

1<sup>st</sup> Ind to Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Meeting  
Minutes, RE: Wednesday, January 15, 2024 Meeting

PRESIDENT DALE A. BUCK, ESQ

January 15, 2024

MEMORANDUM FOR BCDSCSC, ADMINISTRATIVE ASSISTANT

Approved / Disapproved. Distribute electronically to all Berkeley County Deputy Sheriff Civil Service Commissioners, Berkeley County Commissioners, Berkeley County Sheriff and Staff as required.

A handwritten signature in blue ink, appearing to read "Dale A. Buck", with a stylized flourish at the end.

DALE A. BUCK, ESQ,  
President/Commissioner, BCDSCSC

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**BERKELEY COUNTY**  
**DEPUTY SHERIFF CIVIL SERVICE COMMISSION**  
**400 West Stephen Street, Suite 103**  
**Martinsburg, WV 25401-3802**

January 15, 2025

MEMORANDUM FOR COMMISSION PRESIDENT DALE A. BUCK, ESQ

FROM: Mr. John Alderton, Administrative Assistant, Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC)

SUBJECT: Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC)  
Meeting Minutes : RE: Wednesday, January 15, 2025 Meeting

1. **Date, Time & Place.** The Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) met on Wednesday, January 15, 2025, 400 West Stephen Street, 2<sup>nd</sup> Floor, Commission Chambers. Martinsburg, West Virginia. The meeting commenced, at 5:00 PM and was streamed on **YouTube** at: <https://www.youtube.com/watch?v=tvVIRtniQRo&t=906s> . **The meeting starts at the 13:00 minute mark** and was chaired by President, Commissioner Stephen D. Dopson.

2. **Personnel in Attendance:**

|       |                   |                                                              |
|-------|-------------------|--------------------------------------------------------------|
| Mr.   | Stephen D. Dopson | President of Commission                                      |
| Mr.   | John H. Alderton  | Deputy County Clerk/ BCDSCSC                                 |
| Chief | Eric Burnett      | Administrative Assistant<br>Berkeley County Sheriff's Office |

**NOTE.** The below listed Commissioner(s) were in attendance virtually:

|     |                 |              |
|-----|-----------------|--------------|
| Mr. | Dale Buck, Esq. | Commissioner |
| Mr. | James Moffitt   | Commissioner |

3. **Purpose.** The purpose of the meeting was to elect a new president for the calendar year 2025 and to discuss and/or approve a variety of topics. See the agenda (**Attachment 1**) for those issues/items. The following is a summarization of the discussion surrounding each issue/item, listed on the agenda.

4. **Election of President for Calendar Year 2025 & Swearing in of President.** President Dopson open the meeting by requesting a motion to address the issue of Election for President for the Calendar Year 2025. Commissioner Moffitt made a motion to table the election until next month , since both he and Commissioner Buck are not present in person. Commissioner Buck, seconded the motion. President Dopson, stated that motion was not up for any further discuss. Therefore, he called for a vote. The vote was unanimous to Table the election of President to the Wednesday, February 19, 2025 meeting. (**TABLED/OPEN**)

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5. **Approval of Meeting Minutes, dated December 18, 2024.** President Dopson, inquired if the commissioners had read the meeting minutes. All replied they had. President Dopson, then called for a motion to approve. Commissioner Buck made a motion, to approve the meeting minutes as written for the December 18, 2024 meeting. Commissioner Moffitt, seconded the motion. President Dopson, called for any discussion. With there being no discussion. President called for a vote. The vote was unanimous and the motion carried. **(CLOSED)**

6. **Old Business:**

a. **Issue 2024-0003.** Investigating Test Providers for Deputy Sheriff Promotional Examination Services. Mr. Alderton provided the following information:

(1) At the request of Mr. Petrucci, County Clerk for Berkeley County, Mr. Alderton reached out to Mr. Jeff Mauzy, Deputy Legal Counsel for Berkeley County relating to paperwork associated with Standard & Associates. The question related to who the Principal Signer should be. Mr. Petrucci or President of the Civil Service Commission. The response was... it is to be Mr. Petrucci, due to the President of the Commission is not able to obligate county funds.

(2) Mr. Alderton, reached out to Mr. Mike Thomason, Vice President of Stanard & Associate to see what the next step is.

(a) He replied we need to send him documentation of where we want the customized questions to be extracted from, such as departmental policy manual, West Virginia State Code etc.,.

(b) Mr. Alderton requested the Sheriff's Office provide him with the Departmental Policy Manual, in particular, what areas they want to concentrate on. Additionally, he inquired, what if any particular portions of WV State Code they want addressed in the Test. Along with a break down of; what type questions should be incorporated in Level 1 Tier (First Line Supervisor) and Second Line Supervisor (Lieutenant, Captain & Major)

(c) Also discussed was their Confidentiality Agreement Form. The discussion was that anyone who has potential to be someone to take/undergo their written examination should not be given the opportunity to have anything to do with the tests. We discussed the example of Captains, who may in the future test for the Rank of Major.

**NOTE:** Chief Burnett inquired if the Chiefs (Burnett/Young) fall within Civil Service Guidelines? President Dopson stated the Commission will research and get back to Chief Burnett.

**(OPEN)**

b. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. President Dopson, conveyed the committee is getting very close to finishing. Currently, we're fine tuning such things as; grammar, punctuation and administrative errors. Although, President Dopson did not have an exact date for the next meeting. He stated everything should be wrapped up within the next thirty (30) days. He added it is his belief it will be a good product, and every ones opinions were taken into account. Mr. Alderton, added during the last meeting (December 19, 2024) a significant amount of discussion focused on calculations of over all promotional test scores, relating to points awarded for seniority and the percentages to apply to evaluations.

**(OPEN)**

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c. **Issue 2024-0024.** Request for New Open Hire Physical Agility & Written Examination. RE: October 26, 2024 test date. Mr. Alderton provided the following summary for the record:

(1) As a reminder, on Tuesday, December 10, 2024, Chief Young, at the direction of Sheriff Blair sent the civil service commission two (2) letters of request to remove the only two names on the eligibility list. Applicant Mackenzie Duclos and Applicant Riely Miller.

(2) Certified letters were mailed to both applicants on December 11, 2024. Each letter contained a form for the applicants to return to our office indicating if they wanted a Public Hearing or wanted to decline a Public Hearing.

(3) On Monday, December 16, 2024 Applicant Duclos did request a Public Hearing be held As commissioners, at our last meeting you set Wednesday, January 15, 2024, 6:00 PM, in the County Commission Chambers as the Public Hearing location.

(4) However, on Thursday December 19, 2024, at 12:17 PM, Applicant Duclos sent an email to me requesting to withdraw his Appeal. His email read ... *I am sending this email to you because I would like to withdrawal my submission of my appeal. I greatly appreciate everything and anything you have helped me with. I hope the holidays are good to you and your family. Thanks again. V/R Mackenzie A. Duclos*

(5) Additionally, Applicant Reily Miller had a suspense date of or no later than **Monday, December 23, 2024, at 5:00 PM.** To mail, or scan and email, his Intent to Request/Decline a Public Hearing acknowledgement form. It stated in his certified letter, *Failure to notify the Civil Service Commission of your decision in writing by **Monday, December 23, 2024, at 5:00 PM,** it shall be deemed that you have waived your right to a public hearing, and your name will be removed from the list of eligible candidates without further appeal.* As of the suspense date of **Monday, December 23, 2024, at 5:00 PM,** Applicant Miller has not replied. Thereby waiving his right to a Public Hearing.

(6) Based upon Applicant Duclos' email, & Applicant Miller's failure to meet the suspense date of **Monday, December 23, 2024, at 5:00 PM,** Mr. Alderton, made a recommendation to the commissioners, to make a motion to close this **Issue Item** of **2024-0024,** Request for New Open Hire Physical Agility & Written Examination. **RE: October 26, 2024.**

(7) Commissioner Buck made a motion close **Issue 2024-0024.** Commissioner Moffitt seconded the motion. President Dopson, called for any further discussion. There being none, a vote was called for. The vote was unanimous to **close Issue 2024-0024.**

(8) Mr. Alderton, added... when we get to Agenda Item f., **Issue 2024-0030.** Request to Stricken/Remove Applicant **RE: Mackenzie Duclos** and Agenda Item g., **Issue 2024-0031.** Request to Stricken/Remove Applicant **RE: Reily Miller,** he would be making the same recommendation as to close those items.  
**(CLOSE)**

d. **Issue 2024-0029.** Request for New Open Hire Physical Agility & Written Examination. RE: **December 14, 2024 Test.** Mr. Alderton provided the following summary:

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(1) The test results for the Saturday, December 14, 2024 written examination were received via email, on December 26, 2024.

(2) Out of the four (4) applicants who took the written examination, only 2 passed, for a 50% pass rate.

(3) On December 26, 2024 President Dopson signed a letter addressed to Sheriff Blair, titled, Initial List of Eligible Candidates RE: Open Hire Entry Examination; December 14, 2024. This relates to the top 2 scorers (there were only 2 who passed). (See Attachment 2)

(4) On December 27, 2024 President Dopson signed an Entry Level – Open Hire Notice (See Attachment 3) of Passing Scores received from the West Virginia Division of Personnel. This notice was posted to the County Clerk's Digital Monitor outside of the main entrance to the County Clerk's Office. It will remain posted for public viewing until January 24, 2025, at 5:00 PM. Additionally, this notice was also provided to Sheriff Blair. Sheriff Blair, requested the applications for both Applicant's Plank & Moreland be emailed to Chief Burnett, to begin their background investigations. (OPEN)

e. **Budget Update (Informational)** - Current & Proposed FY 2024-2025 Budget. Mr. Alderton gave a summary of the current civil service budget, As of the end of the calendar year for 2024, as represented on the County Clerk's financial report dated December 30, 2024.

(1) Current Budget Report:

**Berkeley County, WV**



**YEAR-TO-DATE BUDGET REPORT**

| FOR 2025 13                     |          |          |         |              |              |  |           |       |
|---------------------------------|----------|----------|---------|--------------|--------------|--|-----------|-------|
| ACCOUNTS FOR:                   | ORIGINAL | TRANFRS/ | REVISED |              |              |  | AVAILABLE | PCT   |
| 001 General County              | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES |  | BUDGET    | USED  |
| 00152421 Contractual Services   |          |          |         |              |              |  |           |       |
| 00152421 52218 Postage          | 750      | 0        | 750     | 32.95        | .00          |  | 717.05    | 4.4%  |
| 00152421 52220 Avertise Publica | 5,000    | 0        | 5,000   | 1,581.47     | .00          |  | 3,418.53  | 31.6% |
| 00152421 52223 Professional Ser | 10,000   | 0        | 10,000  | .00          | .00          |  | 10,000.00 | .0%   |
| TOTAL Contractual Services      | 15,750   | 0        | 15,750  | 1,614.42     | .00          |  | 14,135.58 | 10.3% |
| TOTAL General County            | 15,750   | 0        | 15,750  | 1,614.42     | .00          |  | 14,135.58 | 10.3% |
| TOTAL EXPENSES                  | 15,750   | 0        | 15,750  | 1,614.42     | .00          |  | 14,135.58 |       |

**Berkeley County, WV**



**YEAR-TO-DATE BUDGET REPORT**

| FOR 2025 13 |          |          |         |              |              |  |           |       |
|-------------|----------|----------|---------|--------------|--------------|--|-----------|-------|
|             | ORIGINAL | TRANFRS/ | REVISED |              |              |  | AVAILABLE | PCT   |
|             | APPROP   | ADJSTMTS | BUDGET  | YTD EXPENDED | ENCUMBRANCES |  | BUDGET    | USED  |
| GRAND TOTAL | 15,750   | 0        | 15,750  | 1,614.42     | .00          |  | 14,135.58 | 10.3% |

\*\* END OF REPORT - Generated by Tony Petrucci \*\*

(2) Proposed Budget for FY 2024-2025. Mr. Alderton updated the commissioners, by informing them Mr. Petrucci will be presented his FY 2025-2026 budget to the County Commission on Thursday, January 23, 2025, at 10:45. He added, any and all commissioners are cordially invited to attend.

f. **Issue 2024-0030.** Request to Stricken/Remove Applicant **RE:** Mackenzie Duclos. Mr. Alderton briefed the commissioners . . .

(1) On Monday, December 16, 2024 Applicant Duclos did request a Public Hearing be held. As commissioners, at our last meeting you set Wednesday, January 15, 2024, 6:00 PM, here in the County Commission Chambers as the Public Hearing location.

(2) However, on Thursday December 19, 2024, at 12:17 PM, Applicant Duclos sent An email to me requesting to withdraw his Appeal. His email read ... *I am sending this email to you because I would like to withdrawal my submission of my appeal. I greatly appreciate everything and anything you have helped me with. I hope the holidays are good to you and your family. Thanks again. V/R Mackenzie A. Duclos*

(3) Based upon Applicant Duclos' email, Mr. Alderton recommend to the commissioners make a motion to close **Issue Item** of **2024-0030**, Request to Stricken/Remove Applicant **RE:** Mackenzie Duclos

(4) President Dopson, called for a motion. Commissioner Moffitt made a motion to close **Issue Item** of **2024-0030**, Request to Stricken/Remove Applicant **RE:** Mackenzie Duclos. Commissioner Buck seconded the motion. President Dopson, then called for any further discussion. There being none, President Dopson then called for a vote. All commissioners voted unanimously to close this item  
**(CLOSED)**

g. **Issue 2024-0031.** Request to Stricken/Remove Applicant **RE:** Reily Miller. Mr. Alderton briefed the commissioners . . .

(1) Applicant Reily Miller had a suspense date of or no later than **Monday, December 23, 2024, at 5:00 PM.** To mail, or scan and email, his Intent to Request/Decline a Public Hearing acknowledgement form. It stated in his certified letter, *Failure to notify the Civil Service Commission of your decision in writing by Monday, December 23, 2024, at 5:00 PM, it shall be deemed that you have waived your right to a public hearing, and your name will be removed from the list of eligible candidates without further appeal.* As of the suspense date of **Monday, December 23, 2024, at 5:00 PM,** Applicant Miller has not replied. Thereby waiving his right to a public hearing.

(2) Based upon Applicant Miller's failure to meet the suspense date of **Monday, December 23, 2024, at 5:00 PM,** Mr. Alderton recommend to the commissioners they make a motion to close **Issue Item** of **2024-0031**, Request to Stricken/Remove Applicant **RE:** Reily Miller.

(3) President Dopson, called for a motion. Commissioner Buck made a motion to close **Issue Item** of **2024-0031**, Request to Stricken/Remove Applicant **RE:** Reily Miller.

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Commissioner Moffitt seconded the motion. President Dopson, then called for any further discussion. There being none, President Dopson then called for a vote. All commissioners voted unanimously to close this item.

**(CLOSED)**

**h. Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. **RE Feb/March 2025.** Mr. Alderton provided the following information:

(1) In working with Ms. Brandy Sullivan, Berkeley County Sheriff's Office the following dates are suggested dates for the next Entry Level – Open Hire Physical Agility Test and Written Examination *test dates by order of preference*:

(a) Saturday, March 8<sup>th</sup> - Cut-off for accepting applications would be February 26, 2025.

(b) Saturday, March 1<sup>st</sup> – Cut-off for accepting applications would be February 19, 2025.

(c) Martinsburg High School Track is available both of the above dates. As Chief Burnett has already checked for us.

(2) Commissioner Buck, made a motion to accept Saturday, March 8, 2025 and the next Open Hire test date. Commissioner Moffitt seconded the motion. President Dopson, then called for any further discussion. There being none, President Dopson then called for a vote. All commissioners voted unanimously to select Saturday, March 8, 2025 as the next Open Hire test date.

**NOTE:** No Test Proctor was set for either the Physical Agility Test or the Written Examination. This will need to be accomplished at the February monthly meeting.

**(OPEN)**

**7. New Business.** There was no New Business listed on the published agenda. However, Mr. Alderton raised the Annual Report as an item under New Business:

**a. Issue 2025 – 0001, Annual Report for Calendar Year 2024. §7-14-6 Powers and Duties.** Mr. Alderton reported the Annual Report is underway. This will be a more comprehensive Annual Report than ever before. This will contain the required information and more! The West Virginia State Code reads... *(6) Make an annual report to the county court and sheriff showing its own actions, its rules and regulations, including all exceptions thereto in force, and the practical effects thereof, and any suggestions it may have for the more effectual accomplishment of the purposes of this article. Such report shall be available for public inspection five days after it shall have been delivered to the county court and sheriff.*

(1) Once the report is made available to the public, Mr. Alderton made the recommendation it be kept in the Civil Service Office, Suite 103-5 for viewing, and post it to the County Clerk's Web Page for Civil Service.

(2) Mr. Alderton added he has added a signature-certification page for the report, which certifies it being presented to the County Clerk, for presentation to the County Court and Sheriff of Berkeley County.

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(3) President Dopson, inquire if it states in state code, if the annual report has to be completed in January. Mr. Alderton replied, it does not state in state code. It's just in the Rules & Regulations, where it states January. President Dopson, felt, since it's in the Rules & Regulations, there should be a motion to postpone the report to a later date. Mr. Alderton, Recommended the final version be completed at the March monthly meeting.

(4) Commissioner Buck, made a motion to extend the date until March, to allow the completion and review by commissioners. Commissioner Moffitt seconded the motion. President Dopson, then called for any further discussion. There being none, President Dopson then called for a vote. All commissioners voted unanimously to extend the date until March, to allow the completion and review by commissioners.

**(OPEN)**

**8. Items From the Floor.** Mr. Alderton briefed:

a. Applicant Christopher Bragg. **(Informational)** Sent an email to our office on Wednesday, January 8, 2025, 1:13 PM, which read . . . *My name is Christopher Bragg I took the test for the sheriff's department and didn't pass the polygraph and was told I had to wait two years. I was wondering if you could tell me when my two years would be that I could retest thank you and have a good day.* It should be noted, Mr. Bragg was sent a certified letter, dated May 9, 2024 informing him of his opportunity to request a Public Hearing. The certified letter was returned to our office on June 6, 2024, Unclaimed. However, on Thursday, May 9, 2024 at approximately 12:50 PM, Mr. Alderton contacted Mr. Christopher Michael Bragg to notify him of the request to remove/strike him from the list of candidates as a deputy sheriff. Mr. Alderton advised him, he was in possession of a letter from Berkeley County Sheriff's Department, which requested Mr. Bragg be removed/stricken from the list. Mr. Alderton went on to advise Mr. Bragg, a certified letter would be sent to his HOR, of 77 Sage Creek Way, Hedgesville, WV 25427. Mr. Alderton stated the letter would contain information for the request to remove/strike his name from the list of eligible candidates. Mr. Alderton also advised Mr. Bragg, IAW WV State Code he was eligible for a public hearing on the issue, where the facts of his background investigation would be presented to the Civil Service Commission to determine if he should be removed from consideration. Mr. Bragg denied wanting a hearing. This is more than likely a possibility as to why he failed to sign for the letter.

Mr Alderton added, he did sent him a reply to his recent email which stated . . . *You cited two years in your email. It should be noted, you were sent a certified letter on May 9, 2024. However, you failed to sign for same and it was returned Unclaimed to our office on June 6, 2024. In the letter it stated. . . "Please keep in mind should you not desire a public hearing, or if you do request one and Civil Service Commission upholds the Sheriff's request to remove you from the Eligibility List. Article II, Section XIII of our Rules and Regulations states . . . Any applicant for the position of Deputy Sheriff, that has been previously removed from an eligibility listing for cause, shall not be permitted to retest for the position of Deputy Sheriff until 36 months from the date of the letter of removal has passed."*

*Therefore the date you can reapply is June 1, 2027.*

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**b. Summary of 2024 Entry Level – Open Hire Testing (Informational):**

Summary for 2024:

- a. Number of Applications Returned: **54**
- b. Number of Applicants to Undergo the Physical Agility Testing: **27**
- c. Number of Applicants to Pass the Physical Agility Testing: **20**
- d. Number of Previously-Certified Officers Not Required to Undergo the Physical Agility Testing: **8**
- e. Number of Applicants to Fail the Physical Agility Testing: **7**
- f. Number of Applicants to Undergo the Written Examination: **23**
- g. Number of Applicants to Pass the Written Examination: **13**
- h. Number of Applicants to Fail the Written Examination: **10**
- i. Number Applicants requested to be Removed/Stricken from the Eligibility List: **4**
- j. Number of Applicants Hired for the Position of Deputy Sheriff: **5**

Commissioner Moffitt, indicated we don't care how many applications were downloaded. What we care about is how many were turned in. He then added, how many were downloaded has no value. Commissioner Moffitt stated, the statistic we need to focus on is that only 9% of those who turned in applications were hired and that the two most alarming numbers are 54 & 5. He would like to know how we compare with other counties and agencies. He felt the other numbers just made charts look pretty. Commissioner Buck added that he agrees to the numbers, but they are disappointing.

President Dopson felt this is good information to have. He stated the one thing that sticks out to him is while 54 applications were handed out, only 27 folks showed up to test. He wondered why? He felt it would be good to compare this data to previous years. Mr. Alderton indicated, the data was not kept for the past several years. He does have the data prior to 2020. President Dopson stated, there are several things there we need to look at. Are we doing something wrong? Are we not getting enough information out at the beginning?

Commissioner Moffitt indicated the federal gov't issue is how long the process takes from the time they turn in an application. Mr. Alderton added, the time line once the application is turned in your testing within 30 days. President Dopson commented, but if someone turns in the application 30 days prior to the close, and then the cut-off date arrives, then it's another 30 days, now it has become 60 days.

Commissioner Moffitt, asked the question, does the sheriff's department go to colleges to try and recruit. Chief Burnett, commented the Sheriff's Office does go to different colleges and

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universities to recruit. Chief also added they're attempting to gain a salary increase for the deputies, which will attract more applicants.

Mr. Alderton did ask a question, due to the comment being made that the numbers while pretty for charts, aren't really relevant. Therefore, do the numbers need to be tracked? Commissioner Moffitt stated, absolutely keep track of the numbers. President Dopson, added he would be interested to know, why people didn't just show up to test. He stated maybe a follow-up email to inquire as to why they didn't show up, so we could possibly fine tune our system.

Mr. Alderton, raised the awareness of advertising. Currently, we run one (1) help wanted ad, and it is costly. A small help wanted ad is over \$408.00 dollars for a one (1) day run. The censuses was we probably aren't getting much from the Journal ad. We need to get more applicants. President Dopson, felt probably our best form is word of mouth and social media. He went on to say, the civil service commission should have a social media presence to get the word out. Commissioner Moffitt, also added there is a local radio station lot of people listen to. Mr. Alderton, The county Clerk has given his permission to have Mr. Alderton work on a Facebook page for the civil service commission. President Dopson, requested Mr. Alderton ad Social Media as an Issue Item for the .

9. **Announcements (Informational)**. Mr. Alderton briefed the following announcement:

a. **Next Meeting.** The next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, February 19, 2025. Hopefully, in the Commission Chambers. **NOTE:** Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month.

10. **Adjournment.** President Dopson, inquired if there was a motion to adjourn. Commissioner Moffitt then made a motion to adjourn. Commissioner Buck seconded the motion. President Dopson called for any further discussion. With there being none, President Dopson called for a vote. The motion carried unanimously. With no further discussion and/or questions, the meeting was adjourned at 5:43 PM. **NOTE:** For a complete review of Open/Closed/Tabled items for the Calendar Year of 2024, **See Attachment 4.**



JOHN H. ALDERTON  
BCDSCSC, Administrative Assistant

4 Attachment(s):

1. Meeting Agenda, Wednesday, December 18, 2024
2. Sheriff Blair Letter; Initial List of Eligible Candidates RE: Open Hire Entry Examination; December 14, 2024
3. Entry Level – Open Hire Posted Notice of Passing Scores at County Clerk's Office
4. Open/Closed/Tabled Issues/Item(s) Table of Contents, dated December 18, 2024

cc:

BCDSCSC File

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# AGENDA

## Berkeley County Deputy Sheriff's Civil Service Commission

**1/15/2025 5:00 PM** | *Meeting called by:* Civil Service Commissioners

**Location:** The Berkeley County Main Administration Building, County Commission Chambers, 2<sup>nd</sup> Floor

400 West Stephen Street

Martinsburg, WV 25401

### Commissioners & Recorder

Tony Petrucci, County Clerk of Berkeley County | Stephen D. Dopson, Commissioner | Dale Buck, Esq., Commissioner | James Moffitt, Commissioner – *Via Telephone* | John H. Alderton, Deputy County Clerk/Administrative Assistant for BCDSCSC

### Item

### OPR

1. **Welcome – Call to Order**

The Honorable Tony Petrucci, County Clerk

2. **Election of President for 2025 & Swearing in of President**

The Honorable Tony Petrucci, County Clerk

3. **Reading & Approval of Minutes.** Approval of Meeting Minutes: dated December 18, 2024.

All Commissioners

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)

Commissioners

c. **Issue 2024-0024.** Request for New Open Hire Physical Agility & Written Examination. **RE: October 26, 2024**

Administrative Assistant

d. **Issue 2024-0029.** Request for New Open Hire Physical Agility & Written Examination. **RE: December 14, 2024**

Administrative Assistant

e. **Budget for 2024-2025 Fiscal Year.** **RE:** Proposed Budget.

Administrative Assistant

f. **Issue 2024-0030.** Request to Stricken/Remove Applicant **RE:** Mackenzie Duclos

Administrative Assistant

**ATTACHMENT "1"**

g. **Issue 2024-0031.** Request to Stricken/Remove Applicant  
**RE: Reily Miller**

Administrative  
Assistant

h. **Issue 2024-0032.** Request for New Open Hire Physical  
Agility & Written Examination. **RE Feb/March 2025**

Administrative  
Assistant

5. **New Business.**

a. **Issue 2025-0001.** Annual Report;  
January 2024 – December 2024

Administrative  
Assistant

6. **Items from the Floor.**

Audience Members

7. **Announcements.**

1.

2.

3.

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

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.***

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**BERKELEY COUNTY**  
**DEPUTY SHERIFFS' CIVIL SERVICE COMMISSION**  
**400 West Stephen Street, Suite 103**  
**Martinsburg, WV 25401-3802**

December 26, 2024

MEMORANDUM FOR SHERIFF ROBERT (ROB) BLAIR

FROM: Mr. Stephen D. Dopson,  
President, Berkeley County Deputy Sheriff Civil Service Commission

SUBJECT: Initial List of Eligible Candidates RE: Open Hire Entry Examination; December 14, 2024

1. Sir, at your request, a public announcement was made advertising vacancies within the Berkeley County Sheriff's Office for the positions of Deputy Sheriff. On December 14, 2024 an Entry Level-Open Hire test was administered to eligible applicants in the areas of a Physical Agility Test and a Written Examination.

2. It should be noted, it's unknown, how many applications were actually handed out or downloaded. However, what we do know is six (6) applications were returned by the cut-off date, of Thursday, November 26, 2024. This resulted in six (6) applicants being eligible to test. Out of the six (6) eligible, all six (6) did report for testing on December 14, 2024. Out of these six (6) only four (4) were required to undergo the physical agility test, as the other two (2) were previously/currently certified law enforcement officers. Out of the four (4) who were required to complete the physical agility test, two (2) of them failed the 1 ½ mile run. This left a balance of four (4) applicants to take the written examination. However, only two (2) of those passed the written examination.

3. The scores from the written examination were received from the West Virginia Division of Personnel on Thursday, December 26, 2024. IAW West Virginia State Code 7-14-11, we are unable to provide you with 3 names, as two of the four applicants didn't have a passing score. Therefore, below are the only two (2) names who have a passing score. These two (2) names are provided to you for hiring consideration, as result of the six (6) vacancies within your department.

| NAME             | RAW<br>SCORE | VETERAN<br>POINTS | PRE-<br>CERTIFIED | FINAL<br>SCORE |
|------------------|--------------|-------------------|-------------------|----------------|
| PLANK, Dallas    | 82           | 0                 | +5*               | 87             |
| MORELAND, Steven | 76           | 0                 | +5*               | 81             |

**NOTE: \* = Indicates 5 points added for Pre-certified, IAW current (9-15-2021) Rules & Regulations (Article II, Employment As A Deputy Sheriff).**

4. If for any reason listed in West Virginia State Code 7-14-10, you request any name listed above to be removed/stricken, please notify the Berkeley County Deputy Sheriff Civil Service Commission immediately. Your notification will ensure requirements of West Virginia State Code(s) 7-14-10 and 7-14-11 will be applied.

*"Second oldest county in West Virginia"*

**ATTACHMENT "2"**

5. In closing, I thank you in advance for your cooperation in this matter and we look forward to continuing our work together now and in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen D. Dopson', with a long horizontal flourish extending to the right.

STEPHEN D. DOPSON  
President, BCDSCSC

cc:

1. Chief Young
2. Chief Burnett
3. Corporal Strickler
4. Ms. Brandy Sullivan
5. BCDSCSC/File

*“Second oldest county in West Virginia”*



**BERKELEY COUNTY  
DEPUTY SHERIFFS CIVIL SERVICE COMMISSION  
400 West Stephen Street-Suite 103-5,  
Martinsburg, WV 25401-3802**

**Posted: December 27, 2024**

**Notice of Entry Level – Open Hire Passing Scores Notice**

On Saturday, December 14, 2024 an Entry Level - Open Hire test was administered to eligible applicants in the areas of a Physical Agility Test and a Written Examination.

Below are the passing scores related to the Entry Level - Open Hire Test administered on Saturday, December 14, 2024:

| NAME             | RAW<br>SCORE | VETERAN<br>POINTS | PREVIOUSLY<br>CERTIFIED | FINAL<br>SCORE |
|------------------|--------------|-------------------|-------------------------|----------------|
| PLANK, Dallas    | 82           | 0                 | +5*                     | 87             |
| MORELAND, Steven | 76           | 0                 | +5*                     | 81             |

**NOTE:** \* = Indicates 5 points added for Pre-certified officers, IAW current (9-15-2021) Rules & Regulations (Article II, Employment As A Deputy Sheriff).

This is to certify that the scores received for the Berkeley County Deputy Sheriff Entry Level - Open Hire Test, held on Saturday, December 14, 2024, are accurate as supplied to us, by the West Virginia Department of Personnel, and have been officially recorded. The test was administered according to the guidelines established by the Berkeley County Civil Service Commission's Rules & Regulations, dated September 15, 2021, ensuring the integrity and confidentiality of all results.

The scores are now part of the official record and will be used to determine the eligibility of candidates for the position of Deputy Sheriff within Berkeley County.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read "Stephen D. Dopson".

STEPHEN D. DOPSON  
President, BCDSCSC

**ATTACHMENT "3"**



## *Open/Closed/Tabled Issue Running List*

### *Table of Contents*

| Issue Item Number | Title                                                                                                                                                                                                                                                                                             | Opened           | Closed - Tabled                                                                                                                                                                                                      | OPR                                              |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 2024 - 0001       | Nomination of BCDSCSC President                                                                                                                                                                                                                                                                   | January 27, 2024 | April 24, 2024                                                                                                                                                                                                       | All Commissioners                                |
| 2024 - 0002       | BCDS Chief Young's Request for Reinstatement Submittal/Withdrawal.                                                                                                                                                                                                                                | March 27, 2024   | March 27, 2024                                                                                                                                                                                                       | All Commissioners                                |
| 2024 - 0003       | <p><b>REVISED</b> Title; Investigating Test Providers for Deputy Sheriff Promotional Examination Services. Titled changed 9-18-2024, Civil Service Meeting</p> <p><b>Former</b> Title: Online Testing for the Berkeley County Deputy Sheriff Department for Open Entry and Promotional exams.</p> | ????????         | <p>This item was TABLED on May 22, 2024, pending more information relating to a budget – financial obligation.</p> <p>-----</p> <p>This item was readdressed on 9-18-2024 and was also TABLED again on 9-18-2024</p> | All Commissioners                                |
| 2024 - 0004       | Amendment to BCDSCSC Rules & Regulation RE: Virtual Attendance.                                                                                                                                                                                                                                   | March 27, 2024   | April 24, 2024                                                                                                                                                                                                       | All Commissioners                                |
| 2024 - 0005       | Hiring of Deputy Charles Hess.                                                                                                                                                                                                                                                                    | October 19, 2023 | March 27, 2024                                                                                                                                                                                                       | All Commissioners                                |
| 2024 - 0006       | Promotional Exam for Corporal on Monday, March 25, 2024. RE: due to Steerman vacancy                                                                                                                                                                                                              | January 23, 2024 | April 24, 2024                                                                                                                                                                                                       | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0007       | Letter of Resignation for Lt Kurt Yoder, Effective March 12, 2024, received this Office on March 13, 2024                                                                                                                                                                                         | March 13, 2024   | March 27, 2024                                                                                                                                                                                                       | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0008       | Promotional Exam Request for Rank of Lieutenant due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024                                                                                                                                                                     | March 27, 2024   | July 17, 2024                                                                                                                                                                                                        | All Commissioners                                |



## *Open/Closed/Tabled Issue Running List*

### *Table of Contents - Continued*

| Issue Item Number | Title                                                                                                                       | Opened           | Closed - Tabled | OPR                                              |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|--------------------------------------------------|
| 2024 - 0009       | Promotional Exam Request for Rank of Sergeant due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024 | March 27, 2024   | July 17, 2024   | All Commissioners                                |
| 2024 - 0010       | Promotional Exam Request for Rank of Corporal Due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024 | March 27, 2024   | July 17, 2024   | All Commissioners                                |
| 2024 - 0011       | Transfer Request from Mr. Timothy Everhart                                                                                  | March 27, 2024   | March 27, 2024  | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0012       | Part-Time Employment Amendment. IAW WV State Code §17-14-15a, to Rules & Regulations                                        | January 27, 2024 | April 24, 2024  | Chief T.A. Young<br>/Chief of Staff Eric Burnett |
| 2024 - 0013       | Open Hire Process IAW Current Rules & Regulation. Rules & Regulation Update/Review                                          | April 24, 2024   |                 | President Dopson                                 |
| 2024 - 0014       | Position Classification Plan – Does the Chief Administrator's Position Need to be added?                                    | March 27, 2024   | April 24, 2024  | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0015       | Master Classification & Proposed Rank Structure.                                                                            | April 24, 2024   | May 22, 2024    | Chief T.A. Young<br>All Commissioners            |
| 2024 - 0016       | Draft of Revised Berkeley County Deputy Sheriff Civil Service Application                                                   | April 24, 2024   | July 17, 2024   | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0017       | Open Hire Physical Agility & Written Examination (August 3, 2024)                                                           | May 22, 2024     | August 21, 2024 | All Commissioners                                |
| 2024 - 0018       | (Informational) Job Fair Participation (May 8, 2024)                                                                        | May 22, 2024     | May 22, 2024    | Deputy County Clerk/<br>Administrative Assistant |

## *Open/Closed/Tabled Issue Running List*

### *Table of Contents - Continued*

|             |                                                                                                                                                |                    |                    |                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------------------------------------|
| 2024 - 0019 | <b>(Informational)</b> Resignation of Deputy Thadeuss Wright (Last Work Day, June 1, 2024)                                                     | May 22, 2024       | May 22, 2024       | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0020 | Provisional Appointment(s)                                                                                                                     | July 17, 2024      | July 17, 2024      | All Commissioners                                |
| 2024 - 0021 | Preference Points for Certified Officers                                                                                                       | July 17, 2024      | July 17, 2024      | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0022 | <b>(Informational)</b> Demotion (Voluntary) Letter of Request. Re Sergeant Harold Heagy                                                        | July 1, 2024       | July 17, 2024      | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0023 | Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024 | July 1, 2024       | October 16, 2024   | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0024 | Request for New Open Hire Physical Agility Test & Written Examination. <b>RE October 26, 2024</b>                                              | August 21, 2024    |                    | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0025 | Conditional Hiring Request for Approval RE: Applicant Bryce Reinhardt                                                                          | September 18, 2024 | September 18, 2024 | All Commissioners                                |
| 2024 - 0026 | Request to Stricken/Remove Applicant RE: Jerry Lee Moschel                                                                                     | September 18, 2024 | October 16, 2024   | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0027 | Request to Stricken/Remove Applicant RE: Stefan Cebotari                                                                                       | September 18, 2024 | November 20, 2024  | Deputy County Clerk/<br>Administrative Assistant |
| 2024 - 0028 | Conditional Hiring Request for Approval RE: Applicant Aden Drake                                                                               | September 18, 2024 | October 16, 2024   | All Commissioners                                |
| 2024 - 0029 | Request for New Open Hire Physical Agility & Written Examination. <b>RE December 14, 2024</b>                                                  | October 30, 2024   |                    | Deputy County Clerk/<br>Administrative Assistant |

|             |                                                                                                      |                   |  |                                                     |
|-------------|------------------------------------------------------------------------------------------------------|-------------------|--|-----------------------------------------------------|
| 2024 - 0030 | Request to Stricken/Remove<br>Applicant RE: Mackenzie Duclos                                         | December 18, 2024 |  | Deputy County Clerk/<br>Administrative<br>Assistant |
| 2024 - 0031 | Request to Stricken/Remove<br>Applicant RE: Reily Miller                                             | December 18, 2024 |  | Deputy County Clerk/<br>Administrative<br>Assistant |
| 2024 - 0032 | Request for New Open Hire<br>Physical Agility & Written<br>Examination. <b>RE Feb/March<br/>2025</b> | December 18, 2024 |  | Deputy County Clerk/<br>Administrative<br>Assistant |