

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

Meeting minutes: November 19, 2003 @ 1930 hours

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

Review of minutes from 11/05/03 with the Merit Commission approving them.

Nothing in the Rules and Regulations addresses the Chief Deputy as an appointed position; does this need to be amended to reflect that. **As the State Code indicates the definition of Chief Deputy is an appointed position and serves at the pleasure of the Sheriff.**

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. **Boyd stated that he had done some on line research of the merit system. The bailiff's position is non-merit.**

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. **The performance evaluation given to the Merit Commission by the Sheriff does not give the Deputies any expectations to work toward or anything to measure their progress during the six-month probation or yearly evaluation period. The Merit Commission agrees that a performance plan, addressing Deputies expectations and job requirements, needs to be implemented at the beginning of the performance year with goals and expectations to work toward a successful performance evaluation. The Merit Commission agrees that training in this area for supervisors is necessary so that they can learn how to do performance plans and evaluation.**

Assignment: Beverly Thomas will make contact with the Sheriff to see if he would like to start with the officer's evaluation as it is currently set-up. Beverly will also address the need for supervisors to learn how to do performance plans and evaluations and set up some training for that with the Sheriff.

Assignment: Denis Avery will provide from the Highway Patrol some ideas of performance plans.

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. **Denis made contact with a Sheriff's designee, which stated that all Deputies should come into entry-level wage. It was also stated that the County Commission has the discretion to raise an individual/Deputies wage if that**

Deputy is hired and they feel that officer has qualities/experience to be hired at a higher wage.

The Merit Commission agrees that it is necessary that the County Commission provide a written justification on why Deputy Mondragon was hired at a higher wage rather than at the entry-level wage. Deputies B. Allred and C. Peterson also fall under the same written justification.

Assignment: Denis Avery will make contact with Commission Blackham for this justification.

Assignment: Denis Avery will research what posts/jobs need certification on firearm training and what POST requires on annual training on firearms. **Denis check with POST that as long as the officer shows 40 hours per year they meet the requirement to maintain their certification. POST did state that if any Deputy does not qualify on the required firearm for his/her assigned post that the County is responsible for any liability. POST also stated that this is up to the Sheriff on whether the Deputy is then reassigned.**

Assignment: Boyd Brotherson will write a Disclaimer page for review. **Boyd provided to the Merit Commission a document titled Creation of Merit Commission, which includes names of the Merit Commission and their assignments, a Mission Statement and a Disclaimer. The Merit Commission reviewed and agreed to implement this document.**

Assignment: Beverly Thomas will prepare terms/definitions for the Rules and Regulations. **Beverly presented to the Merit Commission a list of terms/definitions for the Rules and Regulations. The Merit Commission reviewed with addition terms/definitions added during the meeting. Beverly will bring a revision to the next meeting.**

Assignment: Joan Olsen will design a format/posting for an open meeting to include agenda, date, time and place. **This assignment will be continued until next meeting.**

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. **This assignment will be continued until next meeting.**

Next meeting set for December 8, 2003 at the Manti Court House

Meeting minutes approved by: _____

jo/file

