



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

7/16/2025 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 | 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 Meeting Minutes for Wednesday, June 18, 2025, Regularly Scheduled Meeting.

All Commissioners

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

Administrative
Assistant

4. **Old Business:**

a. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. **RE: March 8, 2025**

Administrative
Assistant

b. **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

c. **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

d. **Issue 2025-0026.** Request for New Open Hire Physical Agility & Written Examination. **RE: August 23, 2025**

Administrative
Assistant

e. **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

5. **New Business.**

- a. **Issue 2025–0030**, Application Revision for Deputy Sheriff to Coincide with Revised Rules and Regulations, Adopted June 18, 2025

All Commissioners
Deputy County Clerk/
Administrative
Assistant

6. **Announcements.**

- a. **Next Meeting.** The next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, **Wednesday, August 27, 2025**. Hopefully, in the Commission Chambers. **NOTE:** Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month.

All Commissioners or
Deputy County Clerk/
Administrative
Assistant

7. **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: