

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 Mondy, December 1, 2025 at 9:00am with the following in attendance:

Commissioner	Mark Spencer	Present
Commissioner	Geraldine Henderson	Present
Commissioner	Karl Kolenich	Absent
Police Chief	Matthew Gregory	Present
Assistant City Recorder	Amberle Jenkins	Present
BPD Officer	James Fisher	Present

Police Civil Service Commission of the City of Buckhannon
Meeting Agenda
9:00 AM Monday, December 1, 2025

- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Business Discussions
 - a. Testing of the Written Promotional Examination for the rank of Corporal to PFC James Fisher
- 5. Declaration of Adjournment

Posted 10/21/2025

- 1. **Call to order:** The purpose of this meeting is to conduct the written promotional examination for the Rank of Corporal to PFC James Fisher.
- 2. **Moment of Silent Reflection-** Commission Member Geraldine Henerdson asked all in attendance to join her in a Moment of Silent Reflection.
- 3. **Pledge of Allegiance** – Commission Member Geraldine Henderson asked PFC James Fisher to lead the Pledge of Allegiance.
- 4. **Business Discussions**
 - a. Testing of the Written Promotional Examination for the rank of Corporal to PFC James Fisher:

Commission Member Geraldine Henderson and Commission Member Mark Spencer oversaw the written promotional testing for PFC James Fisher. It was noted the current procedures call for a written test plus one point for each year of continuous service with a 70 minimum for promotion to Corporal.

The following instructions were read to the candidate:

INTRODUCTION
Welcome. We are ready to administer the Essentials of Law Enforcement Management: FIRST LINE SUPERVISOR, examination. This test will assess job-related knowledge areas that predict job performance as a CORPORAL. 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 but not limited to; 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. You will not be afforded a break during the test.
If you must leave the room to use the bathroom, please raise your hand and a proctor will dismiss you.

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.

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.

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 and answer sheets. When you receive the test booklet and answer sheet, place them face up on your table and do not open the booklet 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 confidentiality 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.

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.

Next you will fill in the bubble for FIRST LINE SUPERVISOR in the space labeled Test Form.

Additionally, please enter your gender and race in the spaces provided.

You will notice that the answer sheet is single-sided. Your responses to the questions on this exam will be marked in the remaining area numbered with 1 through 100. Please find this section now, and note that it contains 100 questions.

EXAMINATION 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 100 multiple-choice questions. For each question, you must determine which one of the four possible choices is the best answer. You have been provided with a separate answer sheet on which to record your response to each question. You will indicate your answer to each question by darkening in the appropriate "lettered" circle corresponding to the question number.

Please answer all 100 questions. Feel free to write in the examination booklet. If you do not know the answer to a question, narrow your choices and select your "best guess." You will be allowed two and a half hours to complete this exam. There will be no break during the exam.

Your score on the written 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. You will also receive one point for each year of service as a police officer with the City of Buckhannon Police Department. Written score results are typically received 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 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 by completely blackening the circle marked "c" on the answer sheet, as displayed in the booklet.

There is no break during the examination, so keep working until you have finished all 100 questions.

Are there any questions before we begin?

The current time is **9:16am**. You will have 2 hours and 30 minutes to complete the entire exam. You may begin.

TIME REMINDERS

Signal applicant when 1 hour 15 minutes is remaining.

Signal applicant when 5 minutes is remaining.

WHEN TIME EXPIRES

Time is Up! Please put your pencil down and close your test booklet now. This completes the test. Please remain seated while a proctor collects your test materials. Once your test materials have been collected, you are free to leave.

Testing concluded at 10:54 a.m.

The vendor, IOS, Inc. that is supplying the secure test requires the answer sheets to be returned to them for scoring.

5. Declaration of Adjournment: There being no further business to be transacted, meeting was adjourned at 11:03 a.m.

Commissioner	Geraldine Henderson
Commissioner	Karl Kolenich
Commissioner	Mark Spencer
Assistant City Recorder	Amberle Jenkins

Test Results were received from IOS, Inc. on 12/10/2025 with the following score:

Buckhannon, WV - First Line Supervisor

12/10/2025

Exam	LName	FName	MI	ID	Score
ELEM 2025 STOCK FLS	FISHER	JAMES	A		65.00

Fisher, James: Test Score 65.00 plus 5 years of continual service = 70.00

December 10, 2025

James Fisher
Buckhannon Police Department
Buckhannon WV 26201

Dear Mr. Fisher,

On behalf of the City of Buckhannon Police Civil Service Commission and the City of Buckhannon Police Department we want to thank you for your participation and best efforts in our Corporal promotional examination test conducted on December 1, 2025.

Your score of 65.00 plus 5 years of continual service gave you a final score of 70.00. You are eligible to be recommended to the Buckhannon Police Department Corporal position.

Matthew Gregory

Matthew Gregory, Police Chief
City of Buckhannon