

**Sanpete County Deputy Sheriff's
Merit System Commission**

Meeting minutes: January 19, 2005 @ 1930 hours

In attendance: Denis Avery, Beverly Thomas, Boyd Brothersen and Joan Olsen
(recording)

The meeting minutes for December were reviewed and approved.

Assignment: Beverly will present options to the Sheriff and research other areas as it deals with staff disciplinaries. *Beverly will meet with the Sheriff on recommendation and suggested policy changes. A flow chart will be created on the disciplinary process*

A sample copy of secondary employment forms need to be submitted to the Sheriff. This issue is addressed on page 8 of the Sanpete County Deputy Sheriff Policy and Procedure. Does the Sheriff have the secondary employment in corporate. *A copy of the form was submitted to the Sheriff for review.*

The Jail Policy was handed out and the Merit Commission will review. A follow-up and recommendation will be presented to the Sheriff on the policy. Areas in question are the probationary period that the officer has that are different in two areas of the policy. *A review will continue.*

Discussion of discrepancies on the Merit Commission policy, Sanpete County Employee handbook with recommendation made as documented in previous minutes between the Merit Commission, Sheriff Larsen, Captain Larsen and Sergeant Andy Lyons.
Continued

*Evaluation due for January were submitted:
Assignment: Denis provided the following information*

Officer Robert Hennington yearly performance evaluation was completed on 01/03/05 and reviewed.

Deputy Kenny Kirkham yearly performance evaluation was completed on 01/07/05 and reviewed.

Deputy John Cox performance evaluation was not received. Continued

Deputy Mark Robinson performance evaluation was not received. Continued.

*Evaluations due for February were submitted:
Assignment: Denis provided the following information*

Deputy Cole Young yearly performance evaluation has been completed with an overall satisfactory review. The Merit Commission has reviewed and recommends that Deputy Young receive a wage increase. It is recommended that he go from his current wage of \$14.20 to the next step of \$15.20 per hour from Deputy 2 to Deputy 3. Letter of recommendation completed, reviewed and submitted to the Sheriff on 01/19/05.

Deputy Greg Peterson yearly performance evaluation has been completed with an overall satisfactory review. The Merit Commission has reviewed and recommends that Deputy Peterson receive a wage increase. It is recommended that he go from his current wage of \$14.04 to the next step of \$15.20 per hour from Deputy 2 to Deputy 3. Letter of recommendation completed, reviewed and submitted to the Sheriff on 01/19/05.

Deputy Bryant Allred yearly performance evaluation has been completed with an overall satisfactory review. The Merit Commission has reviewed and recommends that Deputy Allred receive a wage increase. It is recommended that he go from his current wage of \$14.04 to the next step of \$15.20 per hour from Deputy 2 to Deputy 3. Letter of recommendation completed, reviewed and submitted to the Sheriff on 01/19/05.

The evaluation need to reflect that the officer/employee agrees or disagrees with the evaluation with signatures and dates from both the supervisor and employee. Assignment: Denis will meet with the supervisors about this process.

The Merit Commission questioned why the firearm certification could not be incorporated into the officer plan and evaluation. The plan does not address any firearm status, qualification pass or fail. When is the next yearly weapons qualifications. Denis has made a request of the Sheriff's office to have that put on the officer's evaluations. The Sheriff's department has agreed to include the weapons qualification on the officer evaluation. They have also provided documentation on the 2003 night/day shoot with all deputies passing. The Merit Commission needs the record of the weapons qualification shoot for spring of 2004 shoot. No issues on the fall 2004 weapons qualification night/day shoot with all deputies passing but still need documentation on fall shoot. The training for all deputies takes place from July to June each year. Assignment: Denis will follow-up with gathering up this information. All necessary paperwork for the fall shoot was submitted to the Merit Commission. The weapons qualification pass/fail has been incorporated into the evaluation/performance plan.

The Sheriff requested that the Merit Commission reviewed several part-time non-merit employees hired for road deputy position(s). The Merit Commission criteria to review these positions are: copy of the officer certification, background check with a completed application.

The part-time employees hired are:

Kyler Lunt

Christopher Mickelson

Marcus Lambert

A review was done by the Merit Commission and a letter was completed for Deputies Kyler Lunt, Christopher Mickelson and Marcus Lambert with a recommendation, submitted to the Sheriff on 01/19/05 meeting to be given to the County Commissioners.

Meeting adjourned at 2030 hours.

Next meeting is set for February 16, 2005 at the Sanpete County Court House at 1930 hours.

Meeting minutes approved as written by: The Sanpete County Merit Commission on

jo/file