



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

4/16/2025 5:00 PM | *Meeting called by:* Civil Service Commissioners

Location: The Berkeley County Main Administration Building, County Commission Chambers, 2nd Floor

400 West Stephen Street

Martinsburg, WV 25401

Commissioners & Recorder

Dale Buck, Esq., President | Stephen D. Dopson, Commissioner | James G. Moffitt, Commissioner | John H. Alderton, Deputy County Clerk/Administrative Assistant for BCDSCSC

Item

OPR

1. **Welcome – Call to Order**

President Buck

2. **Reading & Approval of Minutes.** Approval of Meeting Minutes: dated March 19, 2025, March 31, 2025 (Special Meeting) & April 8, 2025 (Special Meeting).

All Commissioners

3. **Budget Update (Informational).**

Administrative
Assistant

4. **Old Business:**

a. **Issue 2024-0003.** Investigating Test Providers for Deputy Sheriff Promotional Examination Services **RE:** Promotional Examination Vendors Update

All Commissioners

b. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. **(Revision & Update of R&R)**

All Commissioners

c. **Issue 2024 – 0029.** Request for New Open Hire Physical agility & Written Examination. **RE** December 14, 2024.
NOTE: to Readdress this issue.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

d. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. **RE: March 2025**

Administrative
Assistant

e. **Issue 2025-0003.** Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024.

All Commissioners

f. **Issue 2025-004.** 2025 West Virginia Legislative Session Update.

Administrative
Assistant

5. **New Business.**

a. **Issue 2025 – 0012.** Civil Service Commission Legal Counsel.

All Commissioners

b. **Issue 2025 – 0013.** Captain Trent Heckman’s Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

6. **Items from the Floor.**

Audience Members
Administrative
Assistant

7. **Announcements.**

All Commissioners or
Administrative
Assistant

8. **Motion for Recess or to Adjourn**

All Commissioners

The Berkeley County Deputy Sheriff Civil Service Commission reserves the right to re-arrange items on the Agenda as needed due to time constraints of the commission.

NOTES: