CITY OF ALLENTOWN
POLICE CIVIL SERVICE BOARD RULES

RULE I – APPLICATIONS AND QUALIFICATIONS

Section 1. The Police Civil Service Board (hereinafter referred to as the "Board") has established these Rules in order to give as many individuals as possible the opportunity to apply for the position of Police Officer with the City of Allentown, and to assure that all applicants receive equal treatment in the application process.

Section 2. Every applicant must secure an application from the Human Resources Department. It is the applicant's responsibility to assure that the Human Resources Department receives the completed, signed application and the required attachments by 4:30 P.M. of the established deadline. An application that does not include the required attachments, or that is not received by the required deadline, will not be accepted. Public notice of the final date for receiving applications will be given at least thirty (30) days in advance and will be conspicuously posted in City Hall and other public agencies and institutions and announced through the media.

The application form is reproduced as Appendix A of these Rules. In addition to providing all of the information required in the application, the applicant, at the time of application, must also submit the proper non-refundable application fee in the form of a certified check or money order payable to the City of Allentown. No personal checks or cash will be accepted.

Once the applicant is found to meet the general requirements, the applicant shall submit photocopies of the following:

1. High school diploma or graduate equivalency diploma (See Rule I, Section 4, Paragraph c).

2. A completed Form DD214 from any of the military services, including the specific type and date of discharge, if you have military service.

3. Certificate of Naturalization, if applicable. (See Rule I, Section 4, Paragraph a.)

4. Current valid motor vehicle operator's license (See Rule I, Section 4, paragraph d).

Any application not accompanied by the required documents shall not be considered.

Section 3. Discrimination

The City of Allentown is an equal opportunity employer. It is the policy of the City and the Board to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status, sexual orientation, gender identity or non-job related physical or mental handicap or disability.

Section 4. General Qualifications

Every applicant shall:

a. Be a citizen of the United States.
b. Be at least 20 years old when he/she files an application and at least 21 years old to be appointed to the position of Police Officer.
c. Possess a high school diploma or a graduate equivalency diploma.
d. Posses a valid motor vehicle operator's license prior to appointment.
e. Be physically and mentally fit to perform the full duties of a Police Officer.

Section 5. Automatic Eligibility Disqualifications

If the Board determines that one or more of the following disqualifications applies to the applicant, the Board shall not examine the applicant, or, after examination, shall not place the applicant upon the eligibility list or certify the applicant for employment:

a. Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
b. Does not meet the standards established by the Municipal Police Officers' Education and Training Commission.
c. Was dishonorably discharged from any branch of the military service.
d. Failed to register with the Selective Service System.
e. Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Police Department, including, without limitation, polygraph/CVSA Screening Booklet and interview.
f. Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
g. Has been convicted of False Swearing (18 Pa.C.S. §4903), Unsworn Falsification to Authorities (18 Pa.C.S. §4904) or an equivalent offense in another state.
h. Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
i. Has engaged in the following drug usage:
    1. Use of marijuana or steroids within three years of the application date.
    2. Abuse of prescription drugs within five years of the application date.
    3. Use of cocaine, methamphetamine, barbiturates, inhalants, designer drugs, or hallucinogens within five years of application date.
    4. Use, at any time, of heroin or an injected controlled substance.
j. Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
k. Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.

l. Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
m. Has at any time had his or her driver's license revoked in any state.
n. Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state).
o. Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state).
p. In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
    1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
    2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
    3. Drivers required to be licensed (75 Pa.C.S. §1501).
    4. Required financial responsibility (75 Pa.C.S. §1786).
    5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
    6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
    7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
    8. Racing on highway (75 Pa.C.S. §3367).
    9. Reckless driving (75 Pa.C.S. §3736).
    10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
    11. False reports (75 Pa.C.S. §3748).

RULE II –EXAMINATIONS AND GRADING

Section 1. Prior to the expiration of the current eligibility list, the Human Resources Department, in consultation with the Board, will schedule the appropriate examinations and procedures. Eligible applicants will be notified of the examination schedule by letter postmarked at least fourteen (14) days prior to the test (s) and sent by first class mail to the most current address provided by the applicant.

Section 2. All applicants must successfully complete the application procedure in order to be eligible for consideration in the selection process.

Section 3. Written Cognitive Examination

Applicants will be given a written examination designed to assess their cognitive ability to perform police functions. A passing grade of 70% will be required.

Before proceeding to answer questions on the written examination, each applicant shall complete and sign a declaration sheet, giving his/her full name and address and such other information as may be required by the Board, and to place his/her sheet, after it has been marked with an identification number, in the official envelope. Each applicant shall seal said envelope. The exterior of the envelope shall bear only the identification number of the applicant. At the close of examination, all of the envelopes containing the declaration sheets shall be retained by the

person conducting the examination and shall not be opened by anyone until the examinations have been scored. Each applicant shall mark his/her identification number on the title sheet of his/her examination.

Section 4. Physical Performance Test

Each applicant must sign a release before taking the physical performance test. A test of the applicant's ability to perform job-related physical activities will be administered to those candidates who pass the written examination.

Every applicant shall participate in the Pennsylvania Chiefs of Police Association Fitness Test Battery. The method of scoring for the physical performance test will be pass/fail.

Section 5. Structured Oral Examination

Those applicants who pass the written cognitive examination and the physical performance test will be given a structured oral examination approved by the Board and designed to assess the applicant's verbal communication skills and ability to work under pressure. The structured oral examination shall be given by a three member panel consisting of the Chief of Police, the Director of Human Resources, and a senior ranking police officer from any Pennsylvania police department, or their designees. A passing grade of 70% will be required.

Section 6. Grading Procedure

The written cognitive examination and the structured oral examination shall be graded on a 100 point scale, with the written cognitive examination representing 50% of the final score and the structured oral examination representing 50% of the final score.

Any applicant who qualifies as a "soldier" under the Veterans Preference Act shall receive an additional 10 points on top of their total score if the applicant has successfully completed all phases of the testing procedure.

Section 7. Formation of Eligibility List

An eligibility list will be established consisting of candidates in sequential order of their final score.

Section 8. Background Investigation

Applicants placed on the eligibility list shall undergo a background investigation conducted by the Chief of Police or the Chief's designees. The background investigation shall include, without limitation, a criminal history check, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation; interviews with people who have personal knowledge of the applicant; an investigation of the applicant's credit history; an investigation of the applicant's driving record; and a polygraph

examination. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

The appropriateness of the applicant for appointment as a Police Officer shall be based on a consideration of the criteria set forth in Rule I, Section 4 and Section 5 of these Rules.

RULE III – CERTIFICATION OF ELIGIBLITY LIST AND APPOINTMENT

Section 1. Certification of Eligibility List

Final scores will be grouped mathematically (by the testing company approved by the Board) and a single sliding band of statistically proximate results will be developed for submission to and approval by the Board.

The Eligibility List will be valid for two years from the date of approval by the Board. The Board may, in its sole discretion, extend the list for up to an additional twelve month period. The Board may, in its sole discretion, void the list at any time for any reason.

Section 2. Appointment

A three-member panel, consisting of the Chief of Police, the Director of Human Resources and the Mayor, or their designees, may fill a vacancy in the position of Police Officer by selecting applicants from the sliding band.

There is no order of selection in sliding band. An applicant from any position in the band may be selected without regard to numerical, chronological order.

Whenever the top score whole number or whole number and fraction thereof in the band is reduced to the next lowest whole number, the bottom of the band will expand proportionately to include those candidates having statistically proximate results to those applicants remaining in the band.

Criteria for selection from the top band shall include, but shall not be limited to, consideration of the following:

Veteran's preference
Act 120 certified applicants
Previous police experience
Previous experience as an Allentown Police Cadet
Specialized, pertinent training or bilingual ability

Section 3. Certification of Appointment

After an applicant is selected for appointment from the sliding band, the Board, upon written request from the Chief of Police, shall issue a memorandum certifying the applicant for the position of police officer.

Section 4. Conditional Offer of Appointment

Once the applicant has been certified for the position of police officer, the applicant shall submit to a physical examination and a psychiatric and/or psychological examination, as provided in these Rules. The appointment shall be contingent upon the applicant successfully passing both the physical and psychiatric and/or psychological examinations.

a. Physical Examination: After an offer of employment has been made, each applicant must undergo a physical examination (to include a drug screen) by a physician selected by the Board to determine whether or not an applicant possesses the physical attributes needed to sustain the labors and exposures of the position.

   In the physical examination, applicants must meet the following standards:

   Visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality.

b. Psychiatric/Psychological Examination: After an offer of employment has been made, the applicant shall be evaluated by a board certified psychiatrist and/or psychologist selected by the Board who shall determine whether the applicant is able to perform the essential duties of the position of Police Officer.

Section 5. Appointment Procedure

a. The name of the applicant to be hired shall then be submitted to City Council in the form of a resolution. A vote for final approval shall be conducted at a regularly scheduled Council meeting.

b. If, prior to final approval of the applicant by City Council, the Board determines that the applicant, based on a consideration for the criteria set forth in Rule I, Section 4 and Section 5, is not qualified to be a Police Officer, the Board shall decertify the applicant.

c. After approval of the resolution by City Council, the applicant will receive a final offer of employment outlining the details of employment. This final offer and the

continuation of said employment will be contingent upon the applicant obtaining and maintaining a valid Pennsylvania Municipal Police Officers' Education and Training Commission certification in accordance with Act 120.

Section 6. In accordance with the Pennsylvania Civil Service Code for Third Class Cities, should City Council on three (3) separate occasions reject an applicant whose name has been placed before Council for appointment, that applicant's name shall be stricken from the list.

RULE IV- PROCEDURE FOR APPEALS

Section 1. Applicants who believe that they are aggrieved by a refusal to examine them or to certify them as eligible after examination, may file an appeal with the Board.

Section 2. An aggrieved applicant who wishes to file an appeal shall provide the Board with written notice that:

a. Is signed and dated by the aggrieved applicant.

b. Is filed with the Board at the following address: Police Civil Service Board, 435 Hamilton Street, Room 233, Allentown, PA 18101.

b. Is filed no later than fifteen calendar days after the date on the written notice of the action which is being challenged (if filed by mail, the written statement shall be deemed filed on the postmark date).

c. States the action being challenged.

Section 3. The Board shall provide the aggrieved applicant with written notice of the time and place for a hearing on the appeal.

Section 4. The aggrieved applicant shall provide the Board with a written statement that:

a. Is signed and dated by the aggrieved applicant.

b. Is filed with the Board at the following address: Police Civil Service Board, 435 Hamilton Street, Room 233, Allentown, PA 18101.

c. Is filed no later than five calendar days prior to the date of the hearing (if filed by mail, the written statement shall be deemed filed on the postmark date).

d. States the basis for the appeal and is accompanied by supporting evidence for the aggrieved applicant's position (e.g. statements from other parties that support the aggrieved applicant's position).

Section 5. An aggrieved applicant who fails to comply with the requirements of Section 2 and Section 4 shall be deemed to have waived his/her right to file an appeal.

Section 6. The hearing shall be conducted pursuant to the procedures set forth in the Local Agency Law.

Section 7. The Board shall render a written decision on the aggrieved applicant's appeal within 45 days after the last hearing before the Board.

RULE V - TEMPORARY APPOINTMENTS

Section 1. When there are urgent reasons for filling a vacancy and there is no list of persons eligible for appointment after competitive examination, a temporary appointment may be made without examination. Such appointment may not continue longer than ten (10) days after the establishment of a suitable eligibility list and in no case shall it continue longer than three (3) months.

> The Board empowers a committee composed of 1) the Chief of Police; 2) the Director of Human Resources; and, 3) a member of City Council, or their designee, to make temporary appointments should such a situation arise.

Section 2. In case of riot or other public emergency, temporary appointments of police officers may be made without examination. Such appointments shall terminate as soon as the public emergency, which led to the appointments, is at an end.

> The Board empowers a committee composed of 1) the Chief of Police; 2) the Director of Human Resources; and, 3) a member of City Council, or their designee, to make temporary appointments should such a situation arise.

RULE VI – PROBATION

Section 1. All appointees shall serve a probationary period of eighteen (18) months, shall have no seniority rights during this period, and may be disciplined, terminated, or laid off at any time at the sole discretion of the City. Nevertheless, the aforesaid right to discipline or terminate shall be for just cause. The probationary employee shall have no rights to appeal the discipline or the termination other than through Civil Service. Upon satisfactory completion of the probationary period, the employee shall acquire seniority status retroactive to the employee's hour and date of employment.

Section 2. No officer during the probationary period will be permitted to carry a firearm under any circumstances, on or off duty, outside of Act 120 training until that officer has satisfactorily passed firearms training and received a valid Pennsylvania Municipal Police Officers' Education and Training Commission certification in accordance with Act 120.

RULE VII - AMENDMENTS

These Rules may be amended by a quorum of the Board. Pursuant to the Sunshine Act, amendments to be acted upon shall be publicized through the media prior to the meeting where the action will be taken.

Adopted:	September 24, 1980
Amended:	December 22, 1980
	June 23, 1981
	March 28, 1983
	May 2, 1983
	June 6, 1983
	January 19, 1984
	May 17, 1984
	June 2, 1988*
	February 14, 1990
	March 6, 1992
	June 10, 1992
	November 18, 1993
	January 6, 1993
	April 8, 1993
	May 9, 1994
	November 14, 1994
	April 3, 1996
	February 17, 1997
	January 21, 1999
	January 27, 1999
	September, 2004
	October 6, 2004
	March 27, 2007
	March 9, 2010

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*Further amended by City Council July 20, 1988

ADOPTED AND APPROVED THIS 2ND DAY OF FEBRUARY, 2012, BY THE CITY OF ALLENTOWN POLICE CIVIL SERVICE BOARD:

ATTEST:

David M. Howells, Chairperson

Sandra Easterling, Member

2/3/12

Damien C. Brown, Member

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