

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

Meeting minutes: July 20, 2005 @ 1930 hours

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

Due to a scheduling conflict the meeting scheduled for June 22, 2005 was not held.

The meeting minutes for May 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. **Follow-up will be done after policy is reviewed.***

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.**

Performance evaluations due for June:

Deputy Steve Mondragon Continued

Performance evaluations due for July:

Deputy Rick Howe Continued

Lieutenant Robert Braithwaite Continued

Assignment: Denis will follow-up on the above evaluations for June and July that are due.

The Merit Commission has not received a copy of Chad Huff's certification, background check with a completed application. Assignment: Denis will follow-up on the needed information on Chad Huff.

The Sheriff requested that the Merit Commission reviewed a part-time non-merit employee hired for jailer deputy position. The Merit Commission's criteria to review this position are: copy of the officer certification, background check with a completed application. With all necessary paperwork submitted a review and letter will be completed by the Merit Commission with a recommendation, given to Sheriff Larsen to be submitted to the County Commissioners for Deputy Aaron Graff

The 6-month weapons qualification (day course) was presented with all deputies passing.

Jesse Cole Young is requesting outside employment with Ephraim City. An outside employment information sheet was presented which has been adopted by the Sanpete County Sheriffs office.

Boyd Brothersen 2 year term on the Merit Commission is coming up for appointment. Boyd Brothersen needs to submit a letter to the Chair of the Democratic party if he wants to be reappointed to the 2 year position which will expire in September 2005.

Meeting adjourned at 2100 hours.

Next meeting is set for **August, 17**, 2005 at the Sanpete County Court House at 1930 hours.

Meeting minutes were reviewed and approved on **08/17/05** as written by: ***The Sanpete County Merit Commission***

jo/file