

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

Meeting minutes: April 20, 2005 @ 1930 hours

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

Due to scheduling conflict the meeting schedule for March 16, 2005 was not held..

*The meeting minutes for February were reviewed and approved.*

Assignment: Beverly will present options to the Sheriff and research other areas as it deals with staff disciplinaries. ***A flow chart will be created on the disciplinary process. Boyd is assigned to create the flow chart.***

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. *The sheriff submitted a memo dated 01/25/05 that he had sent to all Patrol deputies of changes and additions that have been made to the Patrol Policy and Procedures.*

*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. *Contact by e-mail was done to ensure that they were complete and turned in. Denis will again address the problem.*

***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. All necessary criteria that the Merit Commission set-up needs to be adhered to for part-time employees, none of the paperwork for these two part-time employee have been received and reviewed. What agencies are carrying these two part-time employees?***

*No evaluation are due for the months of March, April and May.  
Weapons qualification will take place in June 2005.*

Meeting adjourned at 2100 hours.

Next meeting is set for May 18, 2005 at the Sanpete County Court House at 1930 hours.

Meeting minutes were reviewed and approved on 05/18/05 as written by: ***The Sanpete County Merit Commission***

jo/file