

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****MERIT COMMISSION DECISIONS IN ABSENCE OF FORMAL MEETING****PURPOSE**

The Merit Commission may take administrative actions in the absence of a formal meeting consistent with these procedures. Final disposition of appeals or adoption of policies and procedures may not be made without a formal meeting.

**PROCEDURES**

- 1.0 The Merit Commission staff will notify each member of the issue or problem and any proposed action, by any means possible.
- 2.0 When all members cannot be timely contacted through due diligence:
  - 2.1 The decision of two members will constitute a quorum.
  - 2.2 In an emergency situation only, a single member is empowered to make the decision.
- 3.0 By the end of the first business day following the decision, the Merit Commission staff will document, in writing, the administrative action requiring resolution, the date(s) and times of all notifications, the decision reached, and by whom.
- 4.0 The Merit Commission staff will sign and date the document, place the original in the Merit Commission files, and send a copy to each Commissioner and other appropriate parties affected by the decision.

APPROVED AND PASSED THIS 26 DAY OF May 2015.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By: Kenn Wallentine  
Kenneth Wallentine, Chair