

## **RESOLUTION NO. 111323-1**

**WHEREAS**, the Civil Service Commission of the Borough of Gettysburg, Pennsylvania (hereinafter referred to as the “Civil Service Commission”) has been established pursuant to the provisions of the Borough Code at 8 Pa. C.S.A. §1172; and

**WHEREAS**, consistent with the provisions of the Borough Code at 8 Pa. C.S.A § 1176, a civil service commission shall have the power to prescribe, amend and enforce rules and regulations carrying into effect the civil service provisions of the Borough Code and governing the operation and procedures of a civil service commission relative to the civil service employees of a borough; and

**WHEREAS**, consistent with the provisions of the Borough Code at 8 Pa. C.S.A § 1176, before any such rules and regulations of the Civil Service Commission, or amendments thereto, may be in force and effect, they shall be first approved by the Borough Council of the Borough of Gettysburg (hereinafter referred to as the “Borough Council”); and

**WHEREAS**, the Civil Service Commission has amended sections 3.5, 3.7, 3.8 and 3.9 of its Rules and Regulations in order to remove and modify the requirement that applicants for the positions of entry-level patrol officer, sergeant, master sergeant and chief of police must possess a valid motor vehicle operator’s license which has been issued by the Commonwealth of Pennsylvania. The Civil Service Commission has amended this requirement to necessitate that the applicants to any of the aforesaid positions must possess a valid motor vehicle operator’s license issued by any state within the United States not limited to the Commonwealth of Pennsylvania. The Civil Service Commission has submitted such amendments to its Rules and Regulations to the Borough Council for consideration and approval pursuant to the requirements of the Borough Code; and

**WHEREAS**, the Borough Council desires to approve the amendments to certain provisions contained in sections 3.5, 3.7, 3.8 and 3.9 of the Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA, which modifications were adopted by the Civil Service Commission on October 10, 2023, and have been subsequently submitted to the Borough Council for its consideration and approval.

**WHEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, hereby approves the amendments to certain provisions contained in sections 3.5, 3.7, 3.8 and 3.9 of the Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA, as previously adopted and modified by the Civil Service Commission on October 10, 2023, and as subsequently submitted by the Civil Service Commission to the Borough Council for its approval.

Amended sections 3.5, 3.7, 3.8 and 3.9 of the Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA, as approved by the Borough Council by the adoption of this Resolution, are attached hereto as Exhibit "A" and are incorporated herein and made a part hereof; and

**FURTHER RESOLVED**, that Wesley K. Heyser, President of Borough Council, and Sara L. Stull, Borough Secretary, in their respective capacities, shall sign, attest and execute the attached, amended provisions of the Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA, in order to indicate and confirm the approval of the same by the Borough Council.

This action is taken under and pursuant to the power of the Borough Council to approve rules and regulations prescribed, adopted and amended by its Civil Service Commission as found in the Borough Code at 8 Pa. C.S.A § 1176.

**THIS RESOLUTION DULY ADOPTED** according to law on this 13<sup>th</sup> day of November 2023, at a duly advertised monthly general business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

**BOROUGH OF GETTYSBURG**

By: \_\_\_\_\_  
Wesley K. Heyser  
President of Borough Council

Attest:

\_\_\_\_\_  
Sara L. Stull, Borough Secretary

**Exhibit "A"**

# **RULES AND REGULATIONS FOR THE CIVIL SERVICE COMMISSION OF THE BOROUGH OF GETTYSBURG, PA.**

**March 2023**

**(Revised sections 3.5, 3.7, 3.8 and 3.9  
Amended October 10, 2023  
Approved November 13, 2023)**

## **Chapter 3. Applications and Qualifications**

**\* \* \***

### **3.5 General Qualifications for Entry-Level Patrol Officer**

Applicants shall possess a diploma from an accredited high school or a graduate equivalency diploma. Applicants must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, and, prior to appointment, must possess a valid motor vehicle operator's license issued by any state within the United States.

Each applicant must either be: (1) recommended for certification through MPOETC as a Police Officer pursuant to Act 120, or (2) if the applicant has neither completed Act 120 training nor does he/she possess current Act 120 certification, he/she must possess all qualifications necessary for admission to a MPOETC-certified training school or academy which provides a basic training course for police officers, which shall be chosen by the Borough. Notwithstanding the foregoing, when in the discretion of Borough Council, the fiscal health or operational needs of the Borough so requires or when no MPOETC-certified training school or academy classes are available within a reasonable period of time or within a reasonable geographic distance from the Borough, the Borough may require that all applicants possess current Act 120 certification for a specific round of testing.

A copy of the job functions and tasks will be included in the application packet.

### **3.7 General Qualifications for Sergeant**

Prior service with the Gettysburg Borough Police Department is a prerequisite for the position of Sergeant. An applicant for the position of Sergeant shall have at least five (5) years of experience

as a patrol officer within the Gettysburg Police Department. Should no applicants within the Department qualify for the position, the position will be advertised and will be open to non-Gettysburg Police Department applicants. In any case, written and oral examinations will be conducted to establish an eligibility list. Applicants for the position of Sergeant may be subject to a physical fitness test. Individuals on the eligibility list not presently employed by the Gettysburg Police Department will undergo a background investigation, and a polygraph examination, if necessary, as further described in Chapter 4, Section 4.8 herein. Applicants shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, must be able to be certified by the Municipal Police Officers' Education and Training Commission, and, prior to appointment, must possess a valid motor vehicle operator's license issued by any state within the United States.

The essential functions for the position of Sergeant are contained in the job description.

### **3.8 General Qualifications for Master Sergeant**

Prior service with the Gettysburg Borough Police Department is a prerequisite for the position of Master Sergeant. An applicant for the position of Master Sergeant shall have at least two (2) years of experience as a Sergeant within the Gettysburg Police Department. Should no applicants within the Department qualify for the position, the position will be advertised and will be open to non-Gettysburg Police Department applicants. In any case, written and oral examinations will be conducted to establish an eligibility list. Applicants for the position of Master Sergeant may be subject to a physical fitness test. Individuals on the eligibility list not presently employed by the Gettysburg Police Department will undergo a background investigation, and a polygraph examination, if necessary, as further described in Chapter 4, Section 4.8 herein. Applicants shall possess a diploma from an accredited high school or a graduate equivalency diploma. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, must be able to be certified by the Municipal Police Officers' Education and Training Commission, and, prior to appointment, must possess a valid motor vehicle operator's license issued by any state within the United States.

The essential functions for the position of Master Sergeant are contained in the job description.

### **3.9 General Qualifications for Chief of Police**

Every applicant for the position of Chief of Police shall have earned a Bachelors degree in Criminal Justice or a related field from an accredited college or university. Also every applicant must have 5 years of police experience, including two years in a supervisory police position or any equivalent combination of training and experience. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the essential functions listed in the job description for Police Chief, must be able to be certified by Municipal Police Officers' Education and Training Commission, and, prior to appointment, must possess a valid motor vehicle operator's license issued by any state within the United States. At a minimum, a non-competitive oral and/or written examination will be conducted and if the individual is not presently employed by the Gettysburg Police Department, a background investigation will be conducted. The position of Chief shall be filled as described in 53 P.S. §46184.

The essential functions for the position of Chief of Police are contained in the job description.

The aforesaid amended sections and provisions of the Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA. have been approved according to law, at a duly advertised monthly general business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, held on the 13<sup>th</sup> day of November 2023.

**BOROUGH OF GETTYSBURG**

By: \_\_\_\_\_  
Wesley K. Heyser  
President of Borough Council

Attest:

\_\_\_\_\_  
Sara L. Stull, Borough Secretary