

AN ORDINANCE OF THE MUNICIPALITY )  
OF MONROEVILLE AMENDING SECTION )  
ONE OF ORDINANCE NO. 1456 )  
APPROVING AMENDED RULES AND )  
REGULATIONS FOR SELECTION OF )  
POLICE PERSONNEL )

ORDINANCE NO. 1584


BE IT ORDAINED AND ENACTED BY THE MUNICIPALITY OF MONROEVILLE IN COUNCIL ASSEMBLED AS FOLLOWS:

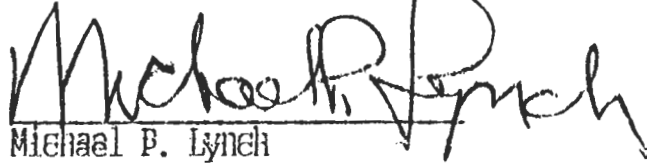
Section 1 Ordinance 1456, section one is hereby amended to adopt the following amendments to the rules and regulations for selection of police personnel for the Municipality of Monroeville as set forth in "Exhibit A" attached herewith.

ORDAINED AND ENACTED this 8TH DAY OF SEPTEMBER, 1987.

ATTEST:

MUNICIPALITY OF MONROEVILLE

  
Washington C. Alston  
Municipal Manager

  
Michael P. Lynch  
Mayor

ENTERED IN LEGAL BOOK \_\_\_\_\_

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## RULE II

### Calling of Examinations

READS

SECTION 2.

When authorization has been received to fill a position in the competitive class for which there is no competitive class for which there is no appropriate eligible list, the Municipal Manager or person designated by him as Personnel Officer, shall give an examination. When in the judgement of the Municipal Manager, an eligible list does not contain sufficient names, or when a new eligible list may be needed, the Municipal Manager may schedule an examination.

TO BE AMENDED:

SECTION 2.

When authorization has been received to fill a position in the competitive class for which there is no appropriate eligible list, the Municipal Manager or person designated by him as Personnel Officer, shall insure that an examination is given. When in the judgment of the Municipal manager an eligible list does not contain sufficient names, or when a new eligible list may be needed, the Municipal Manager may schedule an examination. The examination shall be conducted by an independent professional; employees of the Municipality shall not be involved in the administering of the examination.

## Examination

READS

### SECTION 2

In preparing items to be used in an examination, the Personnel Officer or other personnel testing professionals, may consult with heads of department or their responsible subordinates, and with specially qualified persons or experts outside the career service, concerning duties of a position to be filled, the qualifications to be required of candidates, data upon which items may be based, and the content of the test items. All examinations must be approved by the Municipal Manager. Prior to the completion of an examination all test items shall be in charge of the Personnel Officer or other personnel testing professional and his/her assistance, and shall be kept strictly confidential by them.

TO BE AMENDED:

### SECTION 2:

In preparing items to be used in an examination, the Personnel Officer or other personnel testing professionals, may consult with heads of department of their responsible subordinates, and with specially qualified persons or experts outside the career service, concerning duties of a position to be filled, the qualifications to be required of candidates, data upon which items may be based, and the content of the test items. All examinations must be approved by the Municipal Manager. Prior to the completion of an examination all test items shall be the charge of the Municipal Manager, or an independent professional hired to administer the examination and shall be kept strictly confidential by them.

## RULE III

READS

SECTION 5:           The Municipal Manager shall determine in advance the credit to be awarded candidates for Pennsylvania Certified Police Academy training and Veteran's preference.

TO BE AMENDED:

SECTION 5:           The Municipal Manager shall determine in advance the credit to be awarded candidates for Veteran's Preference. No preference points shall be awarded for Pennsylvania Certified Police Academy training.

RULE III

READS

SECTION 8:           When an examination is scheduled for a position for which there is an eligible list insufficient to certify four names, the persons whose names remain on the existing list shall be notified that a new examination will be administered provided that such list shall not have existed for a period exceeding one year.

TO BE AMENDED:

SECTION 8:           When an examination is scheduled for a position for which there is an eligible list insufficient to certify four names, the persons whose names remain on the existing list shall be notified that a new examination will be administered provided that such list shall not have existed for a period exceeding two (2) years.

RULE III

READS:

SECTION 10: A. All physical examinations and agility tests shall be conducted by or under the direction of a medical doctor and certified physical education instructor respectively appointed by the Municipal Manager.

TO BE AMENDED:

SECTION 10: A. All physical examinations and agility tests shall be conducted by or under the direction of a medical doctor and certified physical education instructor respectively appointed by the Municipal Manager. The content of the agility tests shall be submitted to the Municipal Manager for approval prior to utilization. The test shall be scored, pass or fail.

READS:

RULE III

- SECTION 12. A. Physical Standards - The physical standards in Section 12B and C of this rule are applicable in their entirety to the Police services. For other promotions requiring a physical examination, only those physical standards which are job related shall be applicable to such positions.
- B. The physical standards are as follows:
- (1) Height - No minimum height is established; however, height and weight, as provided for in Section 12B (2) must be proportionate.
  - (2) Weight - Weight must conform with Pennsylvania State Police standards, plus or minus 10% and proportionate to body build. Failure to meet these standards will be disqualifying.

TO BE AMENDED:

- SECTION 12. A. Physical Standards - The physical standards in Section 12B and C of this rule are applicable in their entirety to the Police services. For other promotions requiring a physical examination, only those physical standards which are job related shall be applicable to such position.
- B. The physical standards are as follows:
- (1) Height - No minimum height is established; however, height and weight, as provided for in Section 12B must be proportionate.
  - (2) Weight - Weight must conform with Pennsylvania State Police standards, plus or minus 10% and proportionate to body build. If body weight exceeds these standards, a physician will determine appropriateness of the applicant utilizing body fat percentages as determined by Paragraph 20C, Army Regulations 600-9, dated 1 October, 1986.

RULE IV

READS:

SECTION 3.

Patrolman eligible lists shall continue in effect for a period of one year. Promotional list shall continue in effect for a period of one (1) year.

TO BE AMENDED:

SECTION:

Eligibility lists for patrolman shall continue in effect for a period of two (2) years. Promotional list shall continue in effect for a period of two years.



Page 8

RULE VI

Certification and Appointments

READS:

SECTION 2.

A list of eligibles certified for new employment in the police department shall be valid for one (1) year.

TO BE AMENDED:

SECTION 2.

A list of eligibles certified for new employment in the police department shall be valid for two (2) years.

RULE VIII

Promotions

READS:

SECTION 1.

Vacancies in positions in the police department above the lowest rank shall, so far as is practicable, be filled by promotion from among persons in the said department who have held positions in the next lower rank.

SECTION 1:

Position vacancies in the Police Department exclusive of the Chief of Police and the Public Safety Director shall be filled from a list of candidates of sworn personnel within the department. In those instances in which an officer competes for a position vacancy of lower rank, the officer must surrender his higher rank and pay, as a condition of his appointment to the lower rank position. The Municipal Manager shall determine criteria used to make appointments to position vacancies within the Department. Such criteria may or may not include utilizing written examinations, skill testing, etc.