

MILLERSVILLE BOROUGH CIVIL SERVICE COMMISSION

RULES AND REGULATIONS

REVISED 3/17/2026

Adopted by Council 3/24/2026

Chapter 1. Definition of Terms

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

Alternate Commissioner: An individual appointed by the Borough of Millersville, Pennsylvania to serve as an alternate member of the Civil Service Commission.

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.

Millersville Borough Council: The Borough Council of the Borough of Millersville, Pennsylvania.

Certification: The submission to the Millersville Borough Council pursuant to its request for three names (or those remaining if less than three) taken from the eligible list developed by the Civil Service Commission.

Chairperson: The Chairperson of the Civil Service Commission of the Borough of Millersville, Pennsylvania.

Commission: The Civil Service Commission of the Borough of Millersville, Pennsylvania.

Commissioner: An individual appointed by the Borough of Millersville, Pennsylvania to serve as a member of the Civil Service Commission.

Eligible: A person whose name is recorded on a current eligible list or furlough list.

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 if applicable.

Examination: The series of tests given to applicants to determine their qualifications for a position in the police department.

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.

- 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 deciding on a matter of potential discipline where it offers the relevant officer a Loudermill meeting and the officer declines to participate.
- M.P.O.E.T.C.:** Municipal Police Officer's Education and Training Commission.
- Patrol Officer:** For purposes of these Rules and Regulations, a sworn full-time employee in the Police Department who meets the requirements established by the Borough of Millersville and the Commonwealth of Pennsylvania (including M.P.O.E.T.C.)
- Police Department:** The Police Department of the Borough of Millersville, Pennsylvania.
- 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.
- Reduction in Rank:** A change to a different position or rank where the employee fulfilled all of the requirements of these Rules and Regulations 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.
- Removal:** The permanent separation of a police officer from the police department.
- Secretary:** The Secretary of the Civil Service Commission of the Borough of Millersville, Pennsylvania.
- Suspension:** The temporary separation with or without pay of a police officer from the police department.

Vice Chairperson: Performs the duties of the Chairperson of the Civil Service Commission of the Borough of Millersville, Pennsylvania in their absence.

1.2 **Gender**

The words "he," "his," "him" and "men" when used in these Rules and Regulations 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 Millersville and shall be appointed by the Millersville 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.

The Commission shall also consist of three alternate commissioners who shall be qualified electors of the Borough of Millersville and shall be appointed by the Millersville 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.

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 Millersville 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 or before 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 and Regulations, 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 and Regulations. 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 and cannot also function as the Borough Solicitor or be affiliated with the law firm of the Borough Solicitor.

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 and Regulations, 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 Regulations 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 a twenty-four (24) hour 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. The judicial deliberations of the Commission shall always be conducted in private. However, official actions of the Commission, when it is performing in its judicial capacity, shall take place in a meeting open to the public. If the individual who has invoked the judicial authority of the Commission has requested an open hearing, then the entire decision of the Commission shall be rendered publicly. If that individual has demanded a closed hearing, then only the final order of the Commission shall be rendered in public.

2.7 **Quorum**

Three members of the Commission shall constitute a quorum. If, by reason of absence or disqualification of a member, a quorum is not reached the chair shall designate an alternate member of the Commission to sit on the Commission to provide a quorum.

When seated pursuant to this section, 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 as otherwise provided by law.

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. Hearing of cases;
- E. New business;
- F. 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, including physicians and psychiatrists, as are necessary. The elected and appointed officials of the Borough of Millersville 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; Amendments**

The Commission may amend, revise, void or replace these Rules and Regulations for any reason by action of a majority of the Commission at any properly convened meeting of the Commission. Before any changes to these Rules and Regulations become effective, those changes must be approved by the Millersville Borough Council. These Rules and Regulations, and any 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.

Any and all 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 and Regulations. 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 or to any hearing, including any background investigation conducted pursuant to Section 4.9 of these Rules and Regulations. 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 Millersville 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 Lancaster 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 Millersville 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/Examination

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. The application form shall be that provided and approved by the Commission.

3.2 Discrimination

The Borough of Millersville 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, genetic information, veteran status, marital status or non-job related physical or mental handicap or disability, as long as the person can perform the essential functions of the job with or without reasonable accommodations. The Borough and the Commission will provide equal opportunities in employment and promotion.

3.3 Availability

When there is an open position and the Commission is accepting applications the application forms shall be available to all interested persons in the Millersville Borough Police Department Office, 100 Municipal Drive, Millersville, Pa. 17551 during normal business hours. Application forms may be mailed to an applicant upon written or telephone request. 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 twentieth (20th) birthday before the date of hire.

3.5 General Qualifications for Entry-Level Patrol Officer

Applicants shall possess a diploma from an accredited high school or have a graduate equivalency diploma and the Commission may also require that all applicants be Act 120 certified or have completed training 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 of good moral character, 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. In the case of a foreign-born applicant, evidence satisfactory to the Commission shall be produced showing the person to be a naturalized citizen.

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

3.6 Entry-Level Patrol Officer Sequence of Selection Process

To ensure the proper order of the selection process, the following sequence of events shall generally be followed in the selection of entry level police officers.

- A. Application
- B. Physical Agility Testing
- C. Written Examination
- D. Oral Examination
- E. Background Investigation
- F. Creation of Eligibility List
- G. Conditional Offer of Employment
- H. Medical/Psychological Examination to include drug screening/Polygraph Examination
- I. Probation
- J. Permanent Appointment

3.7 General Qualifications for Corporal

If the position of Corporal is in existence, prior service with the Millersville Borough Police Department is a prerequisite for the position of Corporal. In addition to meeting the qualifications in Section 3.5 above, an applicant for the position of Corporal shall have at least three (3) years of experience as a patrol officer within the Millersville Police Department. Further, the applicant shall have been rated at exceeds expectation or higher on his or her last two evaluations, shall have no disciplinary suspensions within the prior three (3) years, and shall have an otherwise good disciplinary record. The applicant must also have demonstrated

supervisory ability, including the ability to carry out orders from superiors, the ability to supervise and direct other officers and subordinates, and have demonstrated a working knowledge of police science and administration requisite for the position. The Commission shall review the personnel file(s) of the applicant as part of its review of the general qualifications. Should no applicants within the Department qualify for the position, then the position may be advertised and may be open to non-Millersville Police Department applicants. In any case, written and oral examinations will be conducted to establish an eligibility list. Individuals on the eligibility list not presently employed by the Millersville Police Department will undergo a background investigation.

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

3.8 General Qualifications for Sergeant

Prior service with the Millersville Borough Police Department maybe a prerequisite for the position of Sergeant. In addition to meeting the qualifications in Section 3.5 above, an applicant for the position of Sergeant shall have at least five (5) years of experience as a patrol officer within the Millersville Police Department. Further, the applicant shall have been rated at exceeds expectation or higher on his or her last three evaluations, shall have no disciplinary suspensions within the prior three (3) years, and shall have an otherwise good disciplinary record. The applicant must also have demonstrated supervisory ability, including the ability to carry out orders from superiors, the ability to supervise and direct other officers and subordinates, and have demonstrated a working knowledge of police science and administration requisite for the position. The Commission shall review the personnel file(s) of the applicant as part of its review of the general qualifications. Should no applicants within the Department qualify for the position, the position may be advertised and may be open to non-Millersville Police Department applicants. In any case, written and oral examinations will be conducted to establish an eligibility list. Individuals on the eligibility list not presently employed by the Millersville Police Department will undergo a background investigation.

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

3.9 General Qualifications for Lieutenant

Prior service with the Millersville Borough Police Department maybe a prerequisite for the position of Lieutenant. In addition to meeting the qualifications in Section 3.5 above, an applicant for the position of Lieutenant shall have at least five (5) years of experience as a Sergeant within the Millersville Police Department. Further, the applicant shall have been rated at exceeds expectation or higher on his or her last three evaluations, shall have no disciplinary suspensions within the prior five (5) years, and shall have an otherwise good disciplinary record. The applicant must also have demonstrated supervisory ability, including the ability to carry out orders from superiors, the ability to supervise and direct other officers and

subordinates, and have demonstrated a working knowledge of police science and administration requisite for the position. The Commission shall review the personnel file(s) of the applicant as part of its review of the general qualifications. Should no applicants within the Department qualify for the position, the position may be advertised and may be open to non-Millersville Police Department applicants. In any case, written and oral examinations will be conducted to establish an eligibility list. Individuals on the eligibility list not presently employed by the Millersville Police Department will undergo a background investigation.

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

3.10 Recording and Filing of Application

Applications (CSC-1) will only be accepted after the Commission has legally advertised its intention to conduct an examination for a position in the Millersville Borough Police Department. The Commission may decline to accept applications if there are no open positions or vacancies to be filled. Applications for positions in the Millersville Borough Police Department shall be received at the Millersville Borough Police Department, 100 Municipal Drive Millersville, Pa. 17551 during normal business hours. Applications will be received by the municipal officer designated in the public advertisement or that officer's designee. That person shall record the receipt of all applications. Applicant shall receive a written notice of the time and place for the first portion of the testing procedure. Any application not including any application fee as set by the Millersville Borough Council or containing material errors or omissions may, at the discretion of the Commission, be returned to the applicant for correction prior to the deadline for filing applications, after which no new applications or amended applications will be accepted.

An application shall become invalid one (1) year after the date upon which it was received.

3.11 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. This includes but is not limited to any of the qualifications for promotional positions as set forth in Paragraphs 3.7, 3.8 and 3.9 above.

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 a habitual substance abuser, 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 one year or more 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 Millersville police officer, could result in discipline if engaged in by a member of the Borough of Millersville Police Department.
- C. Having been released from any civilian police department during probation.
- D. Having a history of heavy gambling loss, failure to remain current in the payment of taxes or poor credit.
- E. Failure to provide support for minor children.
- F. Evidence of fairly recent illegal use of controlled substances as defined in schedules I through V of Section 102 of the Controlled Substances Act, (Public Law 91-513, 21 U.S.C. § 802.

3.12 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 or his designee the Police Chief at the Millersville Borough Police Department, 100 Municipal Drive, Millersville, Pa. 17551.

In the event that the Civil Service Commission elects to serve as the interview panel themselves and an applicant wants to appeal the decision of the interview panel, he or she may request a hearing before the Millersville Safety Committee. Within ten days after such request, the Millersville Safety Committee 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 or his designee the Police Chief at the Millersville Borough Police Department, 100 Municipal Drive, Millersville, Pa. 17551.

3.13 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 3.12.

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.

3.14 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 Millersville.

Chapter 4. Examination and Grading Procedure

4.1 Physical Fitness Testing

An applicant for any position in the Millersville Borough Police Department must successfully pass a physical fitness exam that meets the current standards and guidelines of MPOETC (currently the Cooper Standards) which determine the physical fitness for an applicant to be a certified police officer in Pennsylvania. This test is graded on a pass/fail. Candidates must pass each phase of the physical fitness testing to successfully pass the Physical Fitness Testing. Only those candidates that first successfully pass the Physical Fitness Testing will be eligible to proceed to the next phase of hiring.

- A. A model letter informing an applicant that he passed the Physical Fitness Testing is attached as Appendix CSC-16 and a model letter informing an applicant that he failed the Physical Fitness test is attached as Appendix CSC-17.

4.2 General Examination Requirements for the Position of Patrol Officer

- A. The examination for patrol officers will consist of a written examination and an oral examination. The written examination will be graded on a (100) point scale and will represent 30% of the final score. The oral examination will be graded on a (100) point scale representing 70% of the final score. Those candidates that successfully pass all portions of the process will have backgrounds performed.
- B. On each occasion where Borough Council seeks to fill an entry level police position the Commission shall certify the three highest ranking (as measured by combined written examination, oral examination and veterans' preference points) available candidates on the eligibility list. If there are not three candidates that successfully passed the testing phase, then the Commission will pass on the highest-ranking candidates to Council. 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.
- D. A polygraph shall be given to an applicant prior to extending a conditional offer of employment. 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 selected using the same process described above.

4.3 General Examination Requirements for Promotion to Corporal and Sergeant.

- A. An applicant for promotion to Corporal and Sergeant in the Millersville Borough Police Department must successfully pass a physical fitness exam that meets the current standards and guidelines of MPOETC (currently the Cooper Standards) which determine the physical fitness for an applicant to be a certified police officer in Pennsylvania. This test is graded on a pass/fail. Candidates must pass each phase of the physical fitness testing to successfully pass the Physical Fitness Testing. Only those candidates that first successfully pass the Physical Fitness Testing will be eligible to proceed to the next phase of hiring.
- B. The examination for the positions of Corporal (if the position exists and is authorized by Council) and 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 thirty percent (30%) of the final score and the oral examination representing seventy percent (70%) of the final score. The examinations shall include testing of the applicant's knowledge and application of supervisory skills.

- C. The Borough Council shall notify the Commission of a vacancy in the police department which is to be filled by promotion and shall request the certification of an eligibility list. The Commission shall certify for each existing vacancy the names of three persons on the eligibility list who have received the highest average in the last preceding promotional examination held within a period of two years next preceding the date of the request for the eligibility list for each vacancy. If three names are not available, the Commission shall certify the names remaining on the eligibility list. The Borough Council shall make an appointment from the names certified based solely on the merits and fitness of the candidates unless the Borough Council makes objections to the Commission regarding one or more of the persons certified for any reason provided in section 3.11 of this policy.
- D. Veterans' preference shall only apply to promotional positions if and only to the extent required by law.
- E. The testing results for promotions shall be valid for the duration of the eligibility list which, unless stated otherwise, is two (2) years.
- F. After an applicant has been extended an offer to the position of Corporal or Sergeant, the final appointment to the position shall be contingent upon the applicant passing a medical evaluation (including a drug screening test), polygraph examination (if required by the Civil Service Commission or Chief of Police) and psychological examination.
- G. In the event that a promotional position is available in the Department and only one qualified individual applies, the Civil Service Commission, with the agreement and approval of Council, may waive certain or all the testing and examinations phases, except for the interview. In this case, if the candidate successfully passes the interview, then Civil Service would make their recommendation to Council.

4.4 **Appointment of Examiners**

The Commission shall appoint a written examination administrator, an oral examination administrator, a polygraph examiner, a physical agility examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these Rules and Regulations. The Civil Service Commission may at its sole discretion appoint themselves as the board of examiners and the Commission may conduct the oral examinations and interviews.

4.5 Admission to Written Examination

All applicants who meet the basic qualifications and have successfully passed the physical fitness exam 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.

4.6 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. The written exam shall count for thirty percent (30%) of the final total grade.

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.

4.7 Oral Examination

Every applicant who scored seventy percent (70%) or higher on the written examination shall be given an oral examination which will be graded on a 100-point scale with a score of eighty percent (80%) 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. The oral examination shall count for seventy percent (70%) of the final total grade. Applicants scoring less than eighty (80%) percent shall be rejected.

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 board of examiners shall consist of at least 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 our college community, 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 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.

The Civil Service Commission may at its sole discretion appoint themselves as the board of examiners. In the event that the Civil Service Commission serves as the board of examiners, any candidate that feels they were aggrieved by the actions of the board of examiners may request a hearing under Section 3.12 of this policy and the appeal would be heard by the Millersville Borough Safety Committee.

The candidates will then be ranked based on thirty percent (30%) Written Exam and seventy percent (70%) Oral Exam. Once ranked the Commission will then schedule background investigations to be completed on at least the top (3) three candidates. The exact number of candidates having background investigations will be determined by the Commission.

4.8 Veterans' Preference Points

Veterans' Preference Points shall be granted if any only to the extent required by law. The current requirements are described herein and are subject to changes in the statutes or case law. Under current law, the Veterans' Preference Act provides that 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 4.6 and 4.7. 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 Veterans' Preference points. Applicants claiming Veteran's Preference must submit satisfactory proof of service and honorable discharge with the application, specifically Form DD-214. Veterans Preference Points do not apply to promotional positions. Veteran's points for those that are eligible will be applied after the second oral examination.

4.9 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. 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. A full detailed report on each examination shall be submitted to the Commission within five (5) days after the date of the examination.
- B. 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. If the applicant elects to take a second polygraph, the second polygraph operator will be selected by the Commission and the applicant shall pay the cost of the second polygraph test unless contrary to applicable law. The second examiner will not have access to the results of the first test prior to re-administering 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 elects to take a third polygraph, the third polygraph operator will be selected by the Commission and the applicant shall pay the cost of the third polygraph test unless contrary to applicable law. 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.

4.10 **Background Investigation**

The Commission may request the Millersville Police Chief to have a Department Investigator conduct the background investigations or they may contract with an independent agency/individual/organization to conduct a background investigation on each of the top three applicants for entry level position declared vacant by Council. The number of applicants subject to the background check may be increased if the Millersville Borough Council has expressed an interest in hiring more than one officer or at the sole discretion of the Commission. The application will provide the basis for the background investigation. The "Authority to Release" portion of the application form must have been completed by the applicant if the applicant is to continue in the selection process. The background investigation shall include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. In addition, the applicant's credit history and record of criminal convictions should be investigated. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation. The background check shall comply with the guidelines established by the MPOETC.

Each applicant shall be fingerprinted and the finger-print cards shall be distributed to the Federal Bureau of Investigation, the Pennsylvania State Police and the Borough of Millersville Police Department.

After the background investigation is completed, the Investigator or 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 Commission 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. Applicants will be informed as to whether, based upon the background investigation, they continue to be an applicant for the position of Millersville Police Officer.

4.11 Improper Conduct

Should any applicant conduct himself in any manner during the course of the selection process so as to defeat the proper intent, conduct or course of the examination process, his name shall be removed from any list of eligibility derived from the examination process (assuming he was permitted to complete the process) and the applicant shall not be permitted to make any future application for any position in the Police Department.

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 3.12.

Chapter 5. Certification of the Eligibility List 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 above, including but not limited to Paragraphs 3.7, 3.8 and 3.9 as required. 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.

Once the Commission has certified the eligibility list and after the top name(s) have been presented to the Millersville Borough Council, the list containing the final ranking, the names and grades of those who have passed the examination process, (including any military preference points) shall be posted in the Police Department for a period of at least 30 days.

The eligibility lists for patrol officer will be valid for one (1) year from the date the Commission ranks all passing applicants 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. The eligibility lists for promotion will be valid for two (2) years from the date the Commission ranks all passing applicants and formally adopts the eligibility lists.

The Commission may at its sole discretion void an eligibility list at any time for any reason.

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 Millersville Borough Council, unless, in the opinion of the Millersville Borough Council, 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, police officer positions, except that of Chief of Police, shall be filled only in the following manner:
 - 1. Borough Council shall notify the Commission of a vacancy of an entry-level police officer which is to be filled and shall request the certification of three (3) names from the list of those eligible, if available;
 - 2. If three (3) names are not available, then the Commission may furnish those names remaining on the certified list or at its discretion take the steps necessary to create a new list;
 - 3. The Borough Council shall make an appointment from one of the three (if three are still available but may be less) 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 (or less) applicants on the certified list is a veteran, that applicant shall be selected. Council may choose to not appoint any one to the position.
 - 4. Borough Council shall notify the Commission of a vacancy as a Corporal or Sergeant within the Department which is to be filled and shall request the certification of the top name on the eligibility list, if available;

5. If the list is not active, then the Commission will take the steps necessary to create and eligibility promotion list;
 6. The Borough Council may make the promotional appointment from the name certified with reference to the merits and fitness of the candidate, or may choose to not appoint any one to the position.
- C. The Borough Council may object to one or more of the persons certified for the reasons set forth in Chapter 3.11 of these Rules and Regulations. If the candidate to whom the Borough Council objects fails to timely exercise his rights of appeal under Chapter 3.12 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 (if available) 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 Millersville Borough Council has full discretion in selecting the individual to fill the position of Chief of Police. If the Millersville Borough Council requests the Commission to subject that person to a noncompetitive examination, and if that person successfully passes the noncompetitive examination, then the Commission shall notify the Millersville Borough Council 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 Millersville Borough Council selects a candidate for appointment to the vacant position, and after a conditional offer of employment, that selectee shall submit to a post-offer medical examination which may include a drug screen by appropriate screening experts. The Commission adopts the medical and psychological requirements of the MPOETC.

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. 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 may 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 not allow him to perform all of the essential functions of the job he seeks.

The rejected candidate may appeal this decision under Chapter 3.12. The Commission shall then certify another name (if available) to be included for consideration by the Millersville Borough Council pursuant to Chapter 5.3.

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 six (6) months 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 a 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 disciplinary reasons for any non-merit factor.

6.3 Grounds for Disciplinary Action

A. No person appointed to a position in the Police Department pursuant to these Rules and Regulations shall be removed from employment or suspended and no person promoted in rank pursuant to these Rules and Regulations shall be 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, in which case the officer shall receive an honorable discharge from service;
 2. Neglect or violation of any official duty, including violating the Borough's police rules and regulations or general orders;
 3. Violation of any law of the Commonwealth which provides that such violation constitutes 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.
- C. 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 filed with and approved by the Borough Council.

6.4 Notice of Suspension, Removals or Reductions in Rank

Whenever a police officer is suspended without pay, removed or reduced in rank, the specific charges warranting such actions shall be stated in writing by the Millersville Borough Council. The charges shall be stated clearly and in sufficient detail to enable the officer to understand the charges and to allow the officer an opportunity to respond to those charges. The charges shall specify the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the Millersville Borough Council relied in finding a violation.

Within five (5) days after the Borough Council has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the officer either by personal service or by certified and registered mail. In addition to the charges it shall notify the officer of the right to appeal under Section 6.5 of these Rules and Regulations. A copy of the statement of charges shall also be served upon the members of the Civil Service Commission.

6.5 Hearings on Suspension, Removals and Reduction in Rank.

- A. The officer who has been suspended, removed or reduced in rank may appeal the decision of the Borough Council by written notice to the Secretary of the Millersville Borough Civil Service Commission, 100 Municipal Drive Millersville, Pa. 17551 by requesting a hearing. This request shall be received by the Commission within seven (7) days after the officer received notice of the discipline. The officer may make written answers to any charges filed no later than the date fixed for the hearing. Failure of the officer to provide written answers to any of the charges shall not be deemed an

admission by the officer. If the officer fails to request a hearing in writing within the seven (7) days, then the decision of the Millersville Borough Council will be final and binding.

- B. The Commission shall schedule a hearing within ten (10) days from receipt of the officer's written request for a hearing, unless continued by the Commission for cause at the request of the Civil Service Commission, the Borough Council 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 his defense. The Borough may also be represented by counsel, call witnesses and present 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 be available for public inspection.
- C. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge(s), including a review and consideration of the officer's record for past disciplinary actions, the Commission shall not modify the penalty imposed by the Borough Council unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of Borough Council's discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of Borough Council. The Commission may request post-hearing briefs and shall issue a written decision containing specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript and briefs.

6.6 **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, certified or registered mail, to each of the principals involved in the case;
- 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.

6.7 **Hearing Procedure.**

- A. All testimony shall be given under oath administered by the chairperson, or in absence of the chair, the vice-chairperson. The Commission shall have the power to issue subpoenas as set forth in Section 2.13. The hearing shall be open to the public unless, prior to the commencement of the hearing, a

written or oral request to close the hearing is made by either the charged officer or the Borough and the Commission decides to honor that request.

- B. If the Commission sustains the charges, the officer who was suspended, removed or reduced in rank may file an appeal with the Court of Common Pleas within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension without pay shall be made by the Commission for a period of longer than one year. In the event that the Commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period of the suspension without pay, removal or demotion, and no charges related to the suspension, removal or reduction in rank shall be officially recorded in the officer's record.

6.8 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 Millersville Borough and the Millersville Police Officer's Association in effect at that time. Should no procedure exist in the Collective Bargaining Agreement, then 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 times during any inspection of any records of the Commission.

7.2. Character and Reputation Reports

The initial application and all reports of investigations and inquiries into the character and reputation of applicants shall be kept in the strictest confidence and shall not be open to public inspection.

7.3 Inspection of Examination Material

All Commission examination materials shall be confidential and shall not be open to general public inspection. It is understood that if the Civil Service Commission uses an outside testing firm, the graded tests are normally not returned to the Borough; rather they are maintained for security reasons by the testing company and

therefore unavailable for inspection. Any examined applicant may inspect his examination papers, provided that:

- A. He makes a written request to the Commission within five (5) 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.

The Commission shall not consent to the request of any examined applicant to inspect any written examination paper which may be used in a subsequent written examination that may be scheduled within ninety (90) days following the date of receipt of the written request. If the Commission consents to an inspection of any of the written examination papers by a previously examined applicant, it shall state in its letter of consent the specific examination papers that may be inspected. Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination papers, he or she shall require the examined applicant to produce the letter indicating the consent of the Commission and he or she shall limit the inspection by the examined applicant to only those examination papers indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination papers other than his or her own, nor shall he or she be permitted to make any written notes while inspecting the examination papers.

Chapter 8. Civil Service Hiring Forms & Letters

The forms attached at the end of this document become the official forms of the Commission and a part of the Rules and Regulations of the Commission, a copy of which may be obtained from the Secretary of the Commission.

Chapter 9. Resolution for Adoption of Rules and Regulations

The following is a form for the resolution to be used by the Millersville Civil Service Commission to adopt Rules and Regulations, which shall be effective upon approval by Millersville Borough Council (see Section 2.10):

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 Millersville, Pennsylvania, are hereby adopted by the Civil Service Commission of Millersville, Pennsylvania, replacing all previous Rules and Regulations, on May 11, 2023. If the Borough Code is amended, these Rules and Regulations will be changed accordingly.

PERSONAL DATA

Last Name	First Name

Middle Name	Suffix

Aliases - Maiden Name, Nickname, Stepparent's Name or any other name you may have used

Street Address

City	County

State	Zip Code Plus Four, if known

Home Telephone Number	Work Telephone Number
Area Code Number	Area Code Number

CITIZENSHIP

ARE YOU A CITIZEN OF THE UNITED STATES? YES NO

IF NO, PROVIDE ALIEN REGISTRATION NUMBER AND WHERE ISSUED:

SOCIAL STATUS

SINGLE MARRIED SEPARATED DIVORCED

OTHER (EXPLAIN) _____

LIST ALL LIVING MEMBERS OF YOUR IMMEDIATE FAMILY, I.E., SPOUSE, CHILDREN, MOTHER, FATHER, BROTHERS, SISTERS, MOTHER-IN-LAW, FATHER-IN-LAW, **AND** ANY OTHER PERSON WHO RESIDES WITHIN YOUR HOUSEHOLD.

RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
COMPLETE HOME ADDRESS			HOME TELEPHONE
EMPLOYER			WORK TELEPHONE

RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
COMPLETE HOME ADDRESS			HOME TELEPHONE
EMPLOYER			WORK TELEPHONE

RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
COMPLETE HOME ADDRESS			HOME TELEPHONE
EMPLOYER			WORK TELEPHONE
RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH

COMPLETE HOME ADDRESS	HOME TELEPHONE
EMPLOYER	WORK TELEPHONE

RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
COMPLETE HOME ADDRESS			HOME TELEPHONE
EMPLOYER			WORK TELEPHONE

RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
COMPLETE HOME ADDRESS			HOME TELEPHONE
EMPLOYER			WORK TELEPHONE

RELATIONSHIP	NAME	SOCIAL SECURITY NUMBER	DATE OF BIRTH
COMPLETE HOME ADDRESS			HOME TELEPHONE
EMPLOYER			WORK TELEPHONE

EDUCATION

DIPLOMA RECEIVED? YES NO

IF NO, DO YOU POSSESS A GED CERTIFICATE? YES NO

HIGH SCHOOL – LIST ALL HIGH SCHOOLS ATTENDED AND PROVIDE THE
REQUIRED INFORMATION

NAME OF SCHOOL	COMPLETE ADDRESS

LIST THREE TEACHERS WHO TAUGHT YOU IN CLASS.

NAME OF TEACHER	SCHOOL	SUBJECT

HIGHER EDUCATION - LIST ALL INSTITUTIONS OF HIGHER EDUCATION AND
PROVIDE THE REQUIRED INFORMATION.

CREDIT HOURS _____ GRADE POINT AVERAGE (CUMULATIVE) _____

DEGREE RECEIVED? YES NO

MAJOR COURSE OF STUDY: _____

MINOR COURSE OF STUDY: _____

SELECTIVE SERVICE

ENTER YOUR SELECTIVE SERVICE NUMBER IN THE BLOCK PROVIDED. IF YOU HAVE NOT REGISTERED OR ARE A FEMALE, CHECK THE "NONE" BLOCK.

SELECTIVE SERVICE NUMBER: _____ NONE

IF YOU DO NOT KNOW YOUR SELECTIVE SERVICE NUMBER, YOU MAY CONTACT THE SELECTIVE SERVICE SYSTEM AT (847) 688-2576 OR THEIR WEB-SITE TO OBTAIN THE INFORMATION.

MILITARY SERVICE

HAVE YOU EVER SERVED IN A MILITARY ORGANIZATION OF THE UNITED STATES?

YES

NO

HAVE YOU EVER SERVED IN A MILITARY ORGANIZATION OF ANY FOREIGN GOVERNMENT?

YES

NO

IF YOU INDICATED "YES" TO EITHER OF THE ABOVE QUESTIONS, COMPLETE THE FOLLOWING:

BRANCH OF SERVICE	DATE ENTERED	DATE SEPARATED
SERVICE NUMBER	HIGHEST RANK ATTAINED	TYPE OF DISCHARGE

MILITARY SPECIALITY/CLASSIFICATION (LIST ALL):

DID YOU RECEIVE A FINAL DISCHARGE CERTIFICATE? YES NO

NOTE: APPLICANTS MUST PROVIDE A COPY OF THEIR DD-214 FORM WITH APPLICATION.

EMPLOYMENT

CURRENT EMPLOYMENT:

NAME OF EMPLOYER	SUPERVISOR'S NAME
ADDRESS OF EMPLOYER	SUPERVISOR'S TELEPHONE NUMBER
YOUR CLASSIFICATION/OCCUPATION	DATE OF HIRE

PREVIOUS EMPLOYMENT: - LIST BELOW, IN CHRONOLOGICAL ORDER, STARTING WITH THE MOST RECENT. LIST **EACH AND EVERY** PLACE OF PREVIOUS EMPLOYMENT, INCLUDING PART-TIME EMPLOYMENT. GIVE DATES OF IDLENESS BETWEEN PERIODS OF EMPLOYMENT.

DATE FROM	NAME OF EMPLOYER		
DATE TO	COMPLETE ADDRESS OF EMPLOYER		
CLASSIFICATION/OCCUPATION	NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NUMBER OF EMPLOYER	
REASON FOR LEAVING			

DATE FROM	NAME OF EMPLOYER		
DATE TO	COMPLETE ADDRESS OF EMPLOYER		
CLASSIFICATION/OCCUPATION	NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NUMBER OF EMPLOYER	
REASON FOR LEAVING			

DATE FROM	NAME OF EMPLOYER		
DATE TO	COMPLETE ADDRESS OF EMPLOYER		
CLASSIFICATION/OCCUPATION	NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NUMBER OF EMPLOYER	
REASON FOR LEAVING			

DATE FROM	NAME OF EMPLOYER		
DATE TO	COMPLETE ADDRESS OF EMPLOYER		
CLASSIFICATION/OCCUPATION	NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NUMBER OF EMPLOYER	
REASON FOR LEAVING			

DATE FROM	NAME OF EMPLOYER		
DATE TO	COMPLETE ADDRESS OF EMPLOYER		
CLASSIFICATION/OCCUPATION	NAME OF IMMEDIATE SUPERVISOR	TELEPHONE NUMBER OF EMPLOYER	
REASON FOR LEAVING			

WERE YOU EVER DISCHARGE OR ASKED TO RESIGN FROM EMPLOYMENT?

YES

NO

IF YES, EXPLAIN: _____

WERE YOU EVER SUBJECT TO ANY DISCIPLINARY ACTION DURING ANY EMPLOYMENT?

YES

NO

IF YES, EXPLAIN: _____

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH ANY OTHER LAW ENFORCEMENT AGENCY?

YES

NO

IF YES, PROVIDE THE FOLLOWING:

LAW ENFORCEMENT AGENCY	DATE OF APPLICATION	STATUS OF APPPLICATION

REFERENCES/ASSOCIATES

PROVIDE AT LEAST FIVE PERSONS, OTHER THAN RELATIVES, WHO ARE CAPABLE OF PROVIDING INFORMATION ABOUT YOUR CHARACTER. EACH PERSON LISTED MUST HAVE KNOWN YOU FOR AT LEAST TWO YEARS.

NAME OF REFERENCE/ASSOCIATE	TELEPHONE NUMBER	YEARS KNOWN
COMPLETE ADDRESS		

NAME OF REFERENCE/ASSOCIATE	TELEPHONE NUMBER	YEARS KNOWN
COMPLETE ADDRESS		

NAME OF REFERENCE/ASSOCIATE	TELEPHONE NUMBER	YEARS KNOWN
COMPLETE ADDRESS		

NAME OF REFERENCE/ASSOCIATE	TELEPHONE NUMBER	YEARS KNOWN
COMPLETE ADDRESS		

NAME OF REFERENCE/ASSOCIATE	TELEPHONE NUMBER	YEARS KNOWN
COMPLETE ADDRESS		

CRIMINAL/TRAFFIC

CRIMINAL SECTION INSTRUCTIONS: ALL CHARGES ARE TO BE LISTED, REGARDLESS OF AGE, INCLUDING JUVENILE DELIQUENCY CHARGES. CHARGES INCLUDE ORDINANCE VIOLATIONS, CITATIONS, SUMMARY OFFENSES, MISDEMEANOR OFFENSES, FELONY OFFENSES AND JUVENILE OFFENSES. IF YOU WERE FOUND NOT GUILTY, THE CHARGE WAS DISMISSED, THE CASE WAS NOLLE PROCESSED, OR YOU SUCCESSFULLY COMPLETED PROBATION OF ANY TYPE, YOU MUST STILL FURNISH INFORMATION RELATING TO EACH CHARGE.

DATE	VIOLATION (ACTUAL CHARGE)
POLICE AGENCY	DISPOSITION OF CHARGE

DATE	VIOLATION (ACTUAL CHARGE)
POLICE AGENCY	DISPOSITION OF CHARGE

DATE	VIOLATION (ACTUAL CHARGE)
POLICE AGENCY	DISPOSITION OF CHARGE

DATE	VIOLATION (ACTUAL CHARGE)
POLICE AGENCY	DISPOSITION OF CHARGE

HAVE YOU EVER BEEN HELD AS A SUSPECT OR INVESTIGATED BY ANY LAW ENFORCEMENT OR PRIVATE SECURITY AGENCY FOR ANY REASON?

YES NO

IF YES, COMPLETE THE FOLLOWING:

DATE	REASON	POLICE AGENCY

TRAFFIC SECTION INSTRUCTIONS: LIST ALL INFORMATION RELATING TO ANY TRAFFIC ARRESTS, ISSUANCE OF SUMMONS OR TRAFFIC CITATIONS (“TICKETS”), FOR ANY TRAFFIC VIOLATIONS/OFFENSES OR LOCAL ORDINANCES. LIST ANY NON-PAYMENT OF FINE VIOLATIONS.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE

IS YOUR DRIVER'S LICENSE CURRENTLY VALID? YES NO

IF NO, EXPLAIN: _____

ARE THERE RESTRICTIONS ON YOUR DRIVER'S LICENSE? YES NO

IF YES, EXPLAIN: _____

=====

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED? YES NO

IF YES, EXPLAIN: _____

HAVE YOU EVER HELD A DRIVER'S LICENSE WITHIN ANOTHER STATE/COUNTRY?

YES NO

IF YES, EXPLAIN AND INCLUDE STATE/COUNTRY, RESTRICTIONS, SUSPENSIONS, VIOLATIONS, ETC: _____

LIST ALL TRAFFIC VIOLATIONS:

DATE OF OFFENSE	VIOLATION	DISPOSITION	POLICE AGENCY INVOLVED

JOB DESCRIPTION

JOB TITLE: Patrol Officer
DEPARTMENT: Police Department

GENERAL SUMMARY: Under direction, patrol Borough, respond to calls for assistance and enforce laws to provide for public safety and serve the citizens of the Borough.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Patrol assigned area in police vehicle to maintain vigilance for occurrence of suspected criminal activity, violation of public safety regulations and need for police assistance;**
 - a. check door and windows and examine premises of businesses and unoccupied buildings or residences for suspicious conditions;**
 - b. conduct foot patrol as assigned or where needed to provide police presence, promote community relations or investigate suspicious areas;**
 - c. communicate location of problem areas and nature of problem to department;**
 - d. issue warnings, citations and summons regarding violation of laws (speed, traffic, parking, solicitation, noise, etc.);**
 - e. apprehend suspects on foot or in police vehicle;**
 - f. make arrests using appropriate restraints;**
 - g. accompany prisoners to headquarters, or court;**
 - h. appear in court as arresting officer;**
 - i. complete cruiser log.**

- 2. Respond to police calls involving citizen complaints, accidents, crimes, domestic disputes and other situations requiring police assistance;**
 - a. act as peace officer in situations requiring intervention, i.e. fights, family disturbances; intervene in sensitive, emotionally charged, and/or potentially explosive confrontations;**
 - b. gather information from persons at scene, conduct interviews with victims, suspects, parties to a complaint, witnesses or others with information regarding case;**
 - c. record information received from persons or documents in appropriate format;**
 - d. locate, collect, and secure physical evidence, communicate facts and records of events in written narrative form;**
 - e. interact with various law enforcement agencies to gather or disseminate information (e.g. County detectives, Federal Bureau of Investigation, municipal or state law enforcement agencies);**
 - f. close case, or where no immediate resolution or arrest occurs, submit case to Investigator for further investigation, or conduct further investigation under the supervision of the Investigator;**
 - g. prepare cases for court, i.e. preserve evidence, notify witnesses, and perform thorough review of testimony.**

- 3. Prepare arrest, daily activity or other reports, i.e. daily bulletin, assignment cards; record time and location of incidents and brief synopsis.**

- 4. Perform one or more special duty assignments:**
 - a. maintain police radios;**
 - b. schedule upkeep and maintain records on police vehicles and equipment;**
 - c. update warrant list;**

- d. control inventory and storage of evidence;
 - e. keep records of police clothes and uniform allowance.
 - f. conduct field training program;
 - g. assist with development of and training on department policy and guidelines, i.e. defensive tactics,
5. Perform related duties;
- a. direct traffic and control crowds at parades and other public gatherings;
 - b. provide routine care and maintenance of police equipment and vehicles, i.e. report equipment problems, ensure cleanliness, operate vehicle in safe and proper manner;
 - c. stay abreast of information relevant to police work; attend training seminars, participate in department meetings to discuss police issues, policy and procedure;
 - d. conduct tours or give talks on law enforcement to promote positive community relations;
 - e. respond to emergency call outs while off-duty to assist with safety efforts and communication during major weather or other crises.
 - f. provide police escorts for business owners transporting bank deposits.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school degree or the equivalent, Act 120 police officer training certification and ability to pass competitive examination. Must also possess a valid PA Driver's license. Must successfully complete a twelve-month probationary period.

Knowledge:

Thorough knowledge of local, state and federal laws pertaining to law enforcement, including local traffic ordinances, state vehicle codes, state and federal crime codes, rules of criminal procedures and rules of evidence.

Thorough knowledge of department policies and procedures.*

Advanced knowledge of Borough personnel policies and procedures.*

Thorough knowledge of Borough emergency operation procedures.*

Thorough knowledge of County emergency communications procedures.*

Thorough knowledge of emergency first aid procedures.

Thorough knowledge of principles of crime investigation.

Advanced knowledge of techniques of interrogation.

Thorough knowledge of methods of identification and preservation of evidence.

Thorough knowledge of Borough geography.*

Skills:

Qualification for use of firearms.

Computer data entry.

Operation of police vehicle and equipment, including VASCAR and radio.

Abilities:

Ability to demonstrate resourcefulness in applying research techniques to resolve technical or legal questions.

Ability to work as member of team unit, provide back up as required to ensure safety and effectiveness of police response.

Ability to communicate effectively in oral and written form (i.e. knowledge of word meaning, ability to comprehend and construct sentences and paragraphs of related ideas.)
 Ability to demonstrate physical fitness under stressful conditions (includes ability to meet physical test requirements under Act 120 training.)
 Ability to successfully complete annual in-service training required under Act 120.
 Ability to perceive and organize objects in space and visualize from a variety of angles.
 Ability to recognize inconsistencies and abnormalities in environment which indicate a problem or unsafe conditions and take appropriate action.
 Ability to evaluate information involving facts and circumstances to determine accuracy, completeness and relevance and take decisive action, sometimes under life-threatening conditions.
 Ability to add, subtract, multiply and divide, and understand decimals and fractions.
 Ability to interact with the public in a firm but courteous manner.
 Ability to respond to angry, frightened or upset individuals with diplomacy, tact and patience.
 Ability to effectively manage disputes, as evidenced by proper exercise of control, use of techniques to de-escalate tension, ability to recognize threatening circumstances and take proper action, and follow through with victims to communicate avenues of assistance.
 Ability to interact effectively with criminals, children, senior citizens, business owners, auxiliary emergency response workers and other members of the community.
 Ability to preserve confidentiality of police information and resources in accordance with policy.
 Ability to prepare accurate and timely reports.
 Ability to present a neat and professional appearance.

Working Conditions:

Work involves irregular or rotating shifts and occasional overtime. Work is performed in a variety of settings, both in office and non-barrier free settings within the community. Work is often performed alone and may be performed with frequent interruptions. Work often involves responding to upset and angry people. Work duties are often performed during inclement weather and normally involve some threat to personal safety, but adherence to policies and procedures control for some risk. Work requires availability for twenty-four hour on-call status in the event of emergencies.

DISCLAIMER:

Job descriptions are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Shift Supervisor/Police Chief
FLSA STATUS: non-exempt
DATE: May 1995

I, _____ have reviewed the above list of essential job functions for a Millersville Police Officer and believe that (check one):

_____ I can fully perform all duties with or without reasonable accommodations.

_____ I cannot fully perform all duties even with accommodations.

 Signature

 Date

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 Borough of Millersville.

If conventional methods fail in attempting to contact the applicant, a certified letter will be sent to the applicant’s address listed on the application. Should the certified 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 Millersville Borough Police department, in writing, of any address change. By affixing your signature to this form, the applicant acknowledges that he or she has read and understands the contents of this procedure.

Signature

Date

VERIFICATION

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. I understand that any incorrect, incomplete or false statements or information furnished by me may void my application and/or subject me to discharge at any time after employment. Statements “under penalty”: A person commits a misdemeanor of the Third Degree, if he/she makes a written false statement which he/she does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable (Title 18PACS, Section 4904 Dealing with Unsworn Falsification to Authorities).

Sworn to (or affirmed) and subscribed before me this _____ day, _____ 20____

Signature of Applicant

Date

Signature of Notary

Date

INDEMNIFICATION AND RELEASE AGREEMENT

The undersigned applicant for a position with the Borough of Millersville Police Department agrees to indemnify and save harmless the Borough of Millersville, its agents and employees, from and against any and all damage, liability or loss (including reasonable attorneys' fees and other costs and expenses incident to any claim, suit, action or proceeding) arising out of, connected with or resulting from any examination requirement for the position of police officer as defined by the Rules and Regulations of the Civil Service Commission of Millersville, Pennsylvania, including, but not limited to, the physical fitness and agility test, polygraph test and the physical, drug and psychological examinations.

The undersigned applicant further agrees and understands that any injury or damage to person or property resulting from participation in the application process for any position in the Police Department is not the responsibility of the Borough of Millersville, its agents and employees, and that he or she voluntarily assumes all risk of injury while participating in all application procedures and examinations. The undersigned applicant, his or her personal representatives, heirs, and assigns, hereby releases the Borough of Millersville, its agents and employees, from any and all damages, demands or losses caused or alleged to have been caused in all or in part by the negligence of the Borough of Millersville, its agents and employees, or otherwise with respect to the applicant procedures and examinations.

THE UNDERSIGNED HAS READ THE ABOVE WAIVER AND RELEASE, UNDERSTANDS THAT HE OR SHE HAS GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGNS IT VOLUNTARILY.

Signature of Applicant

Date

Sworn to (or affirmed) and subscribed before me this _____ day, _____ 20____

Signature of Notary

Date

MILLERSVILLE BOROUGH EMPLOYMENT APPLICATION

**CONSENT AND AUTHORIZATION FOR DISCLOSURE AND RELEASE
OF PERSONAL RECORDS AND INFORMATION**

I, THE UNDERSIGNED APPLICANT FOR THE POSITION OF _____ with the Borough of Millersville, Pennsylvania, hereby authorize full and complete disclosure of all records and information, whether derogatory or otherwise, concerning me to Millersville Borough. The intent of this authorization is to facilitate investigation and verification of all statements contained in my application and the gathering of information, from independent sources, which may bear on my fitness to be a Borough employee.

The records and information encompassed by this authorization include, but are not necessarily limited to, records of educational institutions, financial or credit institutions, records of deposits, withdrawals and balances of checking and savings accounts, loans and payment records, credit reports, medical and psychiatric treatment and/or consultation, records of the U.S. Government including the Armed Forces, Veterans Administration, Selective Service and Social Security. Additional records included with the scope of this authorization are: employment records, background investigations, polygraph examinations, complaints or grievances filed by or against me, salary and wage records, real and personal property records and criminal history records.

I waive all claims and agree to indemnify and hold harmless all persons who furnish or receive records and/or information in response to this authorization, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with any requests made pursuant to this authorization.

I understand that the sources of confidential information will not and cannot be revealed to me. A photocopy of this authorization will be as valid as the original itself, even though said photocopy does not contain an original writing of my signature.

_____ Date _____ Name (Please Print)

_____ Signature _____ Address

_____ Social Security Number _____ City, State, Zip Code

Sworn and subscribed before me this _____ day of _____, 20____.

_____ My commission expires: _____

**Notary Public
Lancaster, Lancaster County**

**MILLERSVILLE BOROUGH
JOB DESCRIPTION**

JOB TITLE: Sergeant
DEPARTMENT: Police Department

GENERAL SUMMARY: Under direction, supervise Patrol Officers in performance of job duties and responsibilities; provide administrative support to Police Chief; patrol Borough; respond to calls for assistance and enforce laws to provide for public safety and serve the citizens of the Borough.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide direct supervision to Patrol Officers during shift;
 - a. prioritize shift assignments, review reports, provide guidance and performance feedback;
 - b. communicate and enforce department policy and procedure;
 - c. resolve routine problems and advise Chief of non-routine problems;
 - d. evaluate performance, counsel employees on disciplinary problems and recommend disciplinary action.

2. Provide administrative support to Police Chief:
 - a. perform the duties and fulfill the responsibilities of Police Chief in the absence of the Chief;
 - b. review officer activity logs to remain abreast of developments and assess needs;
 - c. prepare shift schedules;
 - d. administer firearms training program;
 - e. conduct field training program;
 - f. assist with development of and training on department policy and guidelines, i.e. defensive tactics.

3. Patrol assigned area in police vehicle to maintain vigilance for occurrence of suspected criminal activity, violation of public safety regulations and need for police assistance;
 - a. check door and windows and examine premises of businesses and unoccupied buildings or residences for suspicious condition;
 - b. conduct foot patrol as assigned or where needed to provide police presence, promote community relations or investigate suspicious area;
 - c. communicate location of problem areas and nature of problem to department;
 - d. issue warnings, citations and summons regarding violation of laws (speed, traffic, parking, solicitation, noise, etc.);
 - e. apprehend suspects on foot or in police vehicle;
 - f. make arrests using appropriate restraints;
 - g. accompany prisoners to headquarters, or court;
 - h. appear in court as arresting officer;
 - i. complete cruiser log.

4. Respond to police calls involving citizen complaints, accidents, crimes, domestic disputes and other situations requiring police assistance;
 - a. act as peace officer in situations requiring intervention, i.e. fights, family disturbances; intervene in sensitive, emotionally charged, and/or potentially explosive confrontations;
 - b. gather information from persons at scene, conduct interviews with victims, suspects, parties to a complaint, witnesses or others with information regarding case;
 - c. record information received from persons or documents in appropriate format;
 - d. locate, collect, and secure physical evidence, communicate facts and records of events in written narrative form;
 - e. interact with various law enforcement agencies to gather or disseminate information (e.g. County detectives, Federal Bureau of Investigation, municipal or state law

- enforcement agencies)
 - f. close case, or where no immediate resolution or arrest occurs, submit case to Investigator for further investigation, or conduct further investigation under the supervision of the Investigator;
 - g. prepare cases for court, i.e. preserve evidence, notify witnesses, and perform thorough review of testimony.
- 5. Prepare arrest, daily activity or other reports, i.e. daily bulletin, assignment cards; record time and location of incidents and brief synopsis.
- 6. Perform one or more special duty assignments;
 - a. maintain police radios;
 - b. schedule upkeep and maintain records on police vehicles and equipment;
 - c. update warrant list;
 - d. control inventory and storage of evidence;
 - e. keep records of police clothes and uniform allowance.
- 7. Perform related duties;
 - a. direct traffic and control crowds at parades and other public gatherings;
 - b. provide routine care and maintenance of police equipment and vehicles, i.e. report equipment problems, ensure cleanliness, operate vehicle in safe and proper manner;
 - c. stay abreast of information relevant to police work; attend training seminars, participate in department meetings to discuss police issues, policy and procedure;
 - d. conduct tours or give talks on law enforcement to promote positive community relations;
 - e. respond to emergency call outs while off-duty to assist with safety efforts and communication during major weather or other crises;
 - f. provide police escorts for business owners transporting bank deposits.

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school degree or the equivalent, at least five years of police officer experience, Act 120 police officer training certification and ability to pass competitive examination. Must also possess a valid PA Driver's license. Must successfully complete a twelve-month probationary period.

Knowledge:

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of local, state and federal laws pertaining to law enforcement, including local traffic ordinances, state vehicle codes, state and federal crime codes, rules of criminal procedures and rules of evidence.

Thorough knowledge of department policies and procedures.*

Advanced knowledge of Borough personnel policies and procedures.*

Thorough knowledge of Borough emergency operation procedures.*

Thorough knowledge of County emergency communications procedures.*

Thorough knowledge of emergency first aid procedures.

Thorough knowledge of principles of crime investigation.

Advanced knowledge of techniques of interrogation.

Thorough knowledge of methods of identification and preservation of evidence.

Thorough knowledge of Borough geography.

Skills:

Qualification for use of firearms.

Computer data entry.

Operation of police vehicle and equipment, including VASCAR and radio.

Abilities:

Ability to apply supervisory principles to solve practical, everyday problems.

Ability to evaluate policies, programs and department activities, identify needs and recommend changes.

Ability to demonstrate resourcefulness in applying research techniques to resolve technical or legal questions.

Ability to work as member of team unit, provide back up as required to ensure safety and effectiveness of police response.

Ability to communicate effectively in oral and written form (i.e. knowledge of word meaning, ability to comprehend and construct sentences and paragraphs of related ideas.)

Ability to demonstrate physical fitness under stressful conditions (includes ability to meet physical test requirements under Act 120 training.)

Ability to successfully complete annual in-service training required under Act 120.

Ability to perceive and organize objects in space and visualize from a variety of angles.

Ability to recognize inconsistencies and abnormalities in environment which indicate a problem or unsafe conditions, and take appropriate action.

Ability to evaluate information involving facts and circumstances to determine accuracy, completeness and relevance and take decisive action, sometimes under life-threatening conditions.

Ability to add, subtract, multiply and divide, and understand decimals and fractions.

Ability to interact with the public in a firm but courteous manner.

Ability to respond to angry, frightened or upset individuals with diplomacy, tact and patience.

Ability to effectively manage disputes, as evidenced by proper exercise of control, use of techniques to de-escalate tension, ability to recognize threatening circumstances and take proper action, and follow through with victims to communicate avenues of assistance.

Ability to interact effectively with criminals, children, senior citizens, business owners, auxiliary emergency response workers and other members of the community.

Ability to preserve confidentiality of police information and resources in accordance with policy.

Ability to prepare accurate and timely reports.

Ability to present a neat and professional appearance.

Working Conditions:

Work involves irregular or rotating shifts and occasional overtime. Work is performed in a variety of settings, both in office and non-barrier free settings within the community. Work is often performed alone and may be performed with frequent interruptions. Work often involves responding to upset and angry people. Work duties are often performed during inclement weather and normally involve some threat to personal safety, but adherence to policies and procedures control for some risk. Work requires availability for twenty-four hour on-call status in the event of emergencies.

DISCLAIMER:

Job descriptions are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Police Chief

FLSA STATUS: non-exempt

DATE: May 1995

Revised by Personnel Committee Dec 1999

**Millersville Borough
JOB DESCRIPTION**

JOB TITLE: Lieutenant
DEPARTMENT: Police Department

General Summary:

Under direction of the Police Chief, supervise Patrol Officers, SRO and Sergeants in performance of job duties and responsibilities; provide administrative support to Police Chief; patrol Borough, respond to calls for assistance and enforce laws to provide for public safety and serve the citizens of the Borough.

Essential Duties and Responsibilities:

A Lieutenant is the top line supervisor in the Millersville Borough Police Department and as such is second in command.

- a. A Lieutenant is the overall supervisor of uniformed officers and/or investigators and is responsible for efficient supervision of personnel assigned under his control;
- b. answers directly to the Chief of Police;
- c. A Lieutenant is expected to use sound and independent judgment in fulfilling his/her duties in the best interest of the department and community.

When needed, provide direct supervision to Patrol Officers during shift:

- a. Prioritize shift assignments, review reports, provide guidance and performance feedback;
- b. Communicate and enforce department policy and procedures;
- c. Resolve routine problems and advise the Chief of non-routine problems;
- d. Counsel employees on disciplinary problems and recommend disciplinary action.

Provide administrative support to Police Chief:

- a. perform the duties and fulfill the responsibilities of Police Chief in the absence of the Chief;
- b. review Officer activity logs to remain abreast of developments and assess needs;
- c. prepare shift schedules;
- d. administer firearms training program;
- e. conduct field training program;
- f. assist with development of and training on department policy and guidelines, i.e. defensive tactics;
- g. when needed patrol assigned area in police vehicle to maintain vigilance for occurrence of suspected criminal activity, violation of public safety regulations and need for police assistance;
- h. check door and windows and examine premises of businesses and unoccupied buildings or residences for suspicious condition
- i. conduct foot patrol as assigned or where needed to provide police presence, promote community relations, or investigate suspicious area;
- j. communicate location of problem areas and nature of problem to the department;
- k. issue warnings, citations and summons regarding violation of laws (speed, traffic, parking, solicitation, noise, etc.);
- l. apprehend suspects on foot or in police vehicle;
- m. make arrests using appropriate restraints;
- n. accompany prisoners to headquarters, or court;
- o. appear in court as arresting officer;
- p. respond to police calls involving citizen complaints, accidents, crimes, domestic disputes and other situations requiring police assistance;

- q. act as peace officer in situations regarding interventions, i.e. fights, family disturbances; intervene in a sensitive, emotionally charged, and/or potentially explosive confrontations;
- r. gather information from persons at scene, conduct interviews with victims, suspects, parties to a complaint, witnesses or others with information regarding the case;
- s. record information received from persons or documents in appropriate format;
- t. locate, collect and secure physical evidence, communicate facts and records of events in written form;
- u. interact with various law enforcement agencies to gather or disseminate information (e.g., County Detectives, Federal Bureau of Investigation, municipal or state law enforcement agencies);
- v. close case, or where no immediate resolution or arrest occurs, submit case to Investigator for further investigation;
- w. prepare cases for court, i.e., preserve evidence, notify witnesses, and perform thorough review of testimony;
- x. prepare, arrest, daily activity or other reports, i.e., daily bulletin, assignment cards, record time and location of incidents and brief synopsis;
- y. control inventory and storage of evidence;
- z. keep records of police clothes and uniform allowance.

Perform related duties:

- a. direct traffic and control crowds at parades and other public gatherings;
- b. provide routine care and maintenance of police equipment and vehicles, i.e. report equipment problems, ensure cleanliness, operate vehicle in safe and proper manner;
- c. stay abreast of information relevant to police work; attend training seminars, participate in department meetings to discuss police issues, policy and procedure;
- d. conduct tours or give talks on law enforcement to promote positive community relations;
- e. respond to emergency call outs while off-duty to assist with safety efforts and communication during major weather or other crises.

The Lieutenant shall assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel.

A Lieutenant shall impartially handle every breach of discipline or neglect of duty by a subordinate in accordance with prescribed procedure.

A Lieutenant shall recommend disciplinary action and record all such situations.

In the absence of the Chief of Police, a Lieutenant is authorized to discipline subordinates for cause pursuant to department regulations and procedures.

The Lieutenant shall be available for duty at all times in case of special need or emergencies and shall respond punctually, if requested.

A Lieutenant shall examine reports of officers under his/her command to ensure conformity with procedure and complete investigation and reporting.

A Lieutenant shall supervise and direct subordinates in investigations and in effective case preparations.

A Lieutenant shall ensure civil treatment and protection of rights for all persons coming into the scope of police authority.

A Lieutenant is responsible for the evaluations of the SRO and Sergeants under his/her command.

A Lieutenant shall, at all times, when he is the highest-ranking officer present and a decision is required, express his/her authority and assume responsibility.

A Lieutenant shall perform all other duties and prepare and submit reports as directed and required by the Chief of Police.

A Lieutenant must have excellent communication skills and keep the Chief of Police informed of all pertinent information and situations.

JOB SPECIFICATIONS:

Minimum Experience, Education and Training Requirements:

A bachelor's degree, preferably in a related field and at least five years as a police Sergeant.
An associate's degree, preferably in a related field and at least seven years as a police Sergeant.
Any combination of education and experience and at least ten years as a police Sergeant which indicates possession of the skills, knowledge and abilities listed below:

Must be Act 120 certified police officer and ability to pass competitive examination.

Must also possess a valid PA Driver's license.

Must successfully complete a twelve-month probationary period.

Knowledge:

*Indicates developed after employment.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of local, state and federal laws pertaining to law enforcement, including local traffic ordinances, state vehicle codes, state and federal crime codes, rules of criminal procedures and rules of evidence.

Through knowledge of department policies and procedures. *

Advanced knowledge of Borough personnel policies and procedures. *

Thorough knowledge of Borough emergency operations procedures. *

Thorough knowledge of County emergency communications procedures. *

Thorough knowledge of emergency first aid procedures.

Thorough knowledge of principles of crime investigation.

Advanced knowledge of techniques of interrogation.

Thorough knowledge of methods of identification and preservation of evidence.

Thorough knowledge of Borough geography. *

Skills:

Qualification for use of firearms.

Computer data entry.

Operations of police vehicles and equipment, including VASCAR and radio.

Abilities:

Ability to apply supervisory principles to solve practical, everyday problems.

Ability to evaluate policies, programs and department activities, identify needs and recommend changes.

Ability to demonstrate resourcefulness in applying research techniques to resolve technical or legal questions.

Ability to work as a member of team unit, provide backup as required to ensure safety and effectiveness of police response.

Ability to communicate effectively in oral and written form (i.e. knowledge of word meaning, ability to comprehend construct sentences and paragraphs of related ideas).

Ability to demonstrate physical fitness under stressful conditions (includes ability to meet physical test requirements under Act 120 training).

Ability to successfully complete annual in-service training required under Act 120.

Ability to perceive and organize objects in space and visualize from a variety of angles.

Ability to recognize inconsistencies and abnormalities in environment which indicate a problem or unsafe conditions and take appropriate action.

Ability to evaluate information involving facts and circumstances to determine accuracy, completeness and relevance and take decisive action, sometimes under life-threatening conditions.
Ability to add, subtract, multiply and divide, and understand decimals and fractions.
Ability to interact with the public in a firm but courteous manner.
Ability to respond to angry, frightened or upset individuals with diplomacy, tact and patience.
Ability to effectively manage disputes, as evidenced by proper exercise of control, use of techniques to de-escalate tension.
Ability to recognize threatening circumstances and take proper action and follow through with victims to communicate avenues of assistance.
Ability to interact effectively with criminals, children, senior citizens, business owners, auxiliary emergency response workers and other members of the community.
Ability to preserve confidentiality of police information and resources in accordance with policy.
Ability to prepare accurate and timely reports.
Ability to present a neat and professional appearance.

Working Conditions:

Work involves irregular or rotating shifts, and occasional overtime. Work is performed in a variety of settings, both in-office, and non-barrier free settings within the community. Work is often carried out alone and may be performed with frequent interruptions. Work often involves responding to upset and angry people. Work duties are often during inclement weather and normally involve some threat to personal safety, but adherence to policies and procedures control for some risk. Work requires availability for twenty-four hour on-call status in the event of emergencies.

Disclaimer:

Job descriptions are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform the job.

REPORTS TO: Police Chief
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: April 5, 2023

Notice of Written Examination

Dear :

Your application material for the position of has been received. This letter is to notify you that the written examination portion of the examination for the position of will take place on at at . The candidates will be ranked according to their scores after the written examination, and only those applicants scoring higher than seventy (70) percent and receiving one of the highest scores will be eligible to proceed further in the examination process.

Very truly yours,
Secretary
Millersville Borough

**Public Announcement of Examination
and Newspaper Advertisement
for Publication and Posting
Examination Notice
Millersville Borough**

Forms required to be completed in order to apply for the position of are available at the Millersville Borough Administration Building, 100 Municipal Drive, Millersville, PA. 17325. The Borough Police Department is open from 8:00 AM-5:00 PM, Monday through Friday. Call (717) 872-4658 if you have any questions.

COMPLETED APPLICATIONS MUST BE TURNED IN TO THE BOROUGH POLICE DEPARTMENT OFFICE DURING NORMAL BUSINESS HOURS BY .

A written examination will be held on at at . Other mandatory components of the test are an oral examination, a background check, a fitness test, a medical examination, psychological examination, and a polygraph examination. A complete copy of the Millersville hiring policy, as set forth in its Civil Service Rules, is available for inspection during regular business hours at 100 Municipal Drive.

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.

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

Very truly yours,
Secretary
Millersville 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 Millersville Civil Service Commission in writing within ten (10) days from your receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville 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
Millersville 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 Millersville Civil Service Commission within ten (10) days from your receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville 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
Millersville Borough

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

Dear :

This letter is to inform you that under the Millersville 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
Millersville 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 Millersville Civil Service Commission within ten (10) days from the receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville 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
Millersville 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
Millersville 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) 872-4658 to reschedule. The examination must be completed by .

Very truly yours,

Secretary
Millersville 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
Millersville 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 Millersville Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville Borough

Notice of Passing Physical Agility Examination

Dear :

This is to notify you that you passed the physical agility 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
Millersville Borough

Notice of Failing Physical Agility Examination

Dear :

This letter is to advise you that examiners for the physical agility test have reported to the Commission that you did not pass this portion of the Civil Service Examination for the position of . Based upon the results reported to the Commission, you did not pass the physical agility 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 agility examiners, you must request, in writing, a hearing before the Millersville Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville Borough

Notice of Passing Background Investigation

Dear :

This letter is to notify you that you passed the background investigation conducted by the Borough of Millersville, therefore, you are eligible to proceed in our hiring process. The Commission will create the eligibility list by finally ranking the candidates based on 30% written examination and 70% oral examination scores. Those candidates who qualify for veterans' points shall have those points added to their final score.

The Commission shall rank all passing applicants to make the eligibility 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. Your ranking on the eligibility list is

If the Millersville Council decides to appoint a new police officer, only the top three names on the eligibility list will be submitted for consideration. If Millersville 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 Millersville Council as one of the three candidates eligible for appointment.

Very truly yours,
Secretary
Millersville 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 Millersville. 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 Millersville 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 Millersville Civil Service Commission within ten (10) days of your receipt of this notice. Thank you for your participation.

Very truly yours,
Secretary
Millersville 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 (including a drug test) 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
Millersville 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
Millersville 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 Millersville Borough police officer. Dr. report is attached. Before making any determinations regarding the viability of your candidacy to be a Millersville Borough police officer, we are prepared to meet with you to discuss whether you have information that you believe the Commission 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 not 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 Millersville Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville 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
Millersville 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 Millersville Borough police officer. Dr. report is attached. Before making any determinations regarding the viability of your candidacy to be a Millersville Borough police officer, we are prepared to meet with you to discuss whether you have information that you believe the Commission 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 Millersville Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,
Secretary
Millersville Borough

**Civil Service Commission of
MILLERSVILLE, PA**

RESOLUTION

WHEREAS, Section 4.4 of the Rules and Regulations for the Millersville 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 Millersville. 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
MILLERSVILLE, PA**

RESOLUTION

Section 4.4 of the Rules and Regulations for the Millersville 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 Millersville.

Approved by a majority of the Commission

this day of , ,

at a public meeting of the Commission:

**Civil Service Commission of
MILLERSVILLE, PA**

RESOLUTION

Section 4.4 of the Rules and Regulations for the Millersville 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 Millersville.

Approved by a majority of the Commission

this day of , ,

at a public meeting of the Commission:

**Civil Service Commission of
MILLERSVILLE, PA**

RESOLUTION

WHEREAS, Section 4.4 of the Rules and Regulations for the Millersville Civil Service Commission provides for the designation of an examining agency or a qualified individual to act as examiner for the physical agility 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 agility test to applicants applying for the position of in the Police Department of Millersville.

Approved by a majority of the Commission

this day of , ,

at a public meeting of the Commission:

**Civil Service Commission of
MILLERSVILLE, PA**

RESOLUTION

WHEREAS, Section 4.4 of the Rules and Regulations for the Millersville Civil Service Commission provides for the appointment of one or more qualified examiners to make all medical examinations required by these Rules for a promotional examination.

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 Millersville.

Approved by a majority of the Commission

this day of , ,

at a public meeting of the Commission:

**Civil Service Commission of
MILLERSVILLE, PA**

RESOLUTION

Section 4.4 of the Rules and Regulations for the Millersville Civil Service Commission provides for the appointment of one or more qualified examiners to make all psychological examinations required by 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:

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 Millersville.

Approved by a majority of the Commission

this day of , ,

at a public meeting of the Commission:

**Borough Council of
MILLERSVILLE, PA**

RESOLUTION

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

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

WHEREAS, pursuant to Section 5.4 of the Civil Service Rules and Regulations of Millersville, 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 Millersville 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
MILLERSVILLE, PA**

RESOLUTION

WHEREAS, on the Borough Council of Millersville 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 Millersville 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 Millersville 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
MILLERSVILLE, PA**

RESOLUTION

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

WHEREAS, by Resolution dated , Borough Council directed the Civil Service Commission of Millersville 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 Millersville 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:

**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 Millersville 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
Millersville Borough

**Civil Service Commission of
Millersville, 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 Millersville 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
Millersville Borough

Notice of Appointment Polygraph Examiner

Dear :

This confirms your appointment to perform polygraph examinations as part of the Millersville 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
Millersville Borough

Report of Polygraph Examiner

MEMORANDUM

TO:

FROM: Secretary, Millersville

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 Agility Examination Administrator**

Dear :

This confirms your appointment to conduct the physical agility examination section of the Millersville 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 agility 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 agility examination or duties.

Very truly yours,
Secretary
Millersville Borough

Report of Physical Agility Examiner

MEMORANDUM

TO:

FROM: Secretary, Millersville

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 agility 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 agility examination.

Signed Date

Notice of Appointment Medical Examiner

Dear:

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

Enclosed are a copy of the Millersville 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
Millersville Borough

Report of Medical Examiner

MEMORANDUM

TO:

FROM: Secretary, Millersville

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 Millersville police Civil Service Examination for the position of . Enclosed is a copy of the Millersville'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
Millersville Borough

Report of Psychological Examiner

MEMORANDUM

TO:

FROM: Secretary, Millersville

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

**OATH OF OFFICE
MILLERSVILLE BOROUGH CIVIL SERVICE COMMISSIONER**

I, _____ do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States and the Constitution of the Commonwealth and that I will discharge the duties of my office with fidelity.

Commissioner Signature

Mayor's Signature

Date

Date