

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No. \_\_\_\_\_

Originating Department:	35 Sheriff's Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	3540 Bureau of Support Services / 354078 Sex Offender Registration
Contract or Grant Administrator:	Steve Harris, Undersheriff
Contractor's / Agency Name:	Washington Association of Sheriffs and Police Chiefs
Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval?    Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, grantor agency contract number(s): <u>RSO 2024-25 Whatcom</u> CFDA#: <u>N/A</u>	
Is this contract grant funded? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____    Contract _____ Cost Center: <u>1003502978</u>	
Is this agreement excluded from E-Verify?    No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>132,892.95</u> This Amendment Amount: \$ _____ Total Amended Amount: \$ <u>132,892.95</u>	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when</b> : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: _____	
State funding is allocated to local law enforcement to verify the address and residency of all registered sex offenders and kidnapping offenders under RCW 9A.44.130.	
Term of Contract: <u>07/01/2024</u>	Expiration Date: <u>06/30/2025</u>

Contract Routing:	1. Prepared by: <u>Donna Duling</u>	Date: <u>7/3/24</u>
	2. Attorney signoff: <u>Approved via email BW/DD</u>	Date: <u>7/3/24</u>
	3. AS Finance reviewed: <u>Approved via email AT/DD</u>	Date: <u>7/11/24</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____



Washington Association of  
**SHERIFFS &  
POLICE CHIEFS**

3060 Willamette Drive NE  
Lacey, WA 98516  
360-486-2380 (Phone)  
360-486-2381 (Fax)  
www.waspc.org

**President**  
Chief Darrell Lowe  
City of Redmond

June 24, 2024

**President-Elect**  
Sheriff John Nowels  
Spokane County

Sheriff Donnell Tanksley  
Whatcom County Sheriff's Office  
311 Grand Avenue  
Bellingham, Bellingham 98225

**Vice President**  
Chief Rafael Padilla  
City of Kent

**Past President**  
Sheriff Kevin Morris  
Douglas County

Dear Sheriff Donnell Tanksley:

**Treasurer**  
Chief Damon Simmons  
City of Liberty Lake

Subject: Registered Sex Offender Address Verification Program.

**Executive Board**

Chief Michelle Bennett  
City of Edmonds

Chief Rebecca Mertzig  
City of Bellingham

Sheriff Clay Myers  
Kittitas County

Chief – Vacant Position

Sheriff James Raymond  
Franklin County

Sheriff Brad Thurman  
Cowlitz County

Chief Sam White  
Lower Elwha Klallam  
Police Department

Chief John Batiste  
Washington State Patrol

Richard Collodi, SAC  
FBI—Seattle

Steven D. Strachan  
Executive Director

The Washington State Legislature allocated \$9.9 million dollars over the 2023-2025 biennium for the Registered Sex Offender Address Verification Program. This year, local agencies will receive \$4.81 million dollars to conduct face-to-face address verifications for registered sex and kidnapping offenders as directed by RCW 9A.44.130. In 2010, this grant program was established with the intent that all sex offenders and kidnapping offenders would be verified at their registered address by the Sheriff's Office. This face-to-face address verification is important to maintain accuracy of the Sex Offender Registry and to enforce the sex offender registration laws of Washington State. It is important that this money continue to be used for its intended purpose.

I am pleased to inform you that the **Whatcom County Sheriff's Office** will receive **\$132,892.95** for the Registered Sex Offender Address Verification Program. The grant cycle will follow the state fiscal year, starting July 1, 2024 and ending June 30, 2025. Quarterly grant reports are due on October 10, 2024, January 10, 2025, April 10, 2025 and July 10, 2025. Quarterly grant reports are to be completed electronically and will be emailed to RSO coordinators. Reports must be received by WASPC prior to quarterly grant payments being issued to your agency.

Address verification funds are designed to support all aspects of registered sex offender address verification. Most importantly, funds are required to be used for face-to-face verification of a sex offender's address at the place of residency.

- For Level I Offenders—face-to-face address verification will occur once every twelve months.
- For Level II Offenders—face-to-face address verification will occur once every six months.
- For Level III Offenders—face-to-face address verification will occur once every three months.
- For the purposes of this grant, unclassified offenders and kidnapping offenders are considered level I offenders, unless the local jurisdiction sets a higher classification in the interest of public safety.

*Leading collaboration among law enforcement professionals to enhance public safety.*

Funding from this program will be used to send at least one staff person to at least two WASPC OffenderWatch User Group and SONAR Committee Meeting. Meeting dates are July 24, 2024, October 23, 2024, January 22, 2025, and April 23, 2025.

Address verification data must be entered into the statewide sex offender database, OffenderWatch. WASPC will conduct audits of the OffenderWatch records to confirm verification entries and completeness of records.

Registration, community notification and verification of offenders must follow the applicable state statutes (RCWs 4.24.550, 9A.44.130, 9A.44.135, 36.28A.230, etc.). Any delegation to cities should have signed Memorandums of Understanding (MOUs) clearly defining agreed upon responsibilities.

Please note the following terms will be adhered to for the 2024-2025 Registered Sex Offender Address Verification Program:

- Any agency not meeting at least 90% of required verifications will be contacted to develop a plan to correct the agency's noncompliance.
- Any agency not using OffenderWatch to track RSOs and verifications will not receive that quarter's grant payment until OffenderWatch records are adequately corrected.
- Agencies that do not participate in at least two OffenderWatch User Group and SONAR Committee meetings will be penalized 10% of the final quarter's grant payment.
- Agencies should have at least one person trained in the current coding rules for the Static 99R.
- Quarterly grant reports must be received by WASPC prior to quarterly grant payments being issued to your agency.

Please review the attached interagency agreement, sign, date, and return to the WASPC Office ASAP. If you have any questions, please contact Terrina Peterson at (360) 486-2386 or [tpeterson@waspc.org](mailto:tpeterson@waspc.org).

Sincerely,



Steven D. Strachan  
Executive Director

**WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS  
INTERAGENCY AGREEMENT—SPECIFIC TERMS AND CONDITIONS**

**Registered Sex Offender Address Verification Program**

This AGREEMENT is entered into by and between the **WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS** (hereinafter referred to as WASPC) and the **WHATCOMWHATCOM COUNTY SHERIFF'S OFFICE** (hereinafter referred to as the RECIPIENT).

**Award Recipient Name and Address:**

Whatcom County Sheriff's Office  
311 Grand Avenue  
Bellingham, WA 98225311 Grand  
AvenueBellinghamWA98225

**Project Title**

Registered Sex Offender Address Verification

**Agreement No:**

RSO 2024-25 Whatcom

**Grant Award:**

\$132,892.95

**Agency Contact: Donnell Tanksley**

**Title:** Sheriff

**Funding Cycle**

July 1, 2024-June 30, 2025

**Funding Authority:**

WA Association of Sheriffs and Police Chiefs

**Service Area:**

Whatcom County

**FUNDING SOURCE**


Funding for this AGREEMENT is provided to WASPC through the Criminal Justice Training Commission from the State of Washington. Funding awarded the RECIPIENT shall not exceed the amount shown on the award letter.

**SCOPE OF SERVICES**

The RECIPIENT shall use the funds awarded to meet the following requirements:

- Face-to-face verifications of all registered offenders based on the schedule outlined in the award letter and RCWs 36.28A.230 and 9A.44.135. Any agency not meeting at least 90% of required verifications will be contacted to develop a plan to correct the agency's noncompliance.
- Quarterly reports will be submitted electronically by October 10, 2024, January 10, 2025, April 10, 2025, and July 10, 2025. Funds will be disbursed in equal allotments each quarter. Quarterly grant reports must be received by WASPC prior to quarterly grant payments being issued to your agency.
- Attendance of at least two OffenderWatch User Group and SONAR Committee Meeting. Meeting dates are July 24, 2024, October 23, 2024, January 22, 2025, and April 23, 2025. Agencies that do not participate in at least one OffenderWatch User Group and SONAR Committee meeting in person will be penalized 10% of the final quarter's grant payment.
- Up to date and accurate record entries into OffenderWatch. Any agency not using OffenderWatch to track verifications will not receive that quarter's grant payment until OffenderWatch records are adequately corrected.

IN WITNESS WHEREOF, WASPC and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and Letter and other documents incorporated herein.

For WASPC	For RECIPIENT
Name: Steven D. Strachan Title: Executive Director Agency: WA Assn. of Sheriffs & Police Chiefs Date: 6/24/2024	Name: Donnell Tanksley Title: Sheriff Agency: Whatcom County Sheriff's Office Date:
Signature: 	Signature: See Attached

**WHATCOM COUNTY:**  
**Recommended for Approval:**



\_\_\_\_\_  
Donnell Tanksley, Sheriff

7/12/24

\_\_\_\_\_  
Date

**Approved as to form:**

\_\_\_\_\_  
Prosecuting Attorney

\_\_\_\_\_  
Date

**Approved:**

Accepted for Whatcom County:

By: \_\_\_\_\_  
Satpal Sidhu, Whatcom County Executive

\_\_\_\_\_  
Date

STATE OF WASHINGTON     )  
  ) ss  
COUNTY OF WHATCOM     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared Satpal Sidhu, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at Bellingham.  
My commission expires \_\_\_\_\_.