

**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 Wednesday, September 14, 2022 at 6:00pm with the following in attendance:

Commissioner	Mark Spencer	Present
Commissioner	Geraldine Henderson	Present
Commissioner	Karl Kolenich	Present
Police Chief	Matthew Gregory	Present
Assistant City Recorder	Amberle Jenkins	Present

***City of Buckhannon Police Civil Service Commission  
Meeting Notice for Wednesday, September 14, 2022 at 6:00PM At City Hall in the Council Chambers***

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- 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**
- C. Correspondence and Information**
  - C.1 Notice of Accepting Applications & Block Ad**
- D. Comments and Announcements**
- E. Adjournment**

**Posted 08/11/2022**

**A. Call to order:** The meeting was called to order, followed by a moment of silence and pledge to the US flag.

- B. Strategic Issues for Discussion and/or Vote**
  - B.1 Review Applications to begin the process for the Eligibility List for Probationary Police Officer**

The Commission members reviewed seven applications. Commission members noted some applications were not complete however, they saw none that would be disqualified.

Chief Gregory suggested extending the application phase until October 14<sup>th</sup>. Applications that were reviewed today that was missing information will be contacted to correct the issue and be resubmitted for review on October 18, 2022.

Chief Gregory went over the testing process as well as the steps for background checks, psychological tests, polygraph and physical fitness exam.

Commission members suggested advertising with Boost Facebook, MyBuckhannon, Indeed and possibly LinkedIn.

**Motion Henderson/ Kolenich to re-advertise to extend the applications process with a deadline of October 14, 2022. Applications will be reviewed on Tuesday, October 18, 2022 at 6:00 pm, and the written and physical agility testing will take place at the Public Safety Complex on October 29, 2022 with the physical agility test beginning at 10:00 am and written test at 1:00 pm. Motion carried.**

- C. Correspondence and Information:**
  - C.1 Notice of Accepting Applications & Block Ad**

**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)
3. Applicants will be subject to background check.
4. Applicants must have a Valid West Virginia Driver 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 October 14, 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 St or Buckhannon Police Department, Buckhannon WV 26201, or by calling 304-472-5723.

Randall Sanders, Clerk  
 Police Civil Service Commission

## CHOOSE YOUR CHALLENGE



BUCKHANNON POLICE DEPARTMENT IS NOW  
TAKING APPLICATIONS

Applications may be picked up at City Hall, 70 E. Main Street,  
Monday-Friday, 8:30 a.m. to 4:30 p.m. The closing date  
for applications will be 4:30 p.m. on October 14, 2022.

Any questions can be directed to Chief Gregory at  
304-472-5723, or to request an application via email:  
[mattgregory@buckhannonpolice.com](mailto:mattgregory@buckhannonpolice.com).

APPLY NOW

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.

**D. Comments:** None

**E. Adjournment:** There being no further business to be transacted, motion Spencer/Henderson to adjourn at 7:22 pm

**Commissioner**  
**Commissioner**  
**Commissioner**  
**Assistant City Recorder**

**Mark Spencer**  
**Geraldine Henderson**  
**Karl Kolenich**  
**Amberle Jenkins**