

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

ESTABLISHED 1971

PUBLIC HEARING & REGULAR MONTHLY MEETING

Jefferson County Commission Meeting Room

Minutes

Wednesday, November 16, 2022

4:00 PM

Attendees:

Steve Cox (remote)
Will Liston
Jean Vezzosi

Jacki Shadle
Bessie Nelson

1. Will Liston called the meeting to order at 4:02 PM

2. Approval of Minutes

a. October 19, 2022

Motion to approve: Jean Vezzosi

2nd: Steve Cox

Approved unanimously

3. Public Hearing on proposed revisions to the rules and regulations for JCDSCSC. For consistency purposes, the proposed revisions are:

- a. Section 4.07(a): ten (10) business days to fourteen (14) calendar days [2 occurrences];
- b. Section 4.07(b): ten (10) business days to fourteen (14) calendar days [2 occurrences];
- c. Section 4.10(c): five (5) business days to seven (7) calendar days [2 occurrences];
- d. Section 4.12(d)(iii): five (5) business days to seven (7) calendar days [1 occurrence]
- e. Section 8.02(a): ten (10) calendar days to fourteen (14) calendar days. [2 occurrences]
- f. Section 8.02(b): ten (10) calendar days to fourteen (14) calendar days. [2 occurrences]
- g. Section 8.02(c): ten (10) calendar days to fourteen (14) calendar days. [3 occurrences]
- h. Section 8.02(d): ten (10) calendar days to fourteen (14) calendar days. [2 occurrences]
- i. Section 8.02(f): ten (10) calendar days to fourteen (14) calendar days. [1 occurrence]
- j. Section 8.03(a)(iv): ten (10) calendar days to fourteen (14) calendar days. [1 occurrence]
- k. Section 8.03(b)(i): ten (10) calendar days to fourteen (14) calendar days. [1 occurrence]

Motion to approve: Jean Vezzosi

2nd: Steve Cox

Approved unanimously

4. Position Classification Plan - WV§7-14-6

a. Discussion:

- i. Will Liston is reviewing the current JCSO job descriptions
- ii. Bessie Nelson to review JCSO job description and compare to WV Code and JCDSCSC rules and regulations
- iii. Bessie Nelson to schedule a 2 hour workshop to draft the Position Classification Plan and job description

5. Additional part-time police work - WV§7-14-15A

- a. Discussion
- b. Add this to the workshop

6. Administrative update

- a. Applicants
 - i. Currently have 6 eligible candidates for hire
 - ii. Currently have 4 applicants eligible for entry testing
- b. Corporal promotion (7 deputies are eligible):
 - i. testing is complete and written exam scores have been received
 - ii. received email from Deborah Lowe with average evaluation scores. Email did not include the number of evaluations for each deputy.
 - 1. Discussion
 - a. Steve Cox to draft an email to each of the 7 deputies who are eligible for promotion requesting they validate their evaluation scores received from the Sheriff's office by November 30, 2022.
- c. 2023 schedules for testing with inclement weather dates and monthly meeting for 2023.
 - i. This will be posted on bulletin board and website.
 - ii. Have already submitted requests to Jefferson County school board for use of Charles Town Middle School track for physical exams.

7. New Business

8. Adjourn the Meeting

Motion to adjourn: Jean Vezzosi

2nd: Steve Cox

Approved unanimously

Meeting was adjourned at 5:13 pm

RETURN TO BESSIE NELSON

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300000608
01/19/2023 @ 09:33:45 AM
CIVIL SERVICE COMMISSION
Book 1 @ Page 244
Pages Recorded 2