

**POLICE CIVIL SERVICE COMMISSION**  
**February 12, 2025**

The Police Civil Service Commission met on Wednesday, February 12, 2025 at 11:00 a.m. in the City Manager's Conference Room, 2<sup>nd</sup> Floor, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

Members Present: Gary Keith (*via telephone*)  
 Arch Benninger

Member(s) Absent: Roger Diaz

Also Present: Chief Mark Kiddy  
 Annette Wright, City Clerk/Secretary

The meeting was called to order by Acting Chairman Benninger with attendance taken upon arrival.

**MOTION** by Commissioner Benninger, **SECONDED** by Commissioner Keith and **APPROVED UNANIMOUSLY** for approval of the minutes of the October 10, 2024 meeting.

**UNFINISHED BUSINESS:** NONE

**NEW BUSINESS:**

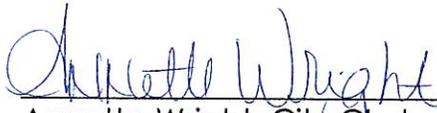
**A. CONSIDERATION OF COMPOSITE SCORES OF POLICE DEPARTMENT APPLICANTS AND THE CERTIFICATION OF THE NEWLY-ESTABLISHED ELIGIBILITY LIST**

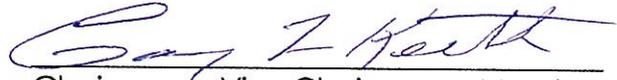
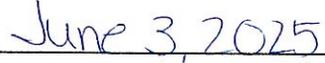
The secretary provided the Commission with a copy of the composite scores (attached hereto as "Attachment 1") and relative information. Concluding review of the same, **MOTION** by Commissioner Keith, **SECONDED** by Commissioner Benninger to approve the composite scores and certify the newly-established eligibility list. **MOTION APPROVED UNANIMOUSLY.**

**B. CONSIDERATION OF UPDATING THE ELIGIBILITY LIST IN ACCORDANCE WITH RULE 4.03 OF THE RULES AND REGULATIONS OF THE POLICE CIVIL SERVICE COMMISSION OF THE CITY OF CLARKSBURG**

Concluding discussion concerning the establishment of a new eligibility list, the Commission was in agreement to conduct physical ability tests on March 15, March 22 and March 29 with the written test to be held on April 16<sup>th</sup>. **MOTION** by Commissioner Keith, **SECONDED** by Commissioner Benninger to direct the City Clerk to post the necessary notices, etc. to begin the process to establish a new eligibility list. **MOTION APPROVED UNANIMOUSLY.**

There being no further business to come before the Commission, **MOTION** made by Commissioner Keith, **SECONDED** by Commissioner Benninger and **APPROVED UNANIMOUSLY** for adjournment.

  
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Annette Wright, City Clerk

  
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Chairman or Vice Chairman or Member  
  
  
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Approved