

1st Ind to Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Meeting
Minutes, RE: Wednesday, July 16, 2025 Meeting

PRESIDENT DALE BUCK, ESQ

July 16, 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**

July 16, 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, July 16, 2025 Meeting

1. **Date, Time & Place.** The Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) met on Wednesday, July 16, 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=HRJtuelk2qU&t=223s> . The meeting starts at the 3:35 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	Eric Burnett	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: June 18, 2025.** President Buck inquired whether the meeting minutes had been reviewed. All three commissioners confirmed they had reviewed the prepared minutes. President Buck, inquired if anyone had any objections or corrections to the meeting minutes of June 18, 2025. There being none, he requested a motion to accept the meeting minutes of June 18, 2025, as written. Commissioner Wilson made a motion to accept the meeting minutes of Wednesday, June 18, 2025 as written. Commissioner Dopson 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.

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5. **Budget (FY 2024 – 2025) Update (Informational):** As of Monday, June 30, 2025, the following is a breakdown of the 2024-2025 Fiscal Year - End of Year Civil Service budget, as managed through the County Clerk's Office:

End of Fiscal Year 2024 – 2025 Budget Update:

FOR 2025 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 General County	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
421 Civil Service								
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 Civil Service	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	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
GRAND TOTAL	15,750	0	15,750	4,763.09	.00	10,986.91	30.2%	
** END OF REPORT - Generated by Marcia Noll **								

(a) Postage. There is no change in the postage line item from the June 18, 2025 Budget Report. The obligation was 12.9% and as of the June 30, 2025 report, it remained at 12.9% Obligation Rate.

(b) Advertisement & Publication. There is no change in the Advertisement & Publication line item from the June 18, 2025 budget report. The obligation rate was 81.3% and as of the June 30, 2025 report it remained at 81.3% Obligation Rate.

(c) Professional Services. There is no change in the Professional Services line item from the June 18, 2025 Budget Report. The obligation rate was 6.0% and as of the June 30, 2025 report it remained at 6.0% Obligation Rate.

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Current (FY 2025-2026) Budget Update:

Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 General County	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED	
421 Civil Service								
00152421 Contractual Services								
00152421 52218 Postage	1,500	0	1,500	.00	31.59	1,468.41	2.1%	
00152421 52220 Advertise Publica	10,700	0	10,700	.00	.00	10,700.00	.0%	
00152421 52221 Training/Educational	16,500	0	16,500	.00	.00	16,500.00	.0%	
00152421 52223 Professional Ser	10,000	0	10,000	.00	.00	10,000.00	.0%	
TOTAL Contractual Services	38,700	0	38,700	.00	31.59	38,668.41	.1%	
TOTAL Civil Service	38,700	0	38,700	.00	31.59	38,668.41	.1%	
TOTAL General County	38,700	0	38,700	.00	31.59	38,668.41	.1%	
TOTAL EXPENSES	38,700	0	38,700	.00	31.59	38,668.41		

Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2026 01								
	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED	
GRAND TOTAL	38,700	0	38,700	.00	31.59	38,668.41	.1%	

** END OF REPORT - Generated by Marcia No11 **

(a) Postage. This fiscal year we are seeing an increase from \$750.00 to \$1,500.00. Our current obligation rate stands at 2.1%. This is a result of \$31.59 being encumbered for the purposes of mailing back Corporal test materials to WVDOP. We will have approximately, the same amount of \$32.00 – \$35.00 to mail back to WVDOP, the test materials for our Corporal test being offered this Friday, July 18, 2025.

(b) Advertisement & Publication. This fiscal year we are seeing an increase from \$5,000.00 to \$10,700.00. Our current obligation rate stands at 0%. However, our outstanding invoices include: \$710.96 for LocalIQ Newspaper ad (8 Run in each of 3 newspapers Herald Mail, Chambersburg Public Opinion and Waynesboro), \$210.00 for Online Job Board Advertisements and \$455.00 for the Journal add relating to our Open Hire advertisement, which ran on Saturday, July 12, 2025.

NOTE: Local IQ designed and created the “Hiring” graphic as part of the \$710.96. Additionally, Mr. Matt Umstead, Director of Strategic Planning & Communication for Berkeley County created a Hiring graphic to be used on social media.

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LocalIQ Graphic:



Mr. Umstead Graphic:



Mr. Alderton provided an update in regards to when the hiring ads ran and in which publication. He also provided the Commissioners with sample tear sheets of those ads. The ads thus far have run for 2 days in all three (3) of the newspapers – 7/9 & 7/13 in Chambersburg, PA, 7/9 & 7/12 in the Hagerstown, MD & in the Waynesboro, PA newspapers. The ads will run 6 more days in each paper – 7/16, 7/20, 7/23, 7/27, 7/30 & 8/3 in Chambersburg, PA & Hagerstown, MD and 7/16, 7/19, 7/23, 7/26, 7/30 & 8/2 in Waynesboro, PA newspaper.

Mr. Alderton also provided the statistics related to the online Job Board Ads. The number 0 applied, is due to us directing people to the Berkeley County Website to apply. Since we're doing that it cannot be tracked, by the Online Job Boards.

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1 Total Jobs Posted Last 30 days	344 Total Views 344 average / job	31 Total Clicks 31 average / job	0 Apply Clicks 0 average / job	Applied	0
				Job Alert	0
				Learn More Click	0
				Manual Upload	0

Post Date	Order #	Networks	Company	Job Title	Job Location	Status	Expiration Date
2025-07-08	11474229	Multiple	Berkeley County Deputy Sheriff Civil Service Commission	Deputy Sheriff	Martinsburg, WV	Active	2025-08-07

(c) Training/Education. This is a New Line Item. This amount reflects \$16,500.00 the original amount we were briefed that we would not be receiving earlier in the year. Current Obligation rate is at 0 %.

(d) Professional Services. This Line Item reflects an amount of \$10,000.00. Current Obligation rate spent is listed as 0 % Obligation.
(INFORMATIONAL)

6. Old Business:

a. **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) As result of the Commissions motions and unanimous votes last month two (2) (Roy & Brown), applicants were removed from the Eligibility List. A revised Eligibility List was provided to Sheriff Blair on June 19, 2025. The revised letter contained the names of Applicants; Cressman and VanDevander.

(2) On June 25, 2025 Chief Young informed our office, Applicant VanDevander submitted an email to Sergeant Funk on June 24, 2025, that he was withdrawing his name for consideration.

(3) This action leaves only one (1) applicant on the eligibility list, which is Applicant Cressman.

(4) This item will remain open until the current eligibility list is completely exhausted. Applicant Cressman is the remaining applicant from the March 8, 2025 Open Entry Examination.
(OPEN)

b. **Issue 2025-0020,** Request for Promotional Examination for the Rank of Corporal, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

(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.

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(2) Fifteen (15) deputies sat for the test on May 30th. While two (2) sat for the test on June 2nd. Therefore a total of seventeen (17) deputies out of twenty (29) deputies eligible to test actually tested. 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) On Thursday, June 26, 2025 Chief Young provided Civil Service a copy of the County Commission letter stating... *On June 25, 2025, Deputy Meeks was administered a physical examination by Valley Health. On June 26, 2025, he was certified by a physician as capable of handling the prescribed duties of the rank of Corporal. This report will be located in the medical section of his personnel file kept at the Berkeley County Sheriff's Office. Deputy Meeks promotion was effective on June 26, 2025.*

(4) Based upon the information Mr. Alderton briefed, he recommend to the Commissioners a motion be made to close Item Number 2025 – 0020.

Commissioner Dopson made a motion to close Item Number 2025 – 0020. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous to close Item Number 2025 – 0020.

(CLOSED)

c. **Issue 2025-0023**, Request for Promotional Examination for the Rank of Corporal, as Result of the Resignation of Corporal Walker. The Eligibility date is May 4, 2025.

(1) The promotional examination was conducted on Monday, June 16, 2025, in the training/classroom of the Berkeley County Sheriff's Office. Test materials were mailed back to WVDOP on June 16, 2025 at a cost of \$31.59.

(2) Twenty-eight (28) deputies were eligible to participate in the promotional examination for the rank of Corporal. Of those, seven-teen (17) deputies completed the examination on Monday, June 16, 2025. Commissioner Dopson served as test proctor, along with Mr. Alderton.

(3) Test results were received, from WVDOP via email on June 24, 2025.

(4) In accordance with the scoring formula outlined in the Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Rules and Regulations, the final scores were carefully and accurately calculated using Test Scores, Seniority & Evaluations scores by Commissioner D. Scott Wilson and Administrative Assistant John Alderton.

(5) The names and total scores of the candidates were provided to the Commissioners in their Read-A-Head email.

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Corporal	Total
PECK, Andrew	57.3724
NORTHCRAFT, Jacob	56.415375
KOLB, Ryan	56.176825
YOST, Pamela	55.9233
KNOTTS, David	55.09855
MILLER, Jason	54.072225
WEBB, Nathaniel	52.9599
JENKINS, Dennis	52.610275
HOOVER, Elijah	51.40285
HENDERSON, William	51.2185
WEIDMAN, Amber	51.018825
SNAPP, Bryant	50.347825
LITTLE, Dakota	49.013725
COOPER, Tyler	48.1951
MILBURN, Eric	47.25975
ROBINSON, Shawn	41.275875
BEASLEY, Skylar	39.40695

(6) On June 26, 2025 Chief Young sent an email stating Deputy Andrew Peck accepted the offer to be promoted to Corporal.

(7) On Monday, June 30, 2025 Chief Young sent our office a letter stating... *On June 30, 2025, Dep. Peck was administered a physical examination by Valley Health. On the same date, he was certified by a physician as capable of handling the prescribed duties of the rank of Corporal. This report will be located in the medical section of his personnel file kept at the Berkeley County Sheriff's Office.*

(8) The effective date of the promotion is listed as June 30, 2025.

(9) Based upon the previously stated information, Mr. Alderton briefed, he recommends to the Commissioners a motion be made to close this Issue Number of 2025-0023.

President Buck moved to close Item Number 2025 – 0023. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous to close Item Number 2025 – 0023.

(CLOSE)

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 Corporal Meeks (**See Attachment 2**) and Corporal Peck (**See Attachment 3**).

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

(1) As a reminder, it was briefed by Mr. Alderton the Commissioners made a motion last month, to set the date as Saturday, August 23, 2025, commencing at 9:00 AM. Martinsburg High School Athletic Director, has stated the time of 9:00 AM will not work.

(2) Therefore, Mr. Alderton requested a motion be made by the Commissioners to change the start time from 9:00 AM to 8:00 AM.

Commissioner Wilson made a motion to amend the previous start time of 9:00 AM to 8:00 AM. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous to change the start time of the Saturday, August 23, 2025 Open Hire Physical Agility Test start time from 9:00 AM to 8:00 AM.

(3) The topic turned to which Commissioner would be available to proctor the Physical Agility Test & Written Examination. Commissioner Wilson volunteered to serve as the test proctor for both.

(4) The Online Application Process went LIVE on Monday, June 23, 2025. The Civil Service Commission is taking full advantage of technology working for us!!!!

(5) As of Wednesday, July 16, 2025 thirty-seven (37) applications have been received. Of the 37 applications received, three (3) have been rejected due to: two (2) for drug related issues admitted on the application, one (1) for 4 moving violations within the past 24 months and one (1) withdrawal. We have six (6) applicants who have submitted ALL required documentation. Those six are now legible to test.

(6) Mr. Alderton provided a little glimpse into the Online Application Process. He receives an email, stating an application is in the system. He reviews the application. Then he sends the applicant an email advising them their application has been "ACCEPTED". In the email, he advise them, to email him back three (3) required documents; (1) Medical Certification Form, (2) Notarized Signature Form and (3) Applicant Statement Signature Form, along with a copy (front & back) of their Driver's License, and if they're a Veteran to send him their DD214. The email advises them once, these documents are received by Mr. Alderton their status will be changed from ACCEPTED to "CANDIDATE" He also informs them, their status must be changed to CANDIDATE before they will be allowed to test on Saturday, August 23, 2025.

(7) Mr. Alderton gave a brief snapshot of how the applicants learned of the openings. The following is a breakdown:

- Advertisement: 20
- Other: 8
- Friend: 3
- Employment Agency: 3
- Walk-in: 2
- Relative: 1

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(8) He added, the system does take a little bit getting used to. However, it's worth it!

(9) Mr. Alderton wanted to highlight a very special thanks for Ms. Aleah Tucker, Executive Assistant to the County Commission. She has been amazing to work with getting us up and running. Mr. Chad Winebrenner, Deputy County Administrator has also been extremely instrumental in getting us up and running. **NOTE:** Mr. Alderton briefed the Commissioners, while he is out on vacation, Ms. Tucker is going to jump in and help out by accepting the applications. As well, as sending out Email notifications with associated required documentation for the applicants to complete.

(OPEN)

e. **Issue 2025-0028**, Request for Promotional Examination for the Rank of Corporal, as Result of the Promotion of Corporal Chronister to Sergeant on May 12, 2025. Eligibility date is May 13, 2025. 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) As the result of the Commissioners not being able to proctor a test on the recommended date of Wednesday, July 9, 2025. The Commissioners voted to give sole discretion and authority to President Buck, as to selecting a test date, to be held at the Sheriff's Office.

(4) The revised date provided was that of Friday, July 18, at 9:00 AM. Both President Buck and Commissioner Wilson, volunteered to proctor the test. It was decided Commissioner Wilson would serve as test proctor, as well as Mr. Alderton.

(5) There were twenty-seven deputies eligible to test. We had fourteen (14) Deputies reply by the suspense date of Thursday, July 3, 2025 with their Letter of Intent to Test. Out of those 14, two members did email us ahead of the test date, stating they had a scheduling conflicts and would not be taking the test.

(6) The test materials were inventoried on Friday, July 11, 2025, by myself, as witnessed by Lt Bill Christian of the Sheriff's Office. The test material were resealed and are to remain sealed until test time.

(7) It was noted by Commissioner Wilson, this will be the first promotional examination given where study guides have been available.

(8) Mr. Alderton requested of the Commissioners to provide those taking the test a survey to provide feedback for the commission and the West Virginia Division of Personnel who created the study guide. Commissioner's had no objection to a survey being created and provided to the deputies.

(10) Commissioner Dopson raised a question. It was related to having two (2) promotions to Sergeant. He inquired if we filled those Corporal positions? Mr. Alderton,

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explained one (1) was filled by Corporal Meeks and the other was filled by Corporal Peck. The test being offered on Friday, July 18, 2025 is to fill the vacancy as result of Corporal Chronister being promoted to Sergeant.

8. New Business:

a. **Issue 2025-0030**, Application Revision for Deputy Sheriff to Coincide with Revised Rules and Regulations, Adopted June 18, 2025. President Buck, turned to Commissioner Wilson to address this issue.

(1) Commissioner Wilson stated the whole intent was to make sure the application was in line with the commission's new rules and regulations. He made comment there really was not a lot of changes. It was more dealing with the drug related questions then anything.

(2) He went on to say, what he did was list all the information and cited the particular Rules and Regulations as to where each item could be found. It was identified by President Buck the "revision date" on the application will need to be changed.

(3) Mr. Alderton added that what the commissioners see, as far as cosmetics, the applicant does not see. As such, there is no "Revision Date" on the Online Application.

(4) Commissioner Wilson stated he did add a little bit; such as Are you a Veteran? He added this, since there is a Veteran's Preference allowed by West Virginia State Code.

(5) He added that on Page 2 its starts... Are you addicted to the habitual use of intoxicating liquors or drugs and there down. He started making a few changes to coincide with what the commission's new Rules and Regulations state. He added the references of the Rules and Regulations, so if anybody had any questions they know right where to go.

(6) Commissioner Wilson is of the belief the application now brings it online with what the Commissions current Rules and Regulations stipulate.

President Buck inquired if there was a motion to adopt the revised application? Commissioner Dopson made a motion to adopt the new application, provided the application "Revision Date" is changed. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous to adopt the revised application

(CLOSE)

9. Items from the Floor.

a. Chief Burnett raised a question in regards to applications.

(1) He stated, in speaking with some of the Sheriff's Office Staff & the Sheriff. When there's going to be an automatic disqualifier could they review that with Civil Service before they're disqualified, as another set of eyes?

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(2) President Buck stated he did not have a problem with that. However, the only concern he has. In what Mr. Alderton has been talking about is following the Rules and Regulations. To which Chief Burnett replied, the staff asked him to come and bring it up today.

(3) Commissioner Wilson, then inquired of Chief Burnett, why? Chief Burnett responded just to make sure that something is not done by accident. Just to have two sets of eyes on it. Commissioner Wilson explained to Chief Burnett, before someone is rejected, there's at least Mr. Alderton and one of the three commissioners look at the issue before a rejection is made. It's not just Mr. Alderton making the decision. He reviews the application and brings it to a commissioner's attention. The Chief replied, oh you guys see it as well? Commissioner Wilson stated it's not just one person looking at it. Chief Burnett then replied, but since you guys are telling me that, I think we'll be fine. Again, Commissioner Wilson added, Mr. Alderton is not just looking at it. He sending it out to at least one of the three commissioners, if not all three of us, to look at it. Chief Burnett added, then we'll be fine with that.

(4) Chief Burnett, then inquired out of curiosity why was the applicant with prior law enforcement experienced booted? Commissioner Wilson addressed the issue, as he was the one who reviewed the applicant's information and did some research. Basically, he was having some chronic pain. He went to a GNC and obtained a medication. Began using it. The police department held two (2) hearings. The owner of the GNC store testified and stated "We don't sell such a product. The applicant stated he got the stuff from him, that he didn't have a prescription for, as it's a schedule two narcotic. The police department dismissed him. He appealed it they gave him a second hearing. They dismissed him again. His dismissal was upheld.

10. **Announcements.** There were three (3) announcements.

a. **Next Meeting.** Mr. Alderton announced, the next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, August 27: **NOTE:** Mr. Alderton highlighted the fact the next meeting would be held one (1) week later than the normal regularly scheduled meeting. He also noted, the yearly meeting schedule posted to the Civil Service Web Page (<https://www.berkeleywv.org/DocumentCenter/View/11610/CSC-2025-Meeting-Schedule-PDF>) was updated to reflect the change. Hopefully, the meeting can be held in the Commission Chambers. **NOTE:** Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month. President buck inquired when would agenda items need to be submitted for next months meeting? Mr. Alderton replied all agenda items must be submitted by noon, on Thursday, August 21, 2025.

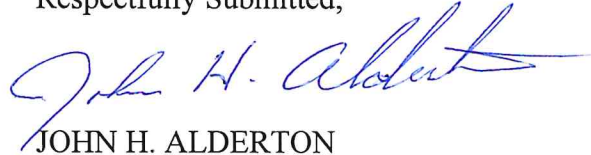
b. The revised Rules and Regulations, which were adopted on Wednesday July, 16, 2025 have been posted to the Berkeley County Deputy Sheriff Civil Service Commission Web Page. The webpage may be viewed by going to <https://www.berkeleywv.org/375/Civil-Service-Commission> . Select Rules & Regulations on the left side of the screen.

c. Mr. Alderton also announced, the newly created West Virginia Division of Personnel Study Guides for Entry Level Deputy Applicants and Promotional Testing study guides have also been posted. They have been posted to the Berkeley County Deputy Sheriff Civil Service Commission Web Page. The web page may be viewed by going to <https://www.berkeleywv.org/375/Civil-Service-Commission> . Select Study Guides on the left side of the screen.

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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 5:45 PM. **NOTE: See Attachment 4**, for a complete review of Open/Closed/Tabled items, dated 7-16-2025.

Respectfully Submitted,



JOHN H. ALDERTON
BCDSCSC, Administrative Assistant

4 Attachment(s):

1. Meeting Agenda, Wednesday, July 16, 2025
2. Civil Service Certificate of Recognition; RE Promotion of Corporal Lawrence Meeks
3. Civil Service Certificate of Recognition; RE Promotion of Corporal Andrew Peck
4. Open/Closed/Tabled Issues/Item(s) Table of Contents, dated July 16, 2025

cc:

BCDSCSC File

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AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

7/16/2025 5:00 PM | Meeting called by: Civil Service Commissioners

Location: The Berkeley County Main Administration Building, County Commission Chambers, 2nd Floor

400 West Stephen Street

Martinsburg, WV 25401

Commissioners & Recorder

Dale Buck, Esq., President | Stephen D. Dopson, Commissioner | D. Scott Wilson, Commissioner |
John H. Alderton, Deputy County Clerk/Administrative Assistant for BCDSCSC

Item

OPR

1. **Welcome – Call to Order**

President Buck

2. **Reading & Approval of Minutes.** Approval of Meeting Minutes for Wednesday, June 18, 2025, Regularly Scheduled Meeting.

All Commissioners

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

Administrative
Assistant

4. **Old Business:**

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

Administrative
Assistant

b. **Issue 2025-0020,** Request for Promotional Examination for the Rank of Corporal, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

c. **Issue 2025-0023,** Request for Promotional Examination for the Rank of Corporal, as Result of the Resignation of Corporal Walker. The Eligibility date is May 4, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

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

Administrative
Assistant

e. **Issue 2025-0028,** Request for Promotional Examination for the Rank of Corporal, as Result of the Promotion of Corporal Chronister to Sergeant on May 12, 2025. Eligibility date is May 13, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

5. **New Business.**

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

All Commissioners
Deputy County Clerk/
Administrative
Assistant

6. **Announcements.**

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

All Commissioners or
Deputy County Clerk/
Administrative
Assistant

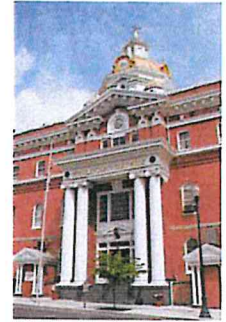
7. **Motion for Recess or to Adjourn**

All Commissioners

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

NOTES:

Berkeley County
Civil Service Commission
Certificate of Recognition



Presented to

CORPORAL LAWRENCE MEEKS

to

**Commemorate and Recognize being Promoted
To the Rank of Corporal, 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 Corporal and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office. As a Corporal with the Berkeley County Sheriff's Office you become a first line supervisor and responsible for several facets of being a Deputy Sheriff. Now a greater emphasis will be placed upon your leadership and direction. Additionally, you're transforming from being a basic Deputy Sheriff to a Deputy Sheriff supervisor, an active and effective leader. Furthermore, you're joining the ranks of Deputy Sheriff Corporal 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 16th day of July 2025.



DALE BUCK
President, Civil Service Commission



Berkeley County
Civil Service Commission
Certificate of Recognition



Presented to

CORPORAL ANDREW PECK

to

**Commemorate and Recognize being Promoted
To the Rank of Corporal, 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 Corporal and may you continue to strive for excellence while as a team member of the Berkeley County Sheriff's Office. As a Corporal with the Berkeley County Sheriff's Office you become a first line supervisor and responsible for several facets of being a Deputy Sheriff. Now a greater emphasis will be placed upon your leadership and direction. Additionally, you're transforming from being a basic Deputy Sheriff to a Deputy Sheriff supervisor, an active and effective leader. Furthermore, you're joining the ranks of Deputy Sheriff Corporal 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 16th 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	June 18, 2025	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	June 18, 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	June 18, 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	June 18, 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	June 18, 2025. NOTE: No Action taken, as result of adopting the Rules & Regulations	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	June 18, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0026	Request for New Open Hire Physical Agility & Written Examination. RE August 23, 2025	June 18, 2025		Deputy County Clerk/ Administrative Assistant
2025 - 0027	Commissioner Contact RE Deputy Merson	June 18, 2025	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	June 18, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0030	Application Revision for Deputy Sheriff to Coincide with Revised Rules and Regulations	July 16, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant