

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**  
**ORGANIZATION AND DUTIES OF MERIT COMMISSION AND STAFF**

**PURPOSE**

To identify the duties and responsibilities of the Merit Commission and Commission Staff.

**PROCEDURE**

## 1.0 ORGANIZATION

The Merit Commission will consist of three members. The Commission shall select from its members a Chairperson and Vice-Chairperson. The Chairperson shall preside at all meetings until completion of appointed term or until resignation or disability necessitates an election of a duly qualified successor. In the temporary absence of the Chairperson, the Vice-Chairperson will assume the same responsibilities.

## 2.0 RESPONSIBILITIES OF THE CHAIRPERSON

- 2.1 Preside at all Merit Commission meetings.
- 2.2 Maintain supervision over the business of the Merit Commission.
- 2.3 Instruct the Merit Commission staff to perform duties necessary to effectively implement policy as determined by the Merit Commission.
- 2.4 Keep the other Merit Commission members informed and consult freely with them concerning the business of the Merit Commission.
- 2.5 Perform other duties assigned by the Merit Commission and mandated by State law.

## 3.0 RESPONSIBILITIES OF THE VICE-CHAIRPERSON

- 3.1 Shall perform such duties as may be assigned by the Chairperson and, in the absence of the Chairperson, perform the duties of that office.

## 4.0 RESPONSIBILITIES OF THE MERIT COMMISSION

- 4.1 The Merit Commission shall be responsible for carrying out the provisions of Title 17, Chapter 30a, Peace Officers Merit System, and shall make all necessary rules and regulations, not in conflict with the provisions.

## 5.0 DUTIES OF STAFF

- 5.1 The Commission Staff shall manage and supervise the daily business of the Commission under the direction of the Commission to include but not be limited to:
  - 5.1.1 Developing and administering testing processes.

5.1.2 Interpreting policies.

5.1.3 Issuing official communications on behalf of the Commission.

5.1.4 Overseeing the appeals and grievance process.

5.2 The Commission Staff's primary responsibility shall be to provide clerical support for the Merit Commission.

APPROVED AND PASSED THIS 26 DAY OF May, 2015.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
Kenneth Wallentine, Chair