

# Jefferson County Deputy Sheriffs Civil Service Commission

Steve Cox, President  
Will Liston, Vice President  
VACANT, Commissioner



Jacki Shadle, County Clerk  
Bessie Nelson, Administrative Support

## REGULAR MONTHLY MEETING

Jefferson County Commission Meeting Room

## MINUTES

Friday, January 21, 2022

10:00 AM

### 1. Attendees:

Steve Cox  
Will Liston  
Jacki Shadle  
Bessie Nelson

### 2. Call To Order

Time: 10:04 am

### 3. Approval of Minutes

- November 10, 2021
- December 16, 2021
- December 22, 2021

**Motion to approve:** Steve Cox

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

**Vote:** Approved Unanimously

### 4. Fiscal Year 2023 Budget Requests

- Advertising, postage, materials & supplies, travel, training and education, dues and subscriptions, professional services, contracted services, etc.

<b>Advertising (42200):</b>	\$ 2,500.00
<b>Postage (421800):</b>	\$ 500.00
<b>Materials &amp; Supplies (434100):</b>	\$ 3,000.00
<b>Travel (421400):</b>	\$ -
<b>Training &amp; Education (422100):</b>	\$ 1,000.00
<b>Dues &amp; Subscriptions (422200):</b>	\$ -
<b>Professional Services(422300):</b>	\$ 12,000.00
<b>Contracted Services(423000):</b>	<u>\$ 1,000.00</u>
<b>Total Budget Request</b>	<b>\$ 20,000.00</b>

#### b. Justification:

Advertising – advertise vacancies & test dates

Materials & Supplies – cost of test \$25 ea (est 100 test per year), minor office supplies

Training & Education – annual civil service training for staff

Professional Services – legal advice & representation, stenographer services

Contracted Services – instructor for annual training

**5. Deputy Sheriff Employment Announcement**

- a. Review and edit the announcement
- b. Where to post i.e. county website & county clerk's webpage
- c. Ongoing announcement

**6. Current Eligibility List**

- a. There is no current eligibility list. JCDSCSC will create a list and continue to update this list as candidates apply and test
- b. Contact existing candidates that have submitted applications to JCSO after September 21, 2021.
- c.
- d. Need the test results and applications for the candidates that tested on October 23, 2021.

**7. Tentative Testing Dates**

- a. Bessie to contact Ranson Civic Center & Parks & Rec for Sam Michael Park for the agility test and accommodations
- b. To be publicized and conducted monthly
  - i. Agility test to be conducted in the evening during a weeknight
  - ii. Written test to be conducted during the day during a workday

**8. Regular Monthly Meetings**

- a. Establish day, time and location
  - i. Annual Meeting will be held in January to elect officers and discuss budget for upcoming fiscal year
  - ii. Annual Presentation to County Commission will be in June
  - iii. Other meetings will be held on an as needed basis
- b. Legal Requirements
  - i. Agendas – post publically 48 hours prior to the scheduled time
  - ii. Public Hearings -

**9. Webpage**

- a. Who maintains – Nikki in County Clerk's office
- b. What information should be available
  - i. On Going Candidate Application Announcement
  - ii. Link to Application
  - iii. Testing Dates
- c. Work with IT to get application online as a fillable document
  - i. Provide a copy of the application
  - ii. The County IT department will create this form for the website
  - iii. Once the application is submitted, it will be routed to the JCDSCSC email: [jcdscsc@jeffersoncountywv.org](mailto:jcdscsc@jeffersoncountywv.org)

**10. Administrative update**

- a. WV Law Enforcement Civil service Training Seminar held January 11, 2021
-

- i. 27 Registered with 21 attending
- ii. John Teare, Instructor
  - 1. submitted an invoice for \$490.55 for reimbursement of travel expenses to conduct the course
  - 2. Invoice was approved and check issued on January 21, 2022
- b. JCDCSC Rules and Regulations were recorded at the County Clerk's office and distributed to the Sheriff, Deputies and County Commissioners via email on January 12, 2022

**11. New Business**

- a. Promotion Process
  - i. The Commission will work on this and create a draft of the rules and regulations to be reviewed at a later date
  - ii.
- b. Review Sheriff's policies
  - i. No need to review
  - ii. Strictly for informational purposes
- c. Confidential request when submitting or receiving info
  - i. No correspondence received via email is confidential as all emails transmitted are subject to FOIA.
  - ii. Add a disclosure at the bottom of email correspondence

**12. Adjournment**

Time: 01:18 pm

Jefferson County  
Jacqueline C Shadle, Clerk  
Instrument 202200001424  
02/02/2022 @ 03:19:42 PM  
CIVIL SERVICE COMMISSION  
Book 1 @ Page 68  
Pages Recorded 3

