

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

Meeting minutes: March 17, 2004 @ 1930 hours

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

No record for training hours has been received for Deputy Clark Thomas.

*Assignment:* Denis will get training hours on Deputy Thomas. **Officer Thomas' training hours was submitted to the Merit Commission and he is in compliance with minimum training hours for 2003.**

**The Sanpete County Sheriff's office 2004 new pay scale was reviewed.**

**A flow chart/org chart was reviewed that reflected the new employees.**

**Reviewed changes made to the Sanpete County Merit Commission Disclaimer and Mission Statement page. Boyd will have it posted on the Web page.**

**Deputy Greg Peterson was hired for the Sanpete County Sheriff's Department on 02/12/03 and his 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 \$13.80 to the next step of \$14.04. This recommendation will be presented to the Sheriff for further processing and approval.**

*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. **Assignment completed with terms and definitions approved and added.**

**The Use of Force/Firearms Discharge Report was reviewed for familiarity.**

**The published Mission Statement of the Sheriff's office was handed out for a review and is currently on the Website.**

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.

**This assignment will be tabled until the policy and procedure of the Sanpete County Sheriff's office is reviewed. It will be reviewed for the next Merit Commission meeting and areas will be identified that would directly affect and be a standard for the Merit Commission.**

Next meeting is set for April 21, 2004 at the Manti Court House at 1930 hours.

Meeting minutes approved as amended by: *The Sanpete County Merit Commission on 05/19/04*

jo/file