BOROUGH OF ALBURTIS LEHIGH COUNTY, PENNSYLVANIA

Ordinance No. 496

(Duly Adopted March 30, 2011)

AN ORDINANCE APPROVING AMENDMENTS TO THE CIVIL SERVICE RULES AND REGULATIONS OF THE BOROUGH OF AL-BURTIS, AS RECENTLY ADOPTED BY THE ALBURTIS CIVIL SERVICE COMMISSION, TO CONFORM TO STATUTORY CHANGES MADE BY ACT 91 OF 2010 (INCLUDING CERTAIN HEARING PROCEDURES, REQUIREMENTS FOR PHYSICAL FIT-NESS TESTING, THE DURATION OF ELIGIBILITY LISTS, AND PROVISIONS RELATING TO PHYSICAL AND PSYCHOLOGICAL MEDICAL EXAMINATIONS AND APPOINTMENTS CONDITIONED UPON SUCH MEDICAL EXAMINATIONS) AND TO MAKE CER-TAIN TECHNICAL CORRECTIONS (INCLUDING THE ADDITION OF LANGUAGE DERIVED FROM BOROUGH CODE § 1193), AND THUS AMENDING CHAPTER 13 OF THE ALBURTIS CODIFIED ORDINANCES (RELATING TO POLICE CIVIL SERVICE) ACCORD-INGLY AND RATIFYING AND REENACTING CHAPTER 13 IN ITS ENTIRETY AS SO AMENDED.

WHEREAS, Section 1171 et seq., of the Borough Code, 53 PA. STAT. ANN. § 46171 et seq., establishes civil service requirements for certain police officers in Boroughs which has three or more regular police officers who devote their normal working hours to police duty; and

WHEREAS, the Borough employs more than three regular police officers who devote their normal working hours to police duty, and has established a Civil Service Commission under Section 1172 of the Borough Code, 53 PA. STAT. ANN. § 46172; and

WHEREAS, Section 1176 of the Borough Code, 53 PA. STAT. ANN. § 46176, authorizes the Civil Service Commission to prescribe, amend, and enforce civil service rules and regulations, provided they are approved by Borough Council; and

WHEREAS, the Civil Service Commission adopted Civil Service Rules and Regulations on February 26, 1996, which were approved by Borough Council by Ordinance No. 329, adopted March 27, 1996; and

WHEREAS, the Civil Service Rules and Regulations were codified to Chapter 13 of the Alburtis Codified Ordinances by Ordinance 415 (adopted October 29, 2003) with numbering and other non-substantive changes, and amended by Ordinance 429 (adopted December 29, 2004) to reflect the change of the title of the Borough Secretary to "Executive Secretary"; and

WHEREAS, the Pennsylvania General Assembly amended various provisions of the Borough Code relating to police civil service by Act 91 of 2010; and

WHEREAS, by Resolution 2011-1 on February 24, 2011, the Civil Service Commission adopted amendments to the Civil Service Rules and Regulations to conform to the changes made by Act 91 of 2010 and make minor technical corrections (including the addition of language derived from Borough Code § 1193), subject to the approval of Borough Council by ordinance; and

WHEREAS, Borough Council desires to conform to the requirements of Act 91 of 2010 and approves of the amendments to the Civil Service Rules and Regulations adopted by the Civil Service Commission, as set forth in this Ordinance; and

WHEREAS, Borough Council, through its authorized representatives, discussed the proposed Civil Service Rules and Regulations with the collective bargaining representative of the Alburtis police officers, the Alburtis Police Officers' Association, which has consented to the adoption of this Ordinance; and

WHEREAS, on March 23, 2011, the Borough published a public notice in the *East Penn Press*, a newspaper of general circulation in the Borough of Alburtis, of its intention to consider and adopt on this Ordinance on March 30, 2011;

Now, THEREFORE, be it **Ordained** and **Enacted** by the Borough Council of the Borough of Alburtis, Lehigh County, Pennsylvania, that Chapter 13 of the Codified Ordinances (relating to Police Civil Service) is amended by amending sections 13-206, 13-209, 13-215, 13-219, 13-409, 13-501(b), 13-502, 13-505(a), 13-506(a), 13-507, 13-509,

13-510, 13-603, 13-608, 13-701, 13-702(b) and (c), 13-703, 13-704(b) and (c), 13-705, and 13-706, adding a new section 13-902 and renumbering former section 13-902 as 13-903, and revising the title of Article VII, as follows (with deletions indicated by strikeouts and insertions indicated by double underlining), and is ratified and reenacted in its entirety as so amended:

Chapter 13 — Police Civil Service

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Article II — Definitions

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§ 13-206 Certification.

The term "Certification" shall mean the submission by the Commission to the Borough Council of an appropriate number of names taken from the <u>eligible eligibility</u> list developed by the Commission, at the request of Borough Council.

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§ 13-209 Eligible.

The term "Eligible" shall mean a person whose name is recorded on a current <u>eligible eligibility</u> list or furlough list.

§ 13-215 Probationer.

The term "Probationer" shall mean an officer in the Police Department who has been appointed from an eligible eligibility list, but who has not yet completed twelve months of service.

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§ 13-219 Certification Secretary.

The term "Secretary" shall mean the Secretary of the Commission.

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Article IV — The Commission

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§ 13-409 Minutes & Records.

- (a) In General. The Secretary shall keep minutes of the Commission's proceedings, showing the vote of each member upon each question. If a member is absent or fails to vote, the Secretary shall indicate that fact in the minutes. The Commission shall preserve its minutes and the records of examinations and other official actions. Records may only be disposed of in accordance with 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, 1968 Pa. Laws 961, Act No. 428, as amended, codified at 53 PA. STAT. Ann. § 9001 et seq. 53 PA. Cons. STAT. § 1381 et seq.
- **(b) Public Inspection.** The records of the Commission shall be open to public inspection only to the extent required by applicable law

(see, e.g., Sections 1177 and 1191 of the Borough Code, 53 PA. STAT. ANN. §§ 46177, 46191, and the Right to Know Act, 65 PA. STAT. ANN. § 66.1 et seq. Law, 65 PA. STAT. ANN. § 67.101 et seq.), and public inspection shall be subject to reasonable regulation. These Rules and Regulations and all modifications thereof shall be made available for public distribution or inspection.

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Article V — Applications & Qualifications

§ 13-501 Applications.

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- **(b)** Form of Application. The application shall be in the form prescribed by the Commission for that specific examination, and shall include information relating to:
- (1) the Applicant's full name (and prior or alias names), the Applicant's citizenship, and whether the Applicant has attained the age of eighteen (18) years);

* * *

- (10) the names, addresses, and phone numbers of five character references (not including relatives or former employers); and
- (11) proof of current certification under the Act of June 18, 1974, Pa. Laws 359, No. 120, as amended, codified at 53 PA. CONS. STAT. § 2161 *et seq.*;
- (11) (12) whether there are any incidents in the Applicant's life not mentioned otherwise which may reflect upon the applicant's <u>Applicant's</u> suitability to perform the duties of a Police Officer: ; and
- (13) such other information as may be required by the Commission.

§ 13-502 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, <u>ancestry</u>, national origin, <u>sex/gender</u>, age, veteran's status, <u>martial familial</u> status, or nonjobrelated physical or mental handicap or disability, <u>genetic information</u>, or <u>other legally-protected status</u> (other than legally-recognized preferences or bases for distinguishing among Applicants, such as veteran's preference and the age of persons under age 40). The Borough and the Commission will provide equal opportunities in employment and promotion.

* * *

§ 13-505 General Qualifications for All Applicants.

(a) In General. Every Applicant for any position in the Police Department 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 able to perform the essential functions of the position with or without reasonable accommodation, be certified by the Municipal Police Officers' Education and Training Commission under the Act of June 18, 1974, Pa. Laws 359, No. 120, as amended, codified at 53 PA. STAT. ANN. § 740 et seq. 53 PA. CONS. STAT. § 2161 et seq., and, prior to appointment, possess a valid motor vehicle operators license issued by the Commonwealth of Pennsylvania.

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§ 13-506 General Qualifications for Ranking Officers.

(a) No Recent Suspensions. In addition to meeting the qualifications in § 13-505, all Applicants for a promotional position, except Chief of Police, shall not have been suspended without pay at any time five (5) years prior to the deadline for submitting applications. Any suspension to

which the Applicant has filed a timely appeal pursuant to a grievance procedure or these Rules and Regulations shall be disregarded unless the appeal is resolved prior to the creation of the eligibility list. <u>If the suspension is upheld following the creation of the eligibility list, but before the Applicant is appointed to a promotional position from the eligibility list, the Commission shall, in accordance with § 13-507, remove the Applicant from the eligibility list or, if certified, revoke the Applicant's certification, due to lack of the minimum qualifications under this § 13-506(a).</u>

* * *

§ 13-507 Rejection of Applicant.

The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, or, if certified, may revoke the certification of, 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. In addition, the Commission may refuse to examine, or if examined, may refuse to certify, or, if certified, may revoke the certification of, any Applicant who is physically or mentally unfit to perform the full duties essential functions of the position applied for (with or without reasonable accommodation), or who is a habitual substance abuser illegally using a controlled substance, as defined in section 102 of the Controlled Substances Act (Public Law 91-513, 21 U.S.C. § 802), 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, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

§ 13-509 Hearings for Disqualified Applicants.

Any Applicant or other person who believes that he/she is aggrieved by the actions refusal of the Commission, in refusing to examine or to certify them the Applicant as eligible after examination, or in revoking the Commission's revocation of any certification, may request a public hearing before the Commission, with or without counsel. 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. CONS. STAT. § 101 et seq., and at which the Commission shall take testimony and review its refusal to provide examination or certification or its revocation of a certification. The Applicant or aggrieved party must make his/her request for a hearing in writing within ten calendar days after the date when the party knew or should have known of the Commission's action which is being challenged.

§ 13-510 Public Notice.

At least four weeks prior to the close of the application period, the The Commission shall post in a conspicuously conspicuous location in the Borough offices notice of 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 for the examination, and the deadline for filing those applications. In addition, at least four weeks prior to each examination, the Commission shall publish the notice shall occur in at least one newspaper of general circulation in the Borough. Additional public notice by publication, posting, or other means may be given at any time at the discretion of the Commission.

Article VI — Examination & Grading Procedure

§ 13-603 Administering Examinations.

The Commission may designate the Department of Community Affairs, Municipal Consulting Services Division, the State Civil Service Commission of the Commonwealth of Pennsylvania, or any other recognized examining agency to act as examiner for the written examinations. The Commission shall reserve the right to accept or reject, in whole or in part, the recommendations of the regularly appointed examining agency. The Commission may conduct the oral examination and the evaluation of the service or performance record of any Applicant, and/or the Commission may designate, from time to time, such persons (other than members of Borough Council) qualified in oral examining procedures and techniques, or qualified to evaluate performance or service records, as are considered necessary to assist in or perform such examination and evaluations. All written and oral examinations shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them. Except as otherwise provided in these Rules, the content and structure of the examinations shall be determined by the designated examiners. While the content and structure may be different for different positions or for the same position at different times, they shall be the same for all Applicants tested at any specific time for any specific position. The Commission may designate agents to administer physical fitness examinations. The Commission may designate qualified persons to perform medical or psychological examinations.

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§ 13-608 Physical Fitness Testing.

An Applicant for any position as a Police Officer must pass a physical fitness test demonstrating the ability to satisfy each of the following requirements, which are job-related and consistent with business necessity:

Article VII — Certification of List of Eligibles Eligibility List; Appointment

§ 13-701 Creation of Eligibility List.

- In General. At the completion of the examination requirements set forth in Article VI (written examination, oral examination, background investigation, and physical fitness test), the Commission shall rank all passing Applicants who have passed all of those required examinations and satisfied the minimum requirements for appointment on an eligibility 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. The eligibility list shall contain the names of passing individuals eligible for appointment listed from highest to lowest based on their total scores under § 13-606 (including applicable veterans' preference points). Applicants 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 performance requirement set forth in § 13-506 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 Applicants shall be ranked in alphabetical order by surname.
- (b) Duration of List. The eligibility list shall be valid for a period of two years one year from the date the Commission ranks all passing Applicants, assigns veterans preference points, and formally adopts the eligibility list. The Commission may, at its sole discretion before the original expiration date, extend the list for up to an additional twelve (12) months. In the absence of a lawful extension by the Commission, the list shall ex-

<u>pire.</u> The Commission may, in its sole discretion, void an eligibility list at any time for any reason.

§ 13-702 Appointment.

- **(b) General Rule.** 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) The 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 eligibility list;
- (2) If three (3) names are not available, then the Commission shall certify the name(s) remaining on the list;
- (3) The Borough Council shall make a conditional appointment from one of the three names certified, with reference to based solely on the merits and fitness of the Applicants. However, for entry-level appointments to the position of patrol officer, when one of the three Applicants on the certified list is a "soldier" within the meaning of the Veterans' Preference Act, 51 PA. CONS. STAT. § 7101 et seq., that Applicant shall be selected, and when two of the Applicants on the certified list are "soldiers," one of those two Applicants shall be selected. The appointment shall be conditioned solely on passage of the physical and psychological examinations under § 13-703.
- object to one or more of the Applicants certified by the Commission for the reasons set forth in § 13-507. Within ten days after such objections are filed, the Commission shall designate a time and place for a <u>public</u> hearing on such objections, <u>with or without counsel</u>, which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 PA. CONS. STAT. § 101 *et seq*. if the Commission sustains the objections, the Commission shall strike the name of that Applicant from the eligibility list and

certify the next highest name for inclusion on the list of Applicants submitted to the Borough Council.

§ 13-703 Physical & Psychological Examinations.

- (a) In General. After the Borough Council makes a conditional appointment under § 13-702 or § 13-704, the Commission shall direct the Applicant conditional appointee to submit to a physical medical examination and a psychological medical examination to be conducted by qualified individuals designated by the Commission, who shall determine whether the Applicant can perform conditional appointee is capable of performing the essential functions of the position to which he/she has been conditionally appointed with or without reasonable accommodation, and what types of accommodations would be required, if any.
- (b) Accommodations. If the physical and/or psychological examinations determine that an Applicant can perform the essential functions of the position only with accommodations, and both Borough Council and the Applicant shall agree on the accommodations to be provided, the Applicant shall be deemed to have passed such examination(s). However, if Borough Council and the nominee cannot agree on accommodations, the Applicant shall be deemed to have failed such examination(s).

(b) Medical Examinations and Persons to Conduct Them.

- (1) Physical medical examinations shall be under the direction of a physician or other qualified medical professional appointed by Borough Council. The term "physician" shall have the meaning given to it in 1 PA. CONS. STAT. § 1991. The term "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:
- (A) as a physician assistant pursuant to the act of December 20, 1985 (P.L. 457, No. 112), known as the "Medical Practice Act of 1985," 63 PA. STAT. ANN. § 422.1 et seq., or the act of October 5, 1978 (P.L. 1109, No. 261), known as the "Osteopathic Medical Practice Act," 63 PA. STAT. ANN. § 271.1 et seq.; or

- (B) <u>as a certified registered nurse practitioner pursuant</u> to the act of May 22, 1951 (P.L. 317, No. 69), known as "The Professional Nursing Law," 63 PA. STAT. ANN. § 211 *et seq*.
- (2) <u>Psychological medical examinations shall be under the direction of a psychiatrist or psychologist appointed by Borough Council.</u>
- (3) For purposes of this section, the term "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 reasonable accommodation, all of the essential functions of the position to which the Applicant has been conditionally appointed.
- (4) The person(s) appointed by Borough Council to conduct the physical medical examination and psychological medical examination (hereinafter, "Medical Examiners") 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 all of the essential functions of the position to which the person was conditionally appointed.
- (c) <u>Interactive Discussions.</u> <u>If the opinion rendered by the Medical Examiners calls into question the conditional appointee's ability to perform all of the essential functions of the position to which the person was conditionally appointed, a person designated by Borough Council shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all of the essential functions of the position.</u>
- (e) (d) Appointment or Rejection of Qualified Individual. If the Applicant shall pass both examinations, opinions rendered by the Medical Examiners do not question the conditional appointee's ability to perform all of the essential functions of the position to which the person was conditionally appointed, or if Borough Council determines after the interactive discussions under subsection (c) that the conditional appointee is qualified, then the Applicant's conditional appointee's appointment shall become a final probationary appointment.

- (e) Rejection of Unqualified Individual. If, at the conclusion of the interactive discussion under subsection (c), Borough Council determines that the conditional appointee is not qualified, Borough Council shall give written notice to the conditional appointee and the Commission, Otherwise, the Applicant's conditional appointee's conditional appointment shall be revoked, and the Applicant conditional appointee shall be rejected from further consideration, and the Applicant's name shall be stricken from the list of persons certified and the list of eligibles. The Applicant may appeal this decision under §13–509.
- (d) (f) New Certifications in the Event of a Rejection. If an Applicant conditional appointee is rejected, the Commission shall strike the name of the conditional appointee from the eligibility list and certify a new list of eligibles the next highest name for inclusion on the eligibility list submitted to the Borough Council, and the appointment process shall proceed in accordance with § 13-702.
- (g) No Other Medical Examinations. Nothing in these Rules and Regulations shall be construed to authorize physical or psychological medical examinations prior to the conditional appointment of a person to a position as a Police Officer.

§ 13-704 Appointment of Chief of Police.

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(b) Examination. The non-competitive examination shall consist of:

- (2) the physical fitness test described in § 13-608; and
- (3) a background investigation similar to that described in § 13-609, to be conducted by such person(s) as the Commission shall designate; and.
- (4) physical and psychological examinations to be conducted by qualified individuals designated by the Commission, who shall determine whether the nominee can perform the essential functions of the posi-

tion of Chief of Police with or without reasonable accommodation, and what types of accommodations would be required, if any. If the physical and/or psychological examinations determine that the nominee can perform the essential functions of the position only with accommodations, and both Borough Council and the nominee shall agree on the accommodations to be provided, the nominee shall be deemed to have passed such examination(s). However, if Borough Council and the nominee cannot agree on accommodations, the nominee shall be deemed to have failed such examination(s).

(c) Certification and Appointment. If, following the completion of the non-competitive examination, the Commission shall determine that the nominee is qualified for the office of Chief of Police, the Commission shall certify the nominee to Borough Council. Borough Council may then grant the nominee a probationary appointment to the Officer of Chief of Police, conditioned upon passing physical and psychological examinations under § 13-703. Thereafter, the Chief of Police may only be suspended, removed from office, or reduced in rank pursuant to the provisions of § 13-705 or Article VIII.

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§ 13-705 Probationary Period.

- (a) In General. Every successful Applicant to the position of patrol officer or to a promotional position with the Police Department or the position of Chief of Police shall serve a twelve (12) month probationary period. During the probationary period, a newly hired officer may only be dismissed, and a promoted officer may only be returned to prior rank, for cause for the reasons set forth in § 13-507 or because of incapacity for duty due to the use of alcohol or drugs. The Mayor or the Chief of Police of or his designee shall prepare a written evaluation at three months, six months, and nine months. Evaluations shall be reviewed with the probationer. A final report will be submitted at twelve months with a recommendation for dismissal/reduction in rank or permanent appointment.
- **(b)** Hearing on Conduct During Probationary Period. If, at the close of the probationary period, the conduct or fitness of the probationer

is questioned by the Chief of Police, the Mayor, or any member of Borough Council, the Borough Council shall conduct a hearing pursuant to the provisions of the Local Agency Law, 2 PA. CONS. STAT. § 101 et seq. After the conclusion of the hearing, Borough Council shall determine whether the conduct or fitness of the probationer has been satisfactory to Borough Council. If not, the probationer shall be notified in writing that he/she will not receive a permanent appointment. At that time, the probationary appointment shall end; a newly-hired probationer's employment shall terminate, and a promoted probationer shall be returned to his/her previous rank.

(c) **Permanent Appointment.** If, at the end <u>close</u> of the probationary period, the conduct and fitness of the probationer has been satisfactory to Borough Council, the probationer shall receive a permanent appointment to his/her position. His/her retention in the position without adverse action and notification by Borough Council within a reasonable period following the expiration of the probationary period shall be deemed to be a permanent appointment.

§ 13-706 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 eligibility list for such appointment, the Borough Council may nominate a person to the Commission for noncompetitive examination, and if such nominee shall be certified by the Commission as qualified after such noncompetitive examination, he/she may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three weeks to hold a competitive examination and certify a list of eligibles an eligibility list and then a regular appointment shall then be made from the name or names submitted by the Commission; provided, that nothing within this Section shall prevent the appointment, without examination, of persons temporarily as police officers in cases of riot or other emergency.

Article IX — Miscellaneous Matters

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§ 13-902 Discrimination on Account of Political or Religious Affiliations.

No question in any form of application for examination or in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of any Applicant, nor shall inquiry be made concerning such opinion or affiliations and all disclosures thereof shall be discountenanced. No discrimination shall be exercised, threatened, or promised by any person against or in favor of any Applicant or employee because of political or religious opinions or affiliations or race, and no offer or promise or reward, favor, or benefit, directly or indirectly, shall be made to or received by any person for any act done or duty omitted or to be done under the civil service provisions of the Borough Code.

§ 13-902 13-903 Amendment of Rules & Regulations.

These Rules and Regulations may only be amended, revised, voided, or replaced in identical provisions are adopted by resolution of the Commission and ordinance of Borough Council.

DULY Ordained and **ENACTED** by the Borough Council of the Borough of Alburtis, this 30^{th} day of March, 2011, in lawful session duly assembled.

| | BOROUGH COUNCIL BOROUGH OF ALBURTIS |
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| | Steven R. Hill, President |
| Attest: | |
| Sharon Trexler, Executive Secretary | |
| AND Now, this 30 th day of March | n, 2011, the above Ordinance is hereby APPROVED. |
| | Robert W. Mader, Mayor |