

# 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

Tuesday, April 19, 2022  
3:00 PM

### 1. Attendees:

Steve Cox  
Will Liston

Jean Vezzosi  
Jacki Shadle

### 2. Meeting Called To Order @ 3:01 PM

### 3. Approval of Minutes

March 7, 2022

**Motion to approve:** Jean Vezzosi

**2<sup>nd</sup>:** Will Liston

*Approved unanimously*

### 4. Promotion Process WV§7-14-13

- a. Identified the need to add promotions to the Rules and Regulations
- b. Will Liston is going to draft a letter to Sheriff Hansen requesting input on how to best address the requirement that 'merit' be considered in the promotion process.

### 5. Discipline Process - WV§7-14-17

- a. Removal, discharge, suspension or reduction
- b. Appeal

**Motion to table until the next meeting:** Will Liston

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

*Approved unanimously*

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

**Motion to table until the next meeting:** Will Liston

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

*Approved unanimously*

### 7. Website Update

- a. Webpage is under the County Clerk
- b. IT created an Email for applications: [applications@jeffersoncountywv.org](mailto:applications@jeffersoncountywv.org)
- c. On-line fillable application
  - i. Currently available on our webpage as a fillable pdf file
  - ii. Currently applicant must complete form, save and email
  - iii. The IT department is unable to accommodate the request for a fillable form and 'submit' option.
  - iv. Steve will follow-up with outside source to determine what is necessary to accommodate our request.

- v. Bessie will contact the Sheriff's office to have a link to our application added to their website

**8. Administrative update**

- a. March 26, 2022 Testing Results
  - i. 13 Applicants showed
    - 1. 2 Law Enforcement Certified
    - 2. 11 Physical Ability Tests - 7 Passed
    - 3. 9 Written Exams – 7 Passed
  - ii. 1 Applicant was not certified per WV§7-14-10
    - 1. Public information was received from Berkley County Civil Service Commission regarding his previous employment with BC Sheriff's Department
    - 2. He has requested a public hearing before JCDSCSC
    - 3. The public hearing is scheduled on Thursday, April 28, 2022 at 6:00 pm at the County Commission Meeting Room

**9. New Business**

- a. Annual Report
  - i. Recommendation to present to County Commission in July after the new Civil Service Commission president is selected
    - 1. Provide a written copy to County Commission
    - 2. An oral presentation by the new Civil Service Commission president
  - ii. The contents of this report will be discussed at the next meeting

**10. Meeting was Adjourned at 5:35 PM**

Jefferson County  
Jacqueline C Shadie, Clerk  
Instrument 202200007758-  
05/26/2022 @ 10:06:33 AM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 112  
Pages Recorded 2