

RULES AND REGULATIONS
FOR THE
CIVIL SERVICE COMMISSION OF
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA

Revision Log

Date	Revision
8/18/14	Original Adoption
1/5/15	Clerical error corrections and lowering of minimum test scores to 70
3/21/16	Added seven criteria for rejection of applicants to section 5.12

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CIVIL SERVICE COMMISSION OF
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA

SECTION 1. INTERPRETATION OF RULES AND REGULATIONS.

1.01 First Class Township Code Amendments. The provisions of these Rules and Regulations that only repeat or reference the civil service provisions of the First Class Township Code, i.e., Sections 625 through 650, both inclusive, of Article VI(d) of the First Class Township Code, 53 P.S. §§ 55625 through 55650, both inclusive, shall be deemed to be automatically superseded and replaced by any applicable amendments to said civil service provisions of the First Class Township Code.

1.02 Collective Bargaining Agreements. Whenever a provision of these Rules and Regulations is in conflict with a provision of an applicable collective bargaining agreement, the two shall be construed, if possible, so that effect may be given to both. If the conflict between the two is irreconcilable, the collective bargaining agreement provision shall prevail if lawful, and the provisions of these Rules and Regulations shall be deemed to be automatically superseded and replaced by the provision of the collective bargaining agreement.

SECTION 2. DEFINITION OF TERMS.

2.01 Definitions. 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:

A. **Applicant.** Any individual who timely applies in writing to the Commission in response to a public notice of vacancy and/or examination for a position as a police officer in the Police Department.

B. **Alternate Commissioner.** An individual appointed by the Board of Commissioners to serve as an Alternate Civil Service Commissioner. Alternate Commissioners shall have those duties and powers granted to Alternate Commissioners as provided by Section 627 and Section 628 of the First Class Township Code, 53 P.S. §§ 55627 and 55628.

C. **Board of Commissioners.** The Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania.

D. **Certification.** The submission by the Commission to the Board of Commissioners pursuant to its request for the names of the three (3) (or such lesser number if there are less than three names on the eligible list, or such larger number as may be necessary to fill more than one position) highest ranking persons on the eligible list developed by the Commission for appointment to a position as a police officer.

E. **Chairperson.** The Chairperson of the Commission.

F. **Commission.** The Civil Service Commission of the Township of Pocono, Monroe County, Pennsylvania.

G. **Commissioner.** An individual appointed by the Board of Commissioners to serve as a member of the Commission.

H. **Disciplining Authority.** The Chief of Police, or the Board of Commissioners, as applicable, which imposes a disciplinary penalty upon a police officer pursuant to the Police Department Rules and Regulations.

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

J. **Eligible List.** The list of names of persons who have passed all examinations for a position as a police officer and who are listed in the order of their total score on the examinations.

K. **Examinations.** The series of tests given to applicants to determine their qualifications for a position as a police officer.

L. **Furlough List.** The list of names of police officers, including their last position, temporarily laid off from positions in the Police Department because of a reduction in the number of officers.

M. **Notice.** "Notice" shall wherever feasible be accomplished by the transmittal of electronic mailing i.e. "e-mail". It is the intention of Pocono Township, Monroe County, to utilize electronic mailing whenever possible or feasible, since members of the Police Department are

expected to be conversant with utilization of this method of communication. Certain limited exceptions to the above form of notice will be found in the present rules:

- i. Where "public notice" is required, such notice will be pursued in compliance with the Commonwealth of Pennsylvania public statutory mandates. This may require advertising, or posting of notice.
- ii. Transmittal of documentation between the Board of Commissioners and the Commission and other municipal departments such as the Police Department may be accomplished at the convenience of these Township authorities, who may find it more appropriate to hand deliver notices that are required. Nothing herein shall preclude these departments from utilizing electronic mail.
- iii. It is the responsibility of an applicant who becomes the recipient of electronic mailing of notices by the Township to assure that the email address used by the applicant assures the applicant's privacy. Sensitive data will be transmitted to the applicant by electronic mailing, and the Township maintains no responsibility for the interception of such electronic mailing by third parties.
- iv. It is the responsibility of the applicant to maintain a current electronic mailing address, and to advise the Township of any change in such an address. If the Township or the Commission experiences an inability to transmit an electronic mailing to an applicant, the Township and the Commission maintain no obligation to attempt to ascertain the new and current electronic mailing address of a recipient applicant.
- v. Any email transmission initiated from the Township to the applicant must be acknowledged by the applicant by return email within forty-eight (48) hours of the transmission from the Township. This responsibility is on-going during the entire process reflected within these Rules and Regulations.
- vi. It shall be the applicant's responsibility to provide a valid and current electronic mail address at time of the submission of the initial written application form.
- vii. The applicant maintains an on-going responsibility to update the current email address.
- viii. All communications required after initial receipt of the application shall be pursued through utilization of the email address tendered by the applicant.

N. **Patrol Officer.** A person holding an entry level sworn position as a law enforcement officer in the Police Department.

1. **Police Department.** The Pocono Township Police Department.

P. **Police Officer.** A person holding any sworn position or rank as a law enforcement officer in the Police Department.

Q. **Probationer.** A police officer who has been appointed from an eligible list, but who has not yet completed the probationary period for such officer's position.

R. **Promotion.** The change by a police officer to a superior position where the police officer has fulfilled all of the requirements of these Rules and Regulations for the superior position.

S. **Reduction in Rank.** The change by a police officer to a subordinate position where the police officer has fulfilled all of the requirements of these Rules and Regulations for both the superior and subordinate position. A decrease in salary without a change to a subordinate position or rank shall not constitute a reduction in rank.

T **Removal.** The permanent separation of a police officer from the Police Department; provided, however, that "removal" shall not include the non-retention by the Board of Commissioners of a probationer upon the completion of such probationer's probationary period.

U. **Secretary.** The Secretary of the Commission.

V. **Suspension.** The temporary separation without pay of a police officer from the Police Department.

W. **Township.** Pocono Township, Monroe County.

SECTION 3. **THE COMMISSION.**

3.01 **Civil Service Commission.**

A. **Appointments.** The Commission shall consist of three (3) Commissioners who shall be qualified electors of the Township and shall be appointed by the Board of Commissioners initially to serve for the terms of two, four, and six years, and as terms thereafter expire shall be appointed for a term of six (6) years. The Board of Commissioners may, from time to time, appoint no more than three qualified electors of the Township to serve as Alternate Members of the Commission. The term of office of the Alternate Members shall be six (6) years. The service of any Alternate Member shall be in accordance with the provisions of Section 626 and Section 628 of the civil service commission provisions of the First Class Township Code, 53 P.S. §§ 55626, 55628.

B. **Service of Alternate Members.** An Alternate Member may participate in all proceedings and discussions of the Commission, but shall not be entitled to vote as a member of the Commission unless designated as a voting Alternate Member pursuant to Section 628 of the First Class Township Code, 53 P.S. § 55628.

C. **Vacancies.** Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Board of Commissioners for the unexpired term within the period of thirty (30) days after such vacancy occurs.

D. **Oath of Office; Compensation.** Each member of the Commission, before entering upon the discharge of the duties of office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform the official duties of the office of Commissioner with fidelity. All Civil Service Commissioners shall serve without compensation.

3.02 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. Although Section 627 of the First Class Township Code, 53 P.S. § 55627, provides that "one member of the commission may be a member of the board of township commissioners", Pocono Township will not permit any member of the Board of Commissioners to be appointed to the Civil Service Commission. Alternate Members shall hold no other office in the Township.

3.03 Reorganization of Commission; Quorum; Alternate Members.

A. The Commission shall meet and reorganize on the first Monday of January of each even-numbered year, or as soon thereafter as reasonably practicable. Three 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.

B. If, by reason of absence or disqualification of a member, a quorum is not reached, the Chairperson shall designate as many Alternate Members of the Commission to sit on the Commission as may be needed to provide a quorum. Any Alternate Member of the Commission shall continue to serve on the Commission in all proceedings involving the matter or case for which the Alternate Member was initially designated until the Commission has made a final determination of the matter of case. Designation of an Alternate Member shall be made on a case-by-case basis in rotation according to declining seniority among all Alternate Members. No action of the commission shall be valid unless it shall have the concurrence of at least two members.

C. For purposes of hiring and promoting police officers under these Rules, each step of the hiring or promotional process requiring official action by the Commission shall be considered a separate matter or case under subsection B., supra, and each step of the hiring or promotional process need not be voted upon or approved by the same composition of Commissioners and/or Alternate Members, as the case may be, provided that the quorum requirement has been satisfied.

3.04 Duties of Chairperson.

The Chairperson, or in the event of the absence of the Chairperson 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.

3.05 Duties of Secretary.

The Secretary, at the direction of the Commission, shall carry on all official correspondence of the Commission, send out all notices from the Commission 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 or these Rules and Regulations.

3.06 Meetings.

Except for the biennial reorganizational meeting, all meetings shall be held either at the call of the Chairperson or at the call of two (2) members of the Commission. The Commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or these Rules and Regulations. The Secretary of the Commission shall give each Commissioner twenty-four (24) hours written notice of each and every meeting of the Commission. The written notice may be transmitted by electronic mailing or by hand delivery.

3.07 Governmental Assistance.

A. **Clerks and Supplies.** The Board of Commissioners shall furnish to the Commission such clerical assistance, suitable and convenient meeting space, and stationery, postage, printing, and supplies as may be necessary for the work of the Commission. The elected and appointed officials of the Township shall assist the Commission in all proper ways in carrying out its duties.

B. **Professionals, Consultants and Experts.** The Commission shall have the right to retain and employ the services of legal counsel, physicians, psychiatrists, and such other consultants, experts and professionals as may be necessary for the work of the Commission; provided, nevertheless, that such retention and employment shall be subject to the prior approval of the Board of Commissioners. The Board of Commissioners shall pay the reasonable fees for such persons.

3.08 Amendment of Rules and Regulations.

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 Board of Commissioners. These Rules and Regulations, and any amendments hereto, shall be made available to the public for inspection, copying, and distribution as provided by law. This availability shall take two forms:

- A. Where feasible, the rules and regulations shall be "posted" upon the township website.
- B. Members of the public may also request written "hard" copies of the rules and regulations, which shall be provided for an appropriate fee.

3.09 Minutes and Records.

The Secretary shall keep minutes of the proceedings of the Commission. The minutes shall record the presence or absence of each member of the Commission, and the vote (including the abstention or other failure to vote) of each member upon each question before the Commission. The Commission shall preserve and dispose of the minutes of its proceedings, and records of examinations and other official action, in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued pursuant to the requirements of the Pennsylvania Municipal Records Act, 53 Pa. C.S.A. § 1381 et. seq. and Title 46, Part I, Chapter 15 of the Pennsylvania Code, by the Local Government Records Committee of the Historical and Museum Commission, Division of Archival and Records Management Services.

Records related to any disciplinary action reviewed by the Commission shall be open to inspection, copying and distribution as required by law and subject to reasonable regulation by the Commission. Distribution of such data shall be in compliance with the Pennsylvania "Sunshine Act", thereby assuring that privacy where applicable shall be maintained.

3.10 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 in connection with such investigations.

3.11 Subpoenas.

The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or the designee of the Chairperson, to require the attendance of witnesses and the production of records and papers pertaining to any investigation or inquiry, including any background investigation conducted pursuant to these Rules and Regulations. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the Court of Common Pleas of Monroe County, Pennsylvania, and shall be paid from appropriations for the incidental expenses of the Commission.

All officers in public service and employees of the Township 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 for such refusal or neglect in a summary proceeding, that person shall be sentenced to

pay a fine not to exceed One Hundred Dollars (\$100.00), and in default of the payment of such fine and costs shall be imprisoned for a period of time not to exceed thirty (30) days.

If any person shall refuse or neglect to obey a subpoena, the Commission may apply by petition to the Court of Common Pleas of Monroe County, Pennsylvania for its subpoena requiring the attendance of such persons before the Commission or the Court, there to testify and to produce any records and papers necessary, and in default thereof, the subpoenaed party shall be held in contempt of court.

The costs incurred by the Commission as a result of the refusal or neglect of any person to obey a subpoena from the Commission or the Court, including but not limited to additional witness fees, stenographic fees, and legal fees incurred in obtaining compliance with the subpoena, shall be borne by such person.

3.12 Annual Report.

The Commission shall make an annual report to the Board of Commissioners containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

SECTION 4. APPLICATIONS FOR CIVIL SERVICE EXAMINATIONS.

4.01 Eligibility for Examination.

In order to be eligible for participation in any examination for any position as a police officer, every applicant must submit to the Commission a completed application form thereby delivering the same personally to the Municipal Offices, or by regular mail. In the application form, the applicant shall state (a) his/her full name and residence or post office address, (b) his/her citizenship, place and date of birth; (c) his/her condition of health and physical capacity for public service, (d) his/her business employment and his/her residence for the past five years, and (e) such other information as may be required by the Commissioner's Rules and Regulations. The application must be accompanied with a non refundable application fee determined by the Commission (will be fifty dollars \$50), before the deadline stated by the Commission for that specific examination. Failure to remit to the municipal offices the applicable fee shall constitute a determination that the application does not meet Township requirements, and no further action shall be taken by the Commission. A model form of such application is attached as Appendix A-1. The applicant must make an oath or affirmation that the application is completed truthfully, and that the applicant is subject to the penalties of 18 Pa. C. S. § 4904 relating to unsworn falsification to authorities. The executed sworn affidavit is to accompany the actual payment tendered to the municipality.

4.02 Non-Discrimination Policy.

The Township is an equal opportunity employer. It is the Township's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion,

color, national origin, gender, age, veteran status, marital status or non-job-related physical or mental handicap or disability, unless preference on such bases is required by law. The Township and the Commission will provide equal opportunities in employment and promotion.

4.03 Public Notice to Applicants.

The Commission shall conspicuously post in the Pocono Township Municipal Building a notice with the information as to the type of position to be filled, where applications may be obtained for the examination, and the deadline for filing those applications. In addition, at least two (2) weeks prior to the application deadline, the notice shall be published once in at least one (1) newspaper of general circulation or a newspaper circulating generally in the Township. A model form of such notice is attached as Appendix A-2.

4.04 Availability of Applications.

Application forms shall be available to all interested persons in the office of the Township Manager, and from such other persons that the Commission, from time to time, may choose to designate. Application forms may be downloaded from the Pocono Township website.

However, the Commission assumes no responsibility to any person for mail which is not delivered, or is lost, stolen, or delayed, as a result of which an applicant is deemed to have failed to submit an application by the application deadline.

4.05 Recording and Filing Applications.

Applications for a position as a police officer in the Police Department shall be received in person or by mailing through the U.S. Mail at the Pocono Township Municipal Building only after a position has been properly advertised, but must be received before the deadline for receiving such applications has passed, which deadline must be set forth in the public advertisement. Applications must be received through the U.S. Mail or in person by the municipal officer designated in the public advertisement or such officer's designee, and that person shall record the receipt of all applications. Each applicant will be provided with a written electronic mailing notice of the time and place for the first portion of the testing procedure i.e. the written examination. A model form of such notice is attached as Appendix A-3. Any application containing material errors or omissions may, at the discretion of the Commission, be returned by electronic mailing to the applicant for correction prior to the deadline for filing applications after which no corrected applications will be accepted. The burden of timely correcting the application rests solely upon the applicant and the corrected application must be returned by U.S. Mail or in person to the Civil Service Commission before the filing deadline to be considered valid. The Commission assumes no responsibility for not returning, or any delay in returning, applications containing material errors or omissions, as it remains the responsibility of each applicant to submit accurate and complete applications before the filing deadline.

SECTION 5. QUALIFICATIONS FOR CIVIL SERVICE EXAMINATION.

5.01 Age and Residency Requirements – All Applicants.

All applicants must have reached their twenty-first (21) birthday before the deadline for submitting completed applications. Each appointed applicant must be a resident of the Commonwealth of Pennsylvania or become such a resident within thirty (30) days of appointment.

5.02 General Qualifications - All Applicants.

Every applicant for any position as a police officer must satisfy the following qualifications: (1) possess a high school or general equivalency diploma; (2) possess a valid motor vehicle operator's license; (3) be a United States citizen; (4) be physically and mentally fit to perform the full duties of a police officer; and (5) be able to speak, write, and read the English language. Prior to appointment, every applicant must possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

5.03 Act 120 Qualification.

Every applicant conditionally appointed as a police officer who does not then possess a valid certification pursuant to the Municipal Police Officers' Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq., shall register for the next required training or re-certification course available at the Allentown Gerald M. Monahan, Sr. Police Academy and any Pennsylvania State Police Training Center. With the written permission of the Chief of Police, a conditional appointee may register at another municipal police academy certified by the Municipal Police Officers' Education and Training Commission, or may defer registration to a later date, for the purpose of allowing the appointee to receive such training at a location nearer the appointee's residence. The Township shall pay the cost and expense of such training. In the event the appointee fails to so register, fails to complete the course, or fails to obtain the certification following completion of the course, his or her conditional appointment shall not become final and shall lapse.

5.04 General Qualifications - Applicants for Promotion.

In addition to meeting the qualifications in Section 5.02, *supra*, all applicants for a promotional position, except chief of police, shall have not been suspended without pay within the one (1) year period prior to the deadline for submitting applications. Any suspension which the applicant has timely appealed pursuant to a grievance procedure or these Rules and Regulations, which appeal remains undecided at time of application, shall not constitute a suspension unless the suspension is sustained on appeal prior to the creation of the eligibility list.

5.05 Qualifications - Applications for Patrolman/Detective.

An applicant for the position of Patrolman/Detective shall: (a) have been continuously employed as full-time police officer in the Pocono Township Police Department for four (4) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for five (5) years immediately before and on the date of application.

5.06 Qualifications - Applications for Corporal.

An applicant for the position of Corporal shall: (a) have been continuously employed as full-time police officer in the Pocono Township Police Department for five (5) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for five (5) years immediately before and on the date of application.

5.07 Qualifications - Applications for Sergeant.

An applicant for the position of Sergeant shall: (a) have been continuously employed as full-time police officer at the rank of Corporal in the Pocono Township Police Department for the two (2) years immediately before and on the date of application. or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for seven (7) years immediately before and on the date of application.

5.08 Qualifications – Applications for Lieutenant

An applicant for the position of Lieutenant shall: (a) have been continuously employed as a full-time police officer at the rank of Sergeant in the Pocono Township Police Department for the two (2) years immediately before and on the date of application; or (b) have been continuously employed as a full-time municipal or state police officer in the Commonwealth of Pennsylvania for nine (9) years immediately before and on the date of application.

5.09 Qualifications - Applications for Captain.

An applicant for the position of Captain shall: (a) have been continuously employed as a full-time police officer at the rank of Sergeant, or above, in the Pocono Township Police Department during the two (2) years immediately before and on the date of application. or (b) have been continuously employed as a full time municipal or state police officer in the Commonwealth of Pennsylvania for ten (10) years immediately before and on the date of application.

5.10 Qualifications – Applications for Assistant Chief

An applicant for the position of Assistant Chief shall: (a) have been continuously employed as a full-time police officer at the rank of Sergeant, or above, for the two (2) years immediately before and on the date of application; or (b) have been continuously employed as a full-time

municipal or state police officer in the Commonwealth of Pennsylvania during the ten (10) years immediately before and on the date of application.

5.11 Qualifications - Applications for Chief of Police.

An applicant for the position of chief of police shall meet the following minimum qualifications for appointment:

- A. A Bachelor's Degree in criminal justice or a closely-related field from an accredited college or university and eleven (11) years of active experience as a municipal or state police officer in the Commonwealth of Pennsylvania, which shall include four (4) years of supervisory experience; or
- B. Fifteen (15) years of active experience as a municipal or state police officer in the Commonwealth of Pennsylvania, which shall include four (4) years of supervisory experience.

The Board of Commissioners may elect to fill any vacancy in the position of chief of police by either: (1) a competitive examination in the form of civil service testing as outlined in Section 6.03, *infra*; or (2) nomination by the Board of Commissioners of an applicant for a non-competitive examination by the Commission for certification by the Commission as a qualified nominee.

5.12 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. In addition, 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 applied for, or who is a habitual substance abuser, or who has been 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, or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

The Commission may reject any applicant who meets any of these criteria:

1. The submission of false or misleading statements, either written or oral, to the Township or its representative(s), or the failure to submit any information which if known, might affect consideration for employment.
2. The existence of financial difficulty or debt, either individually or in connection with another third party or entity, that could in the opinion of the Township adversely impact employment as a police officer.
3. Conviction of a misdemeanor or felony, or being named as a criminal defendant in a pending criminal action rising to the level of a misdemeanor or felony, which action has not yet been resolved to the satisfaction of the Township.

4. A finding of illegal drug or illegal substance use to a degree unacceptable to the Township during the last five years; or a finding of alcohol, drug or other form of dependency that, as determined by the Township, could compromise the applicant's ability to perform the duties of a patrol officer.
5. An inability to pass the requisite written, physical, oral, psychological or other tests required by the Township, including weapons proficiency and ultimate Act 120 certification.
6. A history of use of inappropriate force or aggression as determine by the Township or its representative(s).
7. A failure to obtain, prior to hiring, citizenship status, a Pennsylvania driver's license, compliance with the police manual residency requirement, or other disclosed or undisclosed inability to engage in the duties of a Pocono Township police officer.

5.13 Hearing for Disqualified or Rejected Applicants.

If any applicant or person is aggrieved by refusal of the Commission to examine or certify the applicant as eligible after examination, or by any action of the Board of Commissioners in objecting to or rejecting any applicant, the Commission shall, upon the electronic mailing request of the Applicant, within ten (10) days of the date of such request appoint a time and place for a public hearing, with or without counsel, at which time the Commission shall take testimony and review its refusal to provide examination or certification, or the action of the Board of Commissioners in objecting to or rejecting any applicant. The notice shall specify whether the party wishes to have an open or closed hearing before the Commission. In the absence of a request for a closed hearing, the hearing will be advertised and conducted as an open hearing. The decision of the Commission shall be final.

SECTION 6. EXAMINATION AND GRADING PROCEDURE.

6.01 Order, Weighting, and Timing of Examinations of Applicants.

Applicants for a position in the Police Department shall undergo examination, when applicable as set forth hereinafter, in the following progression:

- (1) Written examination (based on a one hundred (100) point scale with a minimum passing score of seventy (70) points).
- (2) Physical agility examination (a pass-fail examination).
- (3) Oral examination (based on a one hundred (100) point scale, with a minimum passing score of seventy (70) points).

Any applicant who fails any of these examinations shall be rejected, and disqualified from proceeding further in the examination process.

At the conclusion of the oral examination, the test results of applicants who have received passing scores on both the written and oral examinations shall be weighted and combined, with the written examination representing fifty (50%) percent, and the oral examination representing fifty (50%) percent, of the combined score. If an applicant is entitled to additional points because of a veteran's

preference under Section 6.09, *infra*, such points shall be added to the combined written and oral examination score. The weighted combined scores shall be utilized in ranking passing applicants.

Based upon the staffing needs of the Police Department, the Chief of Police shall determine the number of applicants who shall proceed with the following remaining testing procedures prior to establishment of an eligibility list:

(4) Background investigation, which shall include an interview with the Chief of Police and the Civil Service Commissioners (a pass-fail examination); and possibly a polygraph examination.

The following examinations will be administered by the Commission, in such order as the Commission may determine, to an applicant subsequent to a conditional offer of employment or promotion by the Board of Commissioners:

(5) Medical examination (a pass-fail examination).

(6) Psychological examination (a pass-fail examination).

(7) Drug testing examination (a pass-fail examination).

No applicant will be finally employed or promoted by the Board of Commissioners until and unless the applicant passes the medical, psychological, and drug testing examinations.

All examinations shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them.

All examinations will be scheduled by the Civil Service Commission and the Board of Commissioners, as applicable. There will be no exceptions to this schedule and no requests for reexamination will be granted.

Within thirty (30) days after the administration of each examination, each applicant shall be given electronically mailed notice of the examination results, and each passing applicant shall be given electronically mailed notice of the next step in the examination process. Model forms of notice to passing applicants for each pre-appointment examination are attached as Appendix A-4 through Appendix A-7 (written examination, physical agility, oral examination, and background investigation, respectively) and model forms of notice to failing applicants for each pre-appointment examination are attached as Appendix A-8 through Appendix A-11 (written examination, physical agility, oral examination, and background investigation, respectively).

6.02 General Examination Requirements for the Position of Patrol Officer.

The examination for the position of patrol officer shall consist of all eight (8) examinations as specified in Section 6.01, *supra*.

6.03 General Examination Requirements for Promotions.

The examination for the positions of corporal, sergeant, and captain and, when requested by the Board of Commissioners for the position of chief of police, shall consist of examination no. 1 and nos. 3 through 8, both inclusive, as specified in Section 6.01, supra. The Chief of Police, at his or her discretion, may waive background and psychological examinations.

6.04 Appointment of Examiners.

The Commission shall appoint a written examination administrator, an oral examination board consisting of three persons qualified to examine applicants on situations relative to police work, a physical agility examiner, a medical examiner, a psychological examiner, and a drug testing examiner, to conduct the appropriate examination required by these Rules.

Model forms of resolution for the appointment of each of these examiners are attached as Appendix B-1 through B-6 (written examination administrator, physical agility examiner, oral examination board, medical examiner, psychological examiner, and drug testing examiner, respectively), and model forms of notices of appointment of each of these examiners are attached as Appendix C-1 through C-6 (written examination administrator, physical agility examiner, oral examination board, medical examiner, psychological examiner, and drug testing examiner, respectively).

6.05 Written Examination.

The written examination shall be graded on a one hundred (100) point scale, and an applicant must score seventy (70) points or higher in order to continue in the application process. Applicants scoring less than seventy (70) points shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given electronic mailing written notice of their test results, and each passing applicant shall be informed by electronic mailing of the next step in the examination process. As reflected in the above "Definitions", it is incumbent upon the applicant to assure that transmittal of electronic mailing of notice to the applicant is secure and that no third party is capable of intercepting such electronic notice, unless the applicant is so inclined.

6.06 Physical Agility Examination.

Every applicant for the position of patrol officer who scored seventy (70) points or higher in the written examination shall be given a physical agility examination (a pass-fail examination), and must meet the following requirements to continue in the examination process:

A. Vertical Jump. An applicant is required to perform a vertical jump of at least fifteen-five (15.5) inches.

B. Sit-ups. An applicant is required to perform 30 regular sit-ups in one (1) minute.

C. 300 Meter Run. An applicant is required to run a distance of three hundred (300) meters on a pre-measured course in sixty-six (66) seconds or less.

D. Push-ups. An applicant is required to perform twenty-five (25) standard push-ups in one (1) minute.

E. 1.5 Mile Run. An applicant is required to run a distance of one and half (1.5) miles on a pre-measured course in 15 minutes and 54 seconds or less.

Within thirty (30) days after the applicants' physical agility examination, they shall be informed by electronic mailing whether they passed or failed the examination, and each passing applicant shall be informed by electronic mailing of the next step in the examination process.

6.07 Oral Examination.

Every applicant who scored seventy (70) points or higher in the written examination, and passed the physical agility examination when applicable, shall be given an oral examination. The oral examination shall be graded on a 100 point scale, and an applicant must score seventy (70) points or higher in order to continue in the application process. Applicants scoring less than seventy (70) points shall be rejected. 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 by electronic mailing of their oral examination and *total* overall scores, and each passing applicant shall be informed by electronic mailing of the next step in the examination process.

6.08 Background Investigation.

The Chief of Police, or his or her designee, shall conduct each background investigation. Each background investigation shall include, where feasible, interviews with the applicant by the Chief of Police and/or his or her designee, and interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references, and current and former teachers and school officials. At a minimum, personal interviews shall be conducted with at least three (3) persons having personal knowledge of the applicant but who are not related to the applicant and with the applicant's employer(s) for the past five (5) years. The background investigation shall also include a criminal history check, the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation, a credit history check, and driving records check for verification that the applicant possesses a valid driver's license. The applicant may be interviewed at any time when information collected during the background investigation requires clarification or explanation. If necessary to complete a thorough background investigation, the Commission may, upon the request of the Chief of Police or his or her designee, subpoena the applicant's personnel records maintained by any police department previously or currently employing the applicant.

After the background investigation is completed, the Chief of Police, or his or her designee, shall make a written recommendation to the Commission on whether the applicant is qualified for

consideration for appointment as a police officer. If the recommendation is to disqualify the applicant, an explanation of the reasons for disqualification must be included. The Commission shall make the final determination on whether the information collected during the background investigation warrants disqualification of the applicant. Within thirty (30) days after the Commission makes its determination, the applicant shall be notified by electronic mailing whether he or she has passed the background investigation.

6.09 Veteran's Preference Points in Testing.

Pursuant to Section 3(a) of the Veterans' Preference Act, 51 Pa. C.S. 7103 (a), any applicant for the position of patrol officer who qualifies as a "soldier" under this Act and who has received passing scores on both the written and oral examinations shall have ten (10) points added to his or her combined, weighted written and oral examination score. Any applicant claiming veterans' preference is responsible for providing to the Commission any and all documents required to establish entitlement to the preference.

SECTION 7. CERTIFICATION OF LIST OF ELIGIBLES AND APPOINTMENT.

7.01 Creation of Eligibility List.

Upon the completion of the examination requirements as set forth in Section 6, supra, the Commission shall rank all passing applicants on an 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. Applicants for the position of patrol officer who qualify for veteran's preference points shall have those points added to their passing score prior to being ranked on the eligibility list. For any promotional position, fulfilling the performance requirement (relating to disciplinary action) set forth in Section 5.04, supra, is also required. In the case of tie scores, the tie will be broken by giving preference to the applicant who submitted a final completed application first.

The eligibility list will be valid for one year from the last date by which the Commission formally adopts the eligibility list. Prior to the expiration of the one-year period, the Commission may, at its sole discretion, by a vote of the majority of the Commission at duly authorized commission meetings, extend the list for up to an additional twelve months, unless directed by the Board of Commissioners to prepare a new list. In the absence of a lawful extension by the Commission, the list shall expire. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

7.02 Appointment.

A. The Board of Commissioners may fill any vacancy in any position as a police officer that occurs as a result of expansion of the Police Department, retirement, resignation, disability or death by the reappointment or reinstatement of a former police officer of the Township who had been appointed pursuant to the civil service requirements, and previously held the vacant position. Except for medical and psychological examinations, no other testing shall be required for a reappointed or reinstated police officer except at the discretion of the Board of Commissioners or as otherwise required by law. Such former police officer shall comply with the recertification requirements of the Municipal Police Officers' Education and Training Act, Act of December 19, 1996, P.L. 1158, No. 177, as amended, 53 Pa.C.S.A. § 2161, et seq.

B. If no furlough list exists or if any position remains to be filled after all of the eligible former police officers on the furlough list have been offered reemployment, every position, except that of chief of police, shall be filled only in the following manner:

1. The Board of Commissioners shall notify the Commission of any vacancy which is to be filled and shall request certification of the names of the highest ranking three (3) persons on the list of eligible from the Commission. In the event there is more than one vacancy to fill, the Board of Commissioners shall request certification of that number of names necessary to fill the vacancies, plus two, in the order of their rank on the eligibility list.

2. The Commission shall certify to the Board of Commissioners a list of the names of the requested number of highest ranking persons on the list of eligible. If there are fewer names on the list of eligible than necessary to satisfy the request, the Commission shall certify the names of those persons on the list of eligible though less than that requested, and shall advise the Board of Commissioners that there are fewer names than requested.

3. The Board of Commissioners shall make a conditional appointment from the three (3) highest ranking names on the certified list for each vacancy, predicated upon the merits and fitness of the applicants. A model form of notice to a person conditionally appointed is attached as Appendix A-12. If the number of persons on the certified list is less than three (3) persons, the Board of Commissioners may decline to make any appointment and order the establishment of a new list of eligible so that the Commission may certify a list of three (3) persons.

C. The Board of Commissioners may object to one (1) or more of the persons certified for the reasons set forth in Section 5.10, supra, of these Rules and Regulations. If a person to whom the Board of Commissioners objects fails to timely exercise his or her rights of appeal under Section 5.11, supra, or if the Commission declines to uphold the person's appeal, the Commission shall strike the name of that person from the eligibility list and certify the next highest name.

D. Where the Board of Commissioners notifies the Commission that there is more than one (1) position of the same rank to be filled, the following procedure shall be used. The Commission shall certify from the eligible list a number of the names of the highest ranked applicants equal to the number of positions to be filled, plus the next two (2). Appointment for each position shall be made from the names of the three (3) highest ranking persons on the list. As each position is filled, the name of the appointed applicant shall be removed from the list, and the name of the next highest ranking person on the list shall be moved up to third place on the list for consideration for appointment to the next position to be filled.

7.02A Promotions.

Promotions in the police force shall be based on merit to be ascertained by examinations to be prescribed by the Commission. All questions relative to promotions shall be practical in character and such as will fairly test the merit and fitness of persons seeking promotion. The Board of Commissioners shall notify the Commission of a vacancy on the police force which is to be filled by promotion and shall request the certification of an eligibility list. The Commission shall certify for each vacancy the names of the three persons on the eligibility list who have received the highest average in the last promotion examination held within a period of two (2) years preceding the date of the request for the eligibility list. If three names are not available, the Commission shall certify the names remaining on the eligibility list. The Board of Commissioners shall make an appointment from the names certified based solely on the merit and fitness of the candidate unless the Board of Commissioners makes objections to the Commission regarding any person on the eligibility list for the reasons set forth in Section 5.10, supra, of these Rules and Regulations. The Board of Commissioners shall have power to determine in each instance whether an increase in salary shall constitute a promotion.

7.03 Veteran's Preference Points in Appointment.

Pursuant to Section 4(b) of the Veteran's Preference Act, 51 Pa.C.S. Subsection 7104(b), any applicant for the position of patrol officer who qualifies as a "soldier" under the Act, and whose name appears among the top three (3) names certified (or less where there are less than three (3) names certified), shall be offered appointment by the Board of Commissioners, regardless of the ranking of the applicant among the top three (3) names. In the event there is more than one (1) such "soldier" on the list of names certified, then the Board of Commissioners shall offer employment to one of such soldiers. Pursuant to Section 4(c) of the Veteran's Preference Act, 51 Pa.C.S. § 7104(c), any applicant for the position of police officer who qualifies as a "soldier" under the Act, and whose name appears on eligibility list, may be offered appointment by the Board of Commissioners, regardless of the ranking of the applicant on the list.

7.03A Promotional Appointments

As has been held in Hoffman v. Township of Whitehall, 544 Pa 499; 677 A.2d 1200 (1996), inclusion of veterans preference points with respect to promotional appointments is unconstitutional.

7.04 Appointment of Chief of Police.

In the case of vacancy a vacancy in the office of chief of police, the Board of Commissioners may nominate a person to the Commissioners. It shall thereupon become the duty of the Commission to subject the person to a non-competitive examination and if the person shall be certified by the Commission as qualified he/she may then be appointed to the position and thereafter shall be subject to all the provisions of this subdivision.

7.05 Medical, Psychological, and Drug Testing Examinations.

An applicant selected from the eligibility list shall receive a conditional offer of employment. The offer of employment shall be conditioned upon the conditional employee undergoing a physical and psychological medical examination and drug testing and a determination that the conditional employee is capable of performing all the essential functions of the position. Physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist.

The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the Board of Commissioners and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all pf the essential functions of the position for which the person was conditionally appointed.

If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a position, a person designated by the Board of Commissioners shall meet with the conditional appointee for the purposed of having one or more interactive discussions on whether the conditional

appointee can, with or without reasonable accommodation, perform all the essential functions of the position.

If, at the conclusion of the interactive discussion as described in the preceding paragraph, the Board of Commissioners determines that the conditional appointee is not qualified, the Board of Commissioners shall give written notice to the conditional appointee and the Commission.

Nothing in this act shall be construed to authorize physical or psychological medical examination prior to conditional appointment.

As used in this section, the following definitions shall apply:

“Medical examination” shall mean any examination, procedure, inquiry or test designated to obtain information about medical history or a physical or mental condition which might disqualify an application if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the position.

“Physician” shall have the meaning given to it in 1 Pa.C.S. §1991 (relating to definitions).

“Qualified medical professional” shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed:

(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L. 457, No. 112) known as the “Medical Practice Act of 1985,” or the act of October 5, 1978 (P.L. 1109, No. 261), known as the “Osteopathic Medical Practice Act”; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L. 317, No. 69), known as the “The Professional Nursing Law.”

7.06 Probationary Period.

Every appointee satisfying all the conditions for appointment shall serve a twelve (12) month probationary period, which shall commence with the date on which the appointee is both: (a) eligible to perform official duties (including the completion of any required training under Act 120 and receipt of a certification number from the Municipal Police Officers' Education and Training Commission, and the taking of the oath of office); and (b) actually performs official duties. During the probationary period, a probationer in the position of patrol officer may be dismissed, and a probationer in a promotional position may be returned to his or her previous rank, only for cause for the reasons set forth in Section 5.10, *infra*, which restates Section 637 of the First Class Township Code or because of incapacity for duty due to the use of alcohol or drugs. However, if at the close of the twelve (12) month probationary period, the Board of Commissioners determines that the conduct or fitness of the probationer has not been satisfactory to the Board of Commissioners, the probationer shall be given notice, as soon as practicable upon the conclusion of the twelve (12) month probationary period, that the probationer will not receive a permanent appointment. At that time, the employment of a probationer in the position of patrol officer shall end, and a promoted officer shall return to such officer's previous rank. Any probationer who is not given notice that such probationer's performance has been unsatisfactory, shall receive a permanent appointment. Any

probationer who is given notice that the probationer will not receive a permanent appointment has no rights of appeal under these Rules and Regulations.

7.07 Seniority.

Seniority shall be established by the order of appointment by the Board of Commissioners.

7.08 Provisional Appointments.

Whenever there are urgent reasons for the filling of a vacancy in any position in the police force and there are no names on the eligible list for such appointment, the Board of Commissions may nominate a person the Commission for non-competitive examination and if such nominee shall be certified by the Commission as qualified after such non-competitive examination he/she may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three weeks to hold a competitive examination and certify a list of eligibles and a regular appointment shall then be made from the names or names submitted by the Commission: Provided, however, that nothing herein contained shall prevent the appointment without examination of persons temporarily as police officers in cases of riot or other emergency or of operator of fire apparatus in emergency cases.

SECTION 8. SUSPENSIONS, REMOVALS AND REDUCTIONS IN RANK.

8.01 Grounds for Disciplinary Action.

A. No person appointed to a position as a police officer pursuant to these Rules and Regulations may be suspended without pay or removed and no person promoted in rank pursuant to these Rules and Regulations may be reduced in rank except for the following reasons:

1. Physical or mental disability affecting the police officer's ability to continue in service, in which case the police officer shall receive an honorable discharge from service;
2. Neglect or violation of any official duty;
3. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony;
4. Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming a police officer;
5. Intoxication while on duty; or
6. Engaging or participating in the conducting of any political or election campaign in Pocono Township other than the police officer's exercise of the right of suffrage.

B. No police officer shall be removed for any reason which constitutes unlawful discrimination, including without limitation, discrimination on the basis of race, religion, color, national origin, sexual orientation, gender, age, marital status or non-job related physical or mental handicap or disability.

C. A written statement of any charges made against any police officer so employed shall be furnished to the police officer within five (5) days after those charges are adopted by the Board of Commissioners and filed with the Commission.

D. A reduction in rank under these Rules and Regulations applies only to situations where a police officer is demoted from a promotional position obtained pursuant to the requirements of these Rules and Regulations.

8.02 Furloughs.

If for reasons of economy or other reasons it shall be deemed necessary by the Township to reduce the number of paid employees of the police force, then the Township shall apply the following procedure:

A. If there are any employees eligible for retirement under the terms of any retirement or pension law, then such reduction in numbers shall be made by retirement if the party to be retired exceeds the maximum age as defined in the act of October 27, 1955 (P.L. 744, No. 222), known as the "Pennsylvania Human Relations Act;

B. If the number of paid employees in the police force eligible to retire is insufficient to effect the necessary reduction in numbers or if there are no persons eligible to retirement or if no retirement or pension fund exists, then the reduction shall be effected by furloughing the person or persons, including probationers, last appointed to the respective force. Such removal shall be accomplished by furloughing in numerical order commencing with the person last appointed until such reduction shall have been accomplished. In the event the Police Department shall be increased, the employees furloughed shall be reinstated in the order of their seniority in the service. The provisions of this paragraph as to reductions in force shall not apply to any chief of police.

8.03 Notice of Suspension, Removal or Reduction in Rank.

Whenever a police officer is suspended without pay, removed from office, or reduced in rank, the specific charges warranting such action shall be stated in writing by the Board of Commissioners. The charges shall be stated clearly and in sufficient detail to enable the officer to understand the charges against the officer and to allow the officer an opportunity to respond to those charges. The charges shall specify the section of the law or regulation which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the Board of Commissioners relied in finding a violation of such law or regulation. The charges shall notify the officer of the officer's appeal rights under Section 8.04, infra, of these Rules and Regulations. The charges shall be delivered to the officer and delivered to the members of the Civil Service Commission.

8.04 Hearings on Suspension, Removal, and Reduction in Rank.

A. Except as provided in subparagraph D., a police officer who has been suspended without pay, removed from office, or reduced in rank may appeal the decision of the Board of Commissioners by written notice to the Secretary of the Commission at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA 18372 requesting a hearing. This request shall be delivered to the Commission within ten (10) days after the officer has received electronic mailed notice of the discipline. This request shall specify whether the officer wishes to have an open or a closed hearing before the Commission. In the absence of a request for a closed hearing, the hearing will be advertised and conducted as an open hearing. The officer may make written answers to any charges filed against such officer not 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.

B. The Commission shall, upon receipt of an officer's timely written request, schedule a hearing. The hearing, unless continued by the Commission for cause at the request of the Commission, the Board of Commissioners, or the officer, shall be held within a period of ten (10) days from the filing of charges in writing. The date of filing shall commence with the transmittal of the written charges to the officer. At any such hearing, the officer against whom the charges have been made may be present and represented by counsel, and may call witnesses and present testimony and documentation in such officer's defense. The Township may also be represented by counsel, and may 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, the Commission shall not modify the penalty imposed by the Board of Commissioners unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Board of Commissioners. The Commission may request post-hearing briefs, and shall issue a written decision, a copy of which decision shall by electronic mailing be transmitted to the officer, which decision shall contain specific findings of fact and conclusions of law within sixty (60) days of receipt of the hearing transcript. Where no transcript is requested, the sixty (60) day period shall commence at the conclusion of the hearing.

D. The Board of Commissioners, or the chief of police when the Board of Commissioners are not in session, may suspend any such person without pay pending the determination of the charges against him/her, but in the event 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 during which he/she was suspended, removed or demoted, and no charges shall be officially recorded against his/her record.

E. The right to a hearing does not extend to the non-retention by the Board of Commissioners of a probationer in the position of patrol officer, or the return by the Board of Commissioners of a probationer in a promotional position to the officer's previous rank, at the close of the probationary period. Furthermore, the right to a hearing does not apply to any police

officer subject to a reprimand or disciplinary action which does not result in a suspension with loss of pay, removal from office, or reduction in rank.

8.05 Hearing Procedure.

A. All testimony shall be given under oath administered by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson. The Commission shall have power to issue subpoenas as set forth in Section 3.11, supra. The hearing shall be open to the public unless, at the time the hearing is requested by the officer, the officer requests a closed hearing.

B. If the Commission sustains the charges, the officer who is suspended without pay, removed from office, or reduced in rank may file an appeal with the Court of Common Pleas of Monroe County, Pennsylvania within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension without pay shall be for a period longer than one (1) year. In the event that the Commission fails to uphold the charges, then the officer sought to be suspended without pay, removed from office, or reduced in rank shall be reinstated with full pay for the period of the suspension, removal from office, or reduction in rank, and no charges related to the suspension, removal from office, or reduction in rank shall be officially recorded.

APPENDIX A

APPLICATION AND LETTERS

A-1	Application
A-2	Public Notice for Applications for Posting and Newspaper Advertisement
A-3	Notice of Written Examination
A-4	Notice of Passing Written Examination and Notice of Next Examination
A-5	Notice of Passing Physical Agility Examination and Notice of Oral Examination
A-6	Notice of Passing Oral Examination
A-7	Notice of Passing Background Investigation
A-8	Notice of Ineligibility After Written Examination
A-9	Notice of Ineligibility After Physical Agility Examination
A-10	Notice of Ineligibility After Oral Examination
A-11	Notice of Ineligibility After Background Investigation
A-12	Notice of Conditional Appointment Notice of
A-13	Passing Medical Examination Notice of Passing
A-14	Psychological Examination Notice of Passing
A-15	Drug Testing Examination Notice of Failure of
A-16	Medical Examination
A-17	Notice of Failure of Psychological Examination
A-18	Notice of Failure of Drug Testing Examination

APPENDIX B

RESOLUTIONS FOR APPOINTMENT OF EXAMINERS

- B-1 Written Examination Administrator
- B-2 Physical Agility Examiner
- B-3 Oral Examination Board
- B-4 Medical Examiner
- B-5 Psychological Examiner
- B-6 Drug Testing Examiner

APPENDIX C

NOTICES OF APPOINTMENT OF EXAMINERS

- C-1 Written Examination Administrator
- C-2 Physical Agility Examiner
- C-3 Oral Examination Board
- C-4 Medical Examiner
- C-5 Psychological Examiner
- C-6 Drug Testing Examiner

APPENDIX A-1

Pocono Township Police Department
Police Officer Application

YES

No

Have you ever served in the United States military: _____

If yes, please attach copy of discharge or separation papers.

Do you claim veterans' preference? _____



Notification Procedure Release

It may be necessary for the Township of Pocono to contact an applicant, should he or she be given consideration for the position of police officer.

With the exception of the initial delivery by the applicant of the application seeking employment, which application is to be personally delivered or mailed to the Township Municipal Building accompanied by the inclusion of an executed affidavit and payment of initial testing costs, all further communications both by the applicant and by the Township of Pocono shall be pursued through the use of electronic mailing, unless otherwise instructed by the Township. Please note the following:

1. It is the applicant's responsibility to provide the Civil Service Commission and the Township of Pocono with a valid and current email address at time of the initial submission of the application form.
2. The applicant alone shall maintain the responsibility to provide a secure email address that may be utilized by the Township of Pocono for transmittal of personal and sensitive information that is meant only for receipt by the applicant. The Township maintains no responsibility should a transmission by e-mail to the applicant be received or intercepted by a third party.
3. By affixing the applicant's signature to the present form, the applicant acknowledges that the applicant has read, understood and agrees with the procedures to be utilized by the Township during the entire application process.

Date

Signature

Provide the following information of your past & current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer:	Telephone# (Dates Employed From / To
Address:		
Starting Job Title / Ending Title:		Hourly Rt. / Salary Starting
Immediate Supervisor & Title		Per
Reason For Leaving:		Hourly Rt. / Salary Final
May we contact for Reference? YES NO LATER		Per

Employer:	Telephone# (Dates Employed From / To
Address:		
Starting Job Title / Ending Title:		Hourly Rt. / Salary Starting
Immediate Supervisor & Title		Per
Reason For Leaving:		Hourly Rt. / Salary Final
May we contact for Reference? YES NO LATER		Per

Comments: Including Explanation of any gaps in Employment.

Skills and Qualifications: Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND if job related

- A. List last three (3) schools attended, starting with the most recent.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. Grade point average or Class Rank.
- E. Major Field of study.
- F. Minor Field of study, if applicable.

School	Number of Years Completed	Degree/Diploma	G.P.A. Or Class Rank	Major Field of Study	Minor Field of Study, if applicable

List name & telephone numbers of three business/work references who are NOT related to you and are NOT previous Supervisors. If not applicable, list three schools or personal references that are NOT related to you.

NAME	TELEPHONE	# OF YEARS KOWN
	()	
	()	
	()	

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

(Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.)

List any additional information you would like us to consider:

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer's representatives, employees or agent to contact and obtain information from all references (personal & professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state and federal law.

I understand that this application remains current for as long as the Civil Service Commission determines. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause or prior notice, and that the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I Certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: __/__/____

Essential Duties of a Police Officer
Pocono Township Police Department

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pushing motor vehicles.
5. Pulling or carrying victims of accidents, fire, or crimes.
6. Using physical force to apprehend and subdue arrestees.
7. Withstanding prolonged exposure, as long as 10 hours, to extreme weather conditions.
8. Withstanding prolonged periods of standing and sitting.
9. Withstanding frequent exposure to stress-producing situations, such as encountering persons injured or killed by accidents, crimes, or suicide.
10. Dealing with domestic disputes.
11. Dealing with verbal and physical abuse, including taunts, insults, and threats to the officer, family members, and/or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using a firearm effectively and be proficient with tools provided by the department.
15. Filling out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Pocono Township Police Officer and believe that (check only one):

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following accommodations for the duties specified.

Specify requested accommodation(s):

_____ I cannot fully perform all duties even with accommodations.

Name

Signature

Date

I understand this application has been completed subject to penalties of 18 Pa. C.S. 4904 relating to unsworn falsification to authorities.

Date

Signature

APPENDIX A-2

PUBLIC NOTICE FOR APPLICATIONS
FOR POSTING AND NEWSPAPER ADVERTISEMENT

NOTICE IS HEREBY GIVEN that application forms which are required to be completed in order to apply for the position of patrolman in the Pocono Township Police Department are now available in the office of the Township Manager at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA 18372. Completed application materials must be received in person or through the U.S. Mail at the Municipal offices of the Township Manager not later than the filing deadline of 4:00 pm, October 3, 2014, with a \$50 (fifty), non-refundable fee. Applications received after the filing deadline will be rejected. Applicants must be certified Act 120.

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-3

NOTICE OF WRITTEN EXAMINATION

Dear [Applicant for position of _____],

Your application materials for the position of patrolman in the Pocono Township Police Department have been received. This letter is to notify you that the written examination portion of the examination process for this position will take place on October 17, 2014 beginning promptly at 9:00 am at the new campus on Route 715 of the Northampton Community College. Only those applicants scoring higher than seventy (70) points on a 100 point scale in the written examination will be eligible to proceed further in the examination process.

Please be advised of the following:

You must provide #2 pencils for your use.

No one will be admitted once the doors are closed.

There are no make up dates.

No cell phones are allowed in the exam room.

Allow approximately five (5) hours for the exam.

Must have an email address to send test results.

Sample questions for the written exam can be obtained from McCann Testing at
866-933-0508.

For those who obtain a passing score, the next testing will be the physical agility (performance) exam. The test will be held at East Stroudsburg University on October 27, 2014 at 7:00 am.

The process is lengthy and contains many exams. It is hoped that recommendations for hiring will be made by the Board of Commissioners by January, 2015.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-4

NOTICE OF PASSING WRITTEN EXAMINATION
AND NOTICE OF DATE OF NEXT EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you received a passing score of _____ points on the written examination portion of the examination process for the position of _____ in the Pocono Township Police Department. You are eligible to proceed further in the examination process.

Please be advised that your next examination, [state examination: for patrol officer, physical agility examination; for promotion or chief of police, oral examination] will take place on [date] beginning promptly at [time] at [location].

[NOTE: FOR APPLICANTS TO POSITION OF PATROL OFFICER, ADD THE FOLLOWING:]

Only those applicants who have passed the physical agility examination will be eligible to proceed further in the examination process.

[NOTE: FOR APPLICANTS FOR PROMOTION OR CHIEF OF POLICE, ADD THE FOLLOWING:]

Only those applicants scoring higher than seventy (70) points or higher on a 100 point scale in the oral examination will be eligible to proceed further in the examination process.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-5

NOTICE OF PASSING PHYSICAL AGILITY EXAMINATION
AND NOTICE OF ORAL EXAMINATION

Dear [Applicant for position of patrol officer],

You are hereby notified that you have passed the physical agility portion of the examination process for the position of patrol officer in the Pocono Township Police Department. You are eligible to proceed further in the examination process.

Please be advised that your next examination, the oral examination, will take place on [date] beginning promptly at [time] at [location].

Only those applicants scoring seventy (70) points or higher on a 100 point scale in the oral examination will be eligible to proceed further in the examination process.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-6

NOTICE OF PASSING ORAL EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you received a passing score of _____ points on the oral examination portion of the examination process for the position of _____ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. The Township will now proceed with a background investigation.

Your weighted and combined written and oral examination scores, with the written examination representing fifty (50%) percent and the oral examination representing fifty(50%) percent, of the combined score, together with any veteran's preference points, is _____. You will be ranked with other passing applicants according to your combined score.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-7

NOTICE OF PASSING BACKGROUND INVESTIGATION

Dear [Applicant for position of _____],

You are hereby notified that you have passed the background investigation portion of the examination process for the position of _____ in the Pocono Township Police Department. You are eligible to proceed further in the examination process.

A copy of the eligibility list for this position based on the results of the examinations is enclosed.

If the Township decides to appoint a new police officer to this position, only the names of the highest ranking three (3) persons on the list of eligibles (or such lesser number if the list consists of less than (3) persons) will be considered. Any decision to appoint any person will be conditional, and final appointment shall be conditioned upon passing medical, psychological, and drug testing examinations.

You will be notified by the Civil Service Commission at such time as your name is submitted to the Board of Commissioners for further consideration for appointment.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-8

NOTICE OF INELIGIBILITY AFTER WRITTEN EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you received a score of _____ points on the written examination portion of the examination process for the position of _____ in the Pocono Township Police Department. Because your score was less than seventy (70) points, 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 a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-9

NOTICE OF INELIGIBILITY AFTER
PHYSICAL AGILITY EXAMINATION

Dear [Applicant for position of _____].

You are hereby notified that you have failed to pass the physical agility examination portion of the examination process for the position of patrol officer in the Pocono Township Police Department. You are therefore ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-10

NOTICE OF INELIGIBILITY AFTER ORAL EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you received a score of _____ points on the oral examination portion of the examination process for the position of _____ in the Pocono Township Police Department. Because your score was less than seventy (70) points , 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 a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-II

NOTICE OF INELIGIBILITY AFTER BACKGROUND INVESTIGATION

Dear [Applicant for position of _____],

You are hereby notified that you have failed to pass the background investigation portion of the examination process for the position of _____ in the Pocono Township Police Department. You are therefore ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission-within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-12

NOTICE OF CONDITIONAL APPOINTMENT

Dear [Applicant for position of _____],

Congratulations. You have been conditionally appointed by the Pocono Township Board of Commissioners to the position of _____ in the Pocono Township Police Department. However, your appointment is conditioned upon your passing a medical examination, a psychological examination, a drug testing examination, and demonstrate the ability to swim. You will receive separate notices from us concerning the scheduling of each of these examinations.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-13

NOTICE OF PASSING MEDICAL EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you have passed the medical examination portion of the examination process for the position of _____ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. You will receive a separate notice from us concerning the scheduling of your next examination, or if there is any change in the status of your conditional appointment.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-14

NOTICE OF PASSING PSYCHOLOGICAL EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you have passed the psychological examination portion of the examination process for the position of _____ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. You will receive a separate notice from us concerning the scheduling of your next examination, or if there is any change in the status of your conditional appointment.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-15

NOTICE OF PASSING DRUG TESTING EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you have passed the drug testing examination portion of the examination process for the position of _____ in the Pocono Township Police Department. You are eligible to proceed further in the examination process. You will receive a separate notice from us concerning the scheduling of your next examination, or if there is any change in the status of your conditional appointment.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-16

NOTICE OF FAILURE OF MEDICAL EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you have failed to pass the medical examination portion of the examination process for the position of _____ in the Pocono Township Police Department. This result renders you ineligible for final appointment because your conditional appointment was conditioned upon your passing the medical examination. Your conditional appointment has therefore been revoked.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-17

NOTICE OF FAILURE OF PSYCHOLOGICAL EXAMINATION

Dear [Applicant for positions of]

You are hereby notified that you have failed to pass the psychological examination portion of the examination process for the position of in the Pocono Township Police Department. This result renders you ineligible for final appointment because your conditional appointment was conditioned upon your passing the psychological examination. Your conditional appointment has therefore been revoked.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX A-18

NOTICE OF FAILURE OF DRUG TESTING EXAMINATION

Dear [Applicant for position of _____],

You are hereby notified that you have failed to pass the drug testing examination portion of the examination process for the position of _____ in the Pocono Township Police Department. This result renders you ineligible for final appointment because your conditional appointment was conditioned upon your passing the drug testing examination. Your conditional appointment has therefore been revoked.

If you believe that you have a basis to appeal this result, you must request a hearing before the Pocono Township Civil Service Commission by written notice transmitted by electronic mail to the Commission within ten (10) days of your receipt of this notice.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX B-1

RESOLUTION FOR APPOINTMENT OF WRITTEN EXAMINATION ADMINISTRATOR

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a written examination administrator to administer written examinations to applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that _____ is hereby appointed as written examination administrator to administer written examinations to applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this ____ day of _____,
20____ at a public meeting of the
Commission:

APPENDIX B-2

RESOLUTION FOR APPOINTMENT OF PHYSICAL AGILITY EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a physical agility examiner to administer physical agility examinations to applicants for a position as a patrol officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that _____ is hereby appointed as physical agility examiner to administer physical agility examinations to applicants for a position as a patrol officer in the Pocono Township Police Department.

Approved by a majority of the Commission this ____ day of _____,
20__ at a public meeting of the
Commission:

APPENDIX B-3

RESOLUTION FOR APPOINTMENT OF ORAL EXAMINATION BOARD

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of an oral examination board consisting of three (3) individuals qualified to question applicants for a position as a police officer in the Pocono Township Police Department on situations relative to police work;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, _____ that

_____ and _____ are hereby appointed as the members of the oral examination board to administer oral examinations to applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this ____ day of

_____,
20__ at a public meeting of the
Commission:

APPENDIX B-4

RESOLUTION FOR APPOINTMENT OF MEDICAL EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a medical examiner to perform medical examinations of applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that _____ is hereby appointed as medical examiner to perform medical examinations of applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this ____ day of
_____,
20__ at a public meeting of the
Commission:

APPENDIX B-5

RESOLUTION FOR APPOINTMENT OF PSYCHOLOGICAL EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a psychological examiner to perform psychological examinations of applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that _____ is hereby appointed as psychological examiner to perform psychological examinations of applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this ____ day of

_____,
20____ at a public meeting of the
Commission:

APPENDIX B-6

RESOLUTION FOR APPOINTMENT OF DRUG TESTING EXAMINER

RESOLUTION

WHEREAS, the Rules and Regulations for the Civil Service Commission of Pocono Township, Monroe County, Pennsylvania provide for the appointment by the Civil Service Commission of a drug testing examiner to administer drug testing examinations to applicants for a position as a police officer in the Pocono Township Police Department;

NOW THEREFORE, BE IT AND IT IS HEREBY

RESOLVED, that _____ is hereby appointed as drug testing examiner to administer drug testing examinations to applicants for a position as a police officer in the Pocono Township Police Department.

Approved by a majority of the Commission this ____ day of _____,
20____ at a public meeting of the
Commission:

APPENDIX C-1

NOTICE OF APPOINTMENT OF WRITTEN EXAMINATION ADMINISTRATOR

Dear _____,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as written examination administrator for the written examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX C-2

NOTICE OF APPOINTMENT OF PHYSICAL AGILITY EXAMINER

Dear _____

This letter will confirm your appointment by the Pocono Township Civil Service Commission as physical agility examiner for the physical agility examination portion of the examination process for applicants for a position as a patrol officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX C-3

NOTICE OF APPOINTMENT OF ORAL EXAMINATION BOARD MEMBERS

Dear _____,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as a member of the three (3) person oral examination board for the oral examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX C-4

NOTICE OF APPOINTMENT OF MEDICAL EXAMINER

Dear _____ /

This letter will confirm your appointment by the Pocono Township Civil Service Commission as medical examiner for the medical examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX C-5

NOTICE OF APPOINTMENT OF PSYCHOLOGICAL EXAMINER

Dear _____,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as psychological examiner for the psychological examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commission's statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission

APPENDIX C-6

NOTICE OF APPOINTMENT OF DRUG TESTING EXAMINER

Dear _____,

This letter will confirm your appointment by the Pocono Township Civil Service Commission as drug testing examiner for the drug testing examination portion of the examination process for applicants for a position as a police officer in the Pocono Township Police Department.

Enclosed you will find a copy of the relevant portions of the Rules and Regulations for the Civil Service Commission of Pocono Township, and a copy of the Commissioners' statement of instructions and rules for conducting the examination. Please contact me if you have any questions concerning your duties.

Very truly yours,

Secretary
Pocono Township
Civil Service Commission