



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

10/15/2025 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, September 17, 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 2025-0032,** Doctor's Certification of Fitness to Perform Agility Test Form RE: Entry Level – Open Hire Testing

All Commissioners
(*OPR Commissioner Wilson*) Deputy County Clerk/
Administrative Assistant

c. **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
(*OPR Commissioner Wilson*) Deputy County Clerk /
Administrative Assistant

d. **Issue 2025-0038,** Requested changes to the current rules and regulations, specifically Section IV – Preliminary Requirements – Refusal to Examine or Certify (§7-14-10), at the request of Chief Young/ Criminal Investigation Division.

All Commissioners
(*OPR Commissioner Wilson*) Deputy County Clerk/
Administrative Assistant

e. **Issue 2025-0039**, Veterans Point Preference applying to Family Members. As Raised by Chief Burnett.

All Commissioners
(OPR Commissioner
Wilson) 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, November 19, 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: