

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

Meeting minutes: May 18, 2005 @ 1930 hours

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

The meeting minutes for April 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. Boyd submitted a sample of a flow chart for an incident on 05/18/05.*

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.*

Deputy John Cox yearly performance evaluation was completed on 05/18/05 and reviewed.

Deputy Mark Robinson performance evaluation was completed on 05/18/05 and reviewed.

Performance evaluations due for June:

Deputy Steve Mondragon

Performance evaluations due for July:

Deputy Rick Howe

Lieutenant Robert Braithwaite

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?*

Follow-up on the status of these two employees finds: Deputy Robert Nichols has resigned from the Sanpete County Sheriffs office. The Merit Commission has not

received a copy of Chad Huff's certification, background check with a completed application.

The Sheriff requested that the Merit Commission reviewed a part-time non-merit employee hired for road deputy position. The Merit Commission's criteria to review this position are: copy of the officer certification, background check with a completed application.

*The part-time employee hired is:
Wayne Jack Monroe*

With all necessary paperwork submitted a review and a letter was completed by the Merit Commission with a recommendation, given to Sheriff Larsen during this meeting to submit to the County Commissioners for Deputy Wayne Monroe.

Meeting adjourned at 2100 hours.

Next meeting is set for June 22, 2005 at the Sanpete County Court House at 1930 hours.

Meeting minutes were reviewed and approved on 07/20/05 as written by: ***The Sanpete County Merit Commission***

jo/file