

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Police Civil Service Commission was held in City Council Chambers at 70 East Main Street, on Friday, March 4, 2022, at 6:00pm with the following in attendance:

Commissioner	Geraldine Henderson	Present
Commissioner	Mark Spencer	Present
Commissioner	Sean Harris	Present
Chief of Police	Matthew Gregory	Present
Assistant City Recorder	Amberle Jenkins	Present

Meeting Agenda Posted 01/27/22

*City of Buckhannon Police Civil Service Commission
Meeting Notice for Friday, March 4, 2022 at 6:00PM
At City Hall in the Council Chambers*

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Strategic Issues for Discussion and/or Vote**
 - B.1 Review Applications to begin the process for the Eligibility List for Probationary Police Officer**
 - B.2 Discussion/Possible Action Notary Section of Employment Application**
- C Correspondence and Information**
 - C.1 Published Notice of Accepting Applications, Block Ad & Recruitment Strategy**
 - C.2 Meeting Notice of P.A.T. & Written Exam to be held on March 19, 2022**
- D. Comments and Announcements**
- E. Adjournment**

A. Call to order: Commission Member-Geraldine Henderson called the meeting to order followed by a moment of silence.

B. Strategic Issues for Discussion and/or Vote:

B.1 Review applications to begin the process for the Eligibility List for Probationary Police Officer:

Commission members reviewed each of the applications. Chief Gregory was available for any questions regarding preliminary background research.

- **BURNSIDE, KENNETH MALICHI**
- **CHICKOSKY, LAUREN PATRICIA**
- **CLAUS, CHRISTOPHER HENREY**
- **FENSTERMACHER, JOSHUA H**
- **HARDWAY, COLE EVERETT**
- **LAMB, RILEY THOMAS**
- **LOUDIN, WADE ANTHONY**
- **MAJOR, DYLAN RAY**
- **MILLER, ASHLEY NICHOLE**
- **TOMEY, JOHNATHAN LEVI**
- **WARNER, JONATHAN MICHAEL**

Motion Harris/Spencer to reject two applications (Burnside and Hardway), due to issues that would arise in possible further advancement. All other applicants will proceed to the next step of physical agility and written testing. Motion carried.

B.2 Discussion/Possible Action Notary section of employment application:

Mrs. Jenkins stated it is getting more difficult for potential candidates to find notaries that are readily available. Most of the notaries in the office have not renewed. There are only two and they are not always available. We conduct background checks and verify identification at the testing process, so there does not seem to be a need for a notary signature.

Motion Henderson/Harris to remove the requirement to have applications notarized, this action will apply to the current applications that may not have been notarized, as well. Motion carried.

C. Correspondence and Information:

C.1 Published Notice of Accepting Applications, Block Ad & Recruitment Strategy

**NOTICE
THE POLICE CIVIL SERVICE COMMISSION
CITY OF BUCKHANNON, WEST VIRGINIA**

Notice is hereby given that the Police Civil Service Commission of the City of Buckhannon will receive applications for competitive examination for the eligibility list for entry-level police officer in the Police Department of the City of Buckhannon, subject to the following requirements.

1. Applicants must at least 18 years of age and no older than 45 at time of application.
2. Must have High School diploma or GED equivalent. All transcripts required and submitted with the application.
3. Applicants will be subject to background check.
4. Applicants must have a Valid West Virginia Driver's License.
5. Applicants must comply with all other laws, rules and regulations as prescribed in writing by the Code of the State of West Virginia and the Police Civil Service Commission of Buckhannon, West Virginia. Copies of the current written rules and regulations of said Commission are available for inspection by any member of the public at City Hall, 70 East Main Street, Buckhannon, WV during regular business hours.

A required physical agility test and written examination will be administered as part of the application process. The top three scores will be sent to city council for interview where a hiring decision may be made.

Candidates that are successfully hired will be subject to residency requirements, drug test, physical, psychological and polygraph examination.

All applications must be received by the Commission no later than February 25, 2022 at City Hall or postmarked by midnight, addressed to the:

**Police Civil Service Commission
70 E Main Street
Buckhannon, WV 26201**

Application forms may be obtained from City Hall, 70 E Main Street or Buckhannon Police Department, Buckhannon WV 26201, or by calling 304-472-5723. You may also email timsmith@buckhannonpolice.com for a copy of the application.

Randall Sanders, Clerk
Police Civil Service Commission

POLICE OFFICER NEEDED



Applications for the position of a Full Time Police Officer with the Buckhannon City Police department are currently being accepted. The closing date for applications will be 4:30 pm, 25 February 2022.

Applications must be received or postmarked by the closing date.

• Applicants must be at least 18 years of age and no older than 45 at time of application.

• Must have High School diploma or GED equivalent and have no convictions of misdemeanors, felonies or serious traffic offenses on their backgrounds. The Buckhannon Police Dept. offers a competitive salary, paid sick and vacation time.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

Applications may be picked up at City Hall, 70 E. Main Street between Monday and Friday, 8:30 am - 4:30 pm.

For applications by email call the Buckhannon Police Department at 304-472-5723.

Applications are to be returned by mail or in person to City Hall at 70 E. Main Street between Monday and Friday, 8:30 am - 4:30 pm. Any questions can be directed to Chief Gregory at 304-472-5723 or email to: mattgregory@buckhannonpolice.com

CHOOSE YOUR CHALLENGE



**BUCKHANNON POLICE DEPARTMENT IS NOW
TAKING APPLICATIONS**

BENEFITS PACKAGE TO INCLUDE FAMILY MEDICAL INSURANCE

PAID VACATION & SICK LEAVE

**MULTIPLE TRAINING OPPORTUNITIES &
PROFESSIONAL CAREER ADVANCEMENT**

COMPETITIVE SALARY • MODERN EQUIPMENT



For More Information Please Contact:

Chief Matt Gregory

Phone: 304-472-5723

Email: mattgregory@buckhannonpolice.com

C.2 Meeting Notice of P.A.T. & Written Exam to be held on March 19, 2022

Chief Gregory advised that the upcoming physical agility test may need to be given at the Public Safety Complex. It appears that the High School will not be available.

Commission members briefly discussed this matter. It was suggested by Mrs. Jenkins that if the PAT is conducted at the complex, then the written test should be there as well.

- *Police Civil Service Commission- **10:00 AM on Saturday, March 19, 2022** at the Public Safety Complex-Buckhannon Police Department: The purpose of the meeting to administer the physical agility examination to the candidates for a List of Eligible for the position of Probationary Police Officer.*
- *Police Civil Service Commission-**1:00 PM on Saturday, March 19, 2022** at the Public Safety Complex-Buckhannon Police Department: The purpose of the meeting is to administer the written examination to the advancing candidates for a List of Eligible for the position of Probationary Police Officer.*

D. Comments and Announcements: None.

E. Adjournment:

There being no further business to be transacted, meeting adjourned at 7:00 pm.

**Commissioner
Commissioner
Commissioner
Assistant City Recorder**

**Geraldine Henderson
Mark Spencer
Sean Harris
Amby Jenkins**