

# Jefferson County Deputy Sheriffs Civil Service Commission

Steve Cox, President  
Will Liston, Vice President  
Jean Vezzosi, Commissioner



Jacki Shadle, County Clerk  
Bessie Nelson, Administrative Support

## REGULAR MONTHLY MEETING

Jefferson County Commission Meeting Room

## MINUTES

Wednesday, June 22, 2022

3:00 PM

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### Attendees:

Steve Cox (remote)  
Will Liston

Jean Vezzosi (remote)  
Bessie Nelson

### 1. Vice President Will Liston called the meeting to order @ 3:01 PM

### 2. Approval of Minutes

#### a. May 25, 2022

***Motion to approve: Jean Vezzosi***

***2<sup>nd</sup>: Steve Cox***

***Approved unanimously***

### 3. Promotion Process WV§7-14-13

#### a. Eligibility

##### i. Steve Cox made the following motion:

1. The determination of eligibility for promotion shall be made as of the date the written exam is administered and shall be scheduled within 30 days of the vacancy announcement by the Sheriff.

2. ***2<sup>nd</sup>: Steve Cox***

3. ***Approved unanimously***

#### b. Weight Assigned to each criteria

##### i. Steve Cox made the following motion:

1. ***JCDSCSC shall adopt the Jefferson County Sheriff's Office (JCSO)'s Promotion Policy 7 (effective December 1, 2015) as guidelines for scoring per the Weight Assigned to Each Criterion.***

2. ***2<sup>nd</sup> Jean Vezzosi***

3. ***After discussion, Steve Cox withdrew his motion***

#### c. ***Note Jean Vezzosi left the meeting due to lost connection as a result of severe thunderstorms in the vicinity of his residence.***

#### d. Steve Cox made the following motion:

i. ***Promotions shall be based upon merit and fitness, to be ascertained by competitive examinations to be provided by the JCDSCSC, and upon the superior qualifications of the persons promoted, as shown by their previous service and experience.***

1. ***Fitness: fitness will be determined by a medical examination per §7-14-9***

2. ***Merit: merit will be determined by a competitive examinations to be provided by JCDSCSC.***

- 3. *Previous Service: Performance appraisals. All annual performance evaluations received in their current rank shall be used in consideration for promotions. The scores received on these performance appraisals shall be added and divided by the number of performance evaluations to obtain an average score.*
- 4. *Experience: Time in Service. Consideration will be given to the time in service as deputy sheriff with the Jefferson County Sheriff's Office to include time of service in present rank if applicable.*
  - ii. *Approved unanimously*

e. Steve Cox made the following motion:

- 1. *Fitness: Pass or Fail*
- 2. *Ment: Total percentage score received on the written examination.*

- 3. *Previous Service: Scores received on all performance appraisals received in their current rank shall be added and divided by the number of performance evaluations to obtain an average score.*
- 4. *Experience: Time in Service. The total months or partial months of service from the appointment date with JCSCO divided by 12.*

ii. *Approved unanimously*

- 4. **Discipline Process - WVS7-14-17**  
*Motion to table this topic until the next meeting: Steve Cox*  
*Approved unanimously*

- 5. **Position Classification Plan - WVS7-14-6**  
*Motion to table this topic until the next meeting: Steve Cox*  
*Approved unanimously*

- 6. **Eligibility List**
  - a. *Removal*
  - b. *Temporary Suspension**Motion to table this topic until the next meeting: Steve Cox*  
*Approved unanimously*

- 7. **JCDSCSC Mission Statement**  
*Motion to table this topic until the next meeting: Steve Cox*  
*Approved unanimously*

- 8. **Administrative update**
  - a. *Reminder - Next testing is scheduled June 25, 2022*
  - i. *Physical Ability Test @ CTMS @ 10:00 am*
  - ii. *Written Exam @ Library immediately following physical testing*

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- b. 14 of applicants eligible for entry testing
  - c. Bessie was late ordering the exams. They should arrive by Friday.
    - i. If they don't arrive by noon on Friday, June 24
      - 1. Bessie will email all applicants while
      - 2. Steve and Will will call the applicants.
      - 3. Bessie will take necessary actions to reschedule for July 9
    - ii. *Note (after meeting), tests arrived at 9:30 am on Thursday, July 23.*
  - d. Promotion exam
    - i. 8 of applicants eligible for promotion
- 9. Annual Report**
- a. Contents
    - i. Bessie is tracking accomplishments
    - ii. Bessie and Steve will work on the content for the presentation to the County Commission
  - b. Present to County Commission at the July 21 6:00 pm meeting
- 10. New Business**
- a. Additional part-time police work WV§7-14-15A
  - b. Will be added to the next meeting's agenda
- 11. Adjourn the Meeting**
- Motion to adjourn: Steve Cox***  
***Approved unanimously***  
***Meeting was adjourned at 5:18 pm***

Jefferson County  
Jacqueline C. Shadle, Clerk  
Instrument 2022CC010707  
07/28/2022 @ 10:24:25 AM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 149  
Pages Recorded 3

