

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

Meeting minutes: April 21, 2004 @ 1930 hours

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

Meeting minutes for December 8, 2003, January 5, 2004 and February 25, 2004 were reviewed and approved by Sanpete County Merit Commission.

Sheriff Larsen has hired a part time Deputy Chad Nelson. If a full time position opens he will need to go through the recruitment process for this position.

Reviewed and changes were made to the Sanpete County Merit Commission Disclaimer and Mission Statement page. Boyd will have it posted on the Web page. **The final copy was reviewed and will be approved with all Merit Commission members signing. A copy will be scanned and e-mailed to Sergeant Andy Lyons to be put on the Website.**

The published Mission Statement and Policy and Procedures of the Sheriff's office were handed out for a review and are currently on the Website. **A discussion on different areas that would directly affect the Merit Commission was noted and need to be reviewed. The Merit Commission needs to become familiar with areas that are applicable and if the Policy and Procedures of the Sheriff's office fit with the rules and regulations of the Merit Commission guidelines. Different areas were noted for review in relationship with the Policy; 225, 225, 100, 150, 150, 315, 340, 341, 438 and all of 500.**

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 next Merit Commission meeting and areas will be identified that would directly affect and be a standard for the Merit Commission. **Boyd presented basic job description for Sanpete County Sheriff's Deputy and this will be compared to the Policy and Procedure of the Sheriff.**

In preparation for a presentation to the Sanpete County Commissioners and update of what the Merit Commission has accomplished along with information on Deputies evaluations which needs to be scheduled for the June or July Commissioners meeting agenda.

Assignment: Denis needs to follow-up on pending evaluations and their completions on the following officers: Robert Henningson, John Cox, Kevin Holman, and Kenny Kirkham.

Meeting adjourned at 2037 hours.

Next meeting is set for May 19, 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