

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****ADMINISTRATIVE REVIEWS****PURPOSE**

The purpose of this policy is to provide a comprehensive and flexible process by which the Merit Commission can conduct a review of matters within its statutory powers and duties and can adopt a resolution that best satisfies the Merit Commission's responsibilities. This procedure is used in circumstances in which complaints or grievances arise that are outside the statutory enumerated reasons the Merit Commission may conduct formal, quasi-judicial hearings.

**PROCEDURE****1.0 SUBJECT MATTER**

The processes set out in this policy shall be used to resolve problems and complaints which arise regarding the statutory duties and responsibilities of the Merit Commission, but which do not involve disciplinary action by the Sheriff's Office or UPD, including the conduct of any examination, the processing and certification of registers, and other matters within the Merit Commission's authority that are amenable to administrative review. The Merit Commission may review a complaint regarding the processes used to establish job classifications, but the actual classification of a specific individual is outside the Merit Commission's lawful jurisdiction.

**2.0 PROCESS**

- 2.1 A complaint or request for review may come from any source, including employees or a member of the Merit Commission or its staff. The person raising the complaint need not have a personal interest in the outcome of the review. The complaint shall be made within 15 calendar days of the event or basis of the complaint.
- 2.2 The Merit Commission shall conduct an initial review of the complaint, with staff assistance, and initially screen the matter to determine whether further processing is warranted.
- 2.3 The Merit Commission may make a determination within 15 calendar days that the complaint is groundless, refers to matters outside the Merit Commission's statutory authority, or is not amenable to an administrative review and, based on that determination, take no further action.

- 2.4 The Merit Commission may refer the complaint to Merit Commission staff for initial review and investigation and may request staff provide a report and recommendation to the Merit Commission for its consideration.
- 2.5 The Merit Commission may conduct a review and investigation itself.
- 2.6 The Merit Commission may determine the specific methods to be used for matters reviewed under sections 2.4 or 2.5, including but not limited to private interviews, review of documents, public hearings and discussion, or any other process which the Merit Commission finds appropriate.
- 2.7 The Merit Commission may extend deadlines for good cause, is not bound by a specific deadline for a response, and a response need not be in writing.

### 3.0 REMEDIES

- 3.1 The Merit Commission may find a remedy which constitutes a solution for a specific problem or for a specific individual, which may or may not include the complainant.
- 3.2 The Merit Commission may find a remedy which constitutes a solution for a class or group of constituents.
- 3.3 The Merit Commission may find a remedy which requires changes to the future procedures or activities of the Merit Commission.
- 3.4 The Merit Commission is granted discretion to find complaint remedies which embody flexibility, within the Merit Commission's statutory powers.

APPROVED AND PASSED THIS 20 DAY OF May, 2016.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
Kenneth Wallentine, Chair