

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****PROBATION****DEFINITIONS**

**MERIT PROBATION:** Merit probation is a probationary period required of all newly hired employees in an entry category.

**MERIT STATUS:** The status given to employees who have successfully completed their merit probation in the category for which they have been hired.

**PURPOSE**

To define probation, and set forth the conditions and requirements for merit status in the Merit Commission System.

**POLICY**

All new hires shall be required to successfully complete a merit probationary period prior to obtaining merit status. An employee on merit probation may have his or her employment terminated by the Sheriff at any time, for any non-discriminatory reason and at the sole discretion of the Sheriff, during the probationary period without right of appeal.

**PROCEDURES****1.0 MERIT PROBATION PERIOD**

An individual hired into an entry-level position is required to successfully complete a merit probation period prior to obtaining merit status. The length of the probation period is twelve months from the employee's appointment date. At the request of the Sheriff and with the approval of the commission, the probationary period of an officer may be extended beyond twelve months for good cause shown.

**2.0 FORMER EMPLOYEE REHIRE PROBATION**

A former employee, who is rehired by the Sheriff in accordance with Merit Commission Policy and Procedure: Rehire of Former Employees, shall serve a new merit probation period.

**3.0 TERMINATION DURING PROBATION**

4.1 At any time during a merit probation period an employee may be terminated for any non-discriminatory reason, without right of appeal or hearing. A person removed during the probationary period shall not be replaced on an eligible register without passing another regular examination.

5.0 MERIT STATUS

- 5.1 Successful completion of the probationary period will be noted by the completion of a probationary merit review to be completed by the Division, and documented by a letter.
- 5.2 Continuance in the position after the expiration of the probationary period shall constitute merit status.
- 5.3 A merit status employee who applies for entry in a different category, and is subsequently offered and accepts an appointment in that new category (such as a Correctional Officer being offered employment as a Protective Service Officer), is required to resign from his or her current category and position, and is required to complete a new merit probation.

APPROVED AND PASSED THIS 26 DAY OF May, 2016.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
Kenneth Wallentine, Chair