

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

Meeting minutes: February 16 , 2005 @ 1930 hours

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

The meeting minutes for January 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. Sheriff reviewed and effective date of 01/13/05 was amended in policy to include the employment of understanding.*

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. *There are revisions of the Patrol policy that will be reviewed next Merit Commission meeting.*

Evaluation due for January not submitted:

Assignment: Denis provided the following information

Deputy John Cox performance evaluation was not received. Denis will e-mail the Sheriff on the status of this evaluation.

Deputy Mark Robinson performance evaluation was not received. Denis will e-mail the Sheriff on the status of this evaluation.

Denis will check on the status of Robert Nichols and Chad Huff's evaluations.

Deputy Kevin Holman yearly performance evaluation was completed on 01/26/05.

All Deputies call signs have been updated.

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.*

Meeting adjourned at 2100 hours.

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

Meeting minutes were reviewed and approved on 04/20/05 as written by: The Sanpete County Merit Commission

jo/file