

RESOLUTION NO. 091321-1

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 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 its rules and regulations and has submitted the same 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 amended Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA, dated August 2021, which have been adopted by the Civil Service Commission and submitted to the Borough Council for its consideration and approval.

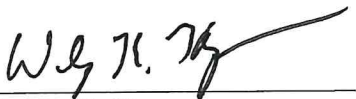
WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, hereby approves the amended Rules and Regulations for the Civil Service Commission of the Borough of Gettysburg, PA, dated August 2021 as previously adopted by the Civil Service Commission and then submitted to the Borough Council for its approval. The amended 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, shall sign and execute the attached, amended 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 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 13th day of September 2021, 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, Secretary

Approved this 13 day of September, 2021.

By: 
Theodore H. Streeter, Mayor

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

August 2021

Exhibit "A"

Table of Contents

Chapter 1. Definition of Terms

- Section 1.1 Definitions of Terms
- Section 1.2 Gender

Chapter 2. The Civil Service Commission

- Section 2.1 Officers
- Section 2.2 Offices Incompatible with Civil Service Commission
- Section 2.3 Organization of the Commission
- Section 2.4 Duties of the Chairperson
- Section 2.5 Duties of the Secretary
- Section 2.6 Meetings
- Section 2.7 Quorum
- Section 2.8 Order of Business
- Section 2.9 Clerks and Supplies
- Section 2.10 Rules and Regulations
- Section 2.11 Minutes and Records
- Section 2.12 Investigations
- Section 2.13 Subpoenas
- Section 2.14 Annual Report

Chapter 3. Applications and Qualifications

- Section 3.1 Eligibility for Hiring
- Section 3.2 Discrimination
- Section 3.3 Availability
- Section 3.4 Age Requirement
- Section 3.5 General Qualifications for Entry Level Patrol Officer
- Section 3.6 Entry Level Patrol Officer Sequence of Selection Process
- Section 3.7 General Qualifications for Sergeant
- Section 3.8 General Qualifications for Chief of Police
- Section 3.9 Recording and Filing of Application
- Section 3.10 Disqualification/Rejection of Applicant
- Section 3.11 Hearing for Disqualified Applicant
- Section 3.12 Penalty for False Statement
- Section 3.13 Public Notice

Chapter 4. Examination and Grading Procedure

- Section 4.1 General Examination Requirements for the Position of Patrol Officer
- Section 4.2 General Examination Requirements for Promotion to Sergeant
- Section 4.3 Admission to Written Examinations
- Section 4.4 Written Examinations
- Section 4.5 Oral Examinations
- Section 4.6 Veteran's Preference Points
- Section 4.7 Background Examination
- Section 4.8 Polygraph Investigation
- Section 4.9 Background Investigation

Chapter 5. Certification of the List of Eligibles and Appointment

- Section 5.1 Creation of Eligibility List
- Section 5.2 Removal of Names from Furlough or Eligible List
- Section 5.3 Appointment
- Section 5.4 Appointment of Chief of Police
- Section 5.5 Medical and Psychological Examination
- Section 5.6 Probationary Period
- Section 5.7 Provisional Appointments

Chapter 6. Suspensions, Removals and Reductions in Rank

- Section 6.1 General Provisions
- Section 6.2 Restrictions
- Section 6.3 Grounds for Disciplinary Action
- Section 6.4 Punishment
- Section 6.5 Procedure
- Section 6.6 Hearing on Removal, Suspension or Reduction in Rank
- Section 6.7 Notice of Hearing
- Section 6.8 Hearing Procedure
- Section 6.9 Oaths
- Section 6.10 Decision of the Commission
- Section 6.11 Appeals to Court
- Section 6.12 Filing of Determinations of the Commission
- Section 6.13 Furloughs

Chapter 7. Inspections

Section 7.1 Inspection in General

Section 7.2 Inspection of Examination Materials

Chapter 8. Resolution for Adoption of Rules

Chapter 9. Civil Service Hiring Forms and Letters

- CS-1 Police Officer Application
- CS-2 Notice of Written Examination
- CS-3 Public Announcement of Examinations and Newspaper Advertisement
- CS-4 Notice of Successful Result for Written Examination
- CS-5 Notice of Ineligibility After Written Examination
- CS-6 Notice of Successful Result for Oral Examination
- CS-7 Notice of Ineligibility After Oral Examination
- CS-8 Notice of Passing Polygraph Examination
- CS-9 Notice of Failing of Polygraph Examination and Notice of Second Examination
- CS-10 Notice of Failing Second Polygraph Examination and Right to Appeal for Third Examination
- CS-11 Notice of Passing Second Polygraph Examination
- CS-12 Notice Denying Request for Third Polygraph Examination
- CS-13 Notice Granting Request for Third Polygraph Examination
- CS-14 Notice of Passing Third Polygraph Examination
- CS-15 Notice of Failing of Third Polygraph Examination
- CS-16 Notice of Passing Physical Fitness Examination
- CS-17 Notice of Failing Physical Fitness Examination
- CS-18 Notice of Passing Background Investigation
- CS-19 Notice of Failing Background Investigation
- CS-20 Notice of Medical and Psychological Examination
- CS-21 Notice of Passing Medical Examination and Notice of Psychological Examination
- CS-22 Notice of Failing Medical Examination
- CS-23 Notice of Passing Psychological Examination
- CS-24 Notice of Failing Psychological Examination

Chapter 10. Resolutions

- RES-1 Appointment of Written Examination Administrator
- RES-2 Appointment of Oral Examination Administrator
- RES-3 Appointment of Polygraph Examiner
- RES-4 Appointment of Physical Fitness Examiner
- RES-5 Appointment of Medical Examiner
- RES-6 Appointment of Psychological Examiner
- RES-7 Scheduling of Noncompetitive Examination for Chief of Police
- RES-8 Confirmation of Passing Noncompetitive Examination for Chief of Police
- RES-9 Confirmation of Qualifications to Hold Position of Chief of Police
- RES-10 Appointment of Alternate Civil Service Commissioners

Chapter 11. Notices of Appointment

- APPT-1A Written Examination Administrator
- APPT-1B Statement of Instruction for Written Examination
- APPT-2 Oral Examination Administrator
- APPT-3A Polygraph Examiner
- APPT-3B Report of Polygraph Examiner
- APPT-4A Physical Fitness Examiner
- APPT-4B Report of Physical Fitness Examiner
- APPT-5A Medical Examiner
- APPT-5B Report of Medical Examiner
- APPT-6A Psychological Examiner
- APPT-6B Report of Psychological Examiner

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 MPOETC)

- 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.

Chapter 2. The Civil Service Commission

2.1 Officers

The Commission shall consist of three commissioners who shall be qualified electors of the Borough of Gettysburg and shall be appointed by the Gettysburg Borough Council initially to serve for the terms of two (2), four (4) and six (6) years and as terms thereafter expire shall be appointed for terms of six (6) years.

Any vacancy occurring in the commission for any reason whatsoever shall be filled by the Borough Council for the unexpired term within the period of thirty (30) days after such vacancy occurs.

Each member of the Commission, before entering upon the discharge of the duties of their office, shall take an oath or affirmation, administered by the Mayor or other appropriate official, to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform their official duties with fidelity. No civil service commissioner shall receive compensation.

Borough council may appoint no more than three qualified electors of the borough to serve as alternate members of the commission. The term of office of the alternate members shall be six years. When seated according to section 1174 of the Borough Code, an alternate shall be entitled to participate in all proceedings and discussions of the commission to the same and full extent as provided by law for commission members, including specifically the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties set forth in this act and as otherwise provided by law. Alternates shall hold no other office in the borough. An alternate may participate in any proceeding or discussion of the commission but shall not be entitled to vote as a member of the commission unless designated as a voting alternate member pursuant to section 1174 of the Borough Code.

If, by reason of absence or disqualification of a member a quorum is not reached, the chair shall designate as many alternate members of the commission to sit on the commission as may be needed to provide a quorum. An alternate member of the commission shall continue to serve on the commission in all proceedings involving the matter or case for which the alternate was initially designated until the commission has made a final determination of the matter or case. Designation fo an alternate member pursuant to this section shall be made on a case-by-case basis in rotation according to declining seniority among the alternates. No action of the commission may be valid unless it shall have the concurrence of at least two members.

2.2 Offices Incompatible with Civil Service Commissioner

No commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one member of the Commission may be a member of the Gettysburg Borough Council and one may be a member of the teaching profession.

2.3 Organization of Commission

The Commission first appointed shall organize within ten days of its appointment and shall elect one of its members as its chairperson, vice-chairperson and one as its secretary. The Commission shall thereafter meet and organize on the first Monday of February of each even-numbered year. Two members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two members. Unless prevented by facts which constitute a conflict of interest as defined by Pennsylvania statutory or case law, a Commissioner must vote “yea” or “nay” on every motion, decision or adjudication which comes before the Commission.

For purposes of hiring and promoting police officers under these rules, each step of the hiring or promotional process requiring official action by the Commission shall be considered a separate “matter or case” and each step of the hiring or promotional process need not be voted upon or approved by the same composition of commissioners, as the case may be, provided that the quorum requirement has been satisfied.

2.4 Duties of Chairperson

The chairperson, or in his absence, the vice-chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or these Rules. He may be aided in these duties by a solicitor to the Commission. Any such solicitor or legal counsel must have an active license to practice law in Pennsylvania.

2.5 Duties of Secretary

The Secretary shall carry on at the direction of the Commission all official correspondence of the Commission, send out all notices required by law and these Rules, keep a record of each examination or other official action of the Commission, and perform all other duties required by law, by these Rules and by the Commission.

2.6 Meetings

Except for the biennial organization meeting, all non-judicial meetings shall be held either at the call of the chairperson or at the call of two members of the Commission. Unless all members shall waive the requirement, the Secretary of the Commission shall give each commissioner twenty-four (24) hours notice in writing of each and every meeting of the Commission. When the Commission is functioning in a non-judicial capacity, any official actions and any deliberations by a quorum of the Commission shall take place in a meeting open to the public unless closed pursuant to 65 Pa. C.S.A. Section 708. When the Commission conducts a hearing in its judicial capacity, the hearing shall be conducted in private pursuant to 65 Pa. C. S. A. Section 708, unless the individual who has invoked the judicial authority of the Commission has requested an open hearing. The judicial deliberations of the Commission shall always be conducted in private

2.7 Quorum

Two members of the Commission shall constitute a quorum and no action of the Commission shall be valid unless it shall have the concurrence of at least two members. Unless prevented by a conflict of interest, as that phrase is defined in Pennsylvania statutory or case law, a Commissioner must vote “yea” or “nay” on every motion, decision or adjudication which comes before the Commission.

2.8 Order of Business

The order of business of all non-judicial meetings of the Commission shall be as follows:

- A. Roll Call;
- B. Approval/disapproval of the minutes of the previous meeting;
- C. Unfinished business;
- D. New business;
- E. Communications and reports.

2.9 Clerks and Supplies

The governing body shall furnish the Commission with such supplies and clerical assistance as may be necessary for the commission to fulfill its duties. In addition, the Commission may retain counsel and any other consultants or experts as are necessary. The elected and appointed officials of the Borough of Gettysburg shall assist the Commission with all reasonable and appropriate efforts including compensation for any counsel or experts retained by the Commission.

2.10 Rules and Regulations

The Commission shall have the power to prescribe, enforce and amend the rules and regulations governing the conduct of its activities by a majority of the Commission at any properly convened meeting of the Commission. Before any changes to these rules or regulations become effective, those changes must be approved by Borough Council. These rules and regulations and any modifications or amendments thereto, shall be made available to the public for distribution or inspection.

2.11 Minutes and Records

The Commission Secretary shall keep minutes showing the vote of each member upon each question and records of examinations and other official actions. If a member is absent, cannot vote due to a conflict of interest or fails to vote, the Secretary shall indicate that fact in the minutes. All records of the Commission shall be preserved and disposed of according to the *Retention and Disposition Schedule for Records of Pennsylvania Municipalities* issued by the Local Government Records Committee under the authority of the Municipal Records Act, 53 Pa. C.S.A. § 1381 *et seq.*

Commission records pertaining to all aspects of its business (except minutes) shall be maintained for five (5) years after which they shall be destroyed. A record of Commission minutes shall be permanently maintained. Records relating to litigation or probable litigation shall, in no case, be destroyed until such time as the litigation or litigation threat has been resolved. Documents and information qualifying as public records will be available to the public. The Commission adopts the procedures employed by the Borough, as they may from time-to-time be modified, relative to responding to requests for public records.

Generally, any and all records relating to any disciplinary action that results in demotion or discharge are not open to the public inspection, pursuant to 65 Pa.C.S. Section 708, unless they constitute final action by the Commission, However, records relating to any disciplinary action filed with the Commission shall be open to public inspection (which public inspection shall be subject to reasonable regulation) only in those cases where the employee who is subject to the discipline has requested an open hearing before the Commission challenging the discipline.

2.12 Investigations

The commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules. The Chairperson of the Commission is authorized to administer oaths and affirmations for witnesses testifying in connection with such investigations.

2.13 Subpoenas

The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or his/her designee, to acquire the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry, including any background investigation conducted pursuant to Section 4.7 of these Rules. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expenses of the Commission.

All officers in public service and employees of the Borough of Gettysburg shall attend and testify when required to do so by the Commission.

If any person shall refuse or neglect to obey any subpoena issued by the Commission, upon conviction of such refusal or neglect in a summary proceeding, that person shall be sentenced to pay a fine not to exceed one hundred dollars (\$100), and in default of the payment of such fine and cost shall be imprisoned not to exceed thirty (30) days.

If any person shall refuse or neglect to obey any subpoena, the Commission may apply by petition to the Court of Common Pleas of Adams County to enforce that subpoena, requiring the attendance of such persons before the Commission or the court to testify and to produce any records and papers necessary, and in default thereof shall be held in contempt of court.

2.14 Annual Report

The Commission shall make an annual report to the Gettysburg Borough Council containing a brief summary of its work during the year and a full accounting for any expenditure of public monies. The annual report shall be available for public inspection.

Chapter 3. Applications and Qualifications

3.1 Eligibility for Hiring

In order to be eligible for participation in the hiring/examination procedure for any position with the police department, every applicant must submit a completed application form to the Commission before the deadline stated by the Commission for that specific examination. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

3.2 Discrimination

The Borough is an equal opportunity employer. It is the Borough's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status or disability, which, with or without a reasonable accommodation, does not prevent the person from performing the essential functions of the job. The Borough and the Commission will provide equal opportunities in employment and promotion.

3.3 Availability

Application forms shall be available to all interested persons in the Borough Office. Application forms may be mailed upon written or telephone request to the Borough Secretary. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

3.4 Age Requirement

All entry-level applicants must have reached their twenty-first (21st) birthday before the deadline for submitting applications,

3.5 General Qualifications for Entry-Level Patrol Officer

Applicants shall possess a diploma from an accredited high school or a graduate equivalency diploma and shall be Act 120 certified or have completed all requirements to become Act 120 certified. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, be eligible to receive certification from the Municipal Police Officers' Education and Training Commission (MPOETC), and, prior to appointment, possesses a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

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

3.6 Entry-Level Patrol Officer Sequence of Selection Process

To insure the proper order of the selection process, the following sequence of events shall be followed in the selection of entry level police officers:

- A. Application
- B. Written Examination
- C. Physical Fitness Test
- D. Oral Examination
- E. Background Investigation
- F. Polygraph Examination may be required if background investigation indicates advisable
- G. Conditional Offer of Employment
- H. Medical/Psychological Examination
- I. Probation
- J. Permanent Appointment

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, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

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

3.8 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 possess a valid motor vehicle operators license issued by the Commonwealth of Pennsylvania. 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.

3.9 Recording and Filing of Application

General applications for police employment, received by the Borough or Commission, and which have no relevance to a decision to test in order to create an eligibility list for entry-level patrol officers, shall be discarded and are ineffective as a means of applying for entry-level patrol officer employment. To be an effective application for the position of entry-level patrol officer, the application must be received at the Borough Administrative Building only after the Commission has legally advertised its intention to conduct an examination for the position on entry-level Gettysburg Borough Police Officer. Applications received after such notice has been legally advertised, but also after the deadline date for receiving such applications will be rejected and returned to the applicant.

The Borough, or its designee, shall review each application upon receipt, for the purpose of determining that such application contains no errors or omissions. Any application received more than ten (10) days prior to the filing deadline, containing errors or omissions shall be returned to the applicant for correction or addition. An application received within less than ten (10) days prior to the filing of the deadline and containing material errors or omissions shall not be considered and will not be returned. The Commission, or its designee, shall date, number, and record, in the order of receipt, all applications free of errors and omissions. The individual recording the applications shall note whether the individual is requesting veteran's status and whether the individual has given notice of a need for a reasonable accommodation in the application or examination process. An application, once recorded, shall not be returned to the applicant.

3.10 Disqualification/Rejection of Applicant

The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in these Rules and Regulations for the particular position for which the applicant has applied. The Commission may refuse to examine, or if examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position to which he seeks employment, or who is illegally using a controlled substance, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct or who has been dismissed from public service for delinquency or misconduct in office.

Further, an applicant may be disqualified or rejected for one of the following criteria:

- A. Having been convicted of a crime for which the punishment can be more than one year imprisonment as defined in Title 18 of the Pennsylvania Crimes Code, as defined in the jurisdiction where the crime occurred or as defined in the Military Code of Conduct.
- B. Having been released from any military or civilian police department for actions or inactions which, though not committed while employed as a Borough of Gettysburg police officer, could result in discipline if engaged in by a member of the Borough of Gettysburg Police Department.
- C. Having been released from any civilian police department during probation.
- D. Having a history of heavy gambling loss or failure to remain current in the payment of taxes.
- E. Failure to provide support for minor children.

3.11 Hearing for Disqualified Applicants

Any applicants or other persons who believe that they are aggrieved by the actions of the Commission in refusing to examine or to certify them as eligible after examination, may request a hearing before the Commission. Within ten days after such request, the Commission shall designate a time and place for the hearing which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 Pa. C.S. § 101 *et seq.* The applicant or aggrieved party must make his request for a hearing in writing within ten calendar days of the date when the party knew or should have known of the Commission's action which is being challenged. This request for a hearing should be served upon the Secretary of the Commission in its offices at 59 East High Street, Gettysburg, Pennsylvania.

3.12 Penalty for False Statement

The statements made by the applicant in the official application shall contain no falsification, omission or concealment of material fact. Should investigation disclose any willful misstatement, falsification or concealment with respect to an application:

A. The application shall be invalid and the applicant shall be disqualified from examination;

B. If the applicant shall have been examined, the name of such applicant shall be removed from the eligibility list;

C. If the applicant shall have been appointed, such deliberate falsification, omission or concealment shall constitute grounds for dismissal from the Police Department. Such falsification, omission or concealment shall be grounds for dismissal no matter how long the timeframe between appointment and the discovery of the falsification, omission or concealment.

Any applicant or other person who believes that they are aggrieved as a result of the actions of the Commission referenced in this section may request a hearing before the Commission pursuant to Chapter 3.11.

No person who shall make any application containing a deliberate misstatement, falsification, omission or concealment shall be permitted to make any future application for any position in the Police Department of the Borough.

3.13 Public Notice

The Commission shall conspicuously post in the Borough building an announcement of the hiring and/or promotional testing and set forth the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications. In addition, at least two weeks prior to the close of the application period, publication of the notice shall occur in at least one newspaper of general circulation or a newspaper circulating generally in the Borough of Gettysburg.

Chapter 4. Examination and Grading Procedure

4.1 General Examination Requirements for the Position of Patrol Officer

A. The examination for patrol officer will consist of a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing fifty percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score. An applicant to be placed on the eligibility list must pass both the written and oral examinations, as well as a physical fitness test that is job related and consistent with business necessity. Prior to the compilation of the eligibility list, each remaining applicant will have to undergo a background investigation, and may have to undergo a polygraph examination as described in Chapter 4, Section 4.8 herein. After an applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the applicant passing medical and psychological examinations. If it is necessary to hire more than one entry-level officer, each additional entry-level hire shall be awarded using the same process described above. The Commission may at its discretion perform the background investigation (and polygraph examination if needed as described in Chapter 4, Section 4.8 herein) after the list of three highest ranking available candidates is certified.

B. On each occasion where Borough Council seeks to fill an entry level police position the Commission shall certify the three highest ranking available candidates (as measured by combined written and oral test scores and veterans' preference points) who have also passed the physical fitness test. Council is free to select any one of the three (3) so certified unless one is a veteran. In the latter case, the one veteran must be the selectee. If two (2) or all three (3) of the applicants are veterans, Council may choose from among the veterans.

C. When the Commission has written notice from an applicant who has passed the written and oral examinations that he/she does not wish to be further considered for Borough employment (or where the Commission has similarly strong proof that such an applicant is no longer available), the Commission may remove the applicant's name from the eligibility list.

4.2 General Examination Requirements for Promotion to Sergeant.

A. The examination for the position of Sergeant shall include a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing fifty percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score.

B. Selection of an officer for the position of Sergeant shall be determined by his or her standing at the end of the testing procedure. The top three (3) names of the individuals with the highest combined score who have passed both the written and oral examinations (and the physical fitness test, if given) shall be submitted to Borough Council for final consideration. The individual who in the opinion of Borough Council is the most qualified for the promotion will be selected. If a background investigation was required, the applicant must have passed the background investigation. If it is necessary to promote more than one officer, each additional promotion shall be awarded using the same process described above.

C. Veterans' preference is not applicable to promotion decisions (per opinions of the Pennsylvania Supreme Court.)

D. The testing results for promotions shall be valid for the duration of the eligibility list which, unless stated otherwise, is two (2) years.

E. After an applicant has been extended an offer to the position of Sergeant, the final appointment to the position for any person not presently employed by the Gettysburg Police Department is contingent upon the applicant passing a medical and psychological examination.

4.3 Admission to Written Examination

All applicants who meet the basic qualifications will be admitted to the written examination after providing photo identification. The notification document shall serve as the admission card to the examination. This procedure shall be followed at each segment of the examination process.

4.4 Written Examination

The written examination shall be constructed to test the non-physical capability of the applicants to perform and to be trained to perform the essential functions of the position. The exact design of the examination shall be altered from time to time but will be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the person examined to discharge the duties of a police officer.

The Commission may designate an examining agency or qualified individual(s) to act as examiner for or consultant on the written examinations. The Commission shall reserve

the right to accept or reject for cause, in whole or in part, the recommendations of the regularly appointed examining and/or consulting agency.

The written examination shall be graded on a 100 point scale and an applicant must score seventy percent (70%) or higher in order to continue in the application process. Applicants scoring less than seventy (70%) percent shall be rejected.

Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results and passing applicants shall be scheduled for an oral examination appointment.

4.5 Oral Examination

Every applicant who scored seventy percent (70%) or higher in the written examination shall be given an oral examination which will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing. Within thirty (30) days after the applicant's oral examination, he shall be informed of his score in his oral examination and total overall score. Applicants for the position for patrol officer must also have passed the physical fitness test.

Organizing the oral examination of applicants who passed the written examination shall be the responsibility of the Commission. The Commission shall empanel a board of examiners who shall ask each applicant interviewed a pre-determined series of basic questions (follow up questions may vary from applicant to applicant depending upon the responses given to the basic questions.) The basic questions shall relate to pre-determined scenarios or situations which shall be provided to the applicants being examined at the start of the examination. The board of examiners shall consist of three (3) individuals. The Commission shall select the three (3) members of this board of examiners with a view to the community's policing needs and with the goal of placing persons on the board of examiners who are knowledgeable about modern policing, issues and/or concerns. Each member of the board of examiners shall interview and rate every applicant. Each applicant's responses to the questions shall be rated on a point scale of 0 (low)-5 (high) with the score of three (3) reflecting an average response. Members of this board shall score the applicants without first consulting with any or all of the other board members. The applicant's score on each question shall be his/her average score on that question and his/her total score shall be the addition of the average scores on all five questions.

The persons assigned to conduct oral examinations shall complete a rating form after interviewing each applicant. The rating form shall be collected, tallied and recorded by the Secretary, or his designee. Applicants should be scored for their demeanor and for the content and relevance of their answers/responses.

4.6 Veterans' Preference Points

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under the Act shall receive an additional ten (10) points on top of their total score if that applicant had received passing scores under Sections 4.4 and 4.5. Soldier is defined as any individual who has served in the regular military, the National Guard or the Reserves since July 1953 and who has completed his military service commitment and has received (or will receive) an honorable discharge from such service at the time they take the Civil Service appointment examination. An "honorable discharge" may include a general discharge under honorable circumstances. One who has failed to complete "basic training" or whose service has been limited to the National Guard or Reserves without completing the training and service components of such service is not a "soldier" qualified to receive Veteran's Preference points. Applicants claiming Veteran's Preference must submit satisfactory proof of service and honorable discharge with the application, specifically Form DD-214.

4.8 Polygraph Examination

The Commission reserves the right to require an applicant, as a condition of continuing to be an applicant, to take a polygraph examination. It is the intent of the Commission to exercise this right upon the development of reasonable suspicion, during the application/testing/background investigation process, that the candidate for entry level hiring or promotion has not been fully truthful. When a polygraph examination is required of a candidate, that fact shall be maintained on the part of the Commission with appropriate confidentiality.

A. Every applicant shall fill out a Personal Data Questionnaire. The Commission shall furnish each polygraph examiner with forms upon which the examiner shall state whether any of the applicant's responses to questions from the applicant's Personal Data Questionnaire are deceptive. The report on each examination shall be submitted to the Commission within five (5) days after the date of the examination.

B. The examiner shall ask questions based on the information contained in the Personal Data Questionnaire or developed during the course of the background investigation. Before administering the test, the examiner shall ask each applicant whether there is any more information related to the Personal Data Questionnaire which the applicant would like to provide. There shall also be a post-test review, during which the examiner shall again ask the participant, if deception is indicated, whether there is any information which the applicant is withholding.

C. If the examiner shall deem any of the applicant's responses to be deceptive, the examiner must tell the applicant immediately and give the applicant an opportunity to explain, deny or admit the deception. If the applicant denies being deceptive or if the explanation is found unsatisfactory by the examiner, the applicant will be given the opportunity to retake the test with a second examiner. Notice of the opportunity to retest shall be given in writing to the applicant. The second examiner will not have access to the results of the first test prior to readministering the polygraph. If the second examiner finds no deception, the applicant will be considered as

having passed the polygraph. If the second examiner also finds the applicant deceptive, the applicant will be considered as having failed the examination.

D. An applicant who has failed both tests may appeal to the Civil Service Commission for a third examination and the decision to give the applicant an opportunity to take a third test resides solely within the discretion of the Commission. If the applicant is awarded an opportunity to take a third test and passes, then the applicant will be considered as having passed the polygraph test. If the applicant is found deceptive on a third test, the applicant will be rejected.

4.9 Background Investigation

The Commission shall require a background investigation on each of the top three applicants for entry level position declared vacant by Council, which may be performed by an independent agency/individual/organization. The number of applicants subject to the background check may be increased if the appointing authority has expressed an interest in hiring more than one officer. The background investigation must be consistent for each applicant and shall meet, at a minimum, all of the specific requirements of MPOETC and Act 57 of 2020. The applicant shall be required to execute an authorization and release for the disclosure of employment information from the applicant's former employing law enforcement agencies in the Commonwealth on a standard form promulgated by MPOETC, which shall also be signed by the Borough's Chief of Police. The "Authority to Release" portion of the application form must have been completed by the applicant. The background investigation shall include at a minimum the following:

- i. A criminal history check, including the submission of fingerprints to the State Police Central Repository and the Federal Bureau of Investigation.
- ii. A check of the applicant's credit history.
- iii. Personal interviews with at least three people who have personal knowledge of the applicant but are not related to the applicant, nor are a member of the applicant's household.
- iv. Interviews of the applicant's employers, if any, for the past 5 years to determine the applicant's work history.
- v. A review of the applicant's employment information from each previous law enforcement employer to determine the applicant's law enforcement work history.
- vi. A check of the applicant's driving history that includes a review of all traffic violations and verifications that the applicant has a valid driver's license.
- vii. A verification of the applicant's eligibility to lawfully possess a firearm.

The applicant may be interviewed directly when the information collected requires further clarification or further explanation. After the background investigation is completed, the independent agency/individual/organization shall make a written recommendation to the Commission on whether the applicant is appropriate for consideration for appointment as a police officer. Appropriateness of the applicant shall be based on the criteria set forth in these Rules and Regulations and in the Civil Service provisions of the Borough Code. Based upon the results of the background investigation, the Chief, the Mayor or a member of Council may request, pursuant to 53 P.S. §46184, that an individual be removed from the list. The applicant may oppose this request and in turn, pursuant to the Borough Code (53 P.S. §46183) request a hearing. This recommendation shall be in writing and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included. The Commission shall make the final administrative determination on whether the information collected during the background investigation warrants rejection of the candidate. The applicant will be informed as to whether, based upon the background investigation, he continues to be an applicant for the position of Gettysburg Police Officer.

5.5 Conditional Offer of Employment—Act 57 of 2020- MPOETC Separation Records Request and Physical and Psychological Medical Examination

I. Act 57 of 2020 – MPOETC Separation Records Request

- A. After appointing authority selects a candidate from either of the “certified lists of three” for appointment to the vacant position, the candidate will be notified of a conditional offer of employment and shall be required to provide a signed and notarized authorization for the release of separation records on a standard form promulgated by MPOETC. The Chief of Police, or the Chief’s designee, shall request separation records through the MPOETC Training and Certification System (“MPOETC TACS”) database, pursuant to Act 57 of 2020. The candidate may not proceed further in the application process until the separation record is obtained or a certification that no separation record exists is received from MPOETC.
- B. If separation record(s) sent from the MPOETC TACS database indicate that the conditional appointee has a history of either final and binding disciplinary action or a criminal conviction, or both, for any of the offenses enumerated below, and the Borough chooses not to disqualify the conditional appointee, the Borough must electronically submit a Hiring Report Form to MPOETC, on a standard form promulgated by MPOETC, within seven (7) days of the final hiring decision:

1. Excessive Force
2. Harassment
3. Theft
4. Discrimination
5. Sexual abuse
6. Sexual misconduct
7. Domestic violence
8. Coercion of a false confession

- 9. Filing a false report
- 10. Judicial finding of dishonesty

- C. If the Borough chooses not to disqualify the conditional appointee, the Hiring Report Form must include a notarized statement, signed by the Chief of Police or the Chief's designee, explaining the reasoning and rationale for hiring the conditional appointee.
- D. The Hiring Report Form need not be submitted to MPOETC if no above-described separation history exists, or if the Borough decides to disqualify the conditional appointee due to the conditional appointee's separation history. However, the Borough must notify MPOETC, in all instances, of the conditional appointee's final employment status within seven (7) days of the final hiring decision.
- E. If a conditional appointee is disqualified based upon above-described separation history, the conditional appointee will be so notified, and may appeal this decision under Chapter 3.11 of these rules and regulations. If the candidate fails to timely exercise the rights of appeal, or if the Commission declines to uphold the appeal, the Commission shall strike the name from the eligibility list and certify the next highest name for inclusion on the "certified list of three."

F. If a conditional appointee is not disqualified at this stage, the conditional appointee shall be scheduled for the physical and psychological medical examination as set forth below (Section II).

II. Physical and Psychological Medical Examination

After the appointing authority selects a candidate from the certified list of three (3), that selectee shall submit to a post-offer medical examination which may include a drug screen by appropriate screening experts. When the post-offer medical exam demonstrates no reason why the selectee cannot, with or without reasonable accommodation, perform all of the essential functions of the job, the selectee's appointment shall be finalized. If the candidate successfully passes the medical and psychological examinations, then that employee shall be appointed to the vacant position in the Police Department for which the application was submitted. The Commission adopts the medical and psychological requirements of the MPOETC. Upon receiving information from the medical and/or psychological examination that indicates the selectee is unable, with or without reasonable accommodation, to perform all of the essential functions of the job, the Commission shall offer to meet with the selectee for the purpose of engaging in an interactive discussion with him regarding the findings of the medical/psychological examinations. The goal of this interactive discussion would be to explore with the selectee whether he was aware of any recommendation he considered to be unreasonable and which would allow him to perform all of the essential functions of the job he seeks. The rejected candidate may appeal this decision under Chapter 3.11. The Commission shall then certify another name to be included with the two previously certified names for consideration by the appointing authority pursuant to Chapter 5.3.

Chapter 5. Certification of the List of Eligibles and Appointment

5.1 Creation of Eligibility List

At the completion of the examination requirements set forth in Chapter 4, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants for patrol officer who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list.

For promotional positions, fulfilling the general qualifications as set forth in Chapter 3.5 through 3.8 is also required. In the case of tied scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first. If both tied applicants submitted their complete applications on the same day, then the tie will be broken by the drawing of lots giving preference to the applicant who draws the highest number

The eligibility lists for the position of patrol officer will be valid for one (1) year from the date the Commission ranks all passing applicants, assigns veterans' preference points and formally adopts the eligibility lists. The Commission may, at its sole discretion, before the original expiration date, by a vote of the majority of the Commission at a duly authorized commission meeting, extend the lists for up to an additional one (1) year. In the absence of a lawful extension by the Commission the list shall expire. For promotional positions the eligibility list shall be valid for two years.

5.2 Removal of Names from Furlough or Eligible List

In addition to the reasons stated in these Rules and Regulations as grounds for removal, the name of any person appearing on the furlough list or an eligible list shall be removed from such list by the Commission if such person:

- A. is appointed to a position in the Police Department of the Borough;
- B. requests removal from the list in writing;
- C. declines an appointment to a position in the Police Department of the Borough;
- D. fails to make written reply to the Commission within seven (7) calendar days from the date of mailing of a notice of appointment in the case of initial appointment or failure to make reply to the Commission within thirty (30) calendar days from the date of mailing of a notice of reinstatement from furlough;
- E. indicates availability for appointment and is appointed to fill a vacancy but fails to report for duty at the time prescribed by the appointing authority, unless, in the opinion of the appointing authority, such person can show good and sufficient reasons for failing to report. In the case of a new hire from an eligibility list reporting for duty means reporting for a medical and/or psychological examination.

5.3 Appointment

A. Borough Council may fill any vacancy in an existing position in the Police Department which occurs as a result of expansion of the police force, retirement, resignation, disability or death by the reappointment or reinstatement of a former employee of the police department who had been furloughed. (Note: Such events create vacancies only when Council has concluded that this is the case.)

B. If no furlough list exists or if positions remain to be filled after all of the officers on the furlough list were offered reemployment, every position, except that of Chief of Police, shall be filled only in the following manner:

1. Borough Council shall notify the Commission of any vacancy which is to be filled and shall request the certification of three (3) names from the list of eligibles;

2. If three (3) names are not available, then the Commission shall take the steps necessary to create a new list;

3. The Borough Council shall make an appointment from one of the three names certified with reference to the merits and fitness of the candidates. However, for initial appointment to the position of police officer, when one of the three applicants on the certified list is a veteran, that applicant shall be selected.

C. The Borough Council may object to one or more of the persons certified for the reasons set forth in Chapter 3.10 of these Rules and Regulations. If the candidate to whom the Borough Council objects fails to timely exercise his rights of appeal under Chapter 3.11 or if the Commission declines to uphold his appeal, the Commission shall strike the name of that candidate from the eligibility list and certify the next highest name for inclusion on the list of three candidates from each name stricken off.

5.4 Appointment of Chief of Police

In the case of a vacancy in the office of Chief of Police, the appointing authority has full discretion to nominate a person to the Commission to fill the position of Chief of Police. The Commission shall subject that person to a noncompetitive examination, and if that person successfully passes the noncompetitive examination, then the Commission shall notify the appointing authority of the results of the examination and that person may only be removed from the position of Chief of Police for the reasons set forth in Chapter 6.3.

5.5 Medical and Psychological Examinations

After the appointing authority selects a candidate from the certified list of three (3), that selectee shall submit to a post-offer medical and psychological examination which may include a drug screen. The physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist. The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the Appointing Authority and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform the essential functions of the position for which the person was conditionally appointed.

"Medical Examination" shall mean any examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the position.

"Qualified Medical Professional" shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed: (1) as a physician assistant; or (2) as a certified registered nurse practitioner.

When the post-offer medical exam demonstrates no reason why the selectee cannot, with or without reasonable accommodation, perform all of the essential functions of the job, the selectee's appointment shall be finalized. If the candidate successfully passes the medical and psychological examinations, then that employee shall be appointed to the vacant position in the Police Department for which the application was submitted. The Commission adopts the medical and psychological requirements of the MPOETC.

Upon receiving information from the medical and/or psychological examination that indicates the selectee is unable, with or without reasonable accommodation, to perform all of the essential functions of the job, a person designated by the Appointing Authority shall meet with the selectee for the purpose of engaging in an interactive discussion with him regarding the findings of the medical/psychological examinations. The goal of this interactive discussion would be to explore with the selectee whether he was aware of any recommendation he considered to be unreasonable and which would allow him to perform all of the essential functions of the job he seeks. If at the conclusion of the interactive discussion, the Appointing Authority determines that the conditional appointee is not qualified the Appointing Authority shall give written notice to the conditional appointee and the Commission.

The rejected candidate may appeal this decision under Chapter 3.11. The Commission shall then certify another name to be included with the two previously certified names for consideration by the appointing authority pursuant to Chapter 5.3.

Medical and psychological examinations are only required for promotions if the conditional appointee is not currently a member of the Police Department of the Borough of Gettysburg.

5.6 Probationary Period

Every successful applicant to the position of patrol officer or a new promotional position with the Police Department shall serve a twelve (12) month probationary period. During the probationary period, a newly hired officer may be immediately dismissed for cause for the reasons set forth in Chapter 6.3. A promoted officer, during his probationary period, may be immediately returned to his prior rank for cause for the reasons set forth in Chapter 6.3. At the end of the twelve (12) month probationary period, if the general performance of the probationer has not been satisfactory to the Borough Council, the probationer shall be notified in writing that he will not receive a permanent appointment. At that time, a newly hired officer's employment shall end and a promoted officer shall return to his previous rank. Any officer who is informed in writing that he will not receive a permanent appointment has no rights of appeal under these Rules and Regulations.

5.7 Provisional Appointments

Whenever there are urgent reasons for the filling of a vacancy in any position in the Police Department and there are no names on the eligible list for such appointment, the Borough Council may nominate a person to the Commission for noncompetitive examination. The nominee may be certified by the Commission as qualified after a noncompetitive examination and he may be appointed provisionally to fill such a vacancy. It shall thereupon become the duty of the Commission within three (3) weeks to hold a competitive examination and certify a list of eligible and then a regular appointment shall then be made from the name or names submitted by the Commission: provided, that nothing within this Chapter shall prevent the appointment, without examination, of persons temporarily as police officers in cases of riot or other emergency.

Chapter 6. Suspensions, Removals and Reductions in Rank

6.1 General Provisions

The Council shall have power to determine in each instance whether a decrease in salary shall constitute a reduction in rank. All suspensions, removals and reductions in rank shall be made only in accordance with these Rules and Regulations.

6.2 Restrictions

Persons employed in the Police Department of the Borough shall not be suspended, removed or reduced in rank for any non-merit factor.

6.3 Grounds for Disciplinary Action

A. No person in the police department of the Borough shall be removed from employment, suspended or reduced in rank except for the following reasons:

1. Physical or mental disability affecting the officer's ability to continue in service, evidenced by the certification to that effect by a medical doctor and/or psychologist designated by the commission, in which cases the persons shall receive an honorable discharge from service;
2. Neglect or violation of any official duty;
3. Violation of any law of the Commonwealth which provides that such violations constitute a misdemeanor or felony;
4. Inefficiency, neglect, intemperance, disobedience of orders, or conduct unbecoming an officer;
5. Intoxication while on duty; or
6. Engaging or participating in or conducting any political or election campaign for any reason other than to exercise his or her own right of suffrage.

B. No officer shall be removed for religious, racial or political reasons. A statement of any charges made against any officer so employed shall be furnished to the officer within five (5) days after those charges have been adopted by the Borough Council.

6.4 Punishment

An offense against discipline, good conduct and efficiency, may be punished by:

- A. Removal from service;
- B. Where an employee resigns in lieu of being dismissed, that fact must be reflected in the employee's personnel file.
- C. Reduction in rank;
- D. Reduction in rate of pay;
- E. Suspension without pay for a specified period of time; or
- F. Written reprimand. Note: The concept of an unwritten warning, notice or reprimand is not part of these rules.

6.5 Procedure

No officer shall be suspended, removed or reduced in rank until they have first been provided with a hearing of the type required in Cleveland Bd. of Pub. Ed. v. Loudermill, 470 U.S. 532, 105 S.Ct. 1487 (1985) (This is an informal proceeding which does not involve the Commission.) A hearing must occur before the imposition of discipline except when it is imperative that Borough Administrators take immediate action, usually in the form of suspension without pay, to protect the best interests of the Borough, its citizens, taxpayers, and/or the Department. Officers may, if they so request, be accompanied by a fellow officer/union representative during the Loudermill proceeding.

Whenever any police officer is suspended, removed from service or reduced in rank by Council, the Mayor or the Chief of Police, the reasons for this action shall be reflected in a written specification of charges. This specification of charges shall include separate, specific statements of each allegation made and shall specify the time, place and occurrence on which the charge is based. The allegations shall be stated clearly and in sufficient detail to enable the accused to understand the charges made against him or her and to be able to answer them, and shall include references to statutory law, Borough ordinances, police department rules and regulations, or any other relevant authority alleged to have been violated. In addition, as to each specific charge, the factual basis for the alleged violation shall be provided.

Within five (5) working days of the receipt of any charges, the Commission shall deliver to the accused, either by personal service or by certified or registered mail, a copy of the charges filed against him or her.

6.6 Hearing on Removal, Suspension or Reduction in Rank

The officer who has been suspended, removed, fined or reduced in rank may appeal the decision of the Borough Council by written notice to the Secretary of the Commission requesting a hearing. Such written demand for hearing must be made and delivered not more than five (5) working days following the officer's receipt of the notice of discipline. The officer may make written answers to any charges filed not later than the date fixed for the hearing. Failure of the officer to provide written answers to any charges shall not be deemed an admission by the officer.

The Commission shall schedule a hearing within ten (10) days of the filing of written charges, unless continued by the Commission for cause at the request of the Commission, the Borough or the officer. At any such hearing, the officer against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation in defense. The Borough may also be represented by counsel, call witnesses and present evidence and documentary evidence as is necessary to support the charges. A stenographic record of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not made available for public inspection. It is the right of the officer seeking the hearing to have the hearing open or closed.

In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reasons given for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Borough unless it finds that the penalty was arbitrary, discriminatory or an abuse of the Borough's discretion. In considering the appropriateness of the discipline, the Commission may request post hearing briefs, and shall issue a written decision containing specific findings of fact and conclusions of law. The Commission is the finder of facts including, but not limited to, findings regarding credibility

6.7 Notice of Hearing

Notice of the date, time and place for each hearing shall be given in the following manner:

- A. Either by personal service or by certified or registered mail to each of the principals involved in the case, and
- B. By mailing a notice to all other parties who have stated an interest in the hearing; provided, however, that any failure to give the notice required by this subsection shall not invalidate any subsequent action taken by the Commission.

6.8 Hearing Procedure.

Each hearing shall be conducted in the following manner:

- A. The Chairperson shall call the hearing to order, state the general purpose of the hearing and make note of the parties present;
- B. The Secretary, upon direction of the Chairperson, shall read the charges against the accused together with the record of action taken against such officer;
- C. The Secretary shall read any written reply of the accused;
- D. The Chairperson shall afford each person making charges, or his or her counsel, an opportunity to make further statement in support of the charges and to produce any witness;
- E. The Chairperson shall afford the accused, or his or her council, an opportunity to question or cross-examine the person making charges, and to question or cross-examine any witness produced by such person;
- F. The Chairperson shall afford each person making charges an opportunity to produce any witness and to make a summation;
- G. The Chairperson shall afford the accused, or his or her counsel, an opportunity to produce any witness and to sum up the defense;
- H. The Commission shall be the judge of admissible evidence and procedure, and shall not be bound by technical rules of evidence; and
- I. A stenographic record of all testimony taken at such hearings shall be filed with and preserved by the Commission, which record shall be sealed and not be available for public inspection in the event the charges are dismissed.

The Commission, at any time during the course of the hearing, may question or cross-examine the person making charges, the accused, and any witness. The Commission may appoint and utilize as a "hearing officer" an attorney experienced in Local Agency Law/Civil Service proceedings to advise it, make evidentiary rulings, respond to objections, etc.

6.9 Oaths

All testimony shall be given under oath. The Chairperson, or in his absence the Vice-Chairperson, shall administer all oaths.

6.10 Decision of the Commission

Within thirty (30) calendar days after receipt of the completed transcript(s) of the hearing the Commission shall issue its decision in the form of a written order approved by at least two (2) members of the Commission. That written adjudication, to become official, must be adopted by majority vote of the Commission in a public meeting, appropriately advertised pursuant to the Sunshine Law. The written order shall be in the form: findings of fact, conclusions of law, discussion, and order. The only aspect of the adjudication which shall be publicly read, and provided to the public, unless the affected/accused employee has requested an open hearing, shall be the "order" section. If resolving the charges involves the making of credibility determinations, the adjudication shall specify the resolution of those credibility determinations. Necessary findings of fact should be supported by substantial evidence of record. Absent evidence of arbitrary or discriminatory conduct, or an abuse of discretion, the Commission has no authority to modify the penalties imposed by borough officials where the charges brought against the affected/accused officer are found by the Commission to be supported by the evidence and where the penalties are not otherwise prohibited. The findings and decision of the Commission shall be delivered personally or by certified or registered mail to the parties.

6.11 Appeals to Court

In the event the Commission sustains the charges and orders the suspension, removal or reduction in rank, the person so suspended, removed or reduced in rank shall have immediate right to appeal to the Court of Common Pleas of Adams County, such appeal to be taken by petition to said court within thirty (30) days from the date of entry by the Commission of its final order. The Commission shall note on the letter covering the adjudication to the affected/accused employee that the individual has a right to appeal and that the time for appeal begins to run with receipt of the Commission's adjudication, and that to be timely, any such appeal must be perfected within thirty (30) days from the date of entry by the Commission of its final order. In the event the event that the Commission shall sustain or order a suspension of an employee, that order of suspension shall not be for a period longer than one (1) year.

6.12 Filing of Determinations of the Commission

All Commission findings, decisions and punishments shall be entered in the officer's personnel file. In the event that the Commission fails to uphold the charges, then the officer sought to be suspended, removed or demoted shall be reinstated with full back pay for the period of the suspension, removal or demotion and no charges related to the suspension, removal or reduction in rank shall be officially recorded in the officer's personnel file.

6.13 Furloughs

If for reasons of economy or other reasons, it shall be deemed necessary by the Borough to reduce the number of full-time police officers in the Department, the Borough shall use the procedure described in the Collective Bargaining Agreement between the Gettysburg Borough and the Gettysburg Police Officer's Association in effect at that time. Should no procedure exist in the Collective Bargaining Agreement, the commonly accepted practice of furloughing the person or persons, including probationers, last appointed to the force will be used.

Chapter 7. Inspections

7.1 Inspection in General

Except as otherwise provided in these Rules and Regulations and by the law, those records of the Commission qualifying as public records shall be open to the public and available for inspection during normal business hours. A member of the Commission, or any person who may, from time to time, be designated by the Commission, shall be present at all time during any inspection of any records of the Commission.

7.2 Inspection of Examination Material

All Commission examination materials shall be confidential and shall not be open to general public inspection. Any examined applicant may inspect his examination papers, provided that:

- A. He makes a written request to the Commission within seven (7) working days from the date the written examination scores were posted, and;
- B. He receives the written consent of the Commission to inspect his examination file;
- C. He makes his inspection within five (5) working days from the date of the mailing of the consent of the Commission.

Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination files, he shall secure the consent of the Commission and he shall limit the inspection by the examined applicant to only those examination files indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination file other than his own.

Chapter 8. Resolution for Adoption of Rules

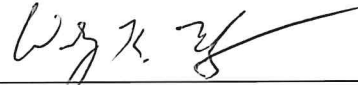
The foregoing Civil Service Rules and Regulations, which are in accordance with powers granted by the civil service provisions of the Pennsylvania Borough Code, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the municipal governing body of Gettysburg, Pennsylvania, are hereby adopted by the Civil Service Commission of Gettysburg, Pennsylvania on September 9, 2021.



Chairperson



Vice-Chairperson



Secretary

Approved by the Borough Council of Gettysburg, Adams County, Pennsylvania on

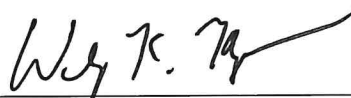
September 13, 2021.

ATTEST:



Borough Secretary

SIGNED:



President, Borough Council

Chapter 9. Civil Service Hiring Forms & Letters

Page 36-44	POLICE OFFICER APPLICATION
Page 45	VERIFICATION
Page 46	NOTIFICATION PROCEDURE RELEASE
Page 47	WAIVER AND RELEASE OF LIABILITY
Page 48	WAIVER, RELEASE OF LIABILITY & CONSENT FORM
Page 49	Pre-Employment Physical Fitness Test Medical Consent Form
Page 50-55	Essential Functions of a Police Officer
Page 56	Notice of Written Examination
Page 57	Public Announcement of Examination and Newspaper Advertisement
Page 58	Notice of Successful Result for Written Examination
Page 59	Notice of Ineligibility after Written Examination
Page 60	Notice of Successful Result for Oral Examination
Page 61	Notice of Ineligibility after Oral Examination
Page 62	Notice of Passing Polygraph Examination
Page 63	Notice of Failing First Polygraph Examination and Notice of Second Examination
Page 64	Notice of Failing Second Polygraph Examination and Right to Appeal for Third Examination
Page 65	Notice of Failing Second Polygraph Examination and Right to Appeal for Third Examination
Page 66	Notice of Passing Second Polygraph Examination
Page 67	Notice Denying Request for Third Polygraph Examination
Page 68	Notice of Passing Third Polygraph Examination
Page 69	Notice of Failing Third Polygraph Examination
Page 70	Notice of Passing Physical Fitness Examination
Page 71	Notice of Passing Physical Fitness Examination
Page 72	Notice of Passing Background Investigation
Page 73	Notice of Failing Background Investigation
Page 74	Notice of Medical and Psychological Examinations
Page 75	Notice of Passing Medical Examination and Notice of Psychological Examination
Page 76	Notice of Passing Medical Examination and Notice of Psychological Examination
Page 77	Notice of Failing Medical Examination
Page 78	Notice of Passing Psychological Examination
Page 79	Notice of Failing Psychological Examination

**POLICE OFFICER APPLICATION
GETTYSBURG POLICE DEPARTMENT**

General Instructions

This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General waiver; a Polygraph Release; and a description of essential job functions. Every one of these sections must be completed in order the Gettysburg to accept the Application as complete. Print (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. **Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.**

Questionnaire

1. _____ 2. _____
 Last Name First Name Middle Name Social Security Number

3. _____ 3A. _____
 Alias(es), Nickname(s), Other Changes in Name Telephone Number

4. _____
 Present Residence Address Street/City/State/Zip

5. _____
 U.S. Citizen: Native (Yes/No) Naturalization No. Date Place
 Court

6. **Residences:** List all for past ten years beginning with current.

Month & Year		Address	With Whom Did You Live Where Are They Now?
From	To		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Family**

List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address (if living)
<i>Father</i>		
<i>Mother</i>		

8. **Vehicle Operator's License**

Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License	Number	Issuing Authority	Expiration

Have you ever had a license suspended or revoked?

9. **Conviction Of Crime**

Have you ever been convicted or pled guilty or nolo contendere to a misdemeanor or felony charge? If yes, state violation, court of jurisdiction, and date of conviction. Yes No

10. **Financial Status**

Do you have any income from any source other than your principal occupation? Yes No

If yes, how much?

How often?

The source(s):

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution	Type of Account

11. **Past And Present Membership In Organizations**

Name	Address	Zip	Type (Social, Fraternal Professional, Etc.)	Office Held	Membership Dates	
					From	To

12. **Subversive Organizations**

- Yes No Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

- Yes No Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee?

- Yes No Are you now associating with, or have you associated with, any individual including relatives who you know or have reason to believe are or have been members of any of the organizations identified above?

- Yes No Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social, or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

13. **Education**

- A. List all elementary, junior high and high schools attended.
Attach transcript from last high school attended.

Name	City	Zip	Graduated Yes/No

- B. **Higher Education.** List all colleges or universities attended. Attach transcript from last institution.

Name	City	Zip	Dates Attended From To	Credit Hours Semester/Quarter	Degree Rec'd – Year

Major and Minor Courses:

- C. Other Schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

14. **Special Qualifications and Skills:**

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires.

B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

C. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

D. Special qualifications not covered in application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

15. **Foreign Language:** Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
-----------------	----------------	-----------------	----------------------	----------------

16. **Foreign Travel:** Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	Country	Purpose of Travel
--------------	----------------	--------------------------

17. **Hobbies and Sports:**

Name	Length of Participation	Level of Proficiency

18. **Employment:** Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

If additional employer blocks are needed, please attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason:

Have you ever resigned after being informed your employer intended to discharge you for any reason. If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

19. Military Status

Have you ever served in the U.S. Armed Forces? Yes No
If yes, attach photostatic copy of discharge or separation papers.

Do you claim veteran's preference? Yes No

A. While in the military service were you ever convicted or pled guilty or nolo contendere to a misdemeanor or felony charge? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information. Yes No

B. Are you presently a member of a U.S. Reserve or State Guard organization? Yes No
If yes, complete the following:

Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and address: _____

Status _____

Indicate reserve obligation, if any: _____

20. **Selective Service:**

Last Classification: _____

Selective Service No: _____ Last Classification: _____

Date: _____ Local Board: _____

Address: _____

21. **Character References**

List only character references who have definite knowledge of your qualifications for the position of application. List 5 character references. (Do not list relatives, former employers, or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

22. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation?

If yes, give details.

23. Have you ever applied for a position with any other governmental agencies? If yes, give details.

24. **Remarks:**

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date

VERIFICATION

The information I have provided in the foregoing Application is true and correct to the best of my knowledge belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

Date: _____ Signature: _____

NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the Gettysburg Borough.

If conventional methods fail in attempting to contact the applicant, a certified-registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable; the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Gettysburg Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

Date

Signature

WAIVER AND RELEASE OF LIABILITY

To Whom It May Concern: _____ is an applicant for employment with the Gettysburg Borough Police Department. Accordingly, the Gettysburg Civil Service Commission is performing or causing to be performed, a background check on the applicant. The Commission understands that you may have relevant information regarding the applicant. The Commission desires that you be able to provide this information without fear that doing so creates an unreasonable risk of being subjected to litigation by the applicant. For this reason, the Commission has required the applicant, as a condition for being considered an applicant, to execute for your protection this Waiver and Release of Liability.

I, _____, am the applicant referenced in the above paragraph. The statements made in that paragraph are accurate. I concur in the desire of the Civil Service Commission that you should freely and without fear of my instituting litigation against you for so doing, cooperate with the Commission in its background investigation of me. For this reason, I authorize you and your agents to provide the Commission's investigators with detailed responses to their inquiries and requests for documents. This authorization is extended to my references, my former employers, education institutions attended by me and to any other person or entity in a position to provide relevant information to a potential employer of a police officer. This authorization extends to both factual and subjective (personal opinion) information and responses you might provide to the Commission.

In support of this authorization, I forever waive, for myself and for anyone who might derive legal rights from me and/or have an entitlement in my estate, **any and all liability** that might arise or arguably arise from your cooperation in this background investigation, including **but not limited to** providing, during a one year period _____ to _____: answers to the Commission's questions; documents to the Commission; volunteered information to the Commission; and opinions about me to the Commission.

I intend to be legally bound by this document and the commitments made in it. This is confirmed by my dated signature below.

Date: _____ Signature _____

WAIVER, RELEASE OF LIABILITY & CONSENT FORM

Applicants for the position of Borough of Gettysburg patrol officer must, as part of the employment process, participate in physical fitness testing. In general what is tested is physical fitness, cardiovascular and pulmonary fitness. The purpose of this testing is to determine if the applicant is physically qualified to be a Borough police officer, as the ability to engage in and sustain certain minimal levels of physical activity is an essential function of a patrol officer's job.

All of the testing components will be conducted under the supervision and monitoring of individuals trained for this task. I acknowledge that despite these precautions the testing process cannot be make risk free. I recognize that it is my responsibility to provide accurate and complete health/medical history information as it relates to the physical fitness testing, and that it is primarily my responsibility to monitor my performance during testing for the purpose of avoiding harm to my physical health.

I waive and release from liability the Borough of Gettysburg, its Police Department, the elected and appointed officials of the Borough, including but not limited to those working in the Police and Personnel Departments, and any independent contractors utilized by the Borough/Police Department, in connection with the physical fitness test. This release and waiver extends to the owners of locations where the testing was conducted. It is intended that this waiver and release be broadly applied and interpreted so that it applies to any physical harm or injury which arguably is causally connected to participating in the physical fitness testing. In summary, I agree/consent to assume the risks of harm, whatever they are, that exist as a result of the protocols and exercises used during the physical fitness testing.

I further give my consent for testing data to be recorded relative to my state of physical condition readiness as it applies to performing the essential functions of a Borough of Gettysburg patrol officer.

Print Name: _____

Signature: _____

Date: _____

Pre-Employment Physical Fitness Test Medical Consent Form

You are required to have this medical consent form completed by a qualified medical practitioner of your choice. This form must be returned, properly endorsed, to the physical fitness testing staff on your test date, otherwise you will not be permitted to take part in the test on your scheduled date. Such documentation is deemed to be privileged and confidential and for the purpose of the Borough of Gettysburg Police Department only.

Statement of Qualified Physician

Name: _____ is applying for the position of Borough of Gettysburg patrol officer. As an applicant to the Borough of Gettysburg police he or she must undergo a physical fitness test to determine whether he or she is physically able to carry out the bona fide occupational requirements of the position. Prior to this testing, it is requested that you complete the assessment portion of the form attesting to the applicant's medical fitness. A description of the test components and the level of expected physiological performance is provided for your information on the reverse side of this form

All test components are completed within a two or three hour test session. Sufficient heart rate and muscular fatigue recovery times are allowed between each aspect of the test.

Assessment Results of Qualified Physician

Name of Applicant: _____

In my opinion, this individual is not at risk and is medically able to complete the Borough of Gettysburg Police physical fitness test.

Signature of Physician: _____

Name of Physician: _____

Address of Physician: _____

Phone Number: () _____

Date: _____

Essential Functions of a Police Officer

General/Essential Requirements

- Ability to regularly and routinely report for work.
- Ability to regularly and routinely report to work on time.
- Ability to regularly and routinely work a variety of shifts.
- Ability to regularly and routinely work holidays.
- Ability to regularly and routinely work, without interruption, an entire shift.
- Ability to, with substantial regularity, work overtime.
- Ability to effectively communicate.
- Ability to be an effective witness.
- Ability to write legible and coherent reports and descriptions.
- Ability to operate effectively within the concept of a chain-of-command and to function effectively as a member of a quasi-military organization.

Patrol and Incident Response

- Provide back-up to other police personnel.
- In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
- Respond to a crime in progress and secure the area to effect an arrest.
- When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
- Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
- Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
- Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
- Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.
- Request assistance from other police personnel.
- Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
- Participate in large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
- Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
- Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
- Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
- Respond to incidents requiring your presence as specified in Departmental policies.

- Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
- Observe and check entrances to buildings and premises to maintain security of property.
- Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
- Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to affect the safe, peaceful, and orderly flow of a crowd of people.
- Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
- Serve on special details to help maintain peace.
- Use computer installed in police vehicles
- Lifting and carrying: frequent bending and reaching: standing for long periods of time.

Traffic Enforcement

- When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
- Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
- Protect an accident scene to allow for a determination of the facts of the accident.
- Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades),
- Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
- Estimate vehicle speed visually or use speed detection equipment to determine the speed of a vehicle.
- Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operations of vehicles on the road.
- Issue a citation to a traffic violator.
- Impound or supervise impounding of equipment or vehicles left on the roadway.

Investigations

- Identify and collect evidence at a crime scene to preserve that evidence for use in as investigation.
- Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
- Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
- Evaluate evidence to determine its relationship to an investigation.
- Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.

- Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witness, victims, or suspects of a crime.
- Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
- Determine the probable facts of the incident from examination and comparison of statements and other evidence.
- Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
- Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
- Identify assets for potential seizure at a crime scene.
- Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

Arrest-Related Activities

- Display or discharge a departmentally approved firearm to protect self and/or the public.
- Display or utilize a departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
- Search one or more persons for weapons, fruits of a crime, or contraband to affect an arrest, protect oneself and the public, and/or obtain evidence.
- Search a vehicle for weapons, fruits of crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
- Distinguish between felony and misdemeanor classifications when making arrests.
- Search a building for individuals, weapons, fruits of a crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
- Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to affect custody of an arrestee.
- Determine applicability of Miranda when arresting and detaining suspects.
- Signal a felon to stop (e.g., emergency light, siren), in order to affect an arrest or contain the felon and await backup.
- Make judgments about probable cause for warrant less searches.
- Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
- Determine whether suspects require medical attention.
- Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to affect custody of an arrestee.
- Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
- Legally force entry into building to apprehend suspect and/or evidence.
- Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
- Pursue a suspect or violator on foot.

- Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
- Make recommendations for strip or body cavity search.
- Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

Evidence/Property Management

- Ensure the secure storage of evidence and property in the designated location.
- Ensure the maintenance of chain of custody for evidence.
- Release property of evidence to authorized individuals.

Record and Report Management

- Write narrative reports (e.g., incident reports), providing complete, accurate and consistent information.
- Summarize in writing the statements of witnesses and complaints.
- Fill in forms requiring specific information accurately and completely.
- Record information required by Department guidelines in proper logs.
- Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
- Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

Court

- Appear and testify as a witness in an official proceeding (e.g., traffic court, trial), to assist in fulfilling the Department's role in the judicial and administrative process.
- Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
- Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
- Prepare search or arrest warrants.

Community Relations

- Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
- Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
- Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
- Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of actions, etc.
- Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
- Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
- Maintain current information about available social agencies and their roles or use in referring citizens seeking help.

- Discuss police actions with relatives of prisoners or complainants.

Police Department Property Management

- Clean and inspect weapons.
- Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
- Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
- Maintain clothing and personal equipment to satisfy inspection requirements.
- Maintain personal copies of Departmental directives as required by Department policy.

Internal/External Communications and Coordination

- Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
- Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
- Monitor and respond to routine communications (e.g., phone).
- Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
- Request documents in records systems (e.g., pictures, criminal histories, etc.).
- Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
- Contract other Police Departments and law enforcement agencies (e.g., FBI) for information and assistance.
- Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
- Respond to requests for information from superior personnel.
- Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
- Contact outside agencies and organizations (e.g., social service agencies) for information.

Professional Development

- Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
- Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
- Read internal reports and training materials to keep current on procedures and issues.
- Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
- Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

I have reviewed the above list of essential job functions for a Gettysburg policy officer and believe that:

- I can fully perform all duties with or without reasonable accommodations.
- I cannot fully perform all duties even with accommodations.

Name

Signature

Date

Notice of Written Examination

Dear

Your application material for the position of Entry Level Patrol Officer has been received. This letter is to notify you that the written examination portion of the examination for the position of Entry Level Patrol Officer will take place on

Date: Saturday February 16, 2013

Time: 9:00am

Location:

Adams County Department of Emergency Services,
230 Greennamyer Lane
Gettysburg, PA 17325
717-334-8603

The candidates will be ranked according to their scores after the written examination, and only those applicants scoring higher than seventy (70) percent and will be eligible to proceed further in the examination process.

Very truly yours,

Secretary
Gettysburg Borough

**Public Announcement of Examination
and Newspaper Advertisement**

**Examination Notice
Gettysburg Borough**

Forms required to be completed in order to apply for the position of Entry Level Patrol Officer are available at the Gettysburg Borough Administration Building, 59 East High Street, Gettysburg, PA. 17325. The Borough Administration Building is open from 7:30 AM-4:30 PM, Monday through Friday. Call (717) 334-1160 if you have any questions.

COMPLETED APPLICATIONS MUST BE TURNED IN TO THE BOROUGH MANAGER'S OFFICE DURING NORMAL BUSINESS HOURS BY FEBRUARY 1, 2013.

Written examination:

Date: Saturday February 16, 2013
 Time: 9:00 am
 Location: Adams County Department of Emergency Services
 230 Greennamyer Lane, Gettysburg, PA 17325, 717-334-8603

Physical Fitness Test

Date: Saturday March 2, 2013
 Time:
 Location: Picola Law Enforcement Complex
 Gate 5, Industrial Road, HACC Campus
 One HACC Drive, Harrisburg, PA, 717-780-2408

Oral Examination:

Date: Saturday March 16, 2013
 Time: Candidates will be notified by letter
 Location: Adams County Department of Emergency Services
 230 Greennamyer Lane, Gettysburg, PA 17325, 717-334-8603

Please note there are two consent forms in this packet for the Physical Fitness Test. One is for Gettysburg Borough and one is for the testing agency, HACC. Both must be filled out by a doctor before returning this application packet.

Other mandatory components of the test are, a medical examination, and a psychological examination.. A complete copy of the Gettysburg hiring policy, as set forth in its Civil Service Rules, is available for inspection during regular business hours at 59 East High Street.

Processing of \$50.00 is due when the packet is returned

Notice of Successful Result for Written Examination

Dear _____:

This letter is to notify you that you received a score of _____% on the written examination portion of the Civil Service Examination. You are among the passing candidates, and therefore you are eligible to proceed further in the examination process. The next step is the Physical Fitness Test.

Physical Fitness Test:

Date: Saturday March 2, 2013

Time:

Location Picola Law Enforcement Complex
Gate 5, Industrial Road, HACC Campus
Harrisburg, PA

Very truly yours,

Secretary
Gettysburg Borough

Notice of Ineligibility after Written Examination

Dear _____:

This letter is to advise you that you achieved a score of _____% on the written portion of the Civil Service Examination. Based upon the results reported, you did not pass the written exam as that term is defined in the Commission's Rules. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal the result, you must request a hearing before the Gettysburg Civil Service Commission in writing within ten (10) days from your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Successful Result for Oral Examination

Dear _____:

This letter is to notify you that you received a score of _____% on the oral examination portion of the Civil Service Examination for the position of _____ . You are among the passing candidates, and therefore you are eligible to proceed further in the examination process.

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Ineligibility after Oral Examination

Dear _____:

This letter is to advise you that the Board of Oral Examiners has reported to the Commission that you achieved a score of _____% on the oral portion of the Civil Service Examination for the position of _____. Based upon the results reported, you did not obtain a passing grade as that term is defined in the Commission's Rules. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal the oral examination score reported to the Commission by the Oral Examination Board, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days from your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Passing Polygraph Examination

Dear _____:

This is to notify you that you passed the polygraph examination you took on _____. You, therefore, remain eligible to participate further in the Civil Service Examination for the position of _____.

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,

Secretary
Gettysburg Borough

**Notice of Failing First Polygraph Examination
and Notice of Second Examination**

Dear _____:

This letter is to inform you that under the Gettysburg Civil Service Rules, applicants who fail their initial polygraph examination are eligible for a second test. You have, therefore, been scheduled for a second polygraph examination on _____ at _____ . The examination will be conducted by _____.

Please advise me immediately if you do not intend to take this second polygraph examination. If you are unable to attend on the designated date and time, please call _____ directly at _____ to reschedule. The examination must be completed by _____.

Very truly yours,

Secretary
Gettysburg Borough

**Notice of Failing Second Polygraph Examination
and Right to Appeal for Third Examination**

Dear _____:

This letter is to advise you that the second polygraph examiner appointed by the Civil Service Commission has reported to the Commission that you displayed deception in your responses to one or more material questions during the examination. Based upon this report from the polygraph examiner, you did not pass the exam as that term is defined in the Commission's Rules.

The Rules permit an applicant who has failed two (2) polygraph examinations to appeal to the Civil Service Commission for a third examination. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to obtain a third polygraph examination, you must request a hearing, in writing, before the Gettysburg Civil Service Commission within ten (10) days from the receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Passing Second Polygraph Examination

Dear _____:

This is to notify you that you passed the second polygraph examination that was administered to you on _____. You, therefore, remain eligible to participate further in the Civil Service Examination for the position of _____.

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,

Secretary
Gettysburg Borough

**Notice Denying Request for
Third Polygraph Examination**

Dear _____:

This letter is to inform you of the Commission's decision regarding your request to participate in a third polygraph examination. After the hearing held before the Commission on _____ regarding this matter, during which you appeared and presented your grounds in support of a third polygraph examination, the Commission voted to deny your request.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

**Notice Granting Request for
Third Polygraph Examination**

Dear _____:

This letter is to inform you of the Commission's decision regarding your request to participate in a third polygraph examination. After the hearing held before the Commission on _____ regarding this matter, during which you appeared and presented your grounds in support of a third polygraph examination, the Commission voted to grant your request.

You have been scheduled for a third polygraph examination on _____ at _____. The examination will be conducted by _____. Please advise me immediately if you decline to take this third polygraph examination. If you are unable to attend on the designated date and time, please call (717) 334-1160 to reschedule. The examination must be completed by _____.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Passing Third Polygraph Examination

Dear _____:

This letter is to inform you that you passed the third polygraph examination conducted by _____ on _____. You, therefore, remain eligible to participate further in the Civil Service Examination for the position of _____.

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Failing Third Polygraph Examination

Dear _____:

This letter is to inform you that you failed the third polygraph examination administered by _____ on _____. Therefore, you are ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Passing Physical Fitness Examination

Dear _____:

This is to notify you that you passed the physical fitness examination you took on _____. You, therefore, remain eligible to participate further in the Civil Service Examination for the position of _____.

The next step in the process is the Oral Examination.

Oral Examination:

Date: Saturday March 16, 2013

Time:

Location: Adams County Department of Emergency Services,
230 Greennamyer Lane
Gettysburg, PA 17325
717-334-8603

Very truly yours,

Secretary
Gettysburg Borough

Notice of Failing Physical Fitness Examination

Dear _____:

This letter is to advise you that examiners for the physical fitness test have reported to the Commission that you did not pass this portion of the Civil Service Examination for the position of Entry Level Patrol Officer. Based upon the results reported to the Commission, you did not pass the physical fitness test as that term is defined in the Civil Service Rules. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal the results reported by the physical fitness examiners, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Passing Background Investigation

Dear _____:

This letter is to notify you that you passed the background investigation conducted by the Borough of Gettysburg. Your weighted composite score, based on your written and oral examination, is _____. Your rank on the eligibility list is _____. This score and rank includes any veterans' preference points to which you may be entitled.

If the Gettysburg Council decides to appoint a new police officer, only the top three names on the eligibility list will be submitted for consideration. If Gettysburg decides to select one of these three candidates for appointment to the police force, then any offer of appointment would be contingent upon passing a medical and psychological examination. You will be notified, in writing, by the Civil Service Commission at the time your name is submitted to Gettysburg Council as one of the three candidates eligible for appointment.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Failing Background Investigation

Dear _____:

This letter is to advise you that _____, who has been appointed by the Commission to conduct a background investigation of potential Borough police officers, has reported to the Commission findings/information which appears to disqualify you from appointment as a police officer with the Borough of Gettysburg. Specifically, the following are a summary of the matters of concern that were developed as a result of the background investigation:

_____.

You have the right to submit to a timely request for a hearing as set forth below, challenging your disqualification from becoming a Gettysburg Borough police officer. If you fail to timely appeal, or you unsuccessfully appeal, you will be deemed ineligible to proceed further in the examination process. If you believe you have the basis to appeal your disqualification, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice. Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

** Be sure to consult your solicitor when completing this letter.*

Notice of Medical and Psychological Examinations

Dear _____:

Congratulations. You have been selected for the appointment to the position of _____. However, your appointment is contingent upon passing both your medical and psychological examination. You have been scheduled for the medical examination portion of the Civil Service Examination for the position of _____ on _____ at _____ with Dr. _____ at _____. The medical examination is a mandatory part of the examination; only those candidates who pass the medical examination will be hired/promoted.

If you cannot attend the scheduled examination, please call Dr. _____ directly at _____ and arrange an alternative time. Please be advised that the examination must be completed by _____.

Very truly yours,

Secretary
Gettysburg Borough

**Notice of Passing Medical Examination
and Notice of Psychological Examination**

Dear _____:

This letter is to notify you that you that, as a result of the medical examination given to you on _____ by Dr. _____, you are approved to move onto the next step of the post-offer of employment medical/psychological examination requirements.

You are scheduled for a psychological examination on _____ with Dr. _____ at _____.

If you cannot attend the scheduled examination, please contact Dr. _____ directly at _____ and arrange an alternative time. Please be advised that the examination must be completed by _____.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Failing Medical Examination

Dear _____:

This letter is to advise you that Dr. _____ has reported certain medical findings to the Commission that would appear to suggest that you are unable to perform all of the essential functions of a Gettysburg Borough police officer. Dr. _____ report is attached. Before making any determinations regarding the viability of your candidacy to be a Gettysburg Borough police officer, we are prepared to meet with you to discuss whether you have information that you believe the Borough should have before reaching the question of whether your tentative offer of employment should be revoked. Secondly, this discussion would allow the Commission and you to discuss any reasonable accommodations which might make it possible for you to perform all of the essential functions of the job.

If the decision is made to revoke your tentative offer, you may submit a timely request for a hearing as set forth below. If you are unsuccessful in your appeal, your tentative offer will be reinstated.

If you believe that you have a basis to appeal any revocation of your contingent offer of employment, you must request a hearing, in writing, before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Passing Psychological Examination

Dear _____:

This is to notify you that, as a result of the psychological examination that you took on _____, no issues were identified which might cause the Borough to withdraw its tentative offer of employment. Please contact Chief _____ to discuss your starting date.

Very truly yours,

Secretary
Gettysburg Borough

Notice of Failing Psychological Examination

Dear _____ -:

This letter is to advise you that Dr. _____ has reported certain medical findings to the Commission that would appear to suggest that you are unable to perform all of the essential functions of a Gettysburg Borough police officer. Dr. _____ report is attached. Before making any determinations regarding the viability of your candidacy to be a Gettysburg Borough police officer, we are prepared to meet with you to discuss whether you have information that you believe the Borough should have before reaching the question of whether your tentative offer of employment should be revoked. Secondly, this discussion would allow the Commission and you to discuss any reasonable accommodations which might make it possible for you to perform all of the essential functions of the job.

If the decision is made to revoke your tentative offer, you may submit a timely request for a hearing as set forth below. If you are unsuccessful in your appeal, your tentative offer will be reinstated.

If you believe that you have a basis to appeal any revocation of your contingent offer of employment, you must request a hearing, in writing, before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Gettysburg Borough

Chapter 10. Resolutions

**Civil Service Commission of
GETTYSBURG, PA.**

RESOLUTION

WHEREAS, Section 4.4 of the Rules and Regulations for the Gettysburg Civil Service Commission provides for the designation of an examining agency or a qualified individual to act as examiner for the written examinations required by these Rules;

NOW, THEREFORE, BE IT RESOLVED that:

_____ shall be designated as the examining agency or examiner(s) to be retained for the purpose of administering the written examinations to applicants applying for the position of _____ in the Police Department of Gettysburg. Unless otherwise directed by the Commission pursuant to a later resolution, the examination shall be obtained from the _____ and the examination shall be graded by the _____.

Approved by a majority of the Commission
this _____ day of _____, _____,
at a public meeting of the Commission:

**Civil Service Commission of
Gettysburg, PA.**

RESOLUTION

Section 4.5 of the Rules and Regulations for the Gettysburg Civil Service Commission provides for the designation as an examining agency or a qualified individual to act as examiner for the oral examinations required by these Rules;

NOW, THEREFORE, BE IT RESOLVED that:

_____ shall
be designated as the examining agency or examiner(s) to be retained for the purpose of
administering the oral examinations to applicants applying for the position of
_____ in the Police Department of Gettysburg.

Approved by a majority of the Commission
this _____ day of _____, _____,
at a public meeting of the Commission:

**Civil Service Commission of
GETTYSBURG, PA.**

RESOLUTION

Section 4.8 of the Rules and Regulations for the Gettysburg Civil Service Commission provides for the appointment of one or more qualified examiners to perform polygraph examinations required by these Rules;

NOW, THEREFORE, BE IT RESOLVED that:

_____ shall be appointed as the polygraph examiner(s) to be retained for the purpose of performing polygraph tests on applications applying for the position of _____ in the Police Department of Gettysburg.

Approved by a majority of the Commission
this _____ day of _____, _____,
at a public meeting of the Commission:

**Civil Service Commission of
GETTYSBURG, PA.**

RESOLUTION

WHEREAS, Section 4.1 of the Rules and Regulations for the Gettysburg Civil Service Commission provides for the designation of an examining agency or a qualified individual to act as examiner for the physical fitness test required by these Rules;

NOW, THEREFORE, BE IT RESOLVED that:

_____ shall be designated as the examining agency or examiner(s) to be retained for the purpose of administering the physical fitness test to applicants applying for the position of _____ in the Police Department of Gettysburg.

Approved by a majority of the Commission
this ____ day of _____, _____,
at a public meeting of the Commission:

**Borough Council of
GETTYSBURG, PA.**

WHEREAS, Section 46189 of the Borough Code provides for the appointment by Borough Council of a physician or other qualified medical profession to perform a physical examination of civil service police applicants who receive a conditional offer of appointment:

WHEREAS, "Qualified Medical Professional" shall mean an individual, in collaboration or under the supervision or direction of a physician, who is licensed as a physician assistant or as a certified registered nurse practitioner.

NOW, THEREFORE, BE IT RESOLVED that: Dr. _____ shall be appointed as the medical examiner to be retained for the purpose of examining applicants applying for the position of _____ in the Police Department of Gettysburg.

Approved by a majority of the Commission
this ____ day of _____, _____,
at a public meeting of the Commission:

**Borough Council of
GETTYSBURG, PA.**

RESOLUTION

WHEREAS, Section 46189 of the Borough Code provides for the appointment by Borough Council of a psychiatrist or psychologist to perform a psychological examination of civil service police applicants who receive a conditional offer of appointment.

NOW, THEREFORE, BE IT RESOLVED that:

Dr. _____ shall be appointed as the psychological examiner to be retained for the purpose of administering psychological tests to applicants applying for the position of _____ in the Police Department of Gettysburg.

Approved by a majority of the Borough Council this
_____ day of _____, _____, at a public meeting:

**Borough Council
of GETTYSBURG, PA.**

RESOLUTION

WHEREAS, on _____, the Borough Council of Gettysburg appointed _____ to the position of Chief of Police of the Gettysburg Police Department.

WHEREAS, the Borough Council desires to provide the job tenure rights afforded by the Civil Service Rules of Gettysburg to _____ in the position of Chief of Police; and

WHEREAS, pursuant to Section 5.4 of the Civil Service Rules and Regulations of Gettysburg, in order to receive civil service status in the position of Chief of Police, he/she must undergo a noncompetitive examination administered by the Civil Service Commission.

NOW, THEREFORE, BE IT RESOLVED that:

The Civil Service Commission of Gettysburg is hereby directed to subject _____ to a noncompetitive examination. In the event he/she passes the examination, the Civil Service Commission is further directed to notify that he/she has done so and that he/she is otherwise qualified to hold the position of Chief of Police under the Civil Service Rules and Regulations.

Approved by a majority of the Borough Council
this _____ day of _____, _____, at a public meeting:

**Civil Service Commission of
GETTYSBURG, PA.**

RESOLUTION

WHEREAS, on _____ the Borough Council of Gettysburg directed this Civil Service Commission to subject _____ to a noncompetitive examination for the position of Chief of Police pursuant to Section 5.4 of the Civil Service Rules and Regulations; and

WHEREAS, _____ has successfully passed the noncompetitive examination designated by this Civil Service Commission.

NOW, THEREFORE, BE IT RESOLVED that:

The Borough Council of Gettysburg is hereby notified that _____ has passed the noncompetitive examination designated by the Civil Service Commission pursuant to Section 5.4 of the Civil Service Rules and Regulations of Gettysburg and that he/she is otherwise qualified to hold the position of Chief of Police with civil service status.

Approved by a majority of the Commission
this _____ day of _____, _____,
at a regular stated meeting of the Commission:

**BOROUGH COUNCIL
of
GETTYSBURG PA.**

RESOLUTION

WHEREAS, on _____, the Borough Council appointed _____ to the position of Chief of Police of the Gettysburg Police Department.

WHEREAS, by Resolution dated _____, Borough Council directed the Civil Service Commission of Gettysburg to subject _____ to a noncompetitive examination and certify that he/she is qualified to hold the position of Chief of Police under Section 5.4 of the Civil Service Rules and Regulations; and

WHEREAS, by Resolution dated _____, the Civil Service Commission notified Borough Council that _____ passed the noncompetitive examination designated by the Civil Service Commission and that he/she is otherwise qualified to hold the position of Chief of Police.

NOW, THEREFORE, BE IT RESOLVED that:

_____ is hereby given the job tenure protection afforded by the Civil Service Rules of Gettysburg in the position of Chief of Police and that he/she may therefore not be removed from that position except for one of the reasons prescribed by Section 6.3 of the Civil Service Rules and Regulations.

Approved by a majority of the Commission
this _____ day of _____, _____,
at a regular stated meeting of the Commission:

Chapter 11. Notices of Appointment

**Notice of Appointment
Written Examination Administrator**

Dear _____:

This letter confirms your appointment as administrator of the written examination in the civil service testing for the position of _____ with the Gettysburg Police Dept.

Enclosed is a copy of the relevant portion of the Boroughs Civil Service Rules and Regulations and a copy of the Commission's statement of instructions and rules for conducting the written examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Gettysburg Borough

**Civil Service Commission of
Gettysburg, PA.**

**Statement of Instructions and Rules for Conducting
the Written Examination for the Position of _____**

The examiner should obtain a test developed by a professional testing service according to accepted professional standards.

The examiner should secure the services of a professional testing agency to score the examination.

The examiner should inform the candidates of the length of the examination, and the rules for the examination.

The examiner should maintain the security of the test materials at all times.

All candidates should identify themselves to the examiner before the examination begins.

Before the examination, the examiner should make an announcement that includes the following:

- The time the examination begins and ends.
- The number of questions on the examination.
- What each examinee is permitted to have in his or her possession, e.g., calculators, dictionaries, etc.
- How the test is scored.
- When and how the candidates will be notified of the results.
- Procedures for leaving the room during the examination.
- Regulations regarding smoking.
- Procedures to follow after finishing the examination.

After the examination, the examiner should collect the examinations and the answer sheets, and promptly mail the answer sheets to the professional testing agency for scoring.

The examiner should promptly report the results of the examination to the Commission.

**Form of Notice of Appointment
Oral Examination Administrator**

Dear _____:

This confirms your appointment to conduct the oral examination part of the Gettysburg Borough police Civil Service Examination for the position of _____. I have enclosed a copy of the relevant portion of the Borough Civil Service Rules and Regulations. The oral examination will take place on _____ at _____.

Please confirm, in writing, your charges for performing this service.

Please send your future report to me in a sealed envelope at the above address.

Please call me at _____ if you have any questions concerning the oral examination or your duties.

Very truly yours,

Secretary
Gettysburg Borough

**Notice of Appointment
Polygraph Examiner**

Dear _____:

This confirms your appointment to perform polygraph examinations as part of the Gettysburg police Civil Service Examination for the position of _____. Enclosed is a copy of the relevant portion of the Borough's Civil Service Rules and Regulations, and a copy of the Commission's form on which you should state whether you have concluded that any applicant's responses to his personal data questionnaire were deceptive. Please note that the report of each examination must be submitted to the Commission within five (5) days of each examination.

You are specifically directed, therefore, to confine your examination to matters addressed on each applicant's personal data questionnaire. A copy of all completed personal data questionnaires are enclosed for your review.

Also enclosed is a copy of the release form signed by all candidates who are scheduled to take the polygraph examination. This confirms that you have agreed not to request that candidates sign any additional release forms.

Please send your future report to me in a sealed envelope at the above address.

Please call me at _____ if you have any questions concerning the polygraph examination or your duties.

Very truly yours,

Secretary
Gettysburg Borough

Report of Polygraph Examiner

MEMORANDUM

TO: _____

FROM: Secretary, Gettysburg
Civil Service Commission

RE: Report Form for Candidates for Position of _____

DATE: _____

Please fill out this form completely for each candidate and return it to me within five (5) days of the date of each examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name: _____

Date of Examination: _____

Did you conclude that any of the candidate's responses to questions based on the candidate's Personal Data Questionnaire were deceptive?

Yes _____ No _____

If deception was indicated, please indicate on which inquiries the candidate appeared to be deceptive. _____

_____.

Signed _____ Date _____

**Form of Notice of Appointment
Physical Fitness Examination Administrator**

Dear _____:

This confirms your appointment to conduct the physical fitness examination section of the Gettysburg police Civil Service Examination for the position of _____. I have enclosed a copy of the relevant portion of the Borough Civil Service Rules and Regulations. The physical fitness examination will take place on _____ at _____.

Please send your future report to me in a sealed envelope at the above address.

Please call me at _____ if you have any questions concerning the physical fitness examination or duties.

Very truly yours,

Secretary
Gettysburg Borough

Report of Physical Fitness Examiner

MEMORANDUM

TO: _____
FROM: Secretary, Gettysburg
Civil Service Commission
RE: Report Form for Candidates for Position of _____
DATE: _____

Please fill out this form completely for each candidate and return it to me within fifteen (15) days of the date of the examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name: _____
Date of Examination: _____
Tests Conducted: _____
Results of Each Test: _____

Please indicate on what aspects of the physical fitness tests the applicant was unable to successfully complete. Additionally, please provide any anecdotal information that would help the Commission better understand why the candidate failed to complete that portion of the physical fitness examination.

_____.

Signed _____ Date _____

**Notice of Appointment
Medical Examiner**

Dear _____:

This confirms your appointment to perform medical examinations as part of the Gettysburg police Civil Service Examination for the position of _____.

Enclosed are a copy of the Gettysburg Civil Service Rules and Regulations relevant to that part of the examination, and the Commission's medical evaluation form and the essential duties of the position for _____.

Please note the Rules require that you submit a report on each candidate within fifteen (15) days of the date of each examination. Also note that if you deem a candidate unfit for performance of the duties of _____ because of any medical condition, you must give a statement of your reasons on the form.

Please send your future report to me in a sealed envelope at the above address.

Please call me at _____ if you have any questions.

Very truly yours,

Secretary
Gettysburg Borough

Report of Medical Examiner

MEMORANDUM

TO: _____
FROM: Secretary, Gettysburg
Civil Service Commission
RE: Report Form for Candidates for Position of _____
DATE: _____

Please fill out this form completely for each candidate and return it to me within fifteen (15) days of the date of the examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name: _____
Date of Examination: _____
Tests Conducted: _____
Results of Each Test: _____

Please indicate on what aspects of the medical exam the applicant was unable to successfully complete. Additionally, please provide any anecdotal information that would help the Commission better understand why the candidate failed to complete that portion of the examination.

_____. :

Signed _____ Date _____

**Notice of Appointment
Psychological Examiner**

Dear _____:

This confirms your appointment to perform psychological examinations as part of the Gettysburg police Civil Service Examination for the position of _____. Enclosed is a copy of the Gettysburg's Civil Service Rules and Regulations relevant to that part of the examination, the Commission's psychological evaluation form and the essential duties of the position.

Please note that the Rules require that you submit a report on each candidate within fifteen (15) days of the date of each examination. Please also note that if you deem a candidate unfit for performance of the duties of _____ because of any psychological defect, you must give a statement of your reasons on the form.

Please send your future report to me in a sealed envelope at the above address.

Please call me at _____ if you have any questions.

Very truly yours,

Secretary
Gettysburg Borough

Report of Psychological Examiner

MEMORANDUM

TO: _____
FROM: Secretary, Gettysburg
Civil Service Commission
RE: Report Form for Candidates for Position of _____
DATE: _____

Please fill out this form completely for each candidate and return it to me within fifteen (15) days of the date of the examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name: _____
Date of Examination: _____
Tests Conducted: _____
Results of Each Test: _____

Please indicate on what aspects of the psychological exam the applicant was unable to successfully complete. Additionally, please provide any anecdotal information that would help the Commission better understand why the candidate failed to complete that portion of the examination.

_____.
_____.
_____.
_____.

Signed _____ Date _____

