

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

Meeting minutes: June 16, 2004 @ 1930 hours

In attendance: Beverly Thomas, Boyd Brothersen, Denis Avery, Sheriff Kay Larsen and Joan Olsen excused

*Assignment: Beverly will present options to the Sheriff and research other areas as it deals with staff disciplinaries. **Beverly will meet with the Sheriff on recommendation and suggested policy changes.***

A flow-chart needs to be created on the disciplinary process which would assist the Sheriff Department staff and the Merit Commission on what guidelines to follow.

Pending

Deputy John Cox's evaluation was not received.

*Assignment: Denis will follow-up with Deputy Cox's evaluation. **The evaluation for John Cox has not been received.***

*The Merit Commission will ask why the firearm certification could not be incorporated into the officer plan and evaluation. The plan does not address any firearm status, qualification pass or fail. **This needs to be followed up with the Sheriff.***

Assignment: Denis will follow-up with the sheriff.

A copy of secondary employment forms need to be submitted to the Merit Commission. This issue is addressed on page 8 of the Sanpete County Deputy Sheriff Policy and Procedure. Does the Sheriff have the secondary employment forms incorporated for use by his staff?

Meeting adjourned at 2030 hours.

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

Meeting minutes approved as written by: The Sanpete County Merit Commission on 10/18/04

jo/file