

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****WRITTEN CHARGES****PURPOSE**

To designate the grounds for which Commission covered merit employees can be demoted, reduced in pay, suspended, or terminated, and to outline the procedure that must be followed by the Sheriff when making written charges imposing such discipline.

**PROCEDURE****1.0 GROUNDS FOR DEMOTION, REDUCTION IN PAY, SUSPENSION OR DISCHARGE**

1.1 A merit system officer holding a permanent appointment may be demoted, reduced in pay, suspended, or discharged for:

- 1.1.1 neglect of duty;
- 1.1.2 disobedience of a reasonable order;
- 1.1.3 misconduct;
- 1.1.4 inefficiency, or inability to satisfactorily perform assigned duties; or
- 1.1.5 any act inimical to the public service.

1.2 No employee shall be suspended for more than 176 work hours at one time, nor more than 352 work hours in one year. Demotion, reduction in pay, suspension, or discharge shall be made upon order of the appointing authority.

2.0 Discipline shall be for cause including, but not limited to: violation of the state statute or Merit Commission Policies and Procedures, Office Policies and Procedures, violation of statutory ethical and disclosure requirements, malfeasance, nonfeasance, neglect of duty, insubordination, misconduct, inefficiency or inability to satisfactorily perform assigned duties, unprofessional conduct, or acts inimical to the public services.

**3.0 WRITTEN CHARGES**

3.1 Each person who orders the demotion, reduction in pay, suspension, or discharge of a merit system officer for any cause set forth in serve the officer with a copy of the notice of intent to discipline based upon the written charges.

3.2 Written charges include any recommendations and supporting documentation made by subordinate staff to the appointing authority regarding intended discipline.

**4.0 SUSPENSION DAYS**

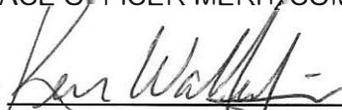
4.1 The actual suspension days need not be consecutive days and will be served at the discretion of the Sheriff.

4.2 A merit system officer at his or her option may, upon written notification to the Sheriff within seven (7) calendar days from the date the employee received the Sheriff's decision to impose discipline, may forfeit an equivalent number of accrued vacation or

holiday hours in lieu of suspension. Suspension time forfeited from vacation must be deducted from the current year's vacation hour accrual.

APPROVED AND PASSED THIS 20 DAY of May, 2016

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
KENNETH WALLENTINE, Chair