



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

9/17/2025 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, August 27, 2025, Regularly Scheduled Meeting.

All Commissioners

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

Administrative
Assistant

4. **Old Business:**

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

Administrative
Assistant

b. **Issue 2025-0031,** Clarification of Online Application Process
RE: Accepted, Candidate, Withdrawal & Rejected Status

All Commissioners
Deputy County Clerk/
Administrative
Assistant

c. **Issue 2025-0032,** Doctor's Certification of Fitness to Perform
Agility Test Form RE: Entry Level – Open Hire Testing

Commissioner Wilson

d. **Issue 2025-0033,** Ongoing Recruitment; Accepting Online
Applications Continuously for Deputy Sheriff Positions.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

e. **Issue 2025-0034,** Removal of "West Virginia" from Starting
Salary Schedule & Job Description. RE: Pre-Certified
Officers are accepted from Any State, Not Just West Virginia.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

f. **Issue 2025-0035**, Consideration of Walk-On Applicants for Deputy Sheriff Entry Level Examinations

All Commissioners
Deputy County Clerk/
Administrative
Assistant

g. **Issue 2025-0036**, Accepting Test Scores from One County to Another County Entry Level - Open Hire/Promotional Examinations RE County Clerk Association/WVDOP Emails

All Commissioners
Deputy County Clerk/
Administrative
Assistant

5. **New Business.**

6. **Items from the Floor.**

7. **Announcements.**

a. **Next Meeting.** The next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, October 15, 2025. Hopefully, in the Commission Chambers. **NOTE:** The commission chambers cannot be reserved until the first day of every month.

All Commissioners or
Deputy County Clerk/
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: