

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

Meeting minutes: November 16, 2005 @ 1700 hours

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

The meeting minutes for October 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 reviewed 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 performance evaluation was completed on 09/22/05.

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

The Democratic Party has submitted a name to the Commission for appointment. The County Attorney is reviewing it. No one has been selected. The Merit Commission will continue to do business as usual.

The Merit Commission has received an officer's grievance appeal. Denis has been assigned to the finding of fact. The hearing with the Merit Commission was set for November 16, 2005 but was canceled by the officer's representative on November 9, 2005. A new hearing has been set for December 21, 2005.

Deputy Kevin Holman submitted a letter of resignation on November 4, 2005 that would be effective November 10, 2005.

Recruitment for a certified patrol deputy will be put out by the Sanpete County Sheriff's office to replace Deputy Kevin Holman vacant position.

It is also proposed that recruitment will be put out by the Sanpete County Sheriff's office for an emergency preparedness, part time employee.

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 (UDC holds certification), background check with a completed application. With all necessary paperwork submitted the Merit Commission with a recommendation, given to Sheriff Larsen to be submitted to the County Commissioners for Deputy Kris Soper, will complete a review and letter. The Merit Commission on 11/16/05 signed the recommendation.

The Sheriff requested that the Merit Commission reviewed a part-time non-merit employee hired for patrol deputy position. The Merit Commission's criteria to review this position are: copy of the officer certification (Salina City holds certification), background check with a completed application. With all necessary paperwork submitted the Merit Commission with a recommendation, given to Sheriff Larsen to be submitted to the County Commissioners for Deputy Trent McKay Halliday, would complete a review and letter. The Merit Commission on 11/22/05 signed the recommendation.

Meeting adjourned at 1750 hours.

Next meeting is set for December 21, 2005 at the Sanpete County Court house at 1500 hours.

Meeting minutes were reviewed and approved on 12/21/05 as written by: ***The Sanpete County Merit Commission***

jo/file