

Chapter I. Definition of Terms

1.1 Unless otherwise expressly stated, the following words and phrases, wherever used in these Rules, shall be construed to have the meaning indicated herein:

- A. Applicant: Any individual who applies in writing to the Commission in response to a legally advertised notice of examination for any uniformed position in the police department.
- B. Appointing Authority: The Borough Council of the Borough of Gettysburg, Pennsylvania.
- C. Certification: The submission to the appointing authority pursuant to its request for three names taken from the eligible list developed by the Civil Service Commission.
- D. Chairperson: The Chairperson of the Civil Service Commission of the Borough of Gettysburg, Pennsylvania.
- E. Commission: The Civil Service Commission of the Borough of Gettysburg, Pennsylvania.
- F. Commissioner: An individual appointed by the Borough of Gettysburg, Pennsylvania to serve as a member of the Civil Service Commission.
- G. Eligible: A person whose name is recorded on a current eligible list or furlough list.
- H. Eligible List: The list of names of persons, rank ordered from highest score to lowest score, who have passed all examinations for a particular position in the police department. These scores shall include the application of veteran's preference points.
- I. Examination: The series of tests given to applicants to determine their qualifications for a position in the police department.
- J. Furlough List: The list containing the names of persons laid off from positions in the police department because of a reduction in the number of officers.
- K. Loudermill Hearing: A pre-deprivation meeting, which occurs before the Borough reaches a decision on discipline, during which a police officer is provided the opportunity to respond, in an informal setting, to allegations against him that may result in disciplinary action. Except in rare circumstances when a tenured (non-probationary) officer is at risk for a loss of income as a result of the imposition of discipline Loudermill meetings are mandatory although the Borough is not prevented from making a decision on a matter of potential discipline where it offers the relevant officer a Loudermill meeting and the officer declines to participate.
- L. M.P.O.E.T.C.: Municipal Police Officer's Education and Training Commission.
- M. Municipal Secretary: The Secretary of the Borough of Gettysburg, Adams County, Pennsylvania
- N. Patrol Officer: For purposes of these Rules, a sworn full time employee in the Police Department who meets the requirements established by the Borough of Gettysburg and the Commonwealth of Pennsylvania (including M.P.O.E.T.C.)
- O. Police Department: The Police Department of the Borough of Gettysburg, PA.
- P. Probationer: An officer in the police department who has been appointed from an eligible list, but who has not yet completed the work test period.
- Q. Reduction in Rank: A change to a different position or rank where the employee fulfilled all of the requirements of these Rules for both the prior and current position or rank. However, a decrease in salary without a change to a different position or rank shall not necessarily constitute a reduction in rank.
- R. Removal: The permanent separation of a police officer from the police department.
- S. Secretary: The Secretary of the Civil Service Commission of the Borough of Gettysburg, Pennsylvania.
- T. Suspension: The temporary separation with or without pay of a police officer from the police department.

1.2 Gender

The words "he," "his," "him" and "men" when used in these Rules represent both the masculine and feminine genders.