

Jefferson County Deputy Sheriffs Civil Service Commission

Steve Cox, President
Will Liston, Commissioner



VACANT, Commissioner
Jacki Shadle, Clerk

Jefferson County Deputy Sheriffs Civil Service Commission (JCDS CSC) Meeting Wednesday, November 10, 2021 7 p.m. MINUTES

Attendees: Steve Cox, Will Liston, Jacki Shadle

1. There have been no JCDS CSC meetings held in the past year according to Will Liston and therefore no President Elect.
Steve Cox nominated himself as President and Will Liston seconded the motion and unanimously approved
2. Steve Cox stressed the importance of following WV State Code (§7-14) Civil Service for Deputy Sheriffs.
3. Examinations – written portion may be offered on line in the future (need IT person present) or may be given in person. There is also a physical agility test that is given. The members agreed to continue with the in person written examination until further development in JCDS CSC rules and the JCDS CSC adopts an online format.
4. It was suggested that Jefferson County follow the Rules and Regulations that Berkeley County (BCDSJCDS CSC) has already established for their JCDS CSC. We will make a decision on this matter after we review their Rules and Regulations and meeting with them. We will have our attorney review as well.
5. **Issue Raised:** Deputies' extra hours worked at race track or schools – a portion of agreed upon fee between deputies and entity is kept by the Finance Director – who determines the amount. Why? These hours are over and beyond their regular hours.
6. Off Duty Officer – working other jobs, see WV State Code (§7-14-15A)
7. Lieutenant Steve Holz working on a policy
8. Cox and Liston would like all JCDS CSC documents to be put on a secure shared drive that they will have access to
9. According to WV State Code (§7-14-7) deputies have probationary period of a year. Does JCSD follow this?
10. Tracie Richardson WV Office of Personnel is the contact for examination needs