

RULES FOR POLICE SELECTION

Approved by Municipal Council

October 10, 1992

RULES FOR POLICE SELECTION
MUNICIPALITY OF MONROEVILLE

The Monroeville Home Rule Charter, Article X, Section 1001, requires that employment or positions in the police force except that of Chief of Police or equivalent, shall be filled by the Manager from a list of eligibles in accordance with the provisions and procedures of Section 1184 of the Borough Code, as now or hereafter amended, re-enacted or supplied. Sections 1181 and 1182 of the Borough Code are to be utilized for examinations and applications. Section 1181 requires the establishment of rules and regulations.

RULE I

Applications

SECTION 1. A. No person shall be admitted to examination or registration for a position in the career service of the Municipality of Monroeville until after he/she shall have filed in person, on a form prescribed by the Municipal Manager, a notarized application giving physical and mental capacity, previous employment, training and fitness, or other data which the Municipality may require. The Municipal Manager may require for certain examinations that persons file a form with the Municipality freeing the Municipality of Monroeville of any liability during the administration of a particular examination. The Municipal Manager can refuse to examine any person who fails to submit the required form.

B. The Municipality of Monroeville will not process the application of, or proceed to examine, a person who is wanting in the qualifications at

the time of filing the application, based upon information contained in the application.

C. Applicants must be at least 18 years of age at the time of filing the application.

SECTION 2. Applications must be presented and received in the office of the Assistant to the Manager on or before the close of business at 4:30 p.m. on the last day of the filing period.

SECTION 3. An application shall be null and void one (1) year after the date upon which it was filed.

SECTION 4. Applications, when presented, shall be dated. An application, once accepted and filed, shall not be returned to the applicant. At the time of application filing, copies of a certificate of birth, high school diploma or equivalent, and a valid Pennsylvania Motor Vehicle Operator's License shall be presented to the receiving officer of the Municipality. No one shall be eligible to take the examination who does not present said documents prior to the day of examination.

SECTION 5. Any misstatement, falsification, or concealment in respect to an application shall render the same null and void. Subject to discretion of the Municipal Manager, a person making such false application may be prohibited from making any future applications in the career service.

SECTION 6. Applications for a police patrolman shall be received between fixed dates as the Municipal Manager may require, but no such fixed period shall be of less than fifteen (15) days duration.

RULE II

CALLING OF EXAMINATIONS

SECTION 1. Prior to a competitive examination, public notice including information concerning the kind of position to be filled and the

qualifications required of candidates shall be published once in a newspaper of general circulation in the Municipality at least two (2) weeks prior to each examination and be posted on the Municipal Building Lobby bulletin board for at least fourteen (14) working days. The time and place of the examination shall be posted publicly at least ten (10) working days prior to the administration of the examination.

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 give an examination. 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.

SECTION 3. An applicant must, prior to the certification or appointment to any position in the police service, pass a physical examination, the nature and scope of which is established herein.

RULE III

EXAMINATION

SECTION 1. The Municipal Manager, in consultation with the Personnel Officer or other personnel professional(s), shall designate the general nature, content and scope of examination, and shall determine the method, i.e., whether written, oral, performance, other forms of testing, or any combination thereof.

SECTION 2. In preparing items to be used in an examination, the Personnel Officer or other personnel testing professional(s), may consult with heads of departments 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 the charge of the Personnel Officer or other personnel testing professional(s) and his/her assistants, and shall be kept strictly confidential by them.

SECTION 3. The minimum passing grade for Open and Promotional Competitive Examinations shall be 70 percent.

A. The Municipal Manager may determine in advance of any examination(s) that a score below the minimum passing for any individual event may constitute a failure of the examination as a whole, even if the overall average of all parts are equivalent to a passing score.

B. Some of the individual sections or events in the sections for any of the above examinations may be graded on a pass or fail basis. The Municipal Manager may direct in advance that a failure of a particular pass-fail event will result in a total failure of the examination as a whole.

SECTION 4. Upon completion of marking, written notice of the grade attained shall be sent to each applicant at his/her last address of record.

SECTION 5. Applicants claiming Veteran's preference must submit a copy of Form DD.214, and applicants claiming Municipal Police Officer Training Certification must present their MPO Certificate and number.

SECTION 6. Before being allowed to take the written examination, each candidate shall be required to:

- (a) Produce valid Pennsylvania Class I Motor Vehicle Operator's License, subject to thumb printing at test site, and sign and deposit with the responsible examiner the admission card sent to

- the application with notification of the examination; and
- (b) fill out and sign a declaration form, giving his/her full name, address and other information as the Municipality of Monroeville may require, which form the applicant shall seal in an official numbered envelope in the presence of the responsible examiner.

The envelope and the examination papers of the candidate shall be marked with an identical number, and the number shall be kept secret by the examiners. The envelope shall be deposited in a safe place and shall be opened for identification of the candidate only after all papers submitted in the examination have been graded.

SECTION 7. A. Any candidate who places his/her name or any identifying mark on an examination paper other than when specifically directed to do so by the examiner may be disqualified and a specific announcement of this provision shall be made at the commencement of every examination.

B. The Municipality may require that a candidate sign his/her examination paper under certain circumstances such as in performance examinations where the candidate's performance has been scored during the administration of the examination(s).

SECTION 8. When an examination is scheduled for a position for which there is an eligible list insufficient to certify four (4) 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 (1) year.

SECTION 9. Any applicant or candidate who, after a hearing before the Municipal Manager, is found guilty of giving false information on any

application or in respect to any examination, or guilty of any act tending to defeat the proper conduct or result of any examination may be excluded from any eligible roster resulting from the said examination and may, at the discretion of the Municipal Manager, be excluded from all subsequent examinations.

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.

B. The medical doctor and agility performance examiner(s) shall report to the Municipal Manager in writing the results of all physical and medical examinations; and any applicant who is not certified by the authorized medical or physical examiner(s) to be qualified and sound shall be rejected. If the disqualifying medical condition is remedied, the applicant may request re-examination and the Municipality of Monroeville will grant such request provided such request is received prior to certification by the Municipal Manager of the list of eligibles.

C. In addition, the medical examination of all applicants for the Police service shall include psychological examination. The medical examiners shall report to the Municipal manager in writing the results of such examinations and any applicant who is not certified to be qualified and sound shall be rejected. This rejection will be final and no appeal will be allowed. The psychological testing records are classified and will not be made available for public inspection or any other use except that the applicant, upon written request, may be provided a copy of the examination results.

SECTION 11. A. Physical Standards - The physical standards in Section 11 B 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 11B(2) must be proportionate.
- (2) Weight - Weight must conform with the Pennsylvania State Police standards, plus or minus 10 percent and proportionate to body build. Failure to meet these standards will be disqualifying.

<u>FEMALES</u>	<u>FRAME</u>		
<u>HEIGHT</u>	<u>SMALL</u>	<u>MEDIUM</u>	<u>LARGE</u>
6'5"	180	190	200
6'4"	175	185	195
6'3"	170	180	190
6'2"	165	175	185
6'1"	160	170	180
6'0"	155	165	175
5'11"	150	160	170
5'10"	145	155	165
5'9"	140	150	160
5'8"	135	145	155
5'7"	130	140	150
5'6"	125	135	145
5'5"	120	130	140
5'4"	115	125	135
5'3"	110	120	130
5'2"	105	115	125
5'1"	100	110	120
5'0"	95	105	115

<u>MALES</u>	<u>FRAME</u>		
<u>HEIGHT</u>	<u>SMALL</u>	<u>MEDIUM</u>	<u>LARGE</u>
6'5"	195	205	215
6'4"	190	200	210
6'3"	185	195	205
6'2"	180	190	200
6'1"	175	185	195
6'0"	170	180	190
5'11"	165	175	185
5'10"	160	170	180
5'9"	155	165	175
5'8"	150	160	170
5'7"	145	155	165
5'6"	140	150	160
5'5"	135	145	155
5'4"	130	140	150
5'3"	125	135	145
5'2"	120	130	140
5'1"	115	125	135
5'0"	110	120	130

- (3) Eyes - Applicant must:
- (a) be able to read 20/70 or better with the better eye WITHOUT corrective lenses,
 - (b) be able to read 20/200 or better with the poorer eye WITHOUT corrective lenses,
 - (c) be able to read 20/20 or better with the better eye WITH corrective lenses, if necessary,
 - (d) be able to read 20/40 or better with the poorer eye WITH corrective lenses, if necessary, and
 - (e) possess normal color and depth perception.
- (4) Ears - Applicants must be able to hear conversational voice at 15 feet and whispered voice at 2 feet with back to examiner. Acute or chronic ear disease will be disqualifying.
- (5) Skin - Applicants must be free from contagious skin conditions. Acute or contagious conditions must be remedied before applicant will be accepted or appointed.
- (6) Nose, Mouth and Throat - Applicants must be free from conditions which interfere with distinct speech or with free breathing. The following conditions will be disqualifying: disabling deformities; acute or chronic disease or conditions affecting functions of parts or accessory sinuses; enlarged, cryptic or diseased tonsils.
- (7) Teeth - Should be clean and well cared for and free from disease. Teeth must be either natural or acceptable dentures, filled or equipped with well-fitting crowns or combinations thereof. Unsightly absence of teeth must be

corrected before applicant will be accepted or appointed.

- (8) Extremities - The following will be disqualifying:
noticeable deformities or conditions which interfere with function; loss of or impairment of use of foot, leg, fingers, hand, arm, spine, or other structural defects or limitations; or severe varicose veins or flat feet with severe impairment.
- (9) Lungs - Respiration must be full, easy, and regular, and the respiratory sounds must be clear and distinct over both lungs. Screening chest x-ray with pathology, active pulmonary tuberculosis, asthma or chronic bronchitis, or any other acute or chronic disease or abnormal conditions of lungs, pleura or mediastinum will be disqualifying.
- (10) Spine - Evidence of back injury which in the opinion of the medical examiner at risk of sustaining future back problem, disc, or back pathology, abnormal curvature, Pott's disease, ankylosis, osteomyelitis, or other gross abnormalities will be disqualifying.
- (11) Heart and Blood Vessels - Heart rate must be within the range of 55-90 and rates outside these limits must be satisfactorily clarified. Valvular heart disease, cardiac murmurs except those of a cardiorespiratory type, disease or abnormal conditions of the heart muscle or blood vessels, angina pectoris, or cardiac arrhythmia will be disqualifying. Blood pressure must be within the following range: systolic 100-140, diastolic 60-90.
- (12) Genito-Urinary - The following conditions will be disqualifying: acute or chronic genito-urinary diseases;

abnormal conditions of the genito-urinary tract, presence of albumin sugar, or in the urine; enlarged prostate, a large or painful varicocele or hydrocele; atrophy or loss of both testicles; undescended testicle; acute or chronic venereal disease.

- (13) Gastro-Intestinal - The following conditions will be disqualifying: presence or history of peptic ulcer, diabetes mellitus, malignancy, or acute or chronic organic digestive disease. Hemorrhoids, if other than minor, are disqualifying until repaired.
- (14) Hernia - Evidence of complete or incomplete hernia will be disqualifying.
- (15) Nervous System - Applicants must be free from emotional instability and have no history or presence of a serious mental disease. The following conditions will be disqualifying: history of epilepsy; chronic alcoholism or addiction to drugs; paralysis or paresia; psychoneuroses, muscular atrophies or dystrophies, stuttering or stammering.

C. Additional Tests: Serological, laboratory, microscopic tests, and such other tests as are deemed necessary shall be a part of physical examinations at the discretion of the Municipal Manager based upon the recommendation of the medical doctor.

RULE IV

Eligible List - Competitive Class

SECTION 1. The Municipal Manager shall, as soon as practicable after each examination, prepare and make public a list of all persons who have passed the examination and who are eligible for appointment to the

position or class of positions for which the examination was held. Names shall be arranged in descending order according to the final grade attained.

SECTION 2. When two (2) or more eligibles have received the same final score on an examination, priority on the list shall be given to a resident of the Municipality of Monroeville. When two (2) or more eligibles have received the same final score on the examination and are Monroeville residents, priority on the list shall be determined by lot.

SECTION 3. Patrolman eligible lists shall continue in effect for a period of one (1) year. Promotional lists shall continue in effect for a period of two (2) years.

SECTION 4. A person whose name is on an eligible list and who wishes to postpone consideration of his/her name for appointment may request a waiver, provided that requests for waivers be filed with the Municipality in writing prior to the commencement of the pre-employment physical examination, and if approved, the name of such eligible shall not be certified until the waiver has been withdrawn in writing. Waivers, whether continuous or otherwise, shall not be permitted for a period longer than one (1) year.

RULE V

Domicile (Main Residence)

SECTION 1. All applicants must move into the Municipality of Monroeville within six (6) months following the completion of a probationary period and continuously maintain their domicile within the Municipality throughout their terms of employment with the Municipality of Monroeville provided, however, that the Municipal Manager may grant temporary domicile exemptions on the grounds that sufficient need has been

shown for exemptions. Any such temporary exemption shall be granted with the advice and consent of Council.

RULE VI

Certification and Appointments

SECTION 1. Certification and appointment shall be made according to the process described in Section 1184 of the Borough Code, as amended.

SECTION 2. A list of eligibles certified for new employment in the police department shall be valid for one (1) year.

SECTION 3. Persons tendered appointment in the police department must report to the head of the department or to the appointing officer at the time and place designated. Failure to report shall be considered a declination, and the name shall be removed from the eligible list.

SECTION 4. A. Whenever any permanent position in the police department is abolished or made unnecessary, or whenever the number of positions of a certain character is reduced for any cause, the person or persons legally holding such position shall be placed by the Municipal Manager on a preferred list under such classified title and corresponding to such competitive eligible list as, in the judgment of the Municipal Manager, most nearly covers the class of duties performed by such persons in the position which was abolished or made unnecessary. Priority in listing shall be given to persons longest out of service and, in the event that two (2) or more persons have been out of service for an equal period, priority shall be given to the person senior in original appointment.

B. The preferred eligibility list shall be recorded in the book of eligible lists, shall be posted publicly, and shall be a public record in exactly the same sense as the current eligible list.

RULE VIIProvisional Appointments

SECTION 1. Provisional appointments shall be made in accordance with Section 1187 of the Borough Code, as amended. No successive provisional appointments shall be made to the same position.

SECTION 2. Acceptance of a provisional appointment shall not confer upon the appointee any rights of permanent tenure, promotion, transfer or reinstatement, nor may service as a provisional employee be credited as experience in any question.

SECTION 3. A. A person chosen to fill a vacancy in the police department occasioned by the grant of a military leave of absence shall not be deemed to be a provisional appointee within the meaning of Section 1187 of the Borough Code, as amended, but shall be deemed a war substitute appointee and shall be appointed in the manner prescribed by the said Home Rule Charter and those rules adopted pursuant thereto for the appointment of regular employees, but shall acquire by such war substitute appointment no right of protection or tenure for a period in excess of the said leave of absence.

B. Upon the return of an employee from military or other approved emergency service, he/she shall be restored to the position which he/she originally held; i.e., the one from which the employee was given leave of absence; and the person who has served as his/her war substitute shall revert to the position he/she originally held; i.e., the one which he/she held when the leave of absence was granted to the first employee; and any or all war substitute employment incident to the filling of the vacancy occasioned by the leave of absence shall immediately terminate, any or all

war substitute employees reverting at once to their original status; i.e., their status at the time the leave of absence was granted.

C. It shall be the duty of the Municipal Manager to notify any war substitute appointee in writing at the time of appointment concerning the terms and tenure of such appointment and to take his/her written acknowledgment of such notice.

RULE VIII

Promotions

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 2. Promotions shall be based on examination where feasible, the nature and scope of which shall be determined by the Municipal Manager in accordance with Section 1188 of the Borough Code, as amended.

SECTION 3. A promotional examination for positions in the police department shall be conducted and the eligible list drawn up in the same manner as that prescribed for original appointment; provided that only the names of those participants in a promotional examination who shall have attained a final passing score shall be placed on the resultant eligible list for promotional appointment.

RULE IX

Non-competitive Examination Class

SECTION 1. In accordance with Section 1184 of the Borough Code, as amended, the non-competitive examination class shall include the Chief of Police or equivalent official.

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SECTION 2. No office or position of any competitive class positions may be changed from that defined by Section 3 of this rule or created without a public hearing and statement of reasons for reclassification or classification to the non-competitive examination class.

SECTION 3. The following positions are included in the non-competitive examination classification:

Chief of Police

Commander

All other positions in the police department of Lieutenant, Sergeant, Corporal, Detective and Patrolman are of the competitive class.