

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

Meeting minutes: September 15, 2004 @ 1930 hours

In attendance: Denis Avery, Beverly Thomas, and Joan Olsen (recording) Boyd Brothersen (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. Beverly will again follow-up.***

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**

*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.*

*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 in corporate.

Denis reviewed the completed deputy/employee evaluations. They are as follows:

Clark Thomas

Robert Braithwaite

John Steven

Rick Howe

Steve Mondragon

Cole Young

**Completed evaluations were reviewed they are as follows:**

**Deputy Steve Mondragon yearly performance evaluation (probationary) was completed on 06/28/04. The Merit Commission has reviewed and recommends that Deputy Mondragon receive a wage increase. It is recommended that he go from his current wage of \$14.20 to the next step of \$15.20 per hour from Deputy 2 to Deputy 3. A letter will be written to the County Commission that reflects this recommendation**

**Deputy Cole Young yearly performance evaluation (probationary) has been completed with an overall satisfactory review. The Merit Commission has reviewed and recommends that Deputy Young receive a wage increase. It is recommended that he go from his current wage of \$13.80 to the next step of \$14.04 per hour to**

**Deputy 2. A letter will be written to the County Commission that reflects this recommendation.**

**Deputy John Stevens was hired for the Sanpete County Sheriff's Department on 07/12/04 and his six-month performance evaluation has been completed. The Merit Commission has reviewed and recommends that Deputy Stevens receive a wage increase. It is recommended that he go from his current wage of \$13.80 to the next step of \$14.04 per hour to Deputy 2. A letter will be written to the County Commission that reflects this recommendation.**

**Deputy Clark Thomas yearly performance evaluation was completed on 09/01/04 and reviewed.**

**Lieutenant Robert Braithwaite yearly performance evaluation was completed on 07/24/04 and reviewed.**

**Deputy Rick Howe yearly performance evaluation was completed on 07/01/04 and reviewed.**

Deputy John Cox's evaluation was not received.

**Assignment: Denis will follow-up with Deputy Cox's evaluation.**

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.

**Sheriff Kay Larsen present to the Merit Commission with a commemorative medallion from the Sanpete County Sheriffs office.**

**Evaluation that need to be completed in the near future:**

**Captain Gary Larsen  
Sergeant Andy Lyons  
Deputy Brett McCall  
Deputy John Lee  
Sergeant Brad Bown**

**Has Deputy John Cox's evaluation been received.**

**Assignment: Joan Olsen will follow up to see if it has been filed.**

The Merit Commission questioned 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. **When is the next yearly weapons qualifications.**

**Assignment: Beverly will talk to Sheriff Larsen on the schedule.**

Meeting adjourned at 2030 hours.

Next meeting is set for October 20, 2004 at the Manti Court House at 1930 hours.

Meeting minutes approved as written by: The Sanpete County Merit Commission on 11/15/04

jo/file