

POLICE CIVIL SERVICE COMMISSION SPECIAL MEETING

City of Morgantown

May 3, 2023

4:30 p.m.

Public Safety Building, Police Department Training Room
300 Spruce Street, Morgantown, WV 26505

PRESENT: President Jerry Summers, Commissioner Kevin Clark, Commissioner Charlie Chico, City Clerk Christine Wade, Deputy City Clerk Heather Carl, 1st Sgt. Linthicum, Brad Palmer, Justin Judy, Jared Blosser, and Sgt. Tyler Bradford.

The meeting was called to order by President Summers at 4:30 p.m.

MINUTES: Motion by Commissioner Clark, second by Commissioner Chico, to approve the following 1/14/2023, Meeting Minutes; 3/23/2023, Special Meeting Minutes; and 4/17/2023, Special Meeting Minutes. Motion carried 3-0.

NEW BUSINESS:

A. Set a date for next Entry-level Exam

Motion by Commissioner Chico, second by Commissioner Clark, to approve and schedule Saturday, June 17, 2023, at 9am and October 28, 2023, at 9am as the entry-level testing dates located at the Public Safety Building.

MISC:

A. March 22, 2023, Sergeant Promotional Exam

Patrolman Matthew J. Judy submitted an email to the City Clerk withdrew from the Sergeant promotional exam.

After discussion, motion by President Summers, second by Commissioner Clark, to move the candidate with the next highest score, Bradley Palmer, as the next promoted candidate due to Judy's withdraw from the Sergeant Promotional process.

B. 1st Sergeant Schmidle Retirement

1st Sgt. Schmidle will be retiring on Friday, May 12, 2023.

C. Promotional Testing Calculations

Lieutenant Linthicum provided information to the Commissioners, and City Clerk, regarding promotions and how calculations are computed. See attached as Exhibit A.

D. Work Session

6.08 Commission to Establish Eligible List.

The Commission shall establish by comprehensive evaluation and examination, an eligible list from the number of persons who make application for promotion to a vacant position under the provisions of this Part. After certification of the promotional list the Commission shall file the order with the Kanawha County Clerk's Office in a timely manner. The list of eligibles shall be forwarded to the appointing officer who shall promote persons to vacant positions in order of their ranking on the list of eligibles. Unless otherwise specified herein, each eligible list shall continue in full force and effect until the list is exhausted, for two years after being certified by the Commission or until terminated by the Commission, whichever period is shorter.

6.09 Testing and Evaluation Required for Promotion.

(a) Every applicant for promotion who meets the preliminary requirements therefore shall be evaluated by use of the following testing and evaluation procedures:

- (1) A competitive written examination testing the applicant's suitability for promotion to the vacancy, and
- (2) A qualifying medical examination testing the applicant's general condition of health, and
- (3) An evaluation based on periodic departmental evaluations and length of service with the Department.

(b) Each test or evaluation shall be conducted in accordance with the provisions below and the form and content of examinations and the administering personnel shall be selected or approved by the Commission.

Weighing of Various Examinations; Ranking of Applicants.

(a) Appointments-

(1) In accordance with the provisions of these Regulations, each appointment by the appointing officer shall be from a list of eligibles. The list of eligibles shall be established by the Commission by ranking applicants for appointment in order of merit in accordance with the following formula:

Written examination score (based on a maximum of 100 points)=

(2) The total number of points, so calculated, shall constitute an applicant's score. Applicants shall be ranked in order of merit on the basis of such score and the list of eligibles constructed from such ranking.

(b) Promotions-

(1) In accordance with the provisions of these Regulations, promotions shall be made on the basis of a list of eligibles established by the Commission. The list of eligibles shall be established by ranking applicants for promotion in order of merit in accordance with the following formula:

(a) Written examination score (based on a maximum score of 100 points) $\times 0.40 =$ —

(b) Departmental evaluation score (based on a maximum score of 100 points) $\times 0.20 =$ —

(c) Service calculations shall be computed on a basis of thirty-two (32) years of service (earliest enlistment age of 18 to retirement eligibility at fifty (50) years of age). The multiplier shall be $0.009 \times$ the number of days of service. Service time shall not be capped at thirty-two (32) years. Service time shall be calculated from the date of employment until the application deadline minus the seniority exceptions noted below.

Seniority Exceptions

Sworn members whose active employment is interrupted due to suspension, administrative leave without pay, a granted leave of absence without compensation, or other cause as deemed similar by the Kanawha County Deputy Sheriffs' Civil Service Commission shall have those day(s) subtracted from the seniority component of the promotional process. A sworn member who are placed on administrative leave with pay or leave due to official military orders shall not be subject to loss of seniority toward promotion.

6.10 Anti-discrimination Provisions; Prohibited Inquiry.

No question on the applications or the examinations mentioned in this Part shall be framed or designed so as to elicit from any applicant information relating to such applicant's political or religious opinions or affiliations. No applicant shall be discriminated against on the basis of race, creed, sex, ethnic affiliations or religious or political opinion or affiliations.

PART VII - GENERAL ENTITLEMENT TO HEARING; GRIEVANCES; REMOVAL, DISCHARGE, SUSPENSION OR REDUCTION IN RANK; REDUCTION IN SIZE OF DEPARTMENT.

7.01 Application of this Part.

(a) This Part shall govern and determine the right of an individual to a hearing before the Commission, and it shall operate to supplement the other provisions of law granting such a right.

(b) All hearings provided for in these Regulations shall be governed by the provisions relating to procedures found in Part VII of these regulations.