

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

Meeting minutes: October 19, 2005 @ 1700 hours

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

*The meeting minutes for September 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. *A flow chart has been completed as a step-by-step worksheet. This process was review during this meeting. An Administrative Review process was reviewed so that relevant information and facts can be gathered to include: personal information, alleged policy violations, synopsis, interviews, findings, action taken, attachments, and recommendations. Denis will take a copy of this Administrative Review process to Sheriff Larsen.*

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 September:***

*Deputy Clark Thomas continued will be done by the Task Force. Pending  
Deputy Brad Bown completed but has not been turned into the Merit Commission.*

***Pending - Continued***

*Deputy John R. Lee completed but has not been turned into the Merit Commission.*

***Pending - Continued***

*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. Boyd Brothersen submitted letter of resignation with the original copy going to John Hales, Democratic Party Chair, Sanpete County. The Democratic Party has not submitted a name to the Commission for appointment. Contact was made to the Sanpete County Clerk to see if a replacement had been selected from the Democratic Party for Boyd Brothersen. No one has been selected. The Merit Commission will continue to do business as usual.*

*The Merit Commission has received officer grievance appeal. Denis has been assigned in the finding of fact.*

Meeting adjourned at 1700 hours.

Next meeting is set for November 16, 2005 at the Sanpete County Court house at 1700 hours.

Meeting minutes were reviewed and approved on 11/16/05 as written by: ***The Sanpete County Merit Commission***

jo/file