



# City of Elkins

## Police Civil Service Commission Meeting

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August 12, 2025  
10:00 AM

### **AGENDA**

- 1. Call to order and roll call**
- 2. Public comment**
- 3. Minutes**
  - a. Proposed minutes for the meeting of June 28, 2025.
- 4. Reports**
- 5. New business**
  - a. Proposed provisional of Tyler Knotts.
  - b. Planning for new Entry-level testing.
- 6. Announcements**
- 7. Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 14, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of June 28, 2025.
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. PCSC - 2025_06_28 - minutes_proposed

**POLICE CIVIL SERVICE COMMISSION  
MEETING MINUTES**

*Elkins High School  
100 Kennedy Drive  
June 28, 2025  
3:00 p.m.*

Present were Commissioners G. Worden, J. Eichenberger, and C. McFadden.

Also present: S. Stokes (City Clerk), M. Goins (Executive Secretary).

**MINUTES**

Worden **MOVED APPROVAL OF THE MINUTES OF MAY 7, 2025.** The motion carried.

**NEW BUSINESS**

The commission reviewed results from entry-level testing offered this date.

Worden **MOVED ISSUING A NEW LIST OF CANDIDATES ELIGIBLE FOR ENTRY-LEVEL APPOINTMENT.** The motion carried.

The meeting adjourned at 3:20 p.m.

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 14, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed provisional appointment of Tyler Knotts.
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. PCSC - prov appt request - Knotts - 2025_08_08

# Elkins Police Civil Service Commission Provisional Appointment Form

From the Commission's rules, section 5.02:

*Whenever, in the judgment of the Appointing Officer, there are urgent reasons for filling a vacancy in the Department and there is no list of individuals eligible for appointment after a competitive examination, the Appointing Officer may nominate an individual to the Commission for non-competitive examination in accordance with Section 8-14-16 of the Code.*

With our signatures, we hereby certify that:

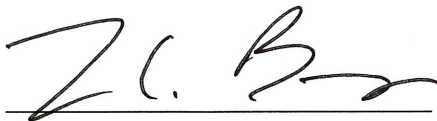
- There is no current list of individuals eligible for appointment to the Elkins Police Department
- There is an urgent need to nominate an individual for provisional appointment.

Nature of need: 2 patrolman short, MSFF

Vacancy to be filled: Patrolman

Name of nominee: Tyler Knotts

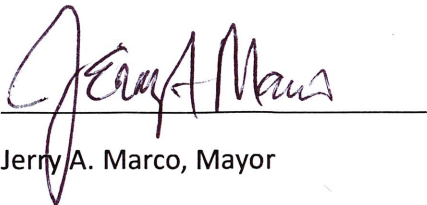
Expected duration of provisional appointment: 90 day



Travis Bennett, Chief

8/8/2025

Date



Jerry A. Marco, Mayor

8/8/2025

Date



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 14, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Planning for new entry-level testing.
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None