

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

Meeting minutes: November 5, 2003 @ 1930 hours

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

Review of the Sanpete Merit Commission 2003 was reviewed, this document included names of employees, date of hire, job title and current wage.

Does the Merit Commission cover an employee/deputy who is part time or is not certified?

As the paperwork indicates, which was received from the Sheriff, everyone that works for the county is considered a deputy from the Clerk to the Sheriff. Can the Merit Commission look at breaking this down to Division or Category, i.e. category 1 – road deputy; category 2 – uncertified officer; category 3 – clerk, dispatcher, secretary, etc? No job description is available for each job listed. Nothing in the Rules and Regulations addresses the Chief Deputy as an appointed position; does this need to be amended to reflect that.

Assignment: Boyd Brotherson will research more about merit systems of other county jails and their administrative duties and whether a bailiff is a merit and/or a non-merit employee.

A deputy is on probation for 6 months after his/her hire date. A performance evaluation needs to be completed at that time with a wage increase attached to that evaluation. A yearly performance evaluation is completed for an upgrade of wage to longevity. A performance plan/evaluation will be done yearly to evaluate his/her performance. Deputy Mondragon's, 6-month evaluation is due in January.

Tracking will be set up for performance evaluation review with notification being made.

Pay ranges were reviewed which related in time, longevity and length of service. Some inconsistencies were found.

Assignment: Denis Avery will do an audit on the pay and hire inequities. He will also look into if an individual can or has been brought into a county position at a higher wage depending on experience.

In-service training hours and classes were reviewed showing up to date information starting on 06/30/03. Firearms certification was reviewed on day/night shoots. If the officer fails or does not have the required training hours does that deputy keep working or does the Sheriff determine a reassignment. What posts/jobs require firearms certification? If the deputy is part time where does he pick up his training hours and/or qualification? No training hours were noted for deputy Mark Robison.

Assignment: Denis Avery will research what posts/jobs need certification on firearm training and what POST requires on annual training on firearms.

The Merit Commission agreed that a Disclaimer introduction page should to be written that reflects that the Rules and Regulations are only guidelines.

Assignment: Boyd Brotherson will write a Disclaimer page for review.

Definitions are necessary to the Rules and Regulations.

Assignment: Beverly Thomas will prepare terms/definitions for the Rules and Regulations.

Public meeting notification was discussed; 24-hour notice of a meeting needs to be posted in the Clerk and Sheriff's office. Notice needs to be put in a local newspaper.

Assignment: Joan Olsen will design a format/posting for an open meeting to include agenda, date, time and place.

Creation of a register was discussed. The Merit Commission considered it necessary for possible openings.

Appeal process was discussed and a tracking process.

Org Chart was discussed; who supervises whom, what job duties, special training that each deputy has. It is not clear who does performance plans on whom and what job duties they have.

Assignment: Beverly Thomas will create an Org Chart and flow chart of chain of command and the deputy's duties and special functions, if any.

Disciplinary process was discussed and what kind of discipline with the following as possible problems, criminal, unlawful harassment and/or dereliction of duty.

Right to work law was discussed.

Next meeting set for November 19, 2003 at the Manti Court House

Meeting minutes approved by: All members of the Merit Commission on 11/19/03

jo/file

