

1st Ind to Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Meeting
Minutes, RE: Wednesday, June 18, 2025 Meeting

PRESIDENT DALE BUCK, ESQ

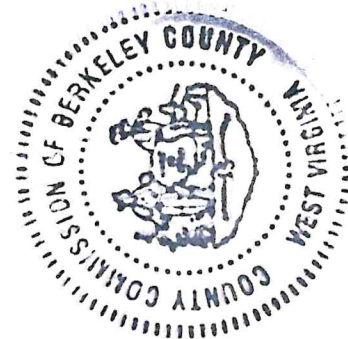
June 18, 2025

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.



DALE BUCK, ESQ.,
President, BCDSCSC



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

June 18, 2025

MEMORANDUM FOR COMMISSION PRESIDENT DALE 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, June 18, 2025 Meeting

1. **Date, Time & Place.** The Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) met on Wednesday, May 21, 2025, 400 West Stephen Street, 2nd 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=ueA1-VZNZIA&t=2178s> . The meeting starts at the 3:40 minute mark. The meeting was opened by President Dale A. Buck, President, Berkeley County Deputy Sheriff Civil Service Commission.

2. **Personnel in Attendance:**

Mr.	Dale Buck	President of Commission
Mr.	D. Scott Wilson	Commissioner
Mr.	Stephen D. Dopson	Commissioner
Mr.	John H. Alderton	Deputy County Clerk/ BCDSCSC Administrative Assistant
Chief	Tom Young	Berkeley County Sheriff's Office
Corporal	Jody Strickler	Berkeley County Sheriff's Office
Ms.	Brandy Sullivan	Berkeley County Sheriff's Office

3. **Purpose.** The purpose of the meeting was 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. **Reading & Approval of Minutes dated: May 8, 2025 & May 21, 2025.** President Buck inquired whether the meeting minutes had been reviewed. All three commissioners confirmed they had reviewed both sets of the prepared minutes. Since there were, two (2) sets of meeting minutes to be approved, President Buck wanted to approve each set separately. They were broken down as follow:

a. **Thursday, May 8, 2025, Special Meeting.** President Buck, inquired anyone had any objection or corrections to the meeting minutes of May 8, 2025. There being none, he requested a motion to accept the meeting minutes of May 8, 2025, as written. Commissioner Dopson made a motion to accept the meeting minutes of Thursday, May 8, 2025 as written. Commissioner

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Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on accepting the meeting minutes as written.

b. **Thursday, May 21, 2025, Regularly Scheduled Meeting.** President Buck, inquired if anyone had any objection or corrections to the meeting minutes of May 21, 2025. There being none, he requested a motion to accept the meeting minutes of May 21, 2025, as written. Commissioner Dopson made a motion to accept the meeting minutes of Thursday, May 21, 2025 as written. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on accepting the meeting minutes as written.

5. **Budget (FY 2024 – 2025) Update (Informational):** Mr. Alderton provided a financial update as of Wednesday, June 18, 2025. The following is a breakdown of the Civil Service budget, as managed through the County Clerk's Office:

FOR 2025 13								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
001 General County								
00152421 Contractual Services								
00152421 52218 Postage	750	0	750	96.75	.00	653.25	12.9%	
00152421 52220 Avertise Publica	5,000	0	5,000	4,066.34	.00	933.66	81.3%	
00152421 52223 Professional Ser	10,000	0	10,000	600.00	.00	9,400.00	6.0%	
TOTAL Contractual Services	15,750	0	15,750	4,763.09	.00	10,986.91	30.2%	
TOTAL General County	15,750	0	15,750	4,763.09	.00	10,986.91	30.2%	
TOTAL EXPENSES	15,750	0	15,750	4,763.09	.00	10,986.91		

Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	15,750	0	15,750	4,763.09	.00	10,986.91	30.2%

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

Current Budget Update:

- **Postage:** A difference of \$26.30. This was a result of mailing back the Captain-Lieutenant-Sergeant- Corporal test to WVDOP on June 2, 2025, Went from 9.4 % Obligation to 12.9% Obligation Rate **NOTE:** There is an invoice of \$31.59 to still be taken out of the account... this is for mailing back the Promotional Test Material for Corporal, for the test offered on Monday, June 16, 2025. This amount is higher than the previous shipment. This is due to the County changed from the charge card we had to a State Issued P-Card. They had the option of allowing the P-Card to be used for everything or just travel. They chose just travel. This is per, the County Clerk's Chief, Ms. Marcia Noll. We now have to mail our test material back to the WV DOP via Going Postal, which is more expensive, In this case \$5.29 more.

- **Advertising & Publication:** A difference of \$710.60. This was a result of the \$358.81 Journal Promotional ad, which ran on May 11, 2025 for the May 30th promotional testing announcement. This also reflects the Journal invoice of \$351.79 for Promotional announcement ad, which ran on May 27, 2025 announcing the Corporal test for June 16, 2025. Went from

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67.1 % Obligation Rate to an 81.3 % Obligation Rate. **NOTE:** Pending tonight's motion and vote relating to the proposed upcoming Corporal Test, there should be an invoice of \$301.79, per the recent price quote.

- Professional Services: A difference of \$500.00. This was a result of retainer fee being applied for Mr. Henry to represent the Civil Service Commission. Went from 1.0 % Obligation rate to a 30.2% Obligation Rate.

(Informational)

6. Old Business:

a. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. (Revision & Update of R&R). Commissioner Dopson opened the dialog by saying:

(1) He believes the Commission has a good product. The last committee meeting was held on Friday, June 13, 2025, in the Multi-purpose Room of the Dunn Building. Additionally, he added his appreciation for everybody's help; Chief Young, Deputy Sheriff's Association, Commissioners, Will Henderson, John and especially Commissioner Wilson for all his hard work and many hours he's put into this document. We are now ready to approve unless somebody has questions.

(2) Commissioner Wilson spoke up and said there were only three (3) things left on there that, we made a few little changes to at the last meeting. Everything else we had discussed quite extensively. Commissioner Wilson updated the document with all those changes.

(3) Therefore the first area is located on page nine (9). It deals with eligibility and this is where we take a look at preliminary requirements... refusal to examine or certify and this is where the committee looked as there was a lot of information in there when it talked about the drug usage. The committee tried to condense it, clean it up and make it simple and easier to work with. The committee came up with was basically a new document its paragraphs 1c, 1d, and 1e. The committee took out a lot of the others and combined them down into this. These now just basically say any applicant for the position of deputy sheriff must be clean and sober from alcohol and any and all illegal substances or scheduled narcotics. D says, for a period of at least 12 months. It previously stated for a period of 36 months. Now it reads, for a period of at least 12 months prior to application and applicant cannot have used or have any use of marijuana synthetic or natural and this includes medical marijuana. Paragraph E says No applicant for the position of deputy sheriff shall be considered by this Commission, if they have habitually used any prescription medications that were not specifically prescribed for the applicant. The committee went on to say habitual use is defined as use that is done regularly or repeatedly. Each situation will be reviewed on a case-by-case basis. It is now much more clear and easier to work with.

(4) Commissioner Wilson then addressed the second area, which is located on page eighteen (18). This where the committee got into looking at the situation if someone would decline a promotional opportunity. A lot of discussion has been conducted on this topic. The committee wanted to clarify that and make it as simple and easy to understand as possible. Therefore, following was written in Section II, Eligibility, Paragraph 2, starting with paragraph 2 b. Only Candidate Eligible Declines Test/Promotion. (1) Any deputy

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sheriff that declines to take the written exam or declines a promotional offer will do so in writing to the Civil Service Commission. This will be done within 5 days their notice they are eligible or within 5 days after they are advised they have passed the written examination. (2) Once this notice is received, the civil service commission will every 30 days from the date of vacancy, request from the sheriff if there is anyone eligible for promotion for the vacancy that exists. The sheriff will respond in writing which may be in the form of a letter or email, to the civil service commission if there is or is not anyone eligible. This procedure will be repeated every 30 days until an eligible candidate exists and desires to take the written examination. (3) If after declining the opportunity previously during this particular vacancy the deputy sheriff reconsiders the opportunity, then a new written exam will be administered. However **it will be the responsibility of the deputy sheriff** to request reconsideration and must be done in writing to the civil service commission. C. Date of Vacancy (DOV) Vs Date of Eligibility (DOE) in these such circumstances is important to recognize that the DOV and the DOE may be different the DOV will never change however the DOE may change to coincide with a candidate having two years previous service in the next lower grade. The committee tried to simplify but also tried to make sure all aspects were covered, while putting the onus of responsibility back on the deputy sheriff to say if they're not going to take they need to let the commission know. Additionally, if they reconsider, they also have to let the Commission know. Plus, the commission will go back to the Sheriff every thirty (30) days.

(5) Commissioner Dopson sought clarification and understanding. He inquired, so we're clear because, in the past as soon as another person became eligible that was the only person who could test is that still what you plan? Commissioner Wilson responded, yes sir. Commissioner Dopson, then followed up with, so if we go back in 30 days and there's now two people only the first one who was eligible test? Commissioner Wilson replied, it's not written this way but let's say that we've asked the sheriff on May 1st, is anybody eligible there's nobody eligible. Then on May 15th if someone becomes eligible the sheriff should be letting us know. He could when we ask him on May 1st say I don't have nobody eligible now. But, there will be a person eligible May 15th. If that person becomes eligible on May 15th, and there's one eligible June 1st, if he goes ahead and notifies us that person's going to test on their own because they're eligible nobody else is eligible at the time the we don't have to wait the 30 days we're using the 30-day just to make sure we're staying in constant contact with the sheriff's office to make sure nothing has happened that we miss. Commissioner Dopson stated Chief Young and Mr. Alderton are keeping their spreadsheets up to date now so we'll know too.

(6) Commissioner Wilson then moved onto the third and final area remaining. This was located on page 23, 10c, Special Circumstances. This is a whole new section that was added. Section 10, discusses exceptions (Military Duty and Mandatory Duty as a Deputy Sheriff). However, there are also Special Circumstances, such as short notice emergency situations. These situations will be decided on a case-by-case basis. In order to receive such consideration, at least one (1) of the three (3) civil service commissioners must be contacted prior to the start of any testing. The initial request must contain the deputy's name and a detailed reason for such consideration. If the initial request is granted a special meeting of the Commission will be held within three (3) business days to consider the request completely. The requesting deputy sheriff will be responsible for all documentation, witnesses, or evidence to support the request. If the request is granted then a

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makeup test date will be set as soon as possible, so as not to delay any further the testing cycle. The committee talked about this as it came up because of the recent situation where one of the deputies had an issue with child birth. The current Rules and Regulations don't allow for something of this nature. A lot of discussion was held, regarding the concern for case-by-case, as everyone always wants to be careful of case-by-case. However, this would only be the second case by case basis situation in our proposed Rules and Regulations.

(7) Commissioner Wilson concluded those were the last three (3) major changes that were discussed at the last meeting. Everything else had been previously discussed.

(8) President Buck, inquired of the Commission is in a position now to move forward with approving/adopting the Rules and Regulations? Both Commissioners, Committee Chair Person Dopson and Commissioner Wilson, were of the belief the Commission was. In a position to move forward.

President Buck requested one of them make a motion. Commissioner Wilson made a motion to accept the new rules and regulations with an effective date of June 18, 2025 as written and as discussed tonight. Commissioner Dopson seconded the motion. President Buck, called for any further discussion, with there being none, he called for a vote. The vote was unanimous in favor of accepting the new rules and regulations with an effective date of June 18, 2025 as written and as discussed tonight.

(CLOSED)

b. Issue 2024-0032. Request for New Open Hire Physical Agility & Written Examination. RE: March 2025. Mr. Alderton briefed the following summary of where this issue currently stands.

(1) Last month as a result of your motions and unanimous votes last month there were three (3) applicants that were removed from the Eligibility List (Yanik, DeMartino and Kershner)

(2) A revised eligibility list was provided to Sheriff Blair on May 23rd and the revised letter contained the names of applicants Cressman, Hefner and Hill. On May 23rd applicant Hill provided the sheriff's office with an email stating he was no longer interested in the deputy sheriff position. Based upon the applicant withdrawing himself and a revised letter was prepared with a date of May 23rd and sent to Sheriff Blair. The revised letter contained the names of; Cressman, Hefner and Roy.

(3) On May 27, 2025 our office received a letter from Sheriff Blair through Chief Tom Young requesting applicant Roy be removed or stricken from the eligibility list. On May 28th a certified letter was sent from our office to applicant Roy advising him of the letter to remove or stricken him. He had a suspense date of Friday, June 6, 2025 to have it received in our office, his letter of intent to either request or decline a public hearing.

(4) Also on May 27, 2025 applicant Hefner provided sheriff's office an email withdraw his application as a deputy sheriff. Based upon the applicant withdrawing himself a revised letter was sent again to the sheriff with applicants Cressman, Roy and Brown. Currently,

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there is only one name left on Sheriff Blair's eligibility listing and this item will need to be remain open until the eligibility list is exhausted.

(5) A letter has been received to hold another open hire testing opportunity. Mr. Alderton briefed this issue will be addressed later in the meeting. As will the status of Applicants Roy and Brown.

(OPEN)

c. **Issue 2025 – 0012.** Civil Service Commission Legal Counsel. This was on the agenda by mistake. This item was actually, closed at the May 21, 2025 meeting.

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.

(1) A promotional examination for the rank of Captain was conducted on Friday, May 30, 2025, at 9:00 AM & Monday, June 2, 2025, at 9:00 AM.

(2) Lieutenant Christian sat for the test on May 30th. While Lieutenant Jones sat for the test on June 2nd. These were the only two (2) eligible deputies to test for the rank of Captain. Both examinations were held in the training/classroom of the Berkeley County Sheriff's Office.

(3) Two separate test dates were needed due to a mandatory training requirements. The alternative test date was held, as allowed by the current version of the Rules & Regulations, dated September 15, 2021.

(4) Test material were mailed back to the WV DOP on the afternoon of Monday, June 2, 2025.

(5) Test results were received via email on June 6, 2025 at 10:33 AM.

(6) Commissioner Wilson, happened to be in Mr. Alderton's office at the time and they went reviewed and calculated the scores. The top scorer was Lieutenant Jarrett Jones, with a score of 79.139. Lieutenant William Christian had a score of 71.482375.

Captain	Total
JONES, Jarrett	79.139
CHRISTIAN, William	71.482375

(7) A letter was provided to Sheriff Blair listing in order from highest to lowest in scoring order. The letter was dated June 9, 2025.

(8) Per an email received from Chief Young on Wednesday, June 11, 2025 the top scoring candidates for the ranks of Captain down have all accepted their promotions to their respective ranks. Physical examinations have been scheduled.

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(9) Per an emailed we all received earlier today, Wednesday, June 18, 2025, at 11:06 AM from Chief Young. It stated... *On June 17, 2025, Lieutenant Jones was administered a physical examination by Valley Health. On June 18, 2025, he was certified by a physician as capable of handling the prescribed duties of the rank of Captain. This report will be located in the medical section of his personnel file kept at the Berkeley County Sheriff's Office.*

(10) As a result of the recent promotional testing, Lieutenant Jones will be promoted to the rank of Captain, effective June 19, 2025.

(11) Based upon his email, Mr. Alderton made a recommendation for the Commission to make a motion to close this item.

Commissioner Wilson made a motion to close Item Number 2025 – 0017. President Buck seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Item Number 2025 – 0017.

(CLOSED)

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.

(1) A promotional examination for the rank of Lieutenant was conducted on Friday, May 30, 2025, at 9:00 AM. The examination was held in the training/classroom of the Berkeley County Sheriff's Office.

(2) Sergeant Anaya was the only person eligible to test for the rank of Lieutenant.

(3) Test material were mailed back to the WV DOP on the afternoon of Monday, June 2, 2025.

(4) Test results were received via email on June 6, 2025 at 10:33 AM.

(5) Commissioner Wilson, happened to be in my office at the time and we went ahead reviewed and calculated the scores. The top scorer and only scorer was Sergeant Zachary Anaya, with a score of 59.814225.

Lieutenant	Total
ANAYA, Zachary	59.814225

(6) A letter with the test results was provided to Sheriff Blair. The letter was dated June 9, 2025.

(7) Per an email received from Chief Young on Wednesday, June 11, 2025 the top scoring candidates for the ranks of Captain down have accepted their promotions to their respective ranks. Physical examinations have been scheduled.

(8) Per an emailed we all received on Tuesday, June 17, 2025, at 12:31 PM from Chief Young. It stated... *On June 17, 2025, Sgt. Anaya was administered a physical examination*

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by Valley Health. On that date, he was certified by a physician as capable of handling the prescribed duties of the rank of Lieutenant. This report will be located in the medical section of his personnel file kept at the Berkeley County Sheriff's Office.

(9) As a result of the recent promotional testing, the following personnel will be promoted to the rank of Lieutenant, effective June 18, 2025.

(10) Based upon his email, Mr. Alderton made a recommendation for the Commission to make a motion to close this item.

Commissioner Wilson made a motion to close Item Number 2025 – 0018. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Item Number 2025 – 0018.
(CLOSED)

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.

(1) A promotional examination for the rank of Sergeant was conducted on Friday, May 30, 2025, at 9:00 AM. The examination was held in the training/classroom of the Berkeley County Sheriff's Office.

(2) Corporal Dopson was the only person eligible to test for the rank of Sergeant.

(3) Test material were mailed back to the WV DOP on the afternoon of Monday, June 2, 2025.

(4) Test results were received via email on June 6, 2025 at 10:33 AM.

(5) Commissioner Wilson, happened to be in my office at the time and we went ahead reviewed and calculated the scores. The top scorer and only scorer was Corporal Stephen T. Dopson, with a score of 56.531775.

Sergeant	Total
DOPSON, Stephen T.	56.531775

(6) A letter with the test results was provided to Sheriff Blair. The letter was dated June 9, 2025.

(7) Per an email received from Chief Young on Wednesday, June 11, 2025 the top scoring candidates for the ranks of Captain down have accepted their promotions to their respective ranks. Physical examinations have been scheduled.

(8) Per an emailed we all received on Tuesday, June 17, 2025, at 3:43 PM from Chief Young. It stated... *On June 17, 2025, Cpl Dopson was administered a physical examination by Valley Health. On that date, he was certified by a physician as capable of handling the prescribed duties of the rank of Sergeant. This report will be located in the medical section of his personnel file kept at the Berkeley County Sheriff's Office.*

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(9) As a result of the recent promotional testing, the following personnel will be promoted to the rank of Sergeant, effective June 18, 2025.

(10) Based upon his email, Mr. Alderton made a recommendation for the Commission to make a motion to close this item.

Commissioner Wilson made a motion to close Item Number 2025 – 0019. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Item Number 2025 – 0019.

(CLOSE)

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.

(1) A promotional examination for the rank of Corporal was conducted on Friday, May 30, 2025, at 9:00 AM & Monday, June 2, 2025, at 9:00 AM.

(2) There were twenty-nine (29) deputies eligible to test for the rank of Corporal. Fifth-teen (15) deputies sat for the test on May 30th. While two (2) sat for the test on June 2nd. Therefore a total of seven-teen (17) deputies out of twenty (28) deputies eligible to test. This equates to 58.62 % who tested for the rank of Corporal. Both examinations were held in the training/classroom of the Berkeley County Sheriff's Office.

(3) Two separate test dates were needed due to a mandatory training requirement. The alternative test date was held, as allowed by the current version of the Rules & Regulations, dated September 15, 2021.

(4) Test material were mailed back to the WV DOP on Monday, the afternoon of June 2, 2025.

(5) Test results were received via email on June 6, 2025 at 10:33 AM.

(6) Commissioner Wilson, happened to be in Mr. Alderton's my office at the time and they reviewed and calculated the scores. The top scorer was Deputy Lawrence Meeks, with a score of 57.568725.

Corporal	Total
MEEKS, Lawrence	57.568725
PECK, Andrew	57.330775
YOST, Pamela	55.331675
CARROLL, Wayne	54.910525
MILLER, Jason	54.5806
KOLB, Ryan	53.9352
NORTHCRAFT, Jacob	53.62375
EZELL, Benjamin	53.131425

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SNAPP, Bryant	52.5062
WEBB, Nathaniel	52.3766
HENDERSON, William	51.176875
DUNIGAN, Sean	50.208975
ROBINSON, Shawn	50.03425
COOPER, TYLER	48.1618
BALDRIDGE, Jessica	47.83675
CLARK, Gage	40.039375

(7) A letter was provided to Sheriff Blair listing in order from highest to lowest in scoring order. The letter was dated June 9, 2025.

(8) Per an email received from Chief Young on Wednesday, June 11, 2025 the top scoring candidates for the ranks of Captain down have accepted their promotions to their respective ranks. Physical examinations have been scheduled.

(9) Currently, the medical results related to Deputy Meeks, have not been received. This item should remain open until the promotion becomes effective.
(OPEN)

NOTE: Berkeley County Civil Service Certificates of Recognition were read into record and then handed over to Chief Young. The Certificates of Recognition were to recognize the Promotions of; Captain Jarrett Jones (**See Attachment 2**), Lieutenant Zachary Anaya (**See Attachment 3**) and Sergeant Stephen T. Dopson (**See Attachment 4**).

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. President Buck stated, as result of the Rules and Regulations being adopted earlier in the meeting this item is no longer valid or needed.

President Buck moved to close Item Number 2025 – 0022. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Item Number 2025 – 0022.
(CLOSE)

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.

(1) Test were ordered from the WV DOP on May 27, 2025 and arrived on May 30, 2025.

(2) Test materials were inventoried by Mr. Alderton, as witnessed by Chief Young on the morning of Monday, June 2, 2025.

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(3) Twenty-eight (28) deputies were eligible to test for the rank of Corporal. A total of twenty-one (21) deputies responded by the suspense with their intent to test on Monday, June 16, 2025.

(4) The promotional examination was conducted on Monday, June 16, 2025, in the training/classroom of the Berkeley County Sheriff's Office.

(5) Seventeen deputies sat for the examination which commenced at 9:00 AM. Commissioner Dopson and Mr. Alderton served as test proctors.

(6) Test materials were mailed back to WVDOP on Monday, June 16, 2025. The cost of mailing the test back was \$ 31.59. This is an increase of \$5.29 from just the previous week. As stated earlier, we now have to mail items back to Charleston, via Going Postal, which does relate in an increase.

(7) The test materials are scheduled to arrive in Charleston, WV on Saturday, June 21, by 9:00 PM.

(OPEN)

8. New Business:

a. **Issue 2025-0025**, Request to Stricken/Remove Applicant RE: Wyatt Roy.

(1) On Tuesday, May 27, 2025 our office received a letter from Chief Young requesting to have Applicant Wyatt Roy removed/stricken from the current eligibility list.

(2) A certified letter was mailed out to Applicant Roy on Wednesday, May 28, 2025. The certified letter outlined Applicant Roy was offered to accept or decline a public hearing on the matter. In the letter it stated his letter of intent must be received in our office NLT June 6, 2025, at 5:00 PM. If it was not, then it will be deemed he waived his right to have a public hearing as afforded to him by WV State Code.

(3) Per the USPS Tracking web page a notice was left as no authorized recipient was available. The notice was left on May 30, 2025, at 1:01 PM. As of the suspense date of Friday, June 6, 2025, at 5:00 PM and as of today as well. Our office has not received his letter of intent, relating to accepting or declining a public hearing.

(4) Therefore, Mr. Alderton made the recommendation for the Commissioners to make a motion to remove his name from the eligibility list and formally close this issue. This will allow the commission to forward the last remaining name to Sheriff Blair for hiring consideration.

Commissioner Dopson made a motion to remove Applicant Roy's name from the eligibility list and formally close this issue. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on removing Applicant Roy's name from the eligibility list and formally close this issue .

(CLOSE)

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b. **Issue 2025-0026**, Request for New Open Hire Physical Agility & Written Examination.

(1) In a letter from Chief Young, dated May 28, 2025. He requests the Berkeley County Civil Service Commission prepare an open entry test to establish a new list of eligible candidates at its earliest convenience.

(2) Per discussion with Ms. Brandy Sullivan, Saturday, August 23, 2025 is good date to conduct the Open Hire Physical Agility & Written Examination.

(3) Commissioner Dopson inquired of the test location. Mr. Alderton conveyed, it will be one of the High school, but the actual one has not been determined.

Commissioner Dopson made a motion to conduct the Open Hire Physical Agility & Written Examination on Saturday, August 23, 2025, at 9:00 AM. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on conducting the Open Hire Physical Agility & Written Examination on Saturday, August 23, 2025, at 9:00 AM.

(4) Commissioner Wilson, inquired of Chief Young, how many vacancies does the Sheriff's Office have. Chief Young responded by stating seven (7).

c. **Issue 2025-0027**, Commissioner Contact RE: Deputy Merson. Commissioner Wilson spoke up saying he had requested this item be placed on the agenda.

(1) Commissioner Wilson stated Deputy Merson had contacted Commissioner Wilson at his home by phone and was asking some questions. The questions related to civil service and Deputy Merson's rights.

(2) Chief Wilson read for the record his written response to Deputy Merson's question and issues. **NOTE:** A copy of the written response is maintained in the Civil Service Office, and is considered public record.

(3) The letter is dated June 5, 2025 and was in response to requests Deputy Merson made of Commissioner Wilson on May 22, 2025. It's also to be noted, Commissioner Wilson's, letter and information he provided Deputy Merson was his opinion and not a ruling. Commissioner Wilson went onto to say, if Deputy Merson has an issue, he should formally make a petition to discuss the matter.

(4) President Buck said he appreciated the information and thanked Commissioner Wilson for putting it into the record. Commissioner Wilson was glad Deputy Merson was willing to reach out to him. But he felt it needs to go on record and be a part of the civil service minutes. Should there be any questions in the future, everyone is on the same page.

No action to be taken at this time, on this issue, as it's for informational purposes.
(INFORMATIONAL)

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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. Mr. Alderton provided the following update:

(1) On May 12, 2025 Corporal Chronister was promoted to Sergeant. There by creating a vacancy for Corporal, with an effective date of May 13, 2025.

(2) On June 4, 2025 Chief Young sent our office a letter requesting a promotional examination be offered for the rank of Corporal with an effective date of May 13, 2025.

(3) Chief Young replied that Wednesday, July 9, 2025 would be the absolute best. Two possible candidates are on vacation, but... There is no training or mandatory duty. Wednesday, July 9, 2025 was the only date provided to our office.

(4) Mr. Alderton briefed, he reached out to Ms. Tracy Richardson, WVDOP in regards to the need for Promotional test materials for Corporal, due to the pending Holidays. Ms. Richardson informed Mr. Alderton, the WV DOP has developed a Study Guide for Corporal/Sergeant, Lieutenant/Captain and Entry Level Tests. Ms. Richardson emailed him the study guides at 11:32 AM this morning. Mr. Alderton added his version of a Study Guide and the WVDOP version a Study Vary slightly. Basically, their version of a Study Guide is sample test questions, with an answer key provided, so you can see which is the correct answer.

(5) It should be noted these study guides are a first ever. Mr. Alderton provided the commissioners a copy of each study guide. As well as providing Chief Young and Corporal Strickler, Deputy Sheriff Association President a copy of same.

(6) Mr. Alderton stated pending approval of a test date and time, he would email the eligible deputies and provide them with the PDF Study Guide for their review. As well, as the Attachment relating to the Intent to Test.

(7) President Buck raised the concern for a test proctor for July 9, 2025. President Buck is unable to proctor the test. Commissioner Wilson spoke up stating he is unable to proctor the test on July 9, 2025. Then Commissioner Dopson stated he too was unavailable.

(8) President Buck, mentioned this item will need to be tabled until next month. Commissioner Wilson made a motion to table item 2025-0028 until a better test date can be identified. Commissioner Dopson seconded the motion. President Buck, called for any further discussion. There being none, he called for a vote. The vote was unanimous to Table the issue. **(Tabled)**

e. **Issue 2025-0029**, Request to Stricken/Remove Applicant RE: Dillon Brown.

(1) On Thursday, June 5, 2025 our office received a letter from Chief Young requesting to have Applicant Dillon Brown removed/stricken from the current eligibility list.

(2) A certified letter was mailed out to Applicant Brown on Friday, June 6, 2025. The certified letter outlined Applicant Brown was offered to accept or decline a public hearing on the matter. In the letter it stated his letter of intent must be received in our office NLT

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Monday, June 16, 2025, at 5:00 PM. If it was not, then it will be deemed he waived his right to have a public hearing as afforded to him by WV State Code.

(3)) Per the USPS Tracking web page the certified letter was delivered to an individual at the address, at 11:16 AM on Wednesday, June 11, 2025 in Frederick, MD 21702. As of the suspense date of Monday, June 16, 2025, at 5:00 PM and as of today as well. Our office has not received his letter of intent, relating to accepting or declining a public hearing.

(4) Therefore, Mr. Alderton made the recommendation for one of the commissioners to make a motion to remove his name from the eligibility list and formally close this issue.

President Buck moved to strike/remove applicant Brown's name from the eligibility list and formally close this issue. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on removing applicant Brown's name from the eligibility list and formally close this issue
(CLOSED)

NOTE: It was at this point in the meeting Commissioner Dopson raised a question related to **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. Which had already been voted on to table the issue.

(1) Commissioner Dopson asked the question, is it the only day the training room's available or could we hold the test over here (Multi-purpose Room) on a different day of the week?

(2) The response from Chief Young and Ms. Sullivan was it related to training. Commissioner Dopson added, if it was just the room, another testing location could be identified.

(3) Mr. Alderton raised the question, if once a possible date or dates are identified is the commission going to hold a special meeting, for the purpose of voting, on the date to hold the promotional examination?

(4) Commissioner Dopson raised the possibility of delegating the decision to the President. Commissioner Wilson stated he didn't see why not. President Buck stated, if there's an action by the full commission, then it can be done.

Commissioner Dopson made a motion to authorize President Buck to work with Mr. Alderton and Ms. Sullivan to set a new and different test date in reference to Item 2025 – 0028. Commissioner Wilson seconded the motion. He also added he would provide additional dates he's not available to proctor the test. President Buck asked for any further discussion. Mr. Alderton addressed an earlier concern about the availability of the Study Guides. He stated he will send the electronic PDF file out to all eligible deputies when he sends them the email related to the test date. Commissioner Wilson raised the question in regards to posting the Study Guides to the Web. Mr. Alderton, stated he would work with the County IT Department and have it posted on the Civil Service Web Page. President Buck realizing there is no further discussion, he called for a vote. The vote passed unanimously to allow President Buck to work with Mr. Alderton and Ms. Sullivan to set a new and different test date in reference to Item 2025 – 0028.
(OPEN)

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9. **Items from the Floor.** There were no items from the floor to be addressed.

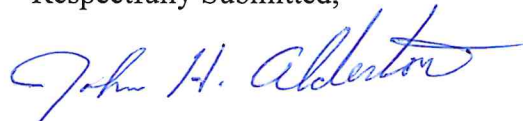
10. **Announcements.** There were two (2) announcements.

(1) Mr. Alderton, addressed a concern he had for the August meeting, as he will be on vacation leading up to that meeting. The concern is related to preparation for the August meeting relating to everything involved from, scheduling the meeting location, to getting the agenda posted in order to meet the requirements identified in WV Ethics Open Meetings Act. Discussion evolved to rescheduling the August 20, 2025 meeting to August 27, 2025. Commissioner Dopson made a motion to move the August 20, 2025 meeting to August 27, 2025. President Buck seconded the motion. President Buck inquired about any further discussion. There being none, he called for a vote. The vote passed unanimously in favor of changing the August 20, 2025 meeting to August 27, 2025.

(2) **Next Meeting.** Mr. Alderton announced, the next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, July 16, 2025. Hopefully, in the Commission Chambers. **NOTE:** Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month.

11. **Adjournment.** President Buck, requested a motion to adjourn. Commissioner Dopson made a motion to adjourn. Motion was seconded by Commissioner Wilson. President Buck called for any further discussion. With there being none, President Buck called for a vote. The motion carried unanimously. The meeting was adjourned at 6:09 PM. **NOTE: See Attachment 5,** for a complete review of Open/Closed/Tabled items, dated 6-18-2025.

Respectfully Submitted,



JOHN H. ALDERTON
BCDSCSC, Administrative Assistant

5 Attachment(s):

1. Meeting Agenda, Wednesday, June 18, 2025
2. Civil Service Certificate of Recognition; RE Promotion of Captain Jarrett Jones
3. Civil Service Certificate of Recognition; RE Promotion of Lieutenant Zachary Anaya
4. Civil Service Certificate of Recognition; RE Promotion of Sergeant Stephen T. Dopson
5. Open/Closed/Tabled Issues/Item(s) Table of Contents, dated June 18, 2025

cc:

BCDSCSC File

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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

ATTACHMENT "1"

	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

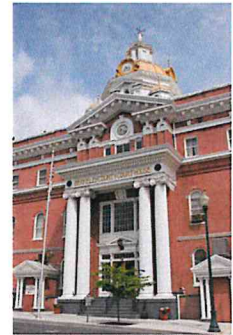
The Berkeley County Deputy Sheriff Civil Service Commission reserves the right to re-arrange items on the Agenda as needed due to time constraints of the commission.

NOTES:

Berkeley County

Civil Service Commission

Certificate of Recognition



Presented to

CAPTAIN JARRETT JONES

to

**Commemorate and Recognize being Promoted
To the Rank of Captain, with the Berkeley County
Sheriff's Office, Martinsburg, West Virginia**

On behalf of the Berkeley County Deputy Sheriff Civil Service Commissioners, we want to offer our congratulations on your recent promotion to the rank of Captain and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office. As a Captain with the Berkeley County Sheriff's Office this is where you transition from being a third line supervisor to a leader who will have broader operational leadership, supervisory, and managerial responsibilities. Additionally, you will begin to operate at the strategic level within your department. Furthermore, you're joining the ranks of Deputy Sheriff Captains across our great state. This is an honored and dedicated tier within the law enforcement community. Do not take this promotion lightly. Let it be known, that with your promotion you willingly accept greater responsibility. Congratulations and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office.

Given this 18th day of June 2025.



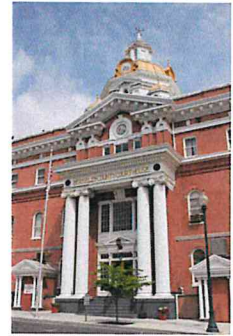
DALE BUCK
President, Civil Service Commission



Berkeley County

Civil Service Commission

Certificate of Recognition



Presented to

LIEUTENANT ZACHARY ANAYA

to

**Commemorate and Recognize being Promoted
To the Rank of Lieutenant, with the Berkeley County
Sheriff's Office, Martinsburg, West Virginia**

On behalf of the Berkeley County Deputy Sheriff Civil Service Commissioners, we want to offer our congratulations on your recent promotion to the rank of Lieutenant and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office. As a Lieutenant with the Berkeley County Sheriff's Office you are a third line supervisor and responsible for many facets of being a Deputy Sheriff. Greater emphasis shall be placed upon your leadership, managerial and administrative skills. Additionally, you're transforming from being a second line supervisor to a leader who's focus is more on leadership & administrative duties. Furthermore, you're joining the ranks of Deputy Sheriff Lieutenants across our great state. This is an honored and dedicated tier within the law enforcement community. Do not take this promotion lightly. Let it be known, that with your promotion you willingly accept greater responsibility. Congratulations and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office.

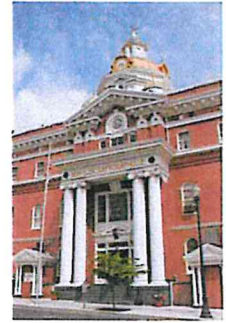
Given this 18th day of June 2025.



DALE BUCK
President, Civil Service Commission



Berkeley County
Civil Service Commission
Certificate of Recognition



Presented to

SERGEANT STEPHEN T. DOPSON

to

**Commemorate and Recognize being Promoted
To the Rank of Sergeant, with the Berkeley County
Sheriff's Office, Martinsburg, West Virginia**

On behalf of the Berkeley County Deputy Sheriff Civil Service Commissioners, we want to offer our congratulations on your recent promotion to the rank of Sergeant and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office. As a Sergeant with the Berkeley County Sheriff's Office you become a second line supervisor and responsible for several facets of being a Deputy Sheriff. Now a greater emphasis will be placed upon your leadership and direction. Furthermore, you're joining the ranks of Deputy Sheriff Sergeants across our great state. This is an honored and dedicated tier within the law enforcement community. Do not take this promotion lightly. Let it be known, that with your promotion you willingly accept greater responsibility. Congratulations and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office.

Given this 18th day of June 2025.



DALE BUCK
President, Civil Service Commission



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	REVISED Title; Investigating Test Providers for Deputy Sheriff Promotional Examination Services. Titled changed 9-18-2024, Civil Service Meeting Former Title: Online Testing for the Berkeley County Deputy Sheriff Department for Open Entry and Promotional exams.	????????	This item was TABLED on May 22, 2024, pending more information relating to a budget – financial obligation. ----- This item was readdressed on 9-18-2024 and was also TABLED again on 9-18-2024	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/ 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/ 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/ 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 /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/ Administrative Assistant
2024 - 0015	Master Classification & Proposed Rank Structure.	April 24, 2024	May 22, 2024	Chief T.A. Young All Commissioners
2024 - 0016	Draft of Revised Berkeley County Deputy Sheriff Civil Service Application	April 24, 2024	July 17, 2024	Deputy County Clerk/ 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/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents - Continued

2024 - 0019	(Informational) Resignation of Deputy Thadeuss Wright (Last Work Day, June 1, 2024)	May 22, 2024	May 22, 2024	Deputy County Clerk/ 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/ Administrative Assistant
2024 - 0022	(Informational) Demotion (Voluntary) Letter of Request. Re Sergeant Harold Heagy	July 1, 2024	July 17, 2024	Deputy County Clerk/ 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/ Administrative Assistant
2024 - 0024	Request for New Open Hire Physical Agility Test & Written Examination. RE October 26, 2024	August 21, 2024	January 15, 2025	Deputy County Clerk/ 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/ Administrative Assistant
2024 - 0027	Request to Stricken/Remove Applicant RE: Stefan Cebotari	September 18, 2024	November 20, 2024	Deputy County Clerk/ 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. RE December 14, 2024	October 30, 2024	March 31, 2025 @ Special Meeting	Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents - Continued

2024 - 0030	Request to Stricken/Remove Applicant RE: Mackenzie Duclos	December 18, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0031	Request to Stricken/Remove Applicant RE: Reily Miller	December 18, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0032	Request for New Open Hire Physical Agility & Written Examination. RE March 8, 2025	December 18, 2024		Deputy County Clerk/ Administrative Assistant
End of Issue Items for 2024				
Beginning of Issue Items for 2025				
2025 - 0001	Annual Report for Calendar Year 2024	January 15, 2024	March 19, 2025	Deputy County Clerk/ Administrative Assistant
2025 - 0002	Social Media RE: Facebook and/or Instagram Presence	January 15, 2025	February 19, 2025	Deputy County Clerk/ Administrative Assistant
2025 - 0003	Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024	February 19, 2025	May 21, 2025	All Commissioners
2025 - 0004	2025 West Virginia Legislative Session Update	March 19, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0005	Promotional Exam Request for Rank of Corporal. As Requested in Chief Young's Letter Dated March 17, 2025	March 19, 2025	Verbally Rescinded, By Chief Young, During Meeting of March 19, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0006	Addendum to Current (9-15-2021) Rules & Regulations, Article III, Promotions, Section II – Eligibility (§7-14-13)	March 19, 2025	March 19, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0007	Request to Stricken/Remove Applicant RE: Stephen Ray Moreland	March 19, 2025	March 31, 2025 @ Special Meeting	Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents – Continued

2025 - 0008	Request for Hearing for Information RE: Reason Hearing wasn't heard in October of 2023 – Corporal Philip Butcher	March 19, 2025 @ Special Meeting	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0009	Eligibility Date of Decision Rendered at Special Meeting held on March 31, 2025 RE Corporal Philip Butcher.	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0010	Corporal Stephen T. Dopson's Request, dated April 1, 2025, for a New Hearing Related to Corporal Butcher's original Grievance, dated 10-16-2023.	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0011	Corporal Stephen T. Dopson's Freedom Of Information Act (FOIA) Letter of Request, dated April 1, 2025	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0012	Civil Service Commission Legal Counsel	April 16, 2025	May 21, 2025	All Commissioners
2025 - 0013	Mr. Trent Heckman's Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025	April 16, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0014	Resignation of Civil Service Commissioner, Mr. James G. Moffitt. Effective date of Resignation was immediately on 4-17-2025.	May 21, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0015	Appointment of D. Scott Wilson as Civil Service Commissioner.	May 21, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0016	Request to Stricken/Remove Applicant RE: Joshua Yanich.	May 21, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents – Continued

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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0021	Request to Stricken/Remove Applicant RE: Anthony DeMartino.	May 21, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025	Tabled on 5-21-2025	All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents – Continued

2025 - 0024	Request to Stricken/Remove Applicant RE: Austin Kershner.	May 21, 2025	May 21, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0025	Request to Stricken/Remove Applicant RE: Wyatt Roy.	June 18, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0026	Request for New Open Hire Physical Agility & Written Examination. RE _____	June 18, 2025		Deputy County Clerk/ Administrative Assistant
2025 - 0027	Commissioner Contact RE Deputy Merson	June 18, 2025		Commissioner Wilson
2025 - 0028	Request for Promotional Examination for the Rank of Corporal , as Result of the Promotion of Corporal Chronister to Sergeant. The Eligibility date is May 13, 2025.	June 18, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0029	Request to Stricken/Remove Applicant RE: Dillon Brown.	June 18, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant