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AMENDMENT 1
TO
CRIMINAL JUSTICE SERVICES INTERLOCAL AGREEMENT BETWEEN THE
CITY OF PORT ANGELES AND CLALLAM COUNTY

The Parties to this Agreement and First Amendment are the City of Port Angeles (“City”), a municipal corporation of the State of Washington, and Clallam County, a political subdivision of Washington State (“County”), collectively “the Parties”.

On November 10, 2015, the Parties entered into an Interlocal Agreement (“Base Agreement”) under which County would:

Provide Criminal Justice Services to the City of Port Angeles.

The Interlocal Agreement expires on December 31, 2025; and the Parties agree to extend and modify the existing Agreement as set forth below.

The Parties now amend the Base Agreement as follows:

1. Section 5(b) - Consideration to County

Consideration shall be as provided in Section 5 of the Base Agreement, provided, however, that the amount stated in Section 5.B. shall be amended to read as follows:

For the duration of this interim agreement, the City will pay to the County the sum of \$150,569.95 monthly, \$903,419.70 for the 6-month agreement period, which is the sum of the 2025 base cost plus the Seattle-Tacoma-Bremerton CPI-W increase of 2.7, as well as an additional 25 percent of the difference between the 2025 base cost plus CPI-W increase of 2.7% monthly amount and the monthly amount based on the full County costs calculation. The \$150,569.95 will be paid in monthly installment for each month this Agreement remains in effect, and is due on or before the 5th day of each month.

2. Section 6 – Duration and Termination - is removed and replaced with the following:

This interim agreement will be in force for a period not to exceed 6 months, beginning January 1, 2026, and ending June 30, 2026, unless terminated earlier. The City will complete its criminal justice services analysis, which includes the decision whether to continue all or some criminal justice services, by no later than June 30, 2026. The Parties will agree upon a cost of services methodology by June 30, 2026. If the Parties do not agree to terms and do not execute a long-term criminal justices services agreement, on or before June 30, 2026, this agreement shall end on June 30, 2026, subject to the following exception. If the City determines that certain criminal justice services will not be provided by the County, or in the event of nonagreement, the County agrees to provide the services herein for up to 120 days (through October 28, 2026) after receiving a written request from the City which must be provided no later than June 30, 2026.. This Agreement may be terminated at any time by mutual agreement of both Parties.

3. Section 6 – Add New Section “Data Updates and Reconciliation” - The Parties agree to meet monthly, at a minimum, to discuss any proposed changes for a future agreement and to follow up on questions about the data supporting the County’s cost estimates. The County will provide updated data for 2026 on a quarterly basis for all the following items:

- Prosecution:
 - The total number of referrals, declines, trials, pleas, pre-trial diversion, specialty courts (drug/mental health) and all case types, e.g., harassment, property crimes, DWLS 3, assault, assault DV, and DUI, each broken down by jurisdiction.
 - Quarterly and year-to-date actual revenues and costs for the purpose of identifying trends or changes.
- Public Defense:
 - The total number of appointments, trials, pleas, pre-trial diversion, specialty courts (drug/mental health) and all case types, e.g., harassment, property crimes, DWLS 3, assault, assault DV, and DUI, and the total number of cases assigned for warrant, each broken down by jurisdiction.
 - Quarterly and year-to-date actual revenues and costs for the purpose of identifying trends or changes.
 - The Parties understand and agree that the Office of Public Defense is not a party to this Agreement. The County will perform its best efforts to make the above information/data available to the City timely. However, the Parties acknowledge and agree inability to perform this portion is not a breach of this Agreement.
- District Court I:
 - The total number of pleas, pre-trial diversion/specialty courts (drug/mental health) and all case types, e.g., harassment, property crimes, DWLS 3, assault, assault DV, not found on Administrative Office of Courts website, and the total number of cases that go to warrant, each broken down by jurisdiction.
 - Quarterly and year-to-date actual revenues and costs for the purpose of identifying trends or changes.
- Jail Services:
 - The total number of bookings, percentage of jail, average number of stays in days, and total number of inmate days.
 - Quarterly and year-to-date actual revenues and costs for the purpose of identifying trends or changes.

In addition, the County, by March 31, 2026, will provide 2025 unaudited actuals for all the following items:

- 30% cost allocation from the most recent County Auditor calculation:
 - A full description of the products, services, and staff that comprise the indirect cost calculation of services for the County. The Parties understand that the 2025 cost allocation calculation will not be available until the County Auditor generates this calculation which is anticipated to occur in the summer of 2026. The County will provide the 2024 indirect cost calculation within fourteen (14) days of execution of this Agreement.
- Prosecution:
 - The total number of referrals, declines, trials, pleas, pre-trial diversion, specialty courts (drug/mental health) and case types, e.g., property crimes, DWLS 3, assault, assault DV, and DUI, each broken down by jurisdiction.
- Public Defense:
 - The total number of trials, pleas, pre-trial diversion, specialty courts (drug/mental health) and case types, e.g., property crimes, DWLS 3, assault, assault DV, DUI, and total number of cases that go to warrant, each broken down by jurisdiction.
 - The Parties understand and agree that the Office of Public Defense is not a party to this Agreement. The County will perform its best efforts to make the above information/data available to the City timely. However, the Parties acknowledge and agree inability to perform this portion is not a breach of this Agreement.
- District Court I:
 - The total number of pleas, pre-trial diversion/specialty courts (drug/mental health) and case types, e.g., property crimes, DWLS 3, assault, assault DV, not found on

Administrative Office of Courts website, and total number of cases that go to warrant, each broken down by jurisdiction.

- Jail Services:

The total number of bookings, percentage of jail, average number of stays in days, and total number of inmate days.

4. Revenues and costs as referred to in the above paragraphs shall mean those types of revenues and costs identified and detailed in Exhibit A (attached) by the County in documentation presenting the County's costs for services to the City.
5. At the end of this Agreement, the Parties shall engage in a financial reconciliation for the criminal justice services provided by the County in 2026. The reconciliation will account for the County's costs incurred, based on 2025 actuals, for the services rendered and the City's payments made for those services. The cost for services will be based upon the costs as determined and agreed upon by the Parties, or 2) the County's actual costs for providing criminal justice services to Port Angeles, less amounts paid by the City in 2026. Reconciliation of cost of services for less than 12 months will be determined as a proportional share of the costs identified under this subsection.

6. Section 6 Administration is amended as follows:

This Agreement will be administered by the County, who is responsible for scheduling timely meetings in accordance with this Agreement.

All other terms and provisions of the Base Agreement and any previous amendments remain in full force and effect. However, in the event a conflict exists between language in the Base Agreement and this Amendment, the language of this Amendment shall prevail.

If this Amendment is executed after the last-agreed expiration date of the Base Agreement, any Work performed between the last expiration date and the date of this Amendment that is consistent with the provisions of the Base Agreement and any amendments thereto is hereby ratified.

EFFECTIVE DATE

This Amendment is not effective until fully executed by both Parties. The Effective Date is the 1st day of January, 2026.

CLALLAM COUNTY

See attached Signature page

Date of Signature: *12/30/25*

CITY OF PORT ANGELES

Signed by:

Nathan A. West

DE7345F35300917
Nathan A. West, City Manager
Date of Signature: 12/29/2025

DEPARTMENT APPROVAL:

Signed by:

Sarina Carrizosa

CF793394213B437
Sarina Carrizosa, Finance Director
Date of Signature: 12/29/2025

Finance Director Review:

Initial

SC

Approved as to form:

Dee Boughton
Dee Boughton, Deputy Prosecuting Attorney
Date of Signature:

Approved as to form:

DocuSigned by:

William Bloor

E5FC5FBD4113427
William E. Bloor, City Attorney
Date of Signature: 12/29/2025

BOARD OF CLALLAM COUNTY COMMISSIONERS

Randy Johnson

Randy Johnson, BOCC Vice-Chair

Mark Ozjas

Mark Ozjas, Commissioner

Excused.

Mike French, Chairman

CLALLAM COUNTY SHERIFF

Brian King

Brian King, Sheriff

CLALLAM COUNTY PROSECUTING ATTORNEY'S OFFICE

Mark Nichols

Mark Nichols, Prosecutor

CLALLAM COUNTY DISTRICT COURT I

David Neupert

David Neupert, District Court Judge

Approved as to Form:

See attached signature page
B Dee Boughton, Chief Civil Deputy
Prosecuting Attorney

Date: 12/30, 2025

ATTEST:

Loni Gores

Loni Gores, Clerk of the Board





Cost Calculations For Prosecution Services

Overview

The Prosecutor's Office dedicates three Deputy Prosecuting Attorneys and three Legal Assistants to specifically handle cases before the District Courts. Cases include those referred by law enforcement agencies including the Clallam County Sheriff's Office (SO), Washington State Patrol, Washington Department of Fish & Wildlife, Washington Department of Natural Resources, the City of Port Angeles Police Department, and the City of Sequim Police Department.

In addition to these six individuals, there are additional staff that support the work being done in District Court. The Prosecuting Attorney and Chief Criminal Deputy Prosecuting Attorney provide managerial oversight and professional guidance on cases; more recently one or more Senior Deputy Prosecuting Attorneys have provided mentorship services to Deputy Prosecuting Attorneys assigned to the District Courts; the Office Manager and Administrative Specialist shepherd administrative matters; and the Lead Legal Coordinator provides support to the Legal Assistants assigned specifically to District Court Cases. Additionally, there are two Victim Witness Coordinators who assist victims of crime and witnesses.

The Prosecuting Attorney and Deputy Prosecuting Attorneys within the Office's Criminal Division make themselves available to city law enforcement officers both during regular office hours as well as nights and weekends to answer legal questions.

The role of prosecutors can start much earlier than with the filing of charges that result in cases filed. The work of the Prosecutor's Office can start during the investigative phase when Deputy Prosecutors are contacted by law enforcement seeking guidance in relation to a broad array of investigative issues. Additionally, significant effort is spent in reviewing all documents and other evidence to determine whether charges can be appropriately filed. One of the most significant changes in the criminal justice system within Clallam County in the past ten years is

the use of body worn cameras by law enforcement. The use of this technology has greatly increased the amount of time required of each prosecutor to determine whether charges should be filed. Often, a case may involve body worn camera footage from multiple officers responding to a scene, meaning that for every hour of an incident, it may mean reviewing 2-3 times that length of camera footage depending on how many officers were at the scene. This review is critical to make sure a case can stand on its merits and that there is no conflicting data in what has been presented to the Prosecutor's Office.

Actual Costs Associated with District Court Cases

Staff Costs – Salary & Benefits

(3) Attorneys	\$444,718	
(3) Legal Assistants/Support	\$260,906	
	<hr/>	\$705,624.00

Additional Costs

CLE's/Training		
DPA's \$1,000/DPA/year (est)	\$3,000.00	
Legal Ass't \$500/LA/year (est)	\$1,500.00	
Subscription Licenses		
Westlaw \$4,528.89/DPA/year	\$13,586.67	
Legal Files \$288.88/person	\$1,733.28	
LF Cloud Hosting \$907.20/person	\$5,443.20	
Axon \$1,235.48/person	\$7,412.88	
Court Rules Included w/Westlaw	-- 0 --	
Cell Phone \$786 per DPA	\$2,358.00	
Supplies/Services	\$3,082.00	
Printers/scanners \$100 per month	\$1,200.00	
Victim Witness Coordinators (1.8 FTE's)		
Amount not covered by grants	\$43,000.00	
	<hr/>	\$82,316.03

Indirect Costs

Current Indirect Rate – 30% (based on cost allocation model)
 Technology Package (computer, Microsoft 360, etc. is in cost Allocation model.

\$211,687.20

TOTAL “DISTRICT COURT” PROSECUTION COSTS

\$999,687.23

Referrals

	County-SO	County-Other	Port Angeles	Sequim	TOTAL
2024	476	294	704 (42.18%)	195 (11.68%)	1669
2023	504	278	652 (40.7%)	168 (10.5%)	1602
2022	430	239	641 (41.4%)	237 (15.3%)	1547
2021	455	280	521 (35.4%)	209 (14.2%)	1470
2020	762		442 (42.3%)	252 (24.1%)	1045
2019	538		360 (32.4%)	317 (28.6%)	1110
2018	(co-mingled)		424 (32.2%)	266 (20.2%)	1315

Cost Calculation Summary for Prosecution Services

(Not including any “Costs Not Included”)

Based on most recent full year (2024) of percentage of referrals

Port Angeles

42.18% of Prosecutorial Costs in District Court

\$421,668.07

Sequim

11.68% of Prosecutorial Costs in District Court

\$116,763.47



Municipal Cost Calculations For Public Defense Services for District Court 1

Overview

The County engages Clallam Public Defender to provide primary (non-conflict) criminal public defense and related services for indigent criminal defendants and certain other persons facing commitment or incarceration in Clallam County. Cases handled by Clallam Public Defender specifically exclude capital cases, sexually violent predator proceedings under RCW 71.09, family court contempt proceedings, truancy proceedings and dependency proceedings.

Of its total compensated staff of 13.7 FTEs, Clallam Public Defender dedicates 5.25 FTEs to supporting District Court, including 3.25 Attorneys (2- Public Defense Attorney 1s & 1.25 Public Defense Attorney 2s) and 2 Legal Assistants to handle a caseload of up to 1,100 case appointments before District Court 1 and up to 100 case appointments for District Court 2. Cases include those brought forward by the Clallam County Sheriff's Office (SO), outside organizations (Washington State Patrol, WA Fish & Wildlife, etc.), the City of Port Angeles, the City of Sequim, and the City of Forks. Attorneys assigned to District Court represent approximately 37% of total attorneys employed by Clallam Public Defender.

In addition to the 5.25 individuals assigned to District Court, there are additional staff that support the work being done in District Court. The Chief Criminal Deputy/Director provides managerial and professional guidance on cases, as well as handles up to a .25 FTE attorney Superior Court caseload. The Chief Criminal Deputy/Director is treated as a .29 FTE assigned to District Court based on the ratio of District Court assigned attorneys to total attorneys employed by Clallam Public Defender, as adjusted to reflect this position carrying a .25 attorney Superior Court case load. The Office Manager principally manages the non-attorney staff, and handles all administrative, budgetary, and HR issues pertaining to the department, and is treated as a .63 FTE assigned to District Court based on the ratio of District Court assigned non-attorney staff to total non-attorney employed by Clallam Public Defender.

Like the Prosecutor, one of the most significant changes in the criminal justice system within Clallam County in the past ten years is the use of body worn cameras by law enforcement and the related video evidence captured that is reviewed using Evidence.com software. In addition to the cost of this software, the use of this technology has greatly increased the amount of time required of each public defense attorney to review video evidence. Often, a case may involve body worn camera footage from multiple officers responding to a scene, meaning that for every hour of an incident, it may mean reviewing 2-3 times that length of camera footage depending on how many officers were at the scene. This review is critical to make sure a proper defense can be provided.

While not reflected in the caseload information provided below, it should be noted that changes in public defense case weighting standards following the Washington State Supreme Courts adoption of the WSBA's case weighting paradigm will be adopted beginning in 2026 pending further discussion of necessary County policy changes.

In addition to contracting with Clallam Public Defender, Clallam County also engages the services of two "Conflict Attorneys" to represent indigent defendants when a conflict exists with Clallam Public Defender. Combined, these contracts make up the public defense costs paid by the County.

The two Conflict Attorneys each receive \$3,000 per month to handle up to 30 cases each per year. They receive \$3,000 per month, regardless of the time spent on new or current cases. The fee is a flat fee and there is no extra amount paid for mileage, supplies, copies, etc. Judges in District Court I and II assign cases to the Conflict Attorneys on a rotating basis so that each one will receive approximately the same number of cases each year as the other. For those cases where there is a conflict with both Clallam Public Defender and the two Conflict Attorneys (or if the Conflict Attorneys are not available due to scheduling issues), the County budgets \$6,000 per year to hire individual attorneys to handle "one off" cases and those attorneys are paid on an hourly basis with the hourly rate established based on the difficulty of the case.

The cases assigned to Conflict Attorneys can vary greatly from year to year for each jurisdiction. For purposes of calculations for municipal contracts, the County proposes utilizing the same percentages established for Clallam Public Defender for caseloads experienced during the most recent full year by jurisdiction.

CPD – Costs Associated with District Court Cases

Based on the current professional services agreement with Clallam Public Defender in effect in 2025, CPD is compensated for the following costs related to its handling of District Court cases:

Personnel Costs:

<u>FTE</u>		<u>Cost</u>
2	Legal Assistant	\$172,120
.63	Office Manager	\$87,106
.29	Chief Criminal Deputy/Director (excluding .25 FTE caseload handled)	\$66,888
2	Public Defense Attorney 1	\$242,603
1.25	Public Defense Attorney 2	\$181,659
4.99	Total Personnel Costs	\$750,376

Other Overhead Costs**

**Share of overhead costs below based on % of District Court staff To total CPD staff (for office rent/utilities, other office costs), % of DC Attorney Staff to total Attorney staff (for professional dues & training costs), number of DC Attorney/Legal Assistant Staff (for Axon Evidence.com software licenses), total number of DC FTEs for case management system license costs. Investigative Services funding provided to CPD is allocated 50% to District Court/50% to Superior Court based on historical usage

Office Rent/Utilities	\$29,787
Other Office Costs (copier, phone, internet Supplies, computer, accounting fees, HR, Research library, insurance etc)	\$52,695
Training Costs for CPD Attorneys	\$6,163
Professional Dues Costs for CPD Attorneys	\$3,816
Axon Body Camera Evidence.com Software Licenses	\$6,890
Case Management System (Justice Works Defender Data)	\$4,683
Investigative Services—District Court	\$21,643
Total Other Overhead Costs	\$125,677

TOTAL PUBLIC DEFENSE COSTS—DISTRICT COURT 1/2 **\$876,053**

Less: WA OPD Grant Funding *	(\$23,016)
(*Share of WA OPD Grant Funding Revenue are based on % of District Court Attorneys to Total Attorneys)	
TOTAL PUBLIC DEFENSE NET COSTS—DISTRICT COURT 1/2	\$853,037
% of District Court 1 Cases to Total District Court 1 / 2 Cases	93.1%
TOTAL PUBLIC DEFENSE NET COSTS ALLOCATED TO DISTRICT COURT 1	\$794,007

Conflict Attorneys – Costs Associated with District Court Cases

Conflict Attorney #1	\$3,000 per month	\$36,000
Conflict Attorney #2	\$3,000 per month	\$36,000
“One Off” Conflict Cases	\$6,000 per year	\$6,000
		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> \$ 78,000
% of District Court 1 Cases to Total District Court 1 / 2 Cases		93.1%
TOTAL PUBLIC DEFENSE NET COSTS ALLOCABLE TO DISTRICT COURT 1		\$ 72,618

District Court 1 Case Counts by Jurisdiction

	County-State of Washington	Port Angeles	Sequim	TOTAL
Q3 2024-Q2 2025	266 (35.4%)	396 (52.5%)	91 (12.1%)	753
2024	361 (39.8%)	451 (49.7%)	94 (10.4%)	907
2023	307 (37.7%)	378 (46.4%)	130 (15.9%)	815
2022	352 (37.9%)	409 (44.0%)	169 (18.2%)	930

NOTE: Case weighting changes are anticipated in 2026 based on WA Superior Court Adoption of WSBA’s case weighting paradigm. The effect of these new case weighting standards are not reflected in the historic case count data above.

Cost Calculation Summary for Public Defense Services

Based on most recent full trailing 12-month year (Q3 2024 to Q2 2025) of percentage of referrals and net costs allocable to District Court 1 of \$637,349

Port Angeles

52.5% of Clallam Public Defender Costs in District Court 1	\$417,221.36
52.5% of Conflict Attorney Costs in District Court 1	\$ 38,124.45
	<hr/>
	\$ 455,345.81

Sequim

12.1% of Clallam Public Defense Costs in District Court 1	\$ 95,925.07
12.1% of Conflict Attorney Costs in District Court 1	\$ 8,786.78
	<hr/>
	\$104,711.85



Municipal Cost Calculations For District Court I Services

Overview

District Court 1 has a total of 10 employees who manage both Criminal Misdemeanor and Civil cases from initial filing to final disposition, including probation or entry into a therapeutic court program. Criminal cases usually are filed by the Prosecuting Attorney's Office. Civil infraction cases usually are filed by the cities of Sequim and Port Angeles as well as Washington State Patrol and Washington Department of Fish & Wildlife.

On average, court staff devote 185 hours per week to criminal cases and 95 hours per week to civil matters (55 hours on civil filings and 40 hours on civil infractions). This equates to spending 66 percent of staff time on criminal cases and 14 percent of staff time on infraction cases. District Court employs two probation who contribute a combined average of 68 hours per week monitoring defendants. The Therapeutic Court dedicates one employee at 40 hours per week to overseeing individuals in treatment-focused programs. This staffing structure reflects the court's commitment to effective case management and public safety.

District Court's responsibility extends well past the initial case filing. Each case presents unique needs, depending on the circumstances and the individuals involved. To help address these needs, the court offers a variety of programs that provide alternatives to incarceration, with the goal of supporting rehabilitation, reducing recidivism, and promoting community safety with no additional cost. Current programs include Deferred Prosecution for DUI cases, Mental Health Court, and Domestic Violence Moral Reconciliation Therapy (MRT). Additional programs — including a Veteran's Court and Anger Management MRT — are in development and expected to launch by mid-2026. While overall case volumes have fluctuated over the years, the number of hearings held for criminal cases has remained consistently steady over the few years.

The court's ability to impose legal financial obligations on indigent criminal defendants has been reduced in the past ten years, due to controlling case decisions and legislative changes. District Court revenue no longer exceeds expenses, though it continues to operate as a model of efficiency.

Actual Costs Associated with District Court Cases: Criminal/infractions

Employee Costs (salary and benefits):

(1)	Judge	\$275,523
(1)	Administrator	\$129,691
(5)	Court Clerks	\$428,537

\$833,751

Other Services and Charges:

District Court:

Jury and witness fees	\$11,200
Translator/interpreter Services	\$2,000

\$13,200

Costs Not Included: Approx. total \$341,109

District Court:

- Pro Tem hours: \$40,000
- Training
- Digital Recording System Maintenance: \$15,900.00
- Printers/scanners
- Supplies

Therapeutic Courts Manager: \$110,608

Therapeutic Court costs: \$ 122,780

- Supplies
- Training
- Technology
- Treatment
- Recovery support

Indirect Costs

Current Indirect Rate – 30% (based on cost allocation model)

Technology Package (computer, Microsoft 360, etc. is in cost allocation model.

\$254,085.30

\$1,092,036.30

Actual Costs Associated with District Court Cases: Probation

Employee Costs (salary and benefits):

(2) Probation Officers	\$275,523	
	<hr/>	\$275,523

Other Services and Charges:

Random Testing	\$5,046	
	<hr/>	\$5,046

Costs Not Included:

- Training/travel
- Supplies
- Books
- Printers/scanners

Indirect Costs

Current Indirect Rate – 30% (based on cost allocation model)
Technology Package (computer, Microsoft 360, etc. is in cost allocation model.

\$84,170.70	
<hr/>	\$364,739.70

Case Counts District Court: Criminal

	County	Port Angeles	Sequim	TOTAL
2025*	326	308 (42%)	109 (14%)	743
2024	436	468 (47%)	92 (9%)	996
2023	313	367 (47%)	101 (13%)	781
2022	405	414 (42%)	174 (18%)	993
2021	531	337 (33%)	153 (15%)	1021

Case Counts District Court: Infractions

	County	Port Angeles	Sequim	TOTAL
2025*	5370	278 (5%)	210 (3%)	5858
2024	4779	331 (7%)	69 (1%)	5179
2023	4779	278 (6%)	57 (1%)	5114
2022	3440	250 (7%)	87 (2%)	3777
2021	5692	627 (9%)	289 (4%)	6608

Probation Case Counts: (new filings only- does not include cases that carry over or bench probation). Propose using a 3-year rolling average for cost calculations.

	County	Port Angeles	Sequim	TOTAL
2025*	83	69 (42%)	14 (8%)	166
2024	98	62 (37%)	11 (6%)	171
2023	101	47 (27%)	26 (15%)	174
2022	73	11 (12%)	8 (9%)	92
2021	59	31 (32%)	7 (8%)	97

Criminal Hearings Held

	County	Port Angeles	Sequim	TOTAL
2025*	4968	2645 (32%)	644 (7%)	8257
2024	4701	3011 (36%)	567 (7%)	8279
2023	4534	2505 (32%)	830 (14%)	7869
2022	4564	2449 (32%)	993 (12%)	8006
2021				

*Projected

Cost Calculation Summary for District Court Services

(Not including any "Costs Not Included")

Total Cost for Criminal Cases (66%):	\$720,743.96
Total Cost for Infraction Cases (14%):	\$152,885.09
Total Cost for Probation Cases:	\$364,739.70

Based on most recent full year (2024) of percentage of cases filed

Port Angeles

47% of Criminal Costs in District Court	\$338,749.67
7% of Infraction Costs in District Court	\$ 10,701.96
25.3% of Probation (3 year Average) Costs in DC	\$ 92,279.14
TOTAL:	\$441,825.81

Sequim

9% of Criminal Costs in District Court	\$ 64,866.96
1% of Infraction Costs in District Court	\$ 1,528.85
10% Probation (3 year Average) Costs in District Court	\$ 36,473.97
TOTAL:	\$102,869.78

Sequim

Criminal Justice Municipal Contract Costs

for Clallam County

as of 10/28/2025

Based on 2024 Full-year, Actual Costs

Sequim – Current Cost of Services

Prosecutorial Costs		\$116,763.47
District Court Costs		
Criminal	\$64,866.96	
Probation	\$36,473.97	
Infractions	\$1,528.85	

		\$102,869.78
Public Defense Costs		
Clallam Public Defender	\$95,925.07	
Conflict Attorney Contracts	\$8,786.78	

		\$104,711.85
Jail Costs		\$386,967.46
	TOTAL	\$711,312.56

Sequim – Current Contract Payment

Total Cost of Services		\$711,312.56
Minus Revenues Received (est -- \$19,244 annualized)		
Infraction Revenue		
Probation Revenue		
	\$25,658.00	\$25,658.00
Adjusted Cost of Services		\$685,654.56
Minus Contract Fees (\$37,641.70 monthly) Paid to County		\$451,700.40
DELTA – Costs in Excess of Revenues		\$233,954.16



Municipal Cost Calculations For Jail Services

The Clallam County Jail, also known as the Clallam County Corrections Facility, is operated by the Clallam County Sheriff's Office. As a central component of the county's criminal justice system, the jail provides secure custody for individuals who are either awaiting trial or serving short-term sentences. Its operations are guided by principles of public safety, legality, and humane treatment.

Purpose and Function

The primary function of the Clallam County Jail is to detain adults who have been arrested and are awaiting trial, as well as those who have been convicted of misdemeanor or lesser felony offenses and sentenced to serve time locally. The facility also temporarily houses inmates awaiting transfer to other jurisdictions or state prisons. By maintaining secure custody, the jail ensures that individuals appear for court proceedings and that those who may pose a risk to the community are safely confined.

Beyond simple detention, the jail serves several vital roles in the justice process. It supports law enforcement by providing a secure location for booking and holding individuals after arrest. It assists the courts by maintaining custody of pretrial detainees and sentenced inmates, and it ensures compliance with court-ordered sanctions. Overall, the facility upholds the rule of law by balancing security, safety, and due process.

Facility Overview

Construction of the Clallam County Jail was completed around 1980, with an original capacity of 72 inmates. Over time, renovations and expansions have increased its capacity to approximately 120 beds. The jail houses only adult offenders.

Due to its limited size, the jail primarily handles short-term incarcerations and pretrial detentions rather than long-term sentences, which are served in state correctional institutions.

Jail Operations

Daily operations at the Clallam County Jail are structured to maintain security and order while ensuring compliance with legal and human rights standards. Upon entry, inmates undergo intake and classification, which includes booking procedures, medical screening, and assessment for housing placement. Based on risk level, behavior, and legal status, individuals are assigned to appropriate housing units.

The facility includes general housing units as well as a Special Detention Unit (SDU), which has been remodeled to support inmate worker housing and community inmate work programs. These inmate work crews contribute to county-wide maintenance and community service projects while providing inmates with productive activity and structure.

Security is a central focus of the jail's operations. Staff members are trained to prevent contraband, manage behavior, and respond to emergencies while maintaining a professional environment. The mission of the facility is to provide a safe, secure, legal, and respectful environment for inmates, staff, and the public.

Communication, Visitation, and Inmate Services

Communication and visitation are important aspects of inmate management. The Clallam County Jail allows inmates to send and receive mail under strict rules — all personal correspondence is screened for contraband and security threats.

Visitation is allowed through both onsite and remote video systems, and all visitors must be pre-approved, follow a dress code, and adhere to facility regulations. Visitation schedules are typically organized by the inmate's last name, and sessions are supervised to maintain order and safety.

Although the jail is a short-term facility, it offers basic inmate services and programs aimed at maintaining health, order, and rehabilitation. These include access to medical and mental health care, Medication for Opioid Use Disorder (MOUD), pre-release services for successful transition into the community, opportunities for work details, and self-improvement activities where resources permit.

The Role of the Jail in the Community

The Clallam County Jail plays a crucial role in promoting public safety and justice within the community. By securely detaining individuals who await court proceedings or serve short sentences, it helps maintain community order and ensures accountability under the law.

Moreover, the jail functions as a bridge between law enforcement, the courts, and social services. It allows the county to manage local offenders without overburdening state prison facilities, and it provides a structured environment for inmates to await resolution of their cases.

In essence, the Clallam County Jail is more than a place of confinement—it is a critical institution that supports the entire criminal justice process. Its operations demonstrate the balance between safety, justice, and humane treatment that is essential to maintaining public trust and legal integrity in Clallam County.

Key Observations

- PAPD consistently accounts for the largest share of jail usage, rising to nearly 40% of bookings in 2024, which based on a daily rate should have cost over \$2.4M that year.
- SPD usage has declined sharply, with bookings falling from 156 in 2022 to just 109 in 2024. Corresponding total bed rate costs fell to under \$400K.
- In 2025 YTD, PAPD's jail usage remains substantially higher than SPD's, though both agencies reflect reduced average stays.
- Both cities paid substantially less than their share of costs. The entirety of the Port Angeles criminal justice contract payments to the County did not cover the jail costs alone attributable to Port Angeles for 2022 – 2024. The same was true for Sequim in 2022 – 2023, although their declining booking rates meant their contract payments did cover their jail costs in 2024.

Jail Use Methodology

To calculate the use of the Clallam County jail by each agency, reports were run on number of bookings with the following rules applied.

- Felony bookings were excluded.
- Felony bookings with Misdemeanor or Gross Misdemeanor charges were excluded.
- Agency bookings reflect charges for that jurisdiction only (not warrant/PC arrests for others).
- Inmate days and average stays were provided from the jail records management system.

FULL JAIL ACTIVITY

Year	Bookings	Avg Stay (days)	Total Inmate Days	Ave. Daily Population (ADP)
2022	1,364	25	34,263	94
2023	1,547	21	31,372	86
2024	1,516	20	30,633	84
2025 YTD	971	19.4	18,603	76.6

PORT ANGELES POLICE DEPARTMENT

Year	Bookings	% of Jail	Avg Stay (days)	Inmate Days
2022	448	32.80%	20.4	9,124
2023	513	33.20%	17.6	9,016
2024	602	39.70%	21.4	12,882
2025 YTD	291	30.00%	16.6	4,838

SEQUIM POLICE DEPARTMENT

Year	Bookings	% of Jail	Avg Stay (days)	Inmate Days
2022	156	11.40%	30.3	4,731
2023	154	10.00%	23.7	3,654
2024	109	7.20%	18.8	2,052
2025 YTD	97	10.00%	11.7	1,130

Costs Associated with Jail Operations

For the most recent full year of data (2024), the actual costs of operating Clallam County jail are as follows:

Jail Expenses Jan -Dec 2024

Salaries and Wages	\$2,891,821
Benefits	\$1,256,693
Supplies	\$305,086
Services/Charges	\$413,876
Software lease	\$0
capital	\$0
capital (other funds)	\$25,000
liability insurance	\$187,881
TOTAL	\$5,080,356

Jail Medical Expenses Jan -Dec 2024

Salaries and Wages	\$559,962
Benefits	\$175,474
Supplies	\$167,477
Services/Charges	\$194,171
Software lease	\$0
capital	\$0
capital (other funds)	\$0
TOTAL	\$1,097,084

The actual revenues brought in towards offsetting those expenses are:

Jail Revenues Jan - Dec 2024

CREW Funds	\$0
PA City contract	\$800,168
Sequim city contract	\$231,181
DOC bed rate contract	\$138,701
Other agency bed rate contracts	\$73,889
Other Grant Sources	\$36,344
Misc	\$81,815
TOTAL	\$1,362,097

Jail Medical Revenues Jan - Dec 2024

Inmate contribution	\$19,421
PA City contract	\$124,882
Sequim city contract	\$40,797
Mental Health Srvc (H	\$247,051
Other agency bed rate	\$8,694
Other	\$16,017
TOTAL	\$456,862

Here the revenues from bed rate contracts are removed, since they apply to each agency's share of costs rather than all operating costs:

Revenues minus bed rates/contracts \$118,159

Revenues minus bed rates/contracts \$282,490

The total expenses minus the collected shared revenue gives us the net costs shared by all agencies utilizing the jail:

Jail Expenses to be divided between agencies	\$4,962,197
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Medical Expenses to be divided between agencies	\$814,594
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Combining the jail and medical net expenses, the total cost of operating the Clallam County Jail in 2024 was: **\$5,776,791.**

None of the County’s indirect costs are included in this calculation. This excludes costs associated with:

- Equipment depreciation – including commercial kitchen and laundry machinery, door control and intercom systems, camera systems
- Facility operations and maintenance – including utilities, door/HVAC/electrical/plumbing/etc maintenance, facility staff time
- Information Technology support – software and hardware install, maintenance, and troubleshooting, IT staff time
- County administrative support – staff time on payroll, budgeting, contracting, public discussions, approvals, human resources

Applying Agency Use to Operating Costs

Calculating the share of costs each agency should bear is based on their use of the facility and the services to house and care for incarcerated individuals. The standardized method used widely in the correctional field is to establish a daily bed rate, or cost per inmate per day. The net operating costs are divided by the total inmate days, each of which is one inmate for one day.

FULL JAIL ACTIVITY

Year	Bookings	Avg. Stay (days)	Total Inmate Days	Net Annual Operating Costs	Daily Bed Rate
2022	1,364	25	34,263	\$4,627,974	\$135.07
2023	1,547	21	31,372	\$5,691,022	\$181.40
2024	1,516	20	30,633	\$5,776,791	\$188.58

Multiplying the total inmate days for each agency by the daily bed rate gives a total cost incurred per agency.

PORT ANGELES POLICE DEPARTMENT

Year	Inmate Days	Daily Bed Rate	Annual Cost for Inmate Days used
2022	9,124	\$135.07	\$1,232,397.44
2023	9,016	\$181.40	\$1,635,543.01
2024	12,882	\$188.58	\$2,429,295.75

SEQUIM POLICE DEPARTMENT

Year	Inmate Days	Daily Bed Rate	Annual Cost for Inmate Days used
2022	4,731	\$135.07	\$639,025.90
2023	3,654	\$181.40	\$662,852.06
2024	2,052	\$188.58	\$386,967.46

While we have combined our medical costs with our housing costs into a single bed rate, some agencies use two or more separate rates. Benton County has a separate \$15.50 pharmaceutical per diem they charge, and Pierce County has a \$349.65 mental health rate for inmates meeting certain criteria. Kitsap includes costs of their in-house medical providers into their \$209/day rate, but passes on any medical costs from inmates receiving care outside of the facility. In a 2024 statewide study by DOC, the average daily cost of holding an inmate in a city, county, or tribal jail was \$196.60. (2024 Report to the Legislature, Publication 400-SR005).

Conclusion

The Clallam County Jail remains a vital institution within the county’s criminal justice framework, balancing public safety, fiscal responsibility, and humane treatment. Analysis of recent operational and financial data clearly demonstrates that while the facility continues to meet its essential service obligations, the funding contributions from

participating municipal agencies—particularly the Port Angeles and Sequim Police Departments—have not kept pace with their use of jail resources.

Year	SPD Jail Cost for Inmate Days used	SPD Total Criminal Justice Contract revenue	PAPD Jail Cost for Inmate Days used	PAPD Total Criminal Justice Contract revenue
2022	\$639,025.90	\$380,296.85	\$1,232,397.44	\$950,742.11
2023	\$662,852.06	\$416,425.20	\$1,635,543.01	\$1,041,062.76
2024	\$386,967.46	\$435,164.18	\$2,429,295.75	\$1,087,910.43

As demonstrated through the bed-day cost analyses, Port Angeles accounts for the majority of jail utilization, while Sequim’s usage, though smaller, remains significant. In both cases, contracted payments consistently fall short of actual costs incurred by the county. These persistent underpayments have resulted in substantial unfunded liabilities borne by the county’s general fund, effectively subsidizing municipal use of the facility.

Moving forward, the data supports the need for a recalibration of contractual rates to more accurately reflect real operating costs and ensure equitable cost sharing. Aligning contributions with actual use will strengthen the financial sustainability of jail operations, promote transparency in interagency partnerships, and uphold the shared commitment to public safety for all communities within Clallam County.