

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

Meeting minutes: November 15, 2004 @ 1700 hours

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

Meeting minutes for the months of May, June, July, August, September and October were reviewed and sent to Sgt. Lyons to be posted on the Sanpete County web page.

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

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. *A review will continue.*

Deputy John Cox's evaluation was not received.

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

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.*

*Deputy John Lee performance evaluation has not been received. Continued
Sergeant Brad Bown performance evaluation has not been received. Continued*

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. *Denis has made a request of the Sheriff's office to have that put on the officer's evaluations.*

The Sheriff requested that the Merit Commission reviewed two part-time non-merit employees hired for road deputy's position. The Merit Commission criteria to review these positions are: certification used along with a completed application.

The two part-time employees hired are:

Steven Johnson
Jared Hansen

Meeting adjourned at 2030 hours.

Next meeting is set for December 13, 2004 at the Central Utah Correctional Facility at 1700 hours.

Meeting minutes approved as written by: The Sanpete County Merit Commission on 12/13/04

jo/file