

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

The Buckhannon Police Civil Service Commission met on October 29, 2022 at 10:00 am at the Public Safety Complex for the purpose of the physical agility testing and written testing to potential probationary police officer candidates, with the following in attendance:

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

Also assisting from the BPD- Sgt. Marshall O'Connor, Police Officer Angel McCauley, Police Officer Wade Loudin, Police Officer Jonathan Warner, Police Officer Dillon Major, Lt. Doug Loudin and City Hall Office Clerk Holly Gregory.

*City of Buckhannon Police Civil Service Commission  
Meeting Agenda for Saturday, October 29, 2022  
at the Public Safety Complex, 24 S. Florida Street*

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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 10:00 AM At the Public Safety Complex, Buckhannon Police Department, 24 S. Florida Street, Buckhannon, WV To Administer the Physical Agility Examination
  - B.2 1:00 PM At the Public Safety Complex, Buckhannon Police Department, 24 S. Florida Street, Buckhannon, WV To Administer the Written Examination to the Advancing Candidates
- C. Comments and Announcements
- D. Adjournment

Posted 09/15/2022

Chief Gregory explained each step in the PAT in detail to the candidates.

**PHYSICAL AGILITY TEST:** The following candidates attended the physical agility test. Results are as follows:

- Andrew D. Hathaway Pass
- Tori D. Ratliff Fail
- Paul W. Sipe II Pass
- Devin R. Petrice Fail

The following candidates were scheduled but did not attend: Logan Carpenter, Michalla Kelley and Alexander Pondexter.

The PAT concluded.

Chief Gregory gave further instructions to the candidates passing the physical agility test. Candidates can either remain or return to the Public Safety Complex at 1:00 pm for the written test.

**WRITTEN EXAM:.** The following two candidates qualified to proceed to the written test:

- Andrew D. Hathaway
- Paul W. Sipe II

Commissioners Spencer and Henderson read the following instructions to the candidates.

**INTRODUCTION**

Welcome to the administration of the NCJOSI2 examination. This test will assess job-related cognitive abilities and behavioral tendencies that predict job performance as a law enforcement officer. This test has a maximum administration time of 2 hours and 30 minutes.

We need to ensure that the testing environment is secure and that you understand important rules that will affect your participation in this testing process. First, please clear your desk of all materials except #2 pencils. All bags, purses, and personal belongings should be placed under your table. If you are wearing a hat, sunglasses, or other headwear with any form of visor, please remove it and place it under your table. If you have any prohibited and/or electronic devices with you, including: smartwatches, cell phone, pagers or two-way radio, ensure they are powered off and placed under your table. If any devices are heard or seen during the course of the testing process, you may be disqualified. If you have any questions about these instructions, please raise your hand now.

## **RULES**

Prior to passing out test materials, we will review the rules that govern the testing process. Please listen carefully.

The test will last approximately two hours and 30 minutes. Though there are two sections, you will not be afforded a break between these sections.

If you must leave the room to use the restroom, please raise your hand. A proctor will come to escort you out of the testing room.

Does anyone need to use the restroom at this time?

If you choose to use the washroom, you must realize that time will continue to expire. Please manage your time effectively. If you finish the test early, be sure to use the remaining time to quietly review your answers for accuracy.

When you have finished your exam, raise your hand so that one of the proctors can collect your test booklet and answer sheet. Do not leave the test facility with any test materials.

Out of respect for other test takers, we ask that you do not loiter around, but promptly leave the facility when you are done.

If at any time, you have any questions regarding the test, raise your hand and a test proctor will assist you. Please remember that proctors are barred from helping you respond to test questions.

You will not be provided with scratch paper, but you are allowed to write on your test booklet. However, please note that only answers marked on the answer sheet will be scored. No credit will be given to answers marked in the booklet. It is your responsibility to provide your response on the answer sheet. Additionally, please do not make notes or stray marks on your answer sheet. Any stray marks on your answer sheet may affect the accurate scoring of your exam.

You will be periodically notified as to the time remaining in the test administration process; however, you are responsible for managing your time during the test.

Cheating will not be tolerated. If a proctor observes you looking at someone else's answer sheet, talking, or handling any foreign documents or electronic devices, you will be escorted from the test site and disqualified from the testing process.

Do not leave your seat with any testing materials unless you notify a proctor. All test materials must remain at your table or in the possession of the proctors at all times.

Are there any questions before we distribute the test materials?

## **DISTRIBUTING MATERIALS**

We will now pass out the test booklets.

When you receive the test booklet, place it face up on your table and do not open it until you are instructed to do so.

Please open the cover of the test booklet. You will notice that the inside of the front cover contains a test security agreement. Please read this agreement and acknowledge your acceptance of it by signing in the designated location.

Once you have signed the agreement, please close your booklet and wait for the next instruction.

Please pick up your test booklet and notice that the back cover is perforated. This page is your answer sheet. Please CAREFULLY fold along the perforated crease and gently tear to remove this page from your booklet.

## **FILLING IN THE ANSWER SHEET**

Place your closed test booklet to the side while you fill in the answer sheet.

Begin by writing your last name, first name and middle initial in the spaces provided. Once you are finished, fill in the bubble corresponding to each letter in your name. Look at the marking instructions at the top of the answer sheet for examples of how to fill the bubbles correctly. If there is not sufficient space to fill in your entire name, enter as much as will fit.

(Observe the applicant to ensure that he is completing the form correctly.)

Now enter your social security number in the space labeled Unique ID Number and enter your age. Write today's date in the space labeled 'Date of Admin' and then fill in the corresponding bubbles. TODAY'S DATE IS MARCH 19, 2022.

Additionally, please enter your educational information, gender and race in the spaces provided. Even if no choice describes you exactly, please choose the one option that you identify most with. Do not choose multiple options.

You will notice that the answer sheet is double-sided. Your responses to the questions on this exam will be marked in the remaining areas labeled as Section I and Section II. Section I is found on the front side of your answer sheet. Please find Section I now, and note that it contains 80 questions.

Section II is found on the back side of your answer sheet. Please locate Section II now. Section II contains two parts. Part I contains 114 questions. Part II contains 6 questions. Be sure to answer ALL questions in Section II. Locate both parts of Section II now.

### **TEST INSTRUCTIONS**

Now, set your answer sheet aside and open your test booklet to the first page. Please read along as I read aloud the test instructions.

This examination consists of 200 multiple-choice questions and is divided into two main sections. Section I consists of 80 cognitive ability questions. Section II consists of 120 behavioral-orientation questions. The instructions specific to Section I questions are outlined on this page; the instructions specific to Section II questions are outlined following Section I. Please read the relevant instructions prior to beginning that section.

Please answer all 200 questions. Feel free to write in the examination booklet. You may not use any scratch paper during the exam.

You will be allowed two and a half (2 ½) hours to complete this exam. There is no break between sections. When you complete the exam, please follow the instructions provided to you by the exam proctors. You will not be allowed to take any examination materials with you when you leave.

Your score on this examination will be the number of questions you answer correctly; no additional points will be deducted for incorrect answers.

Please note that there is no penalty for guessing on this examination. If you do not know the correct answer, it would be beneficial to guess rather than leaving the item blank.

Additionally at this time we also feel it is important for you to know that once you have completed the test, your written test will be securely mailed to IOS, Inc for scoring

Your score will be a composite score from each of the two sections of the test as determined by the scoring analysis of the testing company. An additional 5 bonus points for military time will be added to the composite score for those candidates who have submitted their DD214 prior to this test date. Score results are typically received within two business days of IOS receiving your answer sheet.

### **USING THE ANSWER SHEET.**

You have been provided with an answer sheet on which to record your response to each question. Fill in your answer to each question. Fill in your answer to each question by marking the appropriate "circle" that corresponds to the question you are answering. Be sure that the question number you are answering matches the question number on the answer sheet. You will be responsible for ensuring that your answers are marked in the appropriate area.

If you wish to change an answer after marking the answer sheet, carefully erase the mark and blacken in the circle corresponding to your final answer. Be careful not to blacken more than one answer for each question.

A sample question is provided in the instructions. Please take a moment to review this sample question. There are 12 inches in a foot so "c" is the correct answer to question one. You would indicate that "c" is the correct answer by completely blackening the circle marked "c" on the answer sheet, as displayed in the booklet.

The instructions specific to Section II questions are outlined following Section I. I will read those aloud to you now. Section II has two parts.

Part 1 contains 114 statements that you must evaluate on a 1 to 5 scale. Based on your personal opinion.

Part 2 contains 6 questions about your past behaviors that you will respond to by selecting one of the response options. Please read the relevant instructions prior to beginning Section II.

To caution you, contained within Section II are measures on honesty. These measures will flag all attempts made to manipulate your score by answering dishonestly.

Attempts to manipulate your score by responding in such ways will result in penalized score. To avoid this, the best recourse is to answer honestly throughout this examination.

There is no break in the time between Section I and Section II, so keep working after you have finished all of the questions in Section I. Remember to answer all 200 questions.

Are there any questions before we begin?

Written testing concluded at 3:50 pm.

Test answer sheets were mailed to the testing vendor IOS (Industrial Organizational Solutions) immediately.

The following test results were received November 3, 2022:

Buckhannon, WV - NCJOSI^2  
October 29, 2022

11/3/2022

Exam	LName	FName	MI	ID	Admin	Final Score
NCJOSI^2 FORM 3	SIPE	PAUL	W	-----	102922	76.15
NCJOSI^2 FORM 3	HATHAWAY	ANDREW	D	-----	102922	72.41

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

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