



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

6/18/2025 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 | D. Scott Wilson, 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 Special Meeting Minutes for Thursday, May 8, 2025 and Regularly Scheduled Meeting Minutes for Wednesday, May 21, 2025.

All Commissioners

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

Administrative
Assistant

4. **Old Business:**

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

All Commissioners

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

Administrative
Assistant

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

All Commissioners

d. **Issue 2025-0017,** Request for Promotional Examination for the Rank of Captain, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

e. **Issue 2025-0018,** Request for Promotional Examination for the Rank of Lieutenant, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

f. **Issue 2025-0019,** Request for Promotional Examination for the Rank of Sergeant, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative

	Assistant
g. Issue 2025-0020 , Request for Promotional Examination for the Rank of Corporal, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.	All Commissioners Deputy County Clerk/ Administrative Assistant
h. Issue 2025-0022 , DRAFT Addendum Proposal RE Current (9-15-2021) Rules & Regulations, Article II, Employment as a Deputy Sheriff, Section IV – Preliminary Requirements – Refusal to Examine or Certify (§7-14-10) RE: Habitual User vs Mis-used Prescription Medication	All Commissioners Deputy County Clerk/ Administrative Assistant
i. Issue 2025-0023 , Request for Promotional Examination for the Rank of Corporal, as Result of the Resignation of Corporal Walker. The Eligibility date is May 4, 2025.	All Commissioners Deputy County Clerk/ Administrative Assistant
5. <u>New Business.</u>	
a. Issue 2025-0025 , Request to Stricken/Remove Applicant RE: Wyatt Roy.	All Commissioners Deputy County Clerk/ Administrative Assistant
b. Issue 2025-0026 , Request for New Open Hire Physical Agility & Written Examination.	All Commissioners Deputy County Clerk/ Administrative Assistant
c. Issue 2025-0027 , Commissioner Contact RE: Deputy Merson	Commissioner Wilson
d. Issue 2025-0028 , Request for Promotional Examination for the Rank of Corporal, as Result of the Promotion of Corporal Chronister to Sergeant on May 12, 2025. Eligibility date is May 13, 2025.	All Commissioners Deputy County Clerk/ Administrative Assistant
e. Issue 2025-0029 , Request to Stricken/Remove Applicant RE: Dillon Brown.	All Commissioners Deputy County Clerk/ Administrative Assistant
6. <u>Items from the Floor.</u>	Audience Members Administrative Assistant
7. <u>Announcements.</u>	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: