

# PEACE OFFICE MERIT COMMISSION SALT LAKE COUNTY SHERIFF'S OFFICE PUBLIC MEETING MINUTES

Wednesday, February 5<sup>th</sup>, 2025

MEMBERS PRESENT: David Salazar, Chair  
Martha Stonebrook – Vice Chair  
Chris Bertram – Member

David Salazar called the meeting to order at 4:35 PM. at the Salt Lake County Government Center, Room S2-830. This meeting was also available via-WebEx.

**Commissioner Salazar:** We have two items on the agenda today both of which will be presented by our POMC administrator Carita Lucey, the first item is to review and consider proposed revisions to the Peace Office Commission policy 3105.

**Carita Lucey:** the first is revisions to the Peace Officer Merit Commission policy 3105 and the changes are highlighted in the red and were emailed out to all Sheriff's Office staff, hard copies were also provided to those attending this meeting in person. It is the same revision throughout, all officers from UPD joining the Law Enforcement Bureau, we are to the point where we are doing promotional testing, and we want that time that they served in their current rank with UPD to be able to qualify. Our LEB Bureau has only been in existence since July 1<sup>st</sup> of 2024 we would not have officers that would qualify. First revision is qualifying service time the total time an employee has served in a rank within a category. We have three categories, Public Safety Bureau, Corrections Bureau and Law Enforcement Bureau. Total time an employee has serviced in a rank within a category in the Sheriff's Office, that would be for Corrections, Public Safety or UPD if hired by July 1<sup>st</sup>, 2024, and again applies to the seniority service rating.

Minimum service time and education requirements for categories and ranks, Sergeant must have a minimum of 5 years services time within his or her current category referring to the bureaus. 2.10.5 Law Enforcement Bureau a candidate must have a bachelor's degree for an educational institution accredited by one of the regional accreditation councils for the US Department of Education. Law Enforcement or UPD if hired with the Sheriff's Office by July 1<sup>st</sup>, 2024, service time in the current category can substitute for the required education on a time equivalent basis. Lieutenant rank the candidate must have a minimum of 2 years' service time within his or her current category with the Sheriff's Office or UPD if hired by July 1<sup>st</sup>, 2024. Public Safety and Corrections candidates that it's the current category and rank when we're replacing education, we are not crossing categories. We are allowing UPD service time to be included for the current rank. Captain, those same changes are applicable at the captain rank again allowing UPD time if hired prior to July 1<sup>st</sup>, 2024, to apply.

**Commissioner Salazar-** said the only issues were formatting. Wants consistency with the formatting. States that it is interesting that there is reference to the degree requirements for an accredited institution by the US Department of Education.

**Commissioner Stonebrook** – noticed formatting issues but stated didn't want to be picky.

**Commissioner Bertram-** No questions at all.

**Commissioner Salazar-** turned time over for public comment either in person or online.

**Matt Thompson-** Current employee of the Sheriff's Office had questions regarding service time. Education for the sergeants for corrections and public safety sergeant, lieutenant and captain had the same account that is required. 2- and 4-years credit versus law enforcement candidates in the same categories all have a bachelor's degree. Lieutenant will require 4 years total if you have service time as a public safety or corrections candidate, but you would need 6 years for law enforcement or 2 years and 2 years of school and 2 years and 4 years of school. What is the reason for this was changed?

**Commissioner Bertram-** said that you would need 2 years of service as a Lieutenant and 1 year of college or a bachelor degree or one more year of service. Did I miss read?

**Carita Lucey-** 10 years ago we moved away from the bachelor's degree requirement due to a lot of our staff not having a degree but having the experience. Corrections has been the same for the last 10 years as well. The law enforcement bureau has stayed with a bachelor's degree, as that is what UPD required and is more consistent for law enforcement requirement based on the needs and the market.

**Commissioner Bertram-** would like clarification on time-of-service requirements for corrections and public safety.

**Carita Lucey-** Lieutenant's 2 years of education and 2 years of service, and if you don't that is a total of 4 years.

**Commissioner Stonebrook-** law enforcement that is different, it is 4 years required equivalency.

**Carita Lucey-** this has been a consistent standard for UPD and those in the law enforcement bureau most of them have those degrees and have been aware of that requirement that has been in place for the last 10 years or so. A lot of our corrections and PSB may not have that degree.

**Commissioner Salazar-** explanation is to why the difference, what you want is clarify for us? No changes would be proposed that these are just being maintained as they have been for public safety and corrections as it has currently laid out for 10 years.

**Carita Lucey-** That is correct

**Commissioner Salazar-** addressing the question, so to whether or not there should be updates or changes to those that not being proposed at this time, but doesn't mean that this is something that could be considered at a later point but not this particular update.

**Carita Lucey-** That is correct.

**Commissioner Stonebrook-** does this answer your question?

**Matt Thompson-** Yes it does, I will be brief I just have another question. On 4.4 it says for passing scores may be established for each test component of the examination of the following factors the first three are more self-explanatory, but 4.4.04 it says diversity of workforce. Would like an example, protected class? Wouldn't want those circumstance to either aid me or be held against me if I am over or underrepresented in lieutenant rank.

**Carita Lucey-** this is also not a change and has been in merit commission policy for many years. We have never made a decision on or passing scores based on race, gender, etc. It is something that it appears we could use but it is not something we have used in the past and do not see that we will be using that for this exam.

**Commissioner Salazar-** topic of discussion at the federal level about the existence of the US Department of Education, it's a question that maybe something that the Sheriff's Office wishes to maintain and it is not being used is it necessary to even state in policies that have potential policy change to be considered for the future. It is just a statement I would make.

**Carita Lucey-** We have a diverse workforce and seek out diversity in our recruitment, that is why we haven't necessarily needed it in our promotional testing. We would like to maintain, we vet that out early in the process.

**Commissioner Bertram-** Misread what was meant by the policy on this line for years, took the diversity as the assignment that you had a diverse background with the Sheriff's Office meaning you 'd work in different areas.

**Carita Lucey-** No problem

**Commissioner Salazar-** Nothing wrong with that it could be interpreted that way to, someone's experience is also a diverse facet about them individually.

**Commissioner Stonebrook-** Makes perfect sense.

**Matt Thompson-** that is all the questions I had.

**Carita Lucey-** Anyone online that would like to ask questions

**Commissioner Salazar-** no online questions close public comment, bring back to the commission. Do the other commissioners have any other questions?

**Commissioner Stonebrook-** No I do not.

**Commissioner Salazar-** I would like to propose that we make a motion to support the approved changes in policy 3105 as it is presented.

**Commissioner Stonebrook-** I would second that.

**Commissioner Salazar-**It has been moved and seconded to approve the requested policy updates.

**Commissioner Bertram-** Aye

**Commissioner Salazar-** Approved this policy. Next agenda item, 2025 Sheriff's Office combined Lieutenants promotional examination plan.

**Carita Lucey-** Promotional exam plan will apply to all 3 bureaus. Chief Ackerman from LEB, Lt. Scothern from PSB, Lt. Brower from Corrections are the advisory board members. Lt Bailey from LEB, Lt. Haws from PSB and Lt. Romero from Corrections are the evaluation board members. Outside evaluators are Lt. Keith Jenkins from WJ PD for phases 1 & 2 and Lt. John Gulley from Davis County for phase 3. Link updating policy 3105 pending signature. Minimum qualifications: must be a merit employee, members that came over from UPD by July 1<sup>st</sup>, 2024 are considered merit employees. Minimum qualifications are the same as what we have had for the past several years. This was approved by merit commission, even though they have been with the Sheriff's Office for a little over 6 months.

**Commissioner Salazar-** Question, given the policy update we just made do these requirements reflect here?

**Carita Lucey-** Yes

**Commissioner Salazar-** education and service time need to also be updated according to this policy?

**Carita Lucey-** I will get there, minimum qualification has the same requirement as far as evaluations. Candidates shall not be allowed to test if they have a combined total of 3 or more does not meet expectations ratings during the preceding 2 semi-annual rating with 2 evaluations each year. If they have more than a combined total of 3 or more does not

meet expectations, they will not be allowed to test. Minimum service time will be counted to the first day of testing, candidates must have a minimum of 2 years of service at the rank of sergeant in their current category with Salt Lake County or UPD. Exam plan summaries policy 3105. Education requirement PSB and Corrections 2 years credit from an education institution or 4 years as a sergeant in their current category. LEB must have a bachelor's degree but service time at the current rank category can be substituted.

Competencies are as follows, communication skills, problem solving/decision making, coaching/ motivation, integrity, leadership, interpersonal skills, strategic planning, administrative/organizing skills, knowledge. The overall score must be 70% to be placed on the register. Phase 1 will be a written paper; the topic and instructions will be emailed out March 6<sup>th</sup> and graded on writing abilities and content will not be presented orally. Phase 2 is an oral interview consisting of behavioral and situational questions. States competencies can be used throughout the testing process. Phase 3 leadership presentation candidates will present to the evaluation board they have the acquired skills to become an effective lieutenant. Candidates will be given instructions and a specific topic for their leadership presentation after their oral board interview and will be scheduled 1 week later to give their presentation to the board. Candidates can use but that is not all inclusive if there are other things that the candidate wanted to use to make that presentation, they have the ability to do that.

Application opens Feb 21<sup>st</sup> and closes on March 2<sup>nd</sup> at midnight. There will be a non-mandatory orientation meeting on March 6, details to come later. Information given at meeting will also be sent out at the same time.

**Commissioner Salazar-** will this meeting be to answer any questions point and parts of exam plan?

**Carita Lucey-** wanted to make sure that if anyone had questions they email me so I can address all candidates the questions. We want to make sure that all the same information is given to all candidates. We don't want anyone at a disadvantage if they are unable to attend. Written assignments will be emailed out March 6<sup>th</sup> and will be due March 14<sup>th</sup> at 5:00PM. Oral interviews will be scheduled the week of March 17<sup>th</sup>-21<sup>st</sup>, again they will be notified after the oral board when their leadership presentation is. Written assignment =10%, oral interview= 45%, leadership presentation= 40% seniority =5% for a total of 100%. Turns time to commissioners.

**Commissioner Bertram-** question regarding what materials you could bring. Can I bring my own laptop, I can bring a PowerPoint, I can bring a slide show?

**Carita Lucey-** that is accurate, but right now they wouldn't know what to bring, but will know following their oral interview where they will be given the topic and instructions. At that time they can determine what to bring.

**Commissioner Bertram-** Overthinking without putting limits, I can bring another presenter, props? Previous times have been told to do a powerpoint, but in this case we are not giving limitations. Wants to be cautious.

**Carita Lucey-** we aren't putting limits on it and if whatever they feel could help them but will be graded on that presentation. If they choose to make a presentation they could choose to do handouts. Encouraging creative thinking that their presentation skills can be showcased and highlight their skills.

**Commissioner Stonebrook-** will there be a time limit on the presentation?

**Carita Lucey-** We are not stating that now and that information will go out with the instructions. We want to make sure that all the information is given out at the same time. Wants to make sure that those not attending this meeting will be given the same information at the same time.

**Commissioner Stonebrook-** you will pick the amount of time that they will be given to do those things?

**Carita Lucey-** yes and the advisory board has done that and we will get that information sent to them.

**Commissioner Salazar-** any other questions from the commission? If not we will open to public comment. Please state your name for the record if you have a question, anyone online can raise their hand or enter questions in the chat.

**Trent Ingersoll-** will we have the opportunity to go into the space ahead of time where the leadership presentation will occur to ensure that it will be accessible for whatever ideas or presentation have come up with?

**Carita Lucey-** we have done this prior, we will let them know where the room will be and they will be given 30 minutes to review the room and see what is available and see what equipment that they will want to bring.

**Commissioner Salazar-** Before March 24 when the leadership presentations begin?

**Carita Lucey-** that is accurate.

**Commissioner Salazar-** does this answer your question?

**Trent Ingersoll-** yes it does and I have one more follow up question, if we choose to do a power point, are we limited to the computer provided there or would we be able to bring in a laptop that has our presentation and use our own.

**Commissioner Salazar-** I think I heard Carita say that they could bring their own?

**Carita Lucey**- that is my understanding, I am turning to the advisory board do you see any problem in them bringing their own computer? The advisory board is confirming that they can either use what is provided or bring their own. They will be given the opportunity to test the equipment prior to the leadership presentation.

**Scott Laughlin**- Candidates will need to contact myself or Sgt Russell to get access to that room and schedule an appointment to review the room.

**Cartia Lucey**- that information will be covered at the orientation meeting, but those not able to attend will be emailed out and provided with the information at the same time.

**Commissioner Salazar**- any other questions or comments online? Not seeing anything else. I would like to close public comment and bring this back to the commission.

**Commissioner Bertram**- I would like to propose to approve the Salt Lake County Sheriff's Office Lieutenant Promotional exam as written for 2025.

**Commissioner Stonebrook**- I second that motion.

**Commissioner Salazar**- it has been moved and seconded to approve the exam plan as it has been presented today. Approval of the exam plan and process to move forward.

**Carita Lucey**- Thanks the commissioners for time and support, will provide the documents for signature.

**Commissioner Stonebrook**- votes to close the meeting.

Reviewed and Approved by



David Salazar, Chair  
Salt Lake County  
Peace Officer Merit Commission

DATE: 8/11/2025