis. His personnel skills are impeccable and he deeply cares about people. His support of our work in the chaplaincy programs was important. I was pleased with his encouragement to inaugurate a wide variety of inmate programs with the human service agencies in the Kent community.

Reed also volunteered in several community enterprises, which created much good will on behalf of King County.

I am pleased that he has been selected for this important responsibility. He has the experience, skills and enthusiasm to do an excellent job.

Most sincerely,



Rev. Marvin Eckfeldt

## SECTION C

- Background Check Authorization
- Sheriff's Law Enforcement Background Investigation Report and Financial Credit Check Report
- Financial Public Disclosure Form



**King County**

**Ron Sims**  
King County Executive  
701 Fifth Avenue, Suite 3210  
Seattle, WA 98104  
206-296-4040 Fax 206-296-0194  
TTY Relay: 711  
www.metrokc.gov

King County

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Executive for the position of Director, Department of Adult and Juvenile Detention, I, Reed Holtgeerts, understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

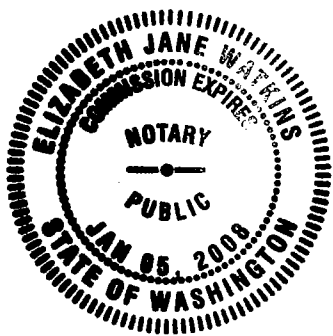
In addition, I authorize the King County Executive Office to perform any law enforcement and financial credit checks that are necessary to complete the confirmation process.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person, or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.

March 31, 2005  
Date

Reed Holtgeerts  
Reed Holtgeerts

Signed this 31 day of March, 2005



Elizabeth Jane Watkins 01/05/08  
Notary Public in and for the state of  
Washington. My commission expires

Elizabeth Jane Watkins







**King County**

**Ron Sims**

King County Executive

701 Fifth Avenue, Suite 3210  
Seattle, WA 98104

206-296-4040 Fax 206-296-0194

TTY Relay: 711

[www.metrokc.gov](http://www.metrokc.gov)

April 12, 2005

**TO:** The Honorable Ron Sims, King County Executive

**FR:** Sheryl Whitney, Assistant County Executive

**RE:** Reed Holtgeerts—Background Check

I have received the financial credit report and law enforcement background check conducted on Reed Holtgeerts, Department of Adult and Juvenile Detention Director, by the King County Sheriff's Office. The reports contain no adverse information nor reveal any prior criminal record.

Thank you.



# Statement of Financial and other Interests

King County  
**EMPLOYEES**



Department of Executive Services  
**Board of Ethics**  
King County Bank of America Tower, BOA-ES-3460  
701 Fifth Avenue, Suite 3460  
Seattle, WA 98104  
206-296-1586 206-205-0725 Fax  
TTY Relay: 711  
board.ethics@metrokc.gov

**Read All Instructions Carefully and Fully Complete Each Section  
Incomplete Forms Will Be Returned**

Date Received \_\_\_\_\_  
Audit Date \_\_\_\_\_  
Date Closed \_\_\_\_\_  
*For Board of Ethics use only*

Name of Person Reporting: Reed Holtgeerts  
Position/Title: Director  
Division AND Department: Department of Adult and Juvenile Detention  
Mailstop AND Work Phone: KCF-AD-0600 - 206-296-1268

I am filing within 10 days of employment or appointment, reporting on the preceding 12 calendar months ending (*enter month, day & year*) \_\_\_\_\_

I am filing an annual statement, reporting on calendar year 2004. (*See page 2, #3 Period of Reporting*)

I serve on a King County board, commission, committee or other multi-member body AND this service is part of my official job responsibilities. Yes ( ) No ()

If yes, list the name of the of the board, commission, committee or other multi-member body and the associated or responsible King County department. The information you disclose in this statement must also reflect any participation related to this service.

*(If you do serve on a King County board or commission, and your service is not a part of your official job responsibilities, you may be required to file a separate statement as a board or commission member. Please consult with the staff liaison assigned to your board, or the office of the King County Board of Ethics for filing requirement information.)*

Name of Board or Commission	Department

**The Statement of Financial and Other Interests  
is available in alternate formats for individuals  
with disabilities upon advance request by  
calling 206-296-1586 or TTY Relay: 711.**

## FINANCIAL AND OTHER INTERESTS TO REPORT

### IMPORTANT NOTE

Words underlined are defined on page 3 and in the Code of Ethics.  
If you need more space to provide the required information, please attach additional pages.

#### A. COMPENSATION, GIFTS AND THINGS OF VALUE

During the reporting period, did you, or a member of your immediate family, receive compensation, gifts or things of value from any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No  Yes  If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> from whom the <u>compensation, gift, or thing of value</u> was received	Name of individual who received the <u>compensation, gift or thing of value</u> and their relationship to you

#### B. FINANCIAL INTERESTS

During the reporting period, did you, or a member of your immediate family, possess a financial interest in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No  Yes  If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> in whom a <u>financial interest</u> was possessed	Name of individual who possessed the <u>financial interest</u> and their relationship to you

**C. POSITIONS**

During the reporting period, did you, or a member of your immediate family, hold a position in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No  Yes [ ] If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> with whom the position was held	Name of each individual who held the position and their relationship to you	Title of the position held

**D. REAL PROPERTY**

During the reporting period, did you, or a member of your immediate family, possess a financial interest in any real property that was either involved in or the subject of a King County action? Property for which the only King County action was valuation or revaluation for tax purposes does not have to be reported except that employees of the department of assessments and Board of Appeals who are required to file this statement shall report property for which valuation or revaluation actions were taken by King County during the reporting period.

No  Yes [ ] If yes, please provide the following information.

Street address, assessor parcel number or legal description of real property involved in or the subject of a <u>King County action</u>	Name of the individual who possessed the financial interest and their relationship to you	Name of the King County Department involved in the <u>King County action</u>

**E. DECLARATION**

I, Reed Holtgeerts, declare under penalty of perjury  
(print name)

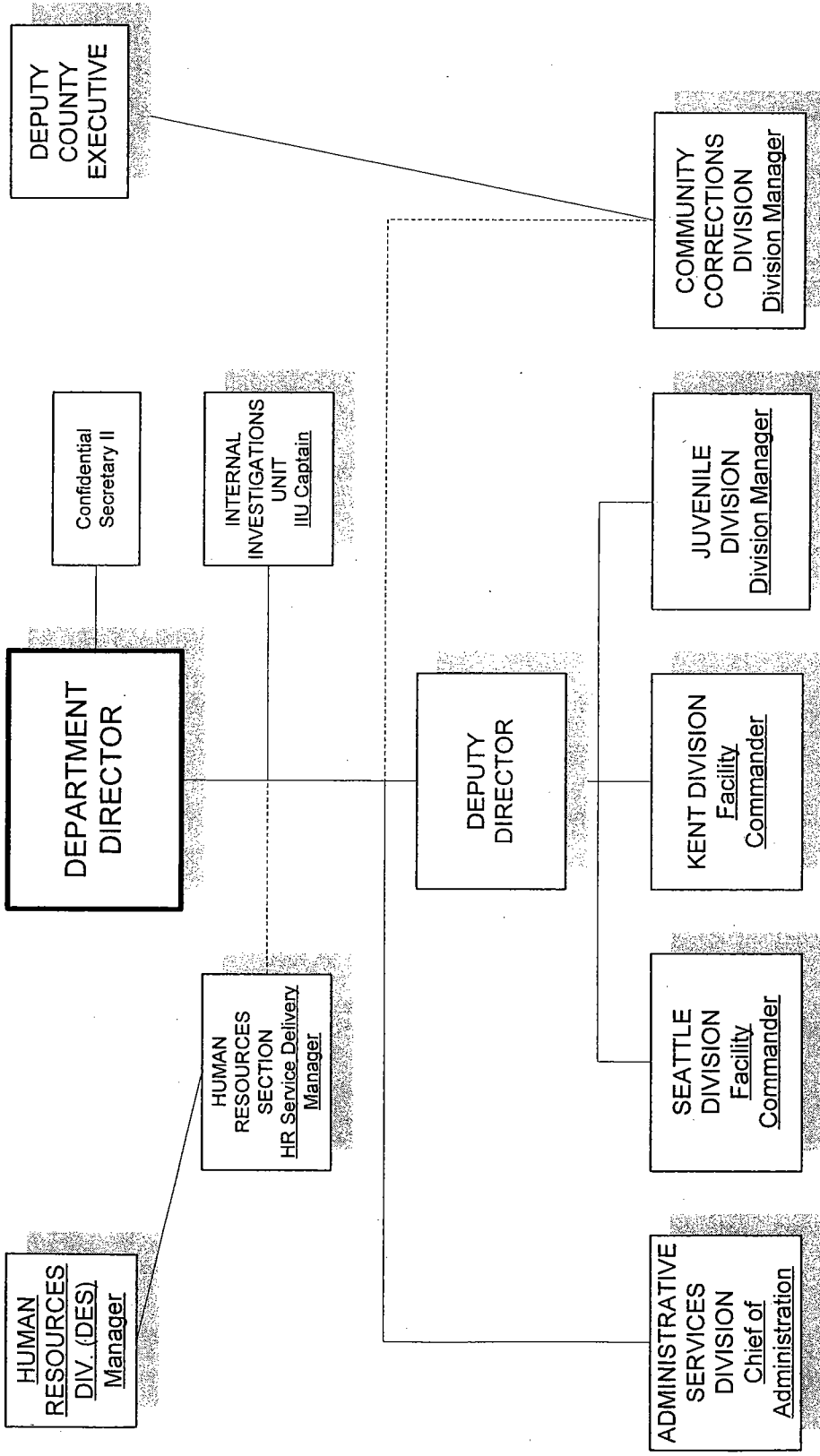
under the laws of the State of Washington that the foregoing is true, complete, and correct.

Reed Holtgeerts Signed this 11 day of May, 05  
(Signature) (Month) (Year)  
 at Seattle WA  
(City) (State)

**SECTION D**

- Department Organizational Chart
- Position Description

# Department of Adult and Juvenile Detention





## **POSITION DESCRIPTION: DIRECTOR, KING COUNTY DEPARTMENT OF ADULT AND JUVENILE DETENTION**

The Director of DAJD reports to the King County Executive and Assistant County Executive. The position directs the overall planning and operations of a large, urban multi-facility and multi-program correctional services system providing pre-trial services and a range of both secure and community-based alternatives to adult and juvenile detainees. It is responsible for the safe, secure and humane detention of King County adult felons and misdemeanants, both pretrial and sentenced for one year or less; and it administers jail services contracts with 37 municipal jurisdictions in King County to house pretrial and sentenced misdemeanants.

DAJD comprises five divisions: the King County Correctional Facility (KCCF) in downtown Seattle, the Regional Justice Center (RJC) in Kent (also known as the Youth Services Division), the Juvenile Detention Division (JDD) on Alder Street in Seattle, the Community Corrections Division (CCD) in downtown Seattle and the Administrative Division. Adult corrections staff supervise an average daily population of 2,500 in two secure detention facilities and community corrections programs. Juvenile Division staff supervise an average daily population of 116 in secure detention, day and evening reporting and a specialized non-offender unit for children at risk or children in need of services. The Community Corrections Division is a key subordinate unit in the office of the King County Executive. DAJD provides administrative support and administers the Division's budget.

The successful candidate will provide oversight of all day-to-day operations via two Jail Commanders, a Chief of Administration and one Juvenile Division Manager and will provide ongoing administrative support for the Community Corrections Division Manager. The position represents the King County Executive on correctional issues in the community and with media representatives. The position is responsible for the operations of a County department with a 2004 budget of \$95 million and an authorized and budgeted staff of 937 employees. The majority of staff are members of collective bargaining units. The Director is responsible for directing collective bargaining activities.

The selected candidate shall:

1. Operate exemplary detention facilities and programs that are based on sound practices and integrate effectively with criminal justice, health and treatment systems.
2. Maintain effective, collaborative working relationships with labor representatives, local and national criminal justice system officials, King County elected officials, and members of the Executive Cabinet, and other stakeholders in the adult and juvenile detention area.
3. Develop, defend and manage the Department's annual budget.
4. Devise creative, efficient solutions to resolve operational challenges and address the systemic pressures associated with rapid, continuing growth in the inmate and juvenile detainee populations.
5. Provide leadership in developing and conveying an organizational vision and mission; and
6. Implement organizational change in alignment with Executive priorities and sound correction practices.



The 2004 annual salary range for the Director of DAJD is \$104,535 to \$132,504. The County provides medical, dental, vision, term life and accidental death and disability benefits. The Director will be a member of a public retirement benefit program operated by the State of Washington.

King County is an equal opportunity employer.

