

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

Meeting minutes: December 8, 2003 @ 1930 hours

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

Review of minutes from 11/19/03 with the Merit Commission approving them.

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. **Training will be set-up by January on how to do performance plans and evaluations. Performance plans and evaluations need to be completed on all merit staff on the anniversary of their hire dates.**

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

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. **Denis stated that the sheriff does not have any written justification for individual officers coming in at a higher wage. It is base only on their background and history. The Merit Commission review this subject again and felt that a written justification needs to be presented to the commission along with; 1) providing an application; 2) back ground check information; 3) copy of officer certifications; 4) any prior performance plan and evaluation.**

Disclaimer was re-written and presented. It was reviewed and approved by all the Merit Commission members. Disclaimer will be given to each officer along with the department rules. A web page was discussed. Andy Lyons will create the web page and will maintain it. All approved meeting minutes will be sent to him along with other information provide by the Sanpete County Merit Commission.

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. **This assignment is continued.**

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. **The flow chart was present and will only contain those employees that are full time.**

County Attorney Blackham rule on part time/non-merit employee should be under the same umbrella as the merit employee. The Merit Commission objects to this because it gives as much protection to part time staff as it does the full time.

Captain level justification, is there a justification for this position.

Any job description the Commission will create with a plan.

Possible part time employees need to be review by the Merit Commission. Consistency needs to be set when the hiring of part time employees becomes necessary. The candidates need to meet minimum qualifications such as: 1) written application; 2) back ground check; 3) copy of certification; 4) minimal interview.
Assignment: Beverly will set-up a meeting with the Sheriff on part time performance plans and evaluations.

Basic job descriptions were discussed and assignments given

Assignment: Boyd will create a basic job description for deputies.

Assignment: Denis will create a basic job description for patrol deputies.

Assignment: Beverly and Joan will create a job description for jailers.

Information on each merit employee/deputy needs to be available and on file to the Merit Commission so that an audit can be done by June 30, 2004. An excel document will be set up and the information complied on all documentation provide to the Commission.

Next meeting set for January 5, 2004 at the Manti Court House at 1930 hours.

Meeting minutes approved as written by: *The Sanpete County Merit Commission on 4/21/04*

jo/file