

MUNICIPALITY OF MONROEVILLE  
ALLEGHENY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2048

AN ORDINANCE OF THE MUNICIPALITY OF MONROEVILLE,  
ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING THE CODE OF  
THE MUNICIPALITY OF MONROEVILLE, SECTION 105-8 AND ADDING  
SECTION 105.9 TO THE RULES AND REGULATIONS FOR SELECTION  
OF POLICE PERSONNEL

BE IT ORDAINED AND ENACTED, by the Municipality of Monroeville in Council  
assembled as follows:


Section 1. The Municipality of Monroeville hereby adopts the amended rules and  
regulations set forth in the attached Exhibit "A" as the requirements for police personnel selection  
in the Municipality of Monroeville.

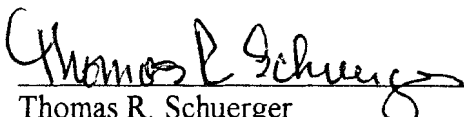
Section 2. Any previously effective Rules and Regulations for selection of police  
personnel are hereby rescinded and any ordinance or part of an ordinance in conflict with any of  
the provisions of this ordinance is hereby repealed to the extent of said conflict.

ORDAINED AND ENACTED this 12th day of August, 1997.

ATTEST:

MUNICIPALITY OF MONROEVILLE

  
\_\_\_\_\_  
Mary Ann Nagi  
Municipal Manager

  
\_\_\_\_\_  
Thomas R. Schuerger  
Mayor

ENTERED INTO LEGAL BOOK: August 22, 1997

**RULES AND REGULATIONS FOR POLICE OFFICER SELECTION  
EXHIBIT "A"**

SECTION 1. APPLICATIONS AND QUALIFICATIONS

1.1 Eligibility for Examination

In order to be eligible for participation in any examination for any position with the police department, every applicant must submit a completed application form to the Manager before the deadline stated by the Manager 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 Title 18 PA Con. Stat. 4904 relating to Unsworn Falsification to Authorities.

1.2 Discrimination

The Municipality of Monroeville is an equal opportunity employer. It is the Municipalities policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran's status, marital status or nonjob related physical or mental handicap or disability. The Municipality of Monroeville will provide equal opportunities in employment and promotion.

1.3 Availability of Applications

Application forms shall be available to all interested persons in the office of the Manager, and from such other offices and personnel that the Manager, from time to time, may choose to designate. Application forms may be mailed upon written request. However, the municipality assumes no responsibility for missed filing deadlines due to a delay in the mail.

1.4 Age and Residency Requirement

All applicants for the police department must have reached their twenty-first birthday before the deadline for submitting completed applications. Applicants must move or establish permanent residence in the Municipality within six (6) months of completing their probationary period.

1.5 General Qualifications for Applicants

Every applicant for a positions in the police department shall possess a diploma from an accredited high school or graduate equivalency diploma. 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 certified as police officer as stated in Act 120, Municipal Police Officers' education and training program, must have been a full time police officer for a minimum of one year, or two

years as a part-time police officer, and prior to appointment, possess a valid motor vehicle operators license issue by the Commonwealth of Pennsylvania.

#### 1.6 Rejection of Applicant

The Municipal Manager 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. In addition, the Municipal Manager may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position applied for, or who is a habitual substance abuser, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct as defined by PA Crime Code Subchapter B and Chapter 59, or who has been dismissed from public service for delinquency or misconduct in office, or has been convicted of a serious misdemeanor or a felony, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

#### 1.7 Recording and Filing Application

Applications for positions in the police department shall be received at the Municipal Building only after official advertisement has been made and before the deadline for receiving applications which must be set forth in a public advertisement. 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 and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the Municipal Manager, 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.

#### 1.8 Hearing for Disqualified Applicants

Any applicant who believes that they are aggrieved by the actions of the Municipal Manager, in refusing to examine or to certify them as eligible after examination, may request a hearing before the Municipal Manager. Within ten days after such request, the Municipal Manager shall designate a time and place for the hearing. The applicant or aggrieved party must make their request for a hearing in writing within ten calendar days of the date when the party knew or should have known of the Municipal Manager's action which is being challenged.

## 1.9 Public Notice

The Municipal Manager shall conspicuously post in the Municipal Building notice of the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where the application may be obtained for the examination, and the deadline for filing those applications. In addition, at least two weeks prior to each examination, publication of the notice shall occur in at least one newspaper circulating generally in the Municipality.

## SECTION 2. EXAMINATION AND GRADING PROCEDURE

### 2.1 General Examination Requirements for the Position of Police Officer

The examination for police officer will consist of a written, ethics, and oral examination. The written and oral will be graded on a one hundred (100) point scale with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty (30%) of the final score. Applicants taking the ethics examination must score in the top fifty (50%) in order to continue in the application process. In addition, each applicant will undergo a physical fitness test, and a background investigation. These tests and investigation will be graded on a pass/fail basis for every applicant. After an applicant has been extended an offer of employment, final appointment shall be contingent upon the applicant passing a physical, which will include a drug screening procedure, and psychological.

### 2.2 Notice of Examination

The Manager shall appoint a written examination administrator, and oral examination administrator, a physical fitness examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these rules and regulations.

### 2.3 Written and Ethics Examinations

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 percent shall be rejected. Applicants taking the ethics examination must score in the top fifty (50%) percent in order to continue in the process. Within thirty (30) days after the administration of the written and ethics examination, all applicants shall be given written notice of their test results and passing applicants shall be scheduled for an oral examination appointment.

### 2.4 Oral Examination

Every applicant who scored seventy percent (70%) or higher in the written examination shall be given an oral examination which will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve

questioning applicants on how they would handle situations relevant to police work. Within thirty (30) days after the applicants' oral examination, they shall be informed of the score in their oral examination and total overall score, and each passing applicant shall be informed of the date for physical fitness testing.

## 2.5 Veterans' Preference Points

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under this Act, shall receive an additional ten (10) points on top of their total score if that applicant had received passing under Sections 2.1, 2.3, and 2.4.

## 2.6 Physical Fitness Testing

An applicant for the position of police officer must meet the following:

(a) **Stretcher Carry.** Applicants will be paired off and required to carry a stretcher with a simulated patient weighing approximately 200 lbs. over a distance of 100 feet. Those applicants failing on the first attempt will be allowed to retake the exercise with a person who has successfully completed the exercise.

(b) **Body Drag.** An applicant is required to remove a simulated motor vehicle operator weighing approximately 200 lbs. from behind the steering wheel of a motor vehicle and drag the simulated operator to a point 50 feet from the motor vehicle.

(c) **Quarter Mile Run.** An applicant is required to run a distance of one quarter mile on a premeasured course in less than 110 seconds.

(d) **Window Climb.** An applicant is required to climb through a six foot high level window without assistance on to a three foot level platform on the other side of the window, and then to the ground. Applicants must then circle around a marker twenty feet beyond the window and return up the three foot high platform and out the window onto the ground below.

(e) **Sit Ups.** An applicant is required when laying from supine back position, with straight legs, hands touching shoulders and crossed on the chest come to an upright sitting position (90) degrees fifteen times in a sixty second time period.

(f) **Push Ups.** An applicant is required to complete 15 push ups in 40 second time period. The applicant will start by supporting his/her body by positioning the hands and feet in front of them, and applicant will lower the body as a unit with shoulders, hips and legs in the same plane to a point one to two inches from the floor and return to the front support position.

(g) **Motor Vehicle Push.** An applicant is required to push a average sized motor vehicle a distance of twenty-five feet on premeasured level course.

## 2.7 BACKGROUND INVESTIGATION

The Manager shall request the Chief of Police or the Chief's designee to conduct a background investigation on each applicant. The background investigation should include interviews with the applicant's family, acquaintances, current and former neighbors, references current and former teachers and school officials. In addition, the applicant's credit history and record of criminal conviction shall be investigated. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

After the background investigation is completed, the Chief, or designee, shall make written recommendation to the manager 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 Section 1.6 of these Rules and Regulations. 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 Manager shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate.

Within thirty (30) days after the Manager considers the recommendation of the Chief of Police or designee, each applicant will be informed of whether they have passed the background investigation.

## SECTION 3. CERTIFICATION OF THE LIST OF ELIGIBLES AND APPOINTMENTS

### 3.1 Creation of Eligibility List

At the completion of the examination requirements set forth in Section 2, written examination, oral examination, background investigation and physical fitness test, the Municipal Manager 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 who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list. In the case of tied scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first. If both tied applicants submitted their complete application on the same day, then the applicants shall be ranked in order by surname.

The eligibility list should be valid for one year from the date the Municipal Manager ranks all passing applicants, assigns veterans preference points and formally adopt the eligibility list. The Municipal Manager may at his/her sole discretion, by a vote of the majority of council at a duly authorized council meeting extend the list for an additional year. The Municipal Manager may, at his/her sole discretion, void an eligibility list at any time for any reason.

### 3.2 Appointment

(a) The Municipal Manager may fill any vacancy 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. Except for physical and psychological examination, no other testing shall be required for furloughed employee or a rehired or reappointed employee.

(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, every vacant position shall be filled only in the following manner:

(1) The Municipal Manager will determine if a vacancy exists that should be filled. Three names will be certified from the list of eligibles.

(2) If three names are not available, then the Municipal Manager shall certify the name (s) remaining on the list.

(3) The Municipal Manager shall make an appointment from one of the three 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 applicants on the certified list is a veteran, that applicant shall be selected.

(4) The Municipal Manager may at his/her discretion, appoint any applicant who has passed the required examinations for appointment although the applicant's name does not appear on the certified list of three when the applicant qualifies for veteran's preference.

(c) The Municipal Manager may object to one or more of the persons certified for reasons set forth in Section 1.6 of these Rules and Regulations. If the candidate to whom the manager objects fails to timely exercise the rights of appeal under Section 1.8 or if the manager declines to uphold the appeal, the Manager shall strike the name of that candidate from the eligibility list and certify the next highest name for inclusion on the list of three candidates for each name stricken off.

### 3.3 Physical and Psychological Examinations

After the appointing authority selects a candidate from a certified list of three for appointment to the vacant position, that candidate shall submit to a physical examination and a psychological examination by the appropriate medical experts. If the candidate successfully passes the physical and psychological examinations, then that candidate shall be appointed to the vacant position in the police department. The appointment shall be contingent upon successfully passing both the physical and psychological examinations. Failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 1.8

### 3.4 Probationary Period

Every successful applicant to the position of patrol officer with the police department must serve a probationary period of at least six months but not more than twelve months. During the probationary period, a newly hired officer may only be dismissed for cause for the reasons set forth in Section 1.6. However, at the end of the probationary period, if the conduct of the probationer has not been satisfactory to the Municipal Manager, the probationer shall be notified in writing that the appointment will not be permanent. At that time, a newly hired officer's employment shall end. Any officer who is not informed in writing that their performance has been unsatisfactory, shall receive a permanent appointment to the new position. Any probationer who is notified in writing that appointment will not be made permanent has no rights of appeal under these Rules and Regulations.

## SECTION 4. PROMOTIONS AND TESTING

### 4.1 General Qualifications for Corporal, Sergeant, and Lieutenant

(a) All applicants for a promotional position, except the Chief and Assistant Chief, shall have not received a formal written reprimand for one year prior to the deadline for submitting your name to the list of eligibles wishing to be tested for the vacant position, and have not been suspended without pay at any time three (3) years prior to the deadline for submitting your name to a list. Any formal written reprimand or suspension to which the applicant has timely appealed pursuant to the grievance procedure or these Rules and Regulations shall be disregarded unless the appeal is resolved prior to creation of the eligibility list.

(b) All applicants shall have continuous prior service with the Monroeville Police Department as follows:

(1) An applicant for the position of corporal shall have at least two (2) years service with the department;

(2) An applicant for the position of sergeant shall be a corporal and have had at least one year of experience in that rank within this department;

(3) An applicant for the position of lieutenant shall be sergeant and have had at least one year of experience in that rank within this department;

### 4.2 Rejection of Applicants for Promotion

The Manager may refuse to examine, or if examined, refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications prescribed in these Rules and Regulations for the particular position for which the applicant has applied.



#### 4.3 Hearing for Disqualified Applicants

Rejected or disqualified applicants for promotion have the same rights of appeal as stated in Section 1.8 of these rules and regulations.

### SECTION 5. EXAMINATION AND GRADING PROCEDURES

#### 5.1 General Examination Requirements for the Positions of Corporal, Sergeant, and Lieutenant

The examination for the positions of corporal, sergeant, and lieutenant shall include a written and oral examination which will be graded on a one hundred (100) point scale with the written examination representing seventy (70%) and the oral examination representing (30%) of the final score. After an applicant has been extended an offer of promotion, the Manager may make the offer of promotion contingent upon the applicant passing a psychological examination.

#### 5.2 Written and Oral Examinations

The requirements of Section 2.3 and 2.4 of these Rules and Regulations will govern the grading, scoring and passing requirements of the promotion examinations excluding the physical fitness requirements.

#### 5.3 Veterans' Preference Points for Promotion

Veterans' preference points are awarded to those who qualify for the initial appointment to patrol officer. Veterans' Preference points shall not be provided for promotions because such an award overvalues military service.

#### 5.4 Creation of Promotion Eligibility List

At the conclusion of the examination requirements the Municipal Manager 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 at the bottom of the list.

The eligibility list should be valid for one year from the date the Municipal Manager ranks all passing applicants and formally adopts the eligibility list. The Municipal Manager at his/her discretion may extend the list for an additional year or, may void the eligibility list at any time for any reason

#### 5.5 Promotion Appointment

(a) The Municipal Manager will determine if a vacancy exists in the ranks and should be filled. Three names will be certified from the list of eligibles.

(b) If three names are not available, then the Municipal Manager shall certify the name(s) remaining on the list.

(c) The Municipal Manager shall make an appointment from one of the three names certified with reference to the merits and fitness of the candidates.

(d) The Municipal Manager may object to one or more of the persons certified for reasons set forth in Section 1.6 of these Rules and Regulations. If the candidate to whom the Manager objects fails to timely exercise the rights of appeal under Section 1.8 or if the Manager declines to uphold the appeal, the Manager shall strike the name of that candidate from the eligibility list and certify the next highest name for inclusion on the list of three candidates for each name stricken off.

#### 5.6 Probationary Period

Every successful applicant to a promotional position with the police department must serve a probationary period of at least six months but not more than twelve months. A promoted officer, during probation, may be returned to a prior rank only for the reasons set forth in Section 1.6 of these Rules and Regulations. However at the end of the twelve month probationary period, if the conduct of the probationer has not been satisfactory to the Chief of Police or the Municipal Manager, the probationer shall be notified in writing that the appointment will not be permanent. The promoted officer shall return to the previous rank held. Any officer not notified in writing that their performance has been unsatisfactory, shall receive a permanent promotion to the position.

#### 5.7 Appointment of Chief of Police and Assistant Chief of Police

In the case of a vacancy in the office of the Chief of Police, the Manager, with the advice and consent of Council may select an individual to fill the position of Chief of Police.

If a vacancy occurs in the office of the Assistant Chief of Police, the Manager will be responsible for searching and then appointing a qualified individual to the position of Assistant Chief of Police.

#### 5.8 Provisional Appointments

Provisional appointments shall be made in accordance with Article X, Section 1001 of the Home Rule Charter. No successive provisional appointments shall be made to the same position.

#### 5.9 Suspension, Removal, Reduction in Rank or Demotion

No person appointed to a position in the police department pursuant to these Rules and Regulations may be suspended, removed, demoted or reduced in rank, except in accordance with the provisions of Articles XV and XVI of the Home Rule Charter.