

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

Meeting minutes: February 25, 2004 @ 1930 hours

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

Letter written by Chad Nielson explaining why he is unable to accept the position at the Sanpete County Jail at this time was reviewed.

Sheriff Larsen offered the position of jailer to the Officer Cole Young, which was reviewed and certified by the Sanpete County Merit Commission. Officer Cole Young has accepted the jailer position.

Welby Scott is the on-call psychologist and will work on an hourly basis as needed. The Merit Commission has reviewed the current job market and salary range in the State for this position and recommends that Mr. Scott receive an hourly wage of \$15.20. This recommendation will be presented to the Sheriff for further processing and approval.

Deputy Bryant Allred was hired for the Sanpete County Sheriff's Department on 02/06/03 and his 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 \$12.60 to the next step of \$14.04 per hour. This recommendation will be presented to the Sheriff for further processing and approval.

Deputy Steve Mondragon was hired for the Sanpete County Sheriff's Department on 06/28/03 and his six-month performance evaluation has been completed with an overall satisfactory review. The Merit Commission has reviewed and recommends that Deputy Mondragon receive a wage increase. It is recommended that he go from his current wage of \$13.96 to the next step of \$14.04. This recommendation will be presented to the Sheriff for further processing and approval.

No record for training hours has been received for Deputy Clark Thomas.
Assignment: Denis will get training hours on Deputy Thomas.

The new pay scale was reviewed.

New org chart was reviewed. It was noted that Deputy John Stevens had been left off. The org chart will be revised to reflect Deputy Stevens on it.

Officer Cole Young has accepted the jailer position.

Boyd will send a copy to each Merit Commission, for final approval, the Disclaimer page so that it can be placed on the Web page. He will present it at the next meeting.

Deputies needing performance evaluation completion was reviewed. It was noted that Deputy Greg Peterson yearly evaluation was due on February 12, 2004

Assignment: Beverly Thomas will prepare terms/definitions for the Rules and Regulations. Beverly presented to the Merit Commission a list of terms/definitions for the Rules and Regulations. The Merit Commission reviewed with addition terms/definitions added during the meeting. Beverly will bring a revision to the next meeting. **This assignment is continued.**

Basic job descriptions were discussed and assignments given

Assignment: Boyd will create a basic job description for deputies.

Assignment: Denis will create a basic job description for patrol deputies.

Assignment: Beverly and Joan will create a job description for jailers.

Assignments are continued.

Next meeting is set for March 17, 2004 at the Manti Court House at 1930 hours.

Meeting minutes approved as amended by: *The Sanpete County Merit Commission on 04/21/04*

jo/file