

UPPER MORELAND TOWNSHIP
Committees Meeting Agenda
October 24, 2022 at 7:00 p.m.

AGENDA ITEMS ARE SUBJECT TO CHANGE

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Public Health & Safety Committee Members: Commissioner and Committee Chair Charles M. Whiting, Commissioner Kip McFatridge and Commissioner Nicholas O. Scull; Township Staff Members/Representatives: Police Chief Andrew Block, Fire Chief Glassman, Assistant Chief Ken Davidson, Second Alarmers Association & Rescue Squad.

- I. Call to Order**
- II. Roll Call**
- III. Presentation**
- IV. Approval of Minutes** – September 26, 2022 (attachment)
- V. Acceptance and approval of the following monthly report** (attachments):
 - A. Police Department Memorandum and Monthly Report by Police Chief Block
 - B. Fire Department by Fire Chief Glassman
 - C. Second Alarmers Association & Rescue Squad by Assistant Chief Ken Davidson
- VI. Old Business**
- VII. New Business**
 - A. Consider the adoption by resolution, the Civil Service Commission's adopted **Resolution R-2022-12**, which revised Section 4.3; General Examination Requirements for Promotion; Section A. Police Dept to change the weighting for the promotional examination for the position of Sergeant and Lieutenant to (30%) for the Written Exam and (70%) for the Oral Exam on a (100) point scale. (attachment)
- VIII. Other Items**
- XI. Visitor Comments**
- X. Commissioner Comments**
- XI. Adjournment**

**Upper Moreland Township
Committees Meetings
September 26, 2022 - Meeting Minutes**

Public Health & Safety Committee Meeting

Public Health & Safety Committee Members: Commissioner and Committee Chair Charles M. Whiting, Commissioner Kip McFatridge, Commissioner Nicolas O. Scull; Andrew J. Block, Chief of Police; Edward Glassman, Fire Chief; Kenneth E. Davidson, Assistant Chief Operations & Administration - Second Alarmer's Rescue Squad

- I. **Call to order:** Commissioner and Committee Chair Charles M. Whiting called the meeting to order following adjournment of the Finance & Administrative Committee Meeting.
- II. **Roll Call:** Commissioner and Committee Chair Whiting, Commissioners McFatridge and Scull, Police Chief Block, Assistant Chief Davidson, Fire Chief Glassman. Also present: Matthew H. Candland, Township Manager, Alex Baumler, Township Solicitor.
- III. **Approval of Minutes** – July 25, 2022 - The meeting minutes were unanimously approved as submitted.
- IV. **Acceptance and approval of the following monthly reports - August 2022:**
 - A. Police Department – Memorandum and Monthly Reports - Chief Block discussed the following:
 - Statistics from calls, crimes, offenses, arrests, investigations, citizen concerns and traffic.
 - Asked everyone to keep the officers injured in a bomb detonation accident during a training exercise at SCI Phoenix prison in their thoughts and prayers.
 - Community-oriented police activities and trainings were reviewed.
 - “Faith & Blue” event will be held October 8, 2022, 10 a.m. to 2 p.m. at the Willow Grove YMCA.
 - “DEA Take Back”, drug takeback event, will be held at the Police Department Lobby and the Giant Food Store at 315 York Road on October 29, 2022, 10 a.m. to 2 p.m.
 - Sue Worth-LaManna inquired on the status of homeless services within the Township. Chief Block explained that solutions are difficult to find and the Department provides a bag of supplies, links up people with County services, and is working with contacts in Abington Township.
 - B. Department of Emergency Services – Chief Glassman discussed the following:
 - Statistics and details from emergency responses, incidents, inspections, investigations and fees, community events, detector installations, department trainings and thank you letters.
 - Fire Station Open House event will be held on October 13, 2022, 6:30 p.m. to 8 p.m.
 - The fire prevention tip to clean out chimneys, heating systems, dryers, and anything capable of building up carbon monoxide in the house. Check batteries on detectors as well.
 - Commissioner McFatridge commended the Fire Department’s response time of three minutes to recent fire emergencies.
 - C. Second Alarmer’s Association and Rescue Squad - Chief Davidson reviewed the following:
 - Statistics from emergency responses, opioid incidents, transportations, patients' outcomes, yearly comparisons, staffing, trainings, and donations.
 - Commissioner Whiting stated that a check to assist the Squad will be provided this month and Chief Davidson thanked the Committee for their support.

**Upper Moreland Township
Committees Meetings
September 26, 2022 - Meeting Minutes**

V. **Old Business** – Nothing to report.

VI. **New Business:**

- A. Consider the adoption by resolution, the Civil Service Commission's adopted Resolution 2022-11, which expanded the pool of potential applicants for the position of Patrol Officer in the Police Department by removing the requirement that an applicant either be actively enrolled in the Police Academy or had graduated within two years:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.
- B. Pennsylvania Commission on Crime and Delinquency Office of Justice Programs – Grant Opportunities:
 - Chief Block explained that the grant opportunity is part of ARPA funding and requires no match. Funding will provide updates to the records management system subscription, replace in-car and body-worn cameras that are out of service, reimburse the evidence technician processing fees, personnel costs for sworn officers and fund the development of policy, practices and training to benefit accreditation of the Department.
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.

VII. **Other Items:**

- A. Designating Fire Zones at the following locations:
 - Home Depot
 - Walmart
 - Lowes
 - Chief Glassman shared concerns received, explained safety issues and the need to designate fire zones.
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.

VIII. **Visitor Comments** - Nothing to report.

IX. **Commissioner Comments** – Nothing to report.

XI. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:30 p.m.

Respectfully submitted by Kathleen Kristire.

TOWNSHIP of UPPER MORELAND

Montgomery County, Pennsylvania

117 Park Avenue, Willow Grove, PA 19090-3215

Telephone (215) 659-3100 / Fax (215) 659-7363

COMMISSIONERS

KIP McFATRIDGE

President

CHERYL LOCKARD

Vice President

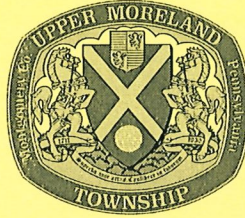
ANTHONY S. PROUSI

NICHOLAS O. SCULL

KEVIN C. SPEARING

R. SAMUEL VALENZA

CHARLES M. WHITING



OFFICIALS

MATTHEW H. CANDLAND

Township Manager

RANDALL K. SCHAIBLE

Assistant Township Manager/

Director of Finance

ALEX H. LEVY

Township Treasurer

SEAN P. KILKENNY, ESQ.

Township Solicitor

Agenda Summary

Upper Moreland Township Board of Commissioners

Public Health & Safety Committee Meeting

October 24, 2022

Agenda Item:	Consider the adoption by resolution of the Civil Service Commission's adopted Resolution R-2022-12
Attachments:	Resolution R-2022-12
Recommended Action by Committee:	Requesting Committee to recommend to the Board of Commissioners the adoption of Civil Service Commission's Resolution R-2022-12.
Background/Analysis:	Consider the adoption by resolution, the Civil Service Commission's adopted Resolution 2022-12, which revised Section 4.3; General Examination Requirements for Promotion; Section A. Police Dept to change the weighting for the promotional examination for the position of Sergeant and Lieutenant to (30%) for the Written Exam and (70%) for the Oral Exam on a (100) point scale.
Fiscal Impact/Source:	None
Alternatives:	
Prepared by:	Andrew Block, Chief of Police

Resolution Number 2022-12

**RESOLUTION OF THE POLICE AND FIRE CIVIL SERVICE COMMISSION
OF UPPER MORELAND TOWNSHIP, MONTGOMERY COUNTY,
PENNSYLVANIA UPDATING THE UPPER MORELAND TOWNSHIP CIVIL
SERVICE RULES**

BE IT RESOLVED by the Police and Fire Civil Service Commission of Upper Moreland Township, County of Montgomery, Pennsylvania ("Commission"), pursuant to the First Class Township Code that:

WHEREAS, Upper Moreland Township has been duly organized and recognized as a First Class Township in Pennsylvania; and

WHEREAS, as a First Class Township, Upper Moreland Township is required to follow the civil service provisions of the First Class Township Code which govern the creation of its civil service commission, as well as the promulgation and amendment of its rules and regulations; and

WHEREAS, Section 630 of the First Class Township Code authorizes the Commission to prescribe and amend rules and regulations governing the appointment, promotion and removal of police officers and paid firefighter/EMTs within the Township's Police Department and Fire Department; and

WHEREAS, through prior resolutions, the Township has established civil service rules and regulations for the Police Department and the Fire Department (the "Civil Service Rules"); and

WHEREAS, the Commission is recommending an update of its Civil Service Rules;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Commission that the existing Township Civil Service Rules are hereby amended by replacing Section 4.3, **General Examination Requirements for Promotion**, with the following language:

A. **Police Department.** The examination for the position of sergeant and the position of lieutenant shall include a written examination, and oral examination which shall be graded on a one hundred (100) point scale, with the written examination representing thirty percent (30%) of the final score and the oral examination representing seventy percent (70%) of the final score.

BE IT FURTHER RESOLVED that this amendment shall take effect immediately upon approval by the Upper Moreland Township Board of Commissioners.

The undersigned hereby certifies that the foregoing is a true and correct copy of the Resolution duly adopted by the Commission on the 13th day of October, 2022.

**UPPER MORELAND TOWNSHIP
CIVIL SERVICE COMMISSION**

BY: Commissioner Tanya Geisler
Electronic Signature authorized via email dated 10/13/22

DATE: 10/13/22

UPPER MORELAND TOWNSHIP

CIVIL SERVICE RULES

Approved by Civil Service Commission 7/20/2010 and by Board of Commissioners on 8/2/10

Revision to Section 3.6A approved by Civil Service Commission 2/14/11 and by Board of Commissioners on 3/7/11

Approved by the Civil Service Commission 1/31/2012 and by the Board of Commissioners on 3/5/12

Revision to Section 3.6A approved by Civil Service Commission on 6/7/13 and by Board of Commissioners on 7/1/13

Revision to Section 3.6A, 4.3A, 4.1, 4.2, 4.4, 4.6, 4.9 and 5.1 approved by Civil Service Commission on 10/31/13 and by Board of Commissioners on 12/1/13.

Revision to Section 3.6A and 4.5A approved by Civil Service Commission on 7/9/14 and by Board of Commissioners on 10/6/14

Revision to Section 3.6B and 3.7B approved by Civil Service Commission 5/13/15 and by Board of Commissioners on 7/6/15.

Revisions to Section 3.6.A(8) approved by Civil Service Commission on 4/13/16 and by Board of Commissioners on 5/2/16.

Revisions to Section 3.6.A(5),(6),and (8); Section 3.7 1, 4 (a), 5 (a) and 5 (b); Section 4.1; Section 4.3 (A); Section 4.5 (A); and Section 4.6 (A) approved by Civil Service Commission on 1/13/21 and by Board of Commissioners on 2/1/21

Revisions to Section 5.5. C (2) approved by Civil Service Commission on February 9, 2022 and by Board of Commissioners on March 7, 2022

Revisions to Section 1.1; Section 3.1; Section 3.3 (B); Section 3.6 (B), (1) and (2); Section 3.7 (B), (1), (1a), (1e), (2); Section 4.3 (B); Section 4.5 (B); Section 4.6 (B); Section 4.9 (B); Section 5.2; Section 5.4; Section 5.5 (A), (C); Section 5.6; Section 5.8; Section 5.9; and Section 6.1 (A) approved by Civil Service Commission March 9, 2022 and by Board of Commissioners on April 4, 2022

Revisions to Section 3.6,A approved by Civil Service Commission August 10, 2022 and by Board of Commissioners on October 3, 2022.

Revisions to Section 4.3;A approved by Civil Service Commission October 13, 2022 and by the Board of Commissioners on [Date].

UPPER MORELAND TOWNSHIP CIVIL SERVICE RULES

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CHAPTER 7. RESOLUTION FOR ADOPTION OF RULE

CHAPTER 1. DEFINITION OF TERMS

Section 1.1 Definitions

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

Applicant: Any individual who applies in writing to the Commission in response to a legally advertised notice of vacancy and/or examination for any position in the Police Department or Fire Department for any full-time or part-time position in the Police Department or Fire Department.

Alternate Commissioner: An individual appointed by the Appointing Authority in a First Class Township to serve as an "Alternate Civil Service Commissioner." Properly appointed Alternate Commissioners shall have all the same powers and duties as a properly appointed Commissioner set forth in the First Class Township Code.

Appointing Authority: The Board of Commissioners of Upper Moreland Township, Montgomery County, Pennsylvania.

Certification: The submission to the Appointing Authority pursuant to its request for three names taken from the eligible list developed by the Commission.

Chairperson: The Chairperson of the Commission.

Commission: The Civil Service Commission of Upper Moreland Township, Montgomery County, Pennsylvania.

Commissioner: An individual appointed by the Appointing Authority to serve as a member of the Civil Service Commission of the Township.

Fire Department. The department in Upper Moreland Township which provides emergency services to the Township consisting of the Fire Department with paid firefighter/EMTs and fire companies with volunteer firefighters. For purposes of these Rules, all references to applicants for positions in the Fire Department shall refer only to paid operators of fire apparatus as referenced in the First Class Township Code and defined as Firefighter/EMT in these Rules.

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

Eligible List: The list of names of persons who have passed all examinations for a particular position in the Police Department or Fire Department.

Examination: The series of tests given to applicants to determine their qualifications for a position in the Police Department or Fire Department.

Firefighter/EMT: For the purpose of these Rules, an entry level sworn full-time paid position in the Fire Department.

Furlough List: The list containing the names of persons temporarily laid off from positions in the Police Department or Fire Department because of a reduction in the number of police officers or firefighter/EMTs.

Patrol Officer: For purposes of these Rules, an entry level sworn full-time or part-time position in the Police Department. The Appointing Authority shall retain full discretion in determining which part-time patrol officer receives an offer of full-time employment. Regardless of a patrol officer's hours worked, the civil service rank of full-time and part-time patrol officers shall be the same.

Police Department. The department in Upper Moreland Township which provides police and law enforcement services.

Probationer: An officer in the Police Department or firefighter/EMT in the Fire Department who has been appointed from an eligible list, but who has not yet completed the work-test period.

Reduction in Rank: A change to a different position or rank where the employee fulfilled all of the requirements of these Rules for both the prior and current position or rank. However, a decrease in salary without a change to a different position or rank shall not necessarily constitute a reduction in rank.

Removal: The permanent separation of a police officer from the Police Department or firefighter/EMT from the Fire Department.

Secretary: The Secretary of the Commission.

Suspension: The temporary separation without pay of a police officer from the Police Department or a firefighter/EMT from the Fire Department.

Township: Upper Moreland Township, Montgomery County, Pennsylvania.

Section 1.2 Gender

The words "he," "his," "him" and "men" when used in these Rules represent both the masculine and feminine genders.

CHAPTER 2. THE COMMISSION

Section 2.1 Civil Service Commission

A. **Number or Members; Appointment.** The Commission shall consist of three Commissioners who shall be qualified electors of the Township and shall be appointed by the Appointing Authority initially to serve for the terms of two, four and six years, and as terms thereafter expire shall be appointed for terms of six years.

B. **Vacancy.** Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Appointing Authority for the unexpired term within the period of thirty (30) days after such vacancy occurs.

C. **Oath; No Compensation.** Each Commissioner and Alternate Commissioner, before entering upon the discharge of the duties of his office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform his official duties with fidelity. No Commissioner or Alternate Commissioner shall receive compensation.

D. **Alternate Commissioners.** The Appointing Authority may appoint no more than three qualified electors of the Township to serve as Alternate Commissioners. The term of office shall be six years. An Alternate Commissioner shall be entitled to participate in all proceedings and discussions of the Commission to the same and full extent as provided by law for Commission members, including specifically the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties set forth in the First Class Township Code and as otherwise provided by law. Alternate Commissioners shall hold no other office in the Township. Any Alternate Commissioner may participate in any proceeding or discussion of the Commission, but shall not be entitled to vote as a Commissioner unless designated as a voting alternate member pursuant to Section 628 of the First Class Township Code.

Section 2.2 Offices Incompatible with Commissioner

No Commissioner nor Alternate Commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one Commissioner may be a member of the Board of Commissioners of the Township.

Section 2.3 Organization of Commission; Quorum

A. The Commission first appointed shall organize within ten days of its appointment and shall elect one of its members as its chairperson and one as its secretary. The Commission shall thereafter meet and organize on the first Monday of January of each even-numbered year. 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 Commissioners.

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

C. For purposes of hiring and promoting police officers or firefighters/EMTs 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) above, and each step of the hiring or promotional process need not be voted upon or approved by the same composition of Commissioners or Alternate Commissioners, as the case may be, provided that the quorum requirement has been satisfied.

Section 2.4 Duties of Chairperson

The chairperson, or in his absence, the vice-chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or these Rules.

Section 2.5 Duties of Secretary

The secretary shall transmit, at the direction of the Commission, all official correspondence of the Commission and all notices required by law and these Rules, keep a record of each examination or other official action of the Commission, and perform all other duties required by law or these Rules.

Section 2.6 Meetings

Except for the biennial organization meeting, all meetings shall be held either at the call of the chairperson or at the call of two 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. The secretary of the Commission shall give each Commissioner twenty-four (24) hours notice in writing of each and every meeting of the Commission.

Section 2.7 Clerks and Supplies

The Appointing Authority shall furnish the Commission with such supplies and clerical assistance as may be necessary for the Commission to fulfill its duties. In addition, the Commission may retain counsel, and any other consultants or experts, including physicians and psychiatrists, as are necessary. The elected and appointed officials of the Township shall assist the Commission with all reasonable and appropriate efforts including compensation for any counsel or experts retained by the Commission.

Section 2.8 Amendment of Rules

The Commission may amend, revise, void or replace these Rules 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 become effective, those changes must be approved by the Appointing Authority. These Rules and any amendments thereto shall be made available to the public for distribution or inspection.

Section 2.9 Minutes and Records

The Commission shall keep minutes of its proceedings and records of examinations and other official action. All records of the Commission shall be preserved and disposed of according to the *Retention and Disposition Schedule for Records of Pennsylvania Municipalities* issued by the Local Government Records Committee under the authority of the Municipal Records Act, 53 Pa. C.S.A. § 1381 *et seq.*

Any and all records related to any disciplinary action filed with the Commission shall be open to public inspection subject to reasonable regulation. The secretary shall keep minutes of the Commission's proceedings showing the vote of each Commissioner upon each question. If a Commissioner is absent or fails to vote, the secretary shall indicate that fact in the minutes.

Section 2.10 Investigations

The Commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these Rules. The chairperson of the Commission is authorized to administer oaths and affirmations for witnesses testifying in connection with such investigations.

Section 2.11 Subpoenas

The Commission shall have the power to issue subpoenas over the signature of the chairperson, or his designee, 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 Section 4.9 of these Rules. The fees of such witnesses for attendance and travel shall be the same as for witnesses appearing in the courts and shall be paid from appropriations for the incidental expense 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 of such refusal or neglect in a summary proceeding, that person shall be sentenced to pay a fine not to exceed one hundred dollars (\$100), and in default of the payment of such fine and costs shall be imprisoned not to exceed thirty (30) days.

If any person shall refuse or neglect to obey any subpoena issued by the Commission, the Commission may apply by petition to the Court of Common Pleas of Montgomery County for its subpoena for an order

requiring the attendance of such persons before the Commission or the court to testify and to produce any records and papers necessary, and in default thereof shall be held in contempt of court.

Section 2.12 Annual Report

The Commission shall make an annual report to the Appointing Authority 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.

CHAPTER 3. APPLICATIONS AND QUALIFICATIONS

Section 3.1 Eligibility for Examination – All Applicants

In order to be eligible for participation in any examination for any position with the Police Department or Fire Department, every applicant must submit a completed application form to the Commission, or its designated agent, before the deadline stated by the Commission for that specific examination. The applicant must make an oath or affirmation that the application is completed truthfully, and the applicant is subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

Section 3.2 Discrimination

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. The Township and the Commission will provide equal opportunities in employment and promotion.

Section 3.3 Availability of Applications

A. **Police Department.** Application forms shall be available to all interested persons in the office of the Chief of Police and from such other offices and officers that the Commission, from time to time, may choose to designate. Application forms may be mailed upon written or telephone request. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

B. **Fire Department.** Application forms shall be available to all interested persons at the Township Building and from such other offices and officers that the Commission, from time to time, may choose to designate. Application forms may be mailed upon written or telephone request. However, the Commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

Section 3.4 Recording and Filing Applications – All Applicants

Applications for positions in the Police Department or Fire Department will be received at the location(s) specified by the Commission or the persons or entities authorized by it to accept applications and conduct examinations on its behalf. Such applications will be received only after a hiring or promotional test has been properly advertised and before the deadline for receiving applications which must be set forth in the public advertisement. Applications will be received by the person or entity designated in the public advertisement. That person or entity shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the Commission, be returned to the applicant for correction prior to the deadline for filing applications, after which no new applications or amended applications will be accepted.

Section 3.5 Age Requirements – All Applicants

All applicants for patrolman or firefighter/EMT positions must have reached their twenty-first (21st) birthday before the deadline for submitting completed applications.

Section 3.6 General Qualifications – Applicants for Patrol Officer Or Firefighter/EMT

A. **Police Department.** Every applicant for any position in the Police Department: (1) must possess a diploma from an accredited high school or a graduate equivalency diploma (GED); (2) must be a United States citizen; (3) must be physically and mentally fit to perform the full duties of a police officer; (4) must possess a valid motor vehicle operator's license at the time of application.

B. **Fire Department.** Every applicant for a firefighter/EMT position in the Fire Department must possess a diploma from an accredited high school or a graduate equivalency diploma (GED). In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a firefighter/EMT and, prior to appointment, possess a valid motor vehicle license issued by the Commonwealth of Pennsylvania. In addition to the above criteria, every applicant must meet all of the following additional qualifications:

1. have served at least five (5) years as a full-time or volunteer firefighter in the Commonwealth of Pennsylvania; or have earned at least sixty (60) credits from an accredited college or university, and

2. have the following certifications:

Fire Fighter I	(NFPA 1001)
Fire Fighter II	(NFPA 1001)
Pump 1 and Pump 2	
Haz Mat Operations	(NFPA 472)

PA DOH Medical certification for EMT
PA DOH Vehicle Rescue Technician

And the following certifications to be obtained within (1) year from date of hire

Driver/Operator Pumper (NFPA 1002)
Fire Inspector I (NFPA 1031)

Section 3.7 General Qualifications – Applicants for Promotion

A. Police Department

Applicants for promotion must meet all of the following criteria in order to be eligible to take the examination:

1. Must possess evidence of graduation from high school or a GED equivalent certificate.
2. Shall not have been suspended, without pay, for more than twelve (12) hours in the twelve (12) months immediately preceding the deadline for submitting applications. Any suspension to which the applicant has timely appealed, pursuant to a contractual grievance procedure or these Rules, shall be disregarded unless the appeal is resolved prior to the creation of the eligibility list.
3. Shall have achieved a “meets criteria” evaluation rating or higher pursuant to the Police Department’s performance evaluation system on the last two (2) evaluations of that applicant.
4. In addition to the foregoing, all applicants for the position of sergeant shall possess the following qualifications:
 - (a) have served at least five (5) years of service in the Police Department;
 - (b) understand the laws, ordinances and rules of the Police Department;
 - (c) possess knowledge of basic principles of police administration including all applicable laws, definition of crimes, criminal procedures, observations and patrol, traffic laws and procedures, firearms, self-defense, first aid, public relations and a working knowledge of the police sciences;
 - (d) possess the ability to give orders to subordinates and receive them from superiors in accordance with departmental policies; and
 - (e) possess the ability to handle crisis situations effectively.
5. For the position of lieutenant, all applicants shall possess all of the foregoing qualifications in this section and also:
 - (a) have served at least ten (10) years in the Police Department; and

- (b) currently hold the rank of sergeant for at least five (5) years in the Police Department.

B. Fire Department – General Qualifications – Rank of Fire Captain

Vacancies for the rank of Fire Captain will be posted in the Fire Department. If applicants within the Department meet the general qualifications for promotion, the examination will not be open to outside applicants. In the event that applicants within the Department do not meet the general qualifications for the Fire Captain vacancy, it will be open to applicants from outside the Department.

1. General Qualifications for Applicants from the Fire Department. Applicants for promotion to the rank of Fire Captain must meet all of the following criteria in order to be eligible to take the examination:

a. Have at least five (5) years of service as a full-time, paid firefighter/EMT in the Fire Department of the Township;

b. Have earned a minimum of sixty (60) college credits from an accredited college/university;

c. Have the following certifications:

Driver/Operator Aerial/Tiller	(NFPA 1002)
Fire Inspector II	(NFPA 1031)
Hazardous Materials Technician	(NFPA 472)
Fire Service Instructor II	(NFPA 1041)
Fire Officer II	(NFPA 1021)
Incident Safety Officer	(NFPA 1521)
Plans Examiner I & II	(NFPA 1031)
Fire Investigator	(NFPA 1033)

d. Shall not have been suspended without pay for more than twelve (12) hours in the twelve (12) months immediately preceding the deadline for submitting the application; and

e. Have achieved a “meets expectations” performance evaluation or higher on the most recent annual evaluation conducted pursuant to the Fire Department’ evaluation system.

2. General Qualifications for Applicants from Outside the Fire Department. Applicants for promotion to the rank of Fire Captain must meet all of the following criteria in order to be eligible to take the examination:

a. Have at least five (5) years of service as a full-time, paid firefighter/EMT in another municipal fire department;

b. Have earned a minimum of sixty (60) college credits from an accredited college/university;

c. Have the following certifications:

Driver/Operator Aerial/Tiller	(NFPA 1002)
Fire Inspector II	(NFPA 1031)
Hazardous Materials Technician	(NFPA 472)
Fire Service Instructor II	(NFPA 1041)
Fire Officer II	(NFPA 1021)
Incident Safety Officer	(NFPA 1521)
Plans Examiner I & II	(NFPA 1031)
Fire Investigator	(NFPA 1033)

d. Shall not have been suspended without pay for more than twelve (12) hours in the twelve (12) months immediately preceding the deadline for submitting the application; and

e. Have achieved a "meets expectations" or comparable rating on the last evaluation performed on the applicant from the last fire department for which he/she was employed full-time. If there was no evaluation system in place, this criteria will be waived.

Section 3.8 Rejection of Applicant – All Applicants

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 for the particular position for which the applicant has applied which shall include providing any false or misleading information or material omissions at any time during the examination or investigation process. 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 illegally using a controlled substance, as defined in Section 102 of the Controlled Substances Act (Public Law 91-513, 21 U.S.C. §802), 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 forms of government set forth in the constitutions and laws of the United States and the Commonwealth of Pennsylvania.

Section 3.9 Hearing for Disqualified Applicants – All Applicants

Any applicant who is aggrieved by the refusal of the Commission to examine or to certify the applicant as eligible after examination, may request a hearing before the Commission. Within ten (10) days after such request, the Commission shall designate a time and place for a public hearing, with or without counsel, which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 Pa. C.S. § 101 *et seq.* The applicant must make his request for a hearing in writing within ten (10) calendar days of the date when the applicant knew or should have known of the Commission's action which is being challenged. The request for a hearing shall be addressed to the Chairperson of the Commission and delivered to the Township Building, 117 Park Avenue, Willow Grove, PA 19090. At the hearing the Commission shall consider evidence and review its refusal to provide examination or certification. The decision of the Commission shall be final.

Section 3.10 Public Notice

The Commission shall conspicuously post in the Township building an announcement of the hiring or promotional testing and set forth the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications. In addition, at least two weeks prior to the close of the application period, publication of the notice shall occur in at least one newspaper of general circulation or a newspaper circulating generally in the Township.

CHAPTER 4. EXAMINATION AND GRADING PROCEDURE

Section 4.1 General Examination Requirements for the Position of Patrol Officer

In order to be eligible to take the examination, an applicant must have met all general qualifications for the position as set forth in Chapter 3 of these Rules. The examination for patrol officer will consist of a written and an oral examination which will each be graded on a one hundred (100) point scale. The weight of the written examination shall be forty percent (40%) of the final score and the weight of the oral examination shall be sixty percent (60%) of the final score. In addition, each applicant will undergo a physical fitness assessment, a polygraph test and a background investigation. The physical fitness assessment and polygraph tests and background investigation will be graded on a pass/fail basis for every applicant. After an applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the applicant passing a medical and psychological examination.

Section 4.2 General Examination Requirements for the Position of Firefighter/EMT

In order to be eligible to take the examination, an applicant must have met all general qualifications for the position as set forth in Chapter 3 of these Rules. The examination for firefighter/EMT will consist of a written and an oral examination which will each be graded on a one hundred (100) point scale. The weight of the written examination shall be fifty percent (50%) of the final score and the weight of the oral test shall be fifty percent (50%) of the final score. In addition, each applicant will undergo a physical fitness assessment and a background investigation. The physical fitness assessment and background investigation will be graded on a pass/fail basis for every applicant. After an applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the applicant passing a medical and psychological examination.

Section 4.3 General Examination Requirements for Promotion

A. Police Department. The examination for the position of sergeant and the position of lieutenant shall include a written examination, and oral examination which shall be graded on a one hundred (100) point scale, with the written examination representing thirty percent (30%) of the final score and the oral examination representing seventy percent (70%) of the final score

B. **Fire Department.** The examination for the rank of Fire Captain shall include a written and oral examination each of which shall be graded on a one hundred (100) point scale, with the written examination representing fifty percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score. After an applicant has been extended an offer of to the rank of Fire Captain, the final appointment to that position shall be contingent upon the applicant passing medical and psychological examinations.

Section 4.4 Appointment of Examiners

The Commission shall appoint a written examination administrator, an oral examination administrator, a polygraph examiner for police candidate examinations only, a physical fitness examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these Rules.

Section 4.5 Written Examination for Patrol Officer or Firefighter/EMT

A. **Police Department.** The written examination shall be graded on a one hundred (100) point scale, and an applicant must score seventy percent (70%) or higher and receive one of the top thirty (30) of the highest scores, whichever results in the greater number of passing applicants, in order to continue in the application process. Tie scores shall be counted separately to determine the total number of applicants who have made the cut-off point. Applicants scoring less than seventy percent (70%) or not receiving one of the top thirty (30) of the highest scores shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants who pass and qualify to move forward with the application process shall be given written notice of their test results, and shall be informed of the next step in the examination process. All applicants may view their scores at the Township police department or on its website. All posted scores shall be shown by applicant identification number only.

B. **Fire Department.** The written examination shall be graded on a one hundred (100) point scale, and an applicant must score seventy percent (70%) or higher and receive one of the top thirty (30) or ten percent (10%) of the highest scores, whichever results in the fewest passing applicants, in order to continue in the application process. Tie scores shall be counted separately to determine the thirty (30) highest scores. Applicants scoring less than seventy percent (70%) or not receiving one of the top thirty (30) or ten percent (10%) of the highest scores shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results, and each passing applicant shall be informed of the next step in the examination process.

Section 4.6 Oral Examination for Patrol Officer or Firefighter/EMT

A. **Police Department.** Every applicant who qualified to move beyond the written examination as set forth in Section 4.5 above and who has passed the physical fitness assessment, if the Commission determined that the physical fitness assessment should be administered prior to the oral examination, shall be given an oral examination that will be graded on a one hundred (100) point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questions addressing the applicant's judgement, fairness and honesty. Within thirty (30) days after the applicants' oral examination, they shall be informed of

their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process. Any applicant who does not pass the oral examination shall be rejected.

B. Fire Department. Every applicant who qualified to move beyond the written examination as set forth in Section 4.5 above and who has passed the physical agility testing, if the Commission determined that the physical agility testing should be administered prior to the oral examination, shall be given an oral examination that will be graded on a one hundred (100) point scale with a score of seventy percent (70%) or higher necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to fire operations and fire prevention/fire safety education. Within thirty (30) days after the applicants' oral examination, they shall be informed of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process. Any applicant who does not pass the oral examination shall be rejected.

Section 4.7 Overall Passing Score – All Applicants

An applicant for patrolman or firefighter/EMT must score seventy percent (70%) or greater on the written and oral examinations combined, based on a one hundred (100) point scale, in order to qualify. Any applicant not receiving a passing score shall be promptly notified in writing.

Section 4.8 Veterans' Preference Points – All Applicants

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer or firefighter/EMT who qualifies as a "soldier" under the Act shall receive an additional ten (10) points on top of his total score if that applicant had received passing scores under this Chapter. Any applicant claiming veterans' preference is responsible for providing any and all relevant documents to the Commission.

Section 4.9 Physical Fitness Assessment

A. Police Department. An applicant for the position of patrol officer must undergo a physical fitness assessment pursuant to standards established by the Commission which are job-related and consistent with business necessity. The physical fitness assessment may be held at any time in the application process after the written examination as determined by the Commission. The physical fitness specifications will be provided to all potential applicants in the application package. Any applicant who does not pass the physical fitness assessment shall be rejected.

B. Fire Department An applicant for the position of firefighter/EMT must meet the requirements of the physical agility examination. The specific elements of the physical agility examination, which will be job-related and consistent with business necessity, will be adopted at an advertised meeting of the Commission prior to the announcement of the examination/testing cycle. The physical agility specifications will be provided to all potential applicants in the application package. Any applicant who does not pass the physical agility examination shall be rejected and shall be promptly notified in writing.

CHAPTER 5. CREATION OF THE ELIGIBILITY LIST, BACKGROUND INVESTIGATION, RECOMMENDATION AND APPOINTMENT

Section 5.1 Creation of Eligibility List – Entry Level and Promotion

At the completion of the examination requirements set forth in these Rules for written examination, oral examination and, physical fitness assessment, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the eligibility list.

In the case of tied scores, the tie will be broken by ranking the names of the candidates with tied scores in alphabetical order by surname.

The eligibility list will be valid for one year from the date the Commission ranks all passing applicants, assigns veterans' preference points and formally adopts the eligibility list. The Commission may, at its sole discretion, before the original expiration date, by a vote of the majority of the Commission at a duly authorized Commission meeting, extend the list for up to an additional twelve (12) months. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

Section 5.2 Background Investigation – Applicants for Patrol Officer or Firefighter/EMT

The Commission shall request the chief of police, the fire chief or their designees to conduct a background investigation on as many applicants as it deems necessary for the purpose of certifying a list to the Appointing Authority in order to fill a position within a department. The background investigation shall also include interviews with anyone who can provide information regarding the applicant's fitness for the position, including, but not limited to, 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) people that have 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, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation. The applicant's credit history and record of criminal convictions shall also be investigated, as well as the applicant's driving record. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

If necessary to complete a thorough background investigation on any applicant, the Commission may, upon the request of the chief of police, the fire chief or their designees, subpoena the personnel records maintained by any other police department(s) by which the applicant was previously employed.

Section 5.3 Polygraph Examination for Patrol Officer Candidates Only

A. As part of the background investigation, every applicant for the position of patrol officer shall fill out a Personal Data Questionnaire and undergo a polygraph examination at the direction of the Commission. The Commission shall furnish each polygraph examiner with forms upon which the examiner shall state whether any of the applicant's responses to questions from the applicant's Personal Data Questionnaire are deceptive. The report on each examination shall be submitted to the Commission within ten (10) business days after the date of the examination.

B. The examiner shall ask questions based on the information contained in the Personal Data Questionnaire. Before administering the test, the examiner shall ask each applicant whether there is any more information related to the Personal Data Questionnaire which the applicant would like to provide. There shall also be a post-test review, during which the examiner shall again ask the participant, if deception is indicated, whether there is any information which the applicant is withholding.

C. If the examiner shall deem any of the applicant's responses to be deceptive, the examiner must tell the applicant immediately and give the applicant an opportunity to explain, deny or admit the deception. If the applicant denies being deceptive or if the explanation is found unsatisfactory by the examiner, the applicant will be given the opportunity to retake the polygraph examination with a second examiner. Notice of the opportunity to retake the polygraph examination shall be given in writing to the applicant. Within ten (10) days of the date of the notice of the opportunity to retake the polygraph examination the applicant must indicate in writing addressed and delivered to the Commission, or its designated agent, at the Township Building, that he or she is electing to undergo the second polygraph examination. The second examiner will not have access to the results of the first examination prior to re-administering the polygraph examination. If the second examiner finds no deception, the applicant will be considered as having passed the polygraph examination. If the second examiner also finds the applicant deceptive, the applicant will be considered as having failed the polygraph examination.

D. An applicant who has failed both tests may appeal to the civil service commission for a third examination, and the decision to give the applicant an opportunity to take a third polygraph examination rests solely within the discretion of the Commission. If the applicant is awarded an opportunity to take a third polygraph examination and passes, the applicant will be considered as having passed the polygraph examination. If the applicant is found deceptive on a third examination, the applicant will be rejected.

Section 5.4 – Recommendation to Commission

After the background investigation is completed, the chief of police, the fire chief or their designees, shall make a written recommendation to the Commission on whether the applicant is appropriate for certification to the Appointing Authority for appointment as a police officer or firefighter/EMT.

Appropriateness of the applicant shall be based on the criteria and the results of any background investigation set forth in these Rules. This recommendation shall be in writing and, if the recommendation is to disqualify, then a written 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 rejection of the applicant. Within thirty (30) days after the Commission considers the recommendation of the chief of police, the fire chief or their designees, each applicant will be informed of whether they have passed the background investigation.

**Section 5.5 Certification of Candidate List and Appointment –
Any Vacancy Including Promotion**

A. The Appointing Authority of the Township may fill any vacancy in an existing position in the Police Department or Fire Department that occurs as a result of expansion of either department, retirement, resignation, disability, termination or death by the reappointment or reinstatement of a former employee of either department who had been furloughed.

B. In the case of a vacancy for patrol officer or firefighter/EMT, but not for promotion, no other testing shall be required for a furloughed employee or a rehired or reappointed employee, except for medical and psychological examinations after conditional offer of appointment and also subject, to any recertification requirements prescribed by the Municipal Police Officers' Education and Training Commission.

C. If no furlough list exists or if positions remain to be filled after all of the individuals on the furlough list were offered reemployment, every position, except that of chief of police and fire chief, shall be filled only in the following manner:

1. The Appointing Authority of the Township shall notify the Commission of any vacancy which is to be filled and shall request the certification of three (3) names of persons from the list of eligible candidates who have the highest examination scores;

2. In response to the Appointing Authority's request, and after receiving a recommendation following any required background investigation pursuant to Section 5.4, the Commission shall certify the top three (3) candidates from the list of eligible candidates. If a list of eligible candidates for initial appointment or promotion does not contain three (3) names, the Commission shall certify the names remaining on the eligibility list.

3. Subject to its right to object to a candidate, the Appointing Authority of the Township shall make a conditional appointment of one candidate from the three (3) names certified based solely on the merits and fitness of the candidates. However, for initial appointment to patrol officer or firefighter/EMT, when one (1) of the three (3) candidates on the certified list is a veteran, that candidate shall be selected.

D. The Appointing Authority may object to one or more of the candidates certified for the reasons set forth in Section 3.8 of these Rules. If the candidate to whom the Appointing Authority objects fails to timely exercise the rights of appeal under Section 3.9, or if the Commission declines to uphold the appeal, the Commission shall strike the name of that candidate from the eligibility list and take the steps necessary to certify the next highest name for inclusion on the list of three candidates for each name stricken off.

**Section 5.6 Appointment of Chief of Police or Director of Emergency
Services**

In the case of a vacancy in the office of chief of police or fire chief, the Appointing Authority has full discretion in selecting the individual to fill the position. If the Appointing Authority requests the Commission to subject that person to a noncompetitive examination, and if that person successfully passes the noncompetitive examination, then the Commission shall notify the Appointing Authority of the results of the examination. If,

after receiving notice from the Commission that the candidate is qualified, the Appointing Authority votes to bestow civil service status on that person, he may only be removed from the position of chief of police or fire chief for the reasons set forth in Section 6.1.

Section 5.7 Physical and Psychological Medical Examinations

A. 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 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.

B. The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the township 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 of the essential functions of the position for which the person was conditionally appointed.

C. If the opinion rendered by the physician, or 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 township commissioners shall meet with the conditional appointee for the purpose 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.

D. If, at the conclusion of the interactive discussion under subsection C, the township commissioners determine that the conditional appointee is not qualified, the township commissioners shall give written notice to the conditional appointee and the Civil Service Commission.

E. Nothing in these Regulations shall be construed to authorize physical or psychological medical examinations prior to the conditional appointment.

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

"Medical examination" shall mean any examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant 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 Professional Nursing Law."

Section 5.8 Probationary Period

Every candidate appointed to the position of patrol officer or firefighter/EMT or to a promotional position with the Police Department or Fire Department shall serve a twelve (12) month probationary period. For newly hired patrol officers, the one (1) year probationary period shall not commence until after the patrol officer has completed training under Act 120 and receives a certification number. If the candidate already has Act 120 certification when he is appointed, his probationary period shall commence immediately upon appointment. During the probationary period, a newly hired patrol officer or firefighter/EMT may only be dismissed for the reasons set forth in Section 3.8. Any individual who is promoted during probation may be returned to a prior rank only for the reasons set forth in Section 3.8 of these Regulations or because of incapacity for duty due to the use of alcohol or drugs. However, at the end of the twelve (12) month probationary period, if the conduct of the probationer has not been satisfactory to the Appointing Authority the probationer shall be notified in writing that the appointment will not be permanent. At that time, probationer's employment shall end, and a promoted probationer shall return to a previous rank. Any probationer, who is not informed in writing that his performance has been unsatisfactory, shall receive a permanent appointment to the new position. Any probationer who is notified in writing that his appointment will not be made permanent has no right of appeal under these Rules.

Section 5.9 Provisional Appointments

Whenever there are urgent reasons for the filling of a vacancy in any position in the Police Department or Fire Department and there are no names on the eligibility list for such appointment, the Appointing Authority may nominate a person to the Commission for noncompetitive examination. Such nominee may be certified by the Commission as qualified after such noncompetitive examination and may be appointed provisionally to fill such vacancy. It shall thereupon become the duty of the Commission within three (3) weeks to hold a competitive examination and certify a list of eligible candidates and a regular appointment shall then be made from the name or names submitted by the Commission provided, however, that nothing within this section shall prevent the appointment, without examination, of persons temporarily as police officers or firefighter/EMTs in cases of riot or other emergency.

CHAPTER 6. SUSPENSIONS, REMOVALS AND REDUCTIONS IN RANK

Section 6.1 Grounds for Disciplinary Action

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

1. Physical or mental disability affecting the ability of the employee to continue in service, in which case the employee 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 or violation of any law in any other state or commonwealth which would constitute a misdemeanor or felony if committed in this Commonwealth;
 4. Inefficiency, neglect, intemperance, disobedience of orders or conduct unbecoming a police officer or firefighter/EMT, as the case may be;
 5. Intoxication while on duty; or
 6. Engaging or participating in or conducting of any political or election campaign other than the exercise of the right of suffrage of the employee.
- B. No employee shall be removed for religious, racial or political reasons.
- C. A statement of any charges made against any employee so employed shall be furnished to the employee within five (5) days after the Appointing Authority has adopted those charges.

Section 6.2 Furloughs

- A. If for reasons of economy or other reasons, it shall be deemed necessary by the Township to reduce the number of full-time police officers or firefighters/EMTs in their respective departments, then the Township shall furlough in accordance with law.

Section 6.3 Notice of Suspensions, Removals or Reductions in Rank

- A. Whenever a police officer or firefighter/EMT is suspended without pay, removed or reduced in rank, the specific charges warranting such actions shall be stated in writing by the Board of Commissioners. The charges shall be stated clearly and in sufficient detail to enable the police officer or firefighter/EMT to understand the charges and to allow the police officer or firefighter/EMT an opportunity to respond to those charges. The charges shall specify the subsection of Section 6.1 which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the appointing authority relied in finding a violation of Section 6.1.

- B. Within five (5) days after the Board of Commissioners has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the police officer or firefighter/EMT either by personal service or by certified and registered mail. In addition, the charges shall notify the police officer or firefighter/EMT of the right to appeal under Section 6.4 of these Rules. A copy of the statement of charges shall also be served upon the members of the Commission.

Section 6.4 Hearings on Suspensions, Removals and Reductions in Rank

A. The police officer or firefighter/EMT who has been suspended, removed or reduced in rank may appeal the decision of the Board of Commissioners by written notice to the secretary of the Commission at 117 Park Avenue, Willow Grove, Pennsylvania 19090 requesting a hearing. It is the obligation of the police officer or firefighter/EMT to cause the request for a hearing to be delivered to the Commission within ten (10) days after the police officer or firefighter/EMT received notice of the discipline. The police officer or firefighter/EMT may make written answers to any charges filed not later than the date fixed for the hearing. Failure of the police officer or firefighter/EMT to provide written answers to any of the charges shall not be deemed an admission by such person.

B. The Commission shall schedule a hearing within ten (10) days from the Commission's receipt of the written request of the police officer or firefighter/EMT for a hearing, unless continued by the Commission for cause at the request of the Commission, the Board of Commissioners or the police officer or firefighter/EMT. At any such hearing, the police officer or firefighter/EMT against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation in his or her defense. The Township may also be represented by counsel, call witnesses and present evidence as is necessary to support the charges. A stenographic record of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

C. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge, 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 the Board's 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 Proposed Findings of Fact and Conclusions of Law from the parties and shall issue a written decision containing specific findings of fact and conclusions of law within sixty (60) days of the later of (a) receipt of the hearing transcript or (b) the date set for receipt of any Proposed Findings of Fact and Conclusions of Law.

Section 6.5 Hearing Procedure

A. All testimony shall be given under oath administered by the chairperson, or in absence of the chairperson, the vice-chairperson of the Commission. The Commission shall have the power to issue subpoenas as set forth in these Rules. The hearing shall be open to the public unless, prior to the commencement of the hearing, a written or oral request to close the hearing is made by either the charged police officer or firefighter/EMT or the Township and the Commission decides to honor that request.

B. If the Commission sustains the charges, the police officer or firefighter/EMT who was suspended, removed or reduced in rank may file an appeal with the Court of Common Pleas within thirty (30) days from the date of entry by the Commission of its final order. No order of suspension without pay shall be made by the Commission for a period longer than one (1) year. In the event that the Commission fails to uphold the charges, then the police officer or firefighter/EMT sought to be suspended, removed or demoted shall be reinstated with full pay for the period of the suspension without pay, removal or demotion, and no charges related to the suspension, removal or reduction in rank shall be officially recorded in the such person's record.

UPPER MORELAND TOWNSHIP POLICE DEPARTMENT

Monthly Report



September 2022

Andrew J. Block
Chief of Police

Upper Moreland Police
September 2022 Monthly Report

The Upper Moreland Police Department responded to 1,321 calls for service for the month of September 2022. The total calls for service for 2022 year to date is 11,858.

The calls for service between August and September of 2022 decreased by 39 incidents. The monthly police department call volume has realized an 11% increase in call volume when comparing September 2021 and September 2022.

Outlying year-to-date call volume:

- September 2021; 10,576
- September 2020; 10,292
- September 2019; 11,122

Overall difference between year to date September 2019 and September 2022 remains at a 7% increase in call volume.

The following Part-One Crimes were reported and investigated by Upper Moreland Police in September 2022;

- One Robbery
- One Auto Theft
- Four Aggravated Assaults cleared by arrest
- 52 Theft offenses with 20 cleared by arrest

The following Part-Two Crimes were reported and investigated by the Upper Moreland Police in September 2022;

- Two Public Intoxication cases cleared by arrest
- Two Disorderly Conduct offenses with one cleared by arrest
- Six Narcotics offenses with three cleared by arrest
- 22 Other Crimes committed cleared by arrest

The Patrol Division conducted the following proactive measures;

- 387 Vehicle Investigations
- 52 Hazardous Traffic Violations
- 97 Non-Hazardous Traffic Violations
- 13 Parking Citations Issued/1 Warning Issues
- Seven Homeless Contacts
- Nine DUI Investigations
 - DUI Arrests
 - Three Between 7:00AM and 7:00PM
 - Six Between 7:00PM and 7:00AM



Upper Moreland Township Police Department

Andrew J. Block
Chief of Police
September 2022



Major Service Areas	This Month - 9/2022		Last Month - 8/2022		Last Year - 9/2021		Year to Date 2022		Year to Date 2021		Year to Date 2020		Year to Date 2019	
	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests
Calls for Service	1,321		1,360		1,206		11,858		10,576		10,292		11,122	
Average Response Time	4.083		4.140		4.348		3.970		4.205		3.703		4.033	
Reportable Vehicle Crashes	23		14		19		158		170		134		162	
Non-Reportable Vehicle Crashes	58		57		53		536		452		434		588	
Part One Crime	This Month - 9/2022		Last Month - 8/2022		Last Year - 9/2021		Year to Date 2022		Year to Date 2021		Year to Date 2020		Year to Date 2019	
	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests	Reported	Arrests
Murder	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Rape	0	0	1	0	0	0	3	3	4	1	6	2	4	0
Robbery	1	0	0	0	0	0	3	3	6	0	7	6	5	5
Aggravated Assault	4	4	2	1	3	3	17	10	3	4	6	3	7	9
Burglary	0	0	4	0	4	3	15	6	13	5	9	0	14	2
Theft	52	20	46	27	31	19	375	178	317	191	224	75	265	92
Auto Theft	1	0	0	0	1	2	5	3	12	3	8	1	6	1
Order Maintenance	This Month - 9/2022		Last Month - 8/2022		Last Year - 9/2021		Year to Date 2022		Year to Date 2021		Year to Date 2020		Year to Date 2019	
	Arrests		Arrests		Arrests		Arrests		Arrests		Arrests		Arrests	
Narcotics	6		3		7		44		32		64		57	
Public Intoxication	2		3		2		36		16		17		24	
Disorderly Conduct	2		1		0		7		5		13		10	
Other	22		28		16		240		166		172		235	
Proactive Measures	This Month - 9/2022		Last Month - 8/2022		Last Year - 9/2021		Year to Date 2022		Year to Date 2021		Year to Date 2020		Year to Date 2019	
	Arrests		Arrests		Arrests		Arrests		Arrests		Arrests		Arrests	
Vehicle Investigations	387		375		447		3,652		2,823		2,507		3,751	
Hazardous Traffic Violations	52		33		111		426		528		430		680	
DUI Violations	9		7		4		61		34		37		46	
Non-Hazardous Traffic Violations	94		97		113		957		455		588		1569	
Parking Violations Citations/Warnings	13/1		3/0		4/1		51/31		43/7		29/4		83/44	
Homeless Contacts	7		3		8		76		70		N/A		N/A	
*Warnings as of July 2016														

Upper Moreland Police
September 2022 Monthly Report

Traffic and Highway Safety Unit

The Traffic Unit conducted the follow investigations, activities, and studies;

- 31 Calls for Service
- Three Traffic and Parking Investigations
- Two Citizens Concerns
- One Traffic Study
- Four Directed Patrols
- 115 Traffic Stops/Motor Vehicle Investigations
- 70 Warnings Issued
- 23 Hazardous Moving Citations Issued
- 44 Non-Hazardous Moving Citations Issued
- One Parking Ticket Issued
- One Arrest

Detective Bureau/CID

The Detective Bureau opened the following new cases in the month of September 2022

- One Armed Robbery
- One Child Neglect Investigation
- One Child Predator Investigation
- One Fleeing and Eluding Investigation
- One Retail Theft Investigation
- One Fire Investigation
- One Aggravated Assault Investigation
- One Juvenile Assault Investigation
- One Missing Persons Investigation
- Two Theft Investigations
- Three Narcotics Investigations
- Three Death Investigations (Two DOA/One Suicide)
- Three Prowler Investigations

**Upper Moreland Police
September 2022 Monthly Report**

The Detective Bureau executed the following arrest/search warrants during the month of September 2022:

- One Narcotics Warrant

The following is an overview of Part-One crime statistics:

- There have been 15 burglaries reported YTD. In 2021 13 burglaries YTD, 2020 nine burglaries YTD, 2019 14 burglaries YTD.
- Thefts, including retail theft, YTD are 375 with 178 clearances.
- There has been three Robbery offenses YTD where two have been cleared by arrest, with six reported YTD in 2021, seven reported YTD in 2020, and five reported YTD in 2019.
- All robberies remain under investigation by the Detective Bureau.

Community Oriented Policing and Police Department Monthly Activities and Highlights

September 2 - Sergeant Cordura installed two child safety seats.

September 10 - Pack the Police Car at Giant – Upper Moreland Police was asked by Willow Grove Baptist food pantry to help fill their critically low shelves. On September 10th members of the police department sponsored and staffed “Pack the Police Car” at the Giant Supermarket on York Rd. Eight police vehicles of food donations were delivered to the food pantry. \$2500 in Giant gift cards and cash were collected and delivered to the food pantry. The Willow Grove Fire Company assisted with this event.

September 10 - Kruisin for K9s - Officer Snyder and K9 Maximus represented UMPD in the Warrington Police K9 event dedicated to Officer Steve Plum.

September 10 - UMPD escorted the EMS Memorial Bike Ride as they kicked off their annual long-distance cycling event that memorializes and celebrates the lives of those who serve every day, those who have become sick or injured while performing their duties, and those who have died in the line of duty.

**Upper Moreland Police
September 2022 Monthly Report**

September 15 - UMPD officers participated in the middle school lock down drill.

September 16 – Sergeant Cordura installed one child safety seat.

September 19 - Officer Snyder and K9 Maximus participated in a tribute to Lower Merion K9 "Rookie" as he was put down.

September 21 - UMPD officers participated in the primary school lock down drill.

September 22 - UMPD officers participated in the high school lock down drill.

September 22 – Officers from the Traffic Safety Unit received their preliminary training for the Bus Patrol Program.

September 25 - Officer Snyder and K9 Maximus met with special needs persons at the station to acclimate them to police. We met them at the Pack the Police car event.

September 26 – Sergeant Cordura installed one child safety seat.

September 29 - Officer Snyder and K9 Maximus held a meet and greet with employees of the Rothman Institute.

Respectfully Submitted,

Andy Block

Chief Andy Block

DON'T BE THE DEALER

UMPD Lobby
117 Park Ave
AND
Giant Food Store
315 York Rd

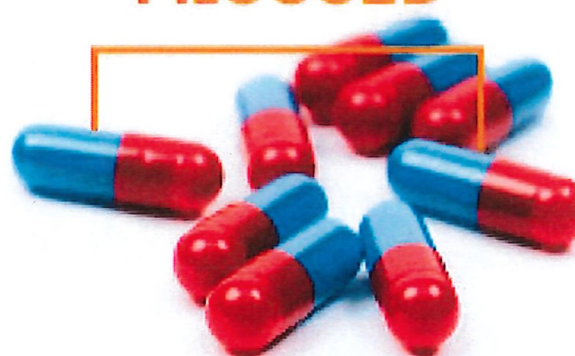
STOLEN



LOST



MISUSED



Keep them safe. Clean them out.
Take them back.

October 29, 2022
10 am-2pm



Visit [DEATakeBack.com](https://www.DEATakeBack.com) for a collection site near you.

UPPER MORELAND TOWNSHIP FIRE DEPARTMENT

Monthly Report



September 2022

Edward Glassman

Fire Chief

Upper Moreland Fire
Monthly Report
September 2022

Fire Calls - 66

EMS QRS calls- 9

Total calls - 75

Fire Permit Inspection – 42 Fees Collected- 1890.00

Yearly fees collected- 16970.001

Injuries FF or Civilian- 0

Incidents

Community Oriented Fire Department Monthly Activities

4 events with 100 people attending

Fire Service Training Hours

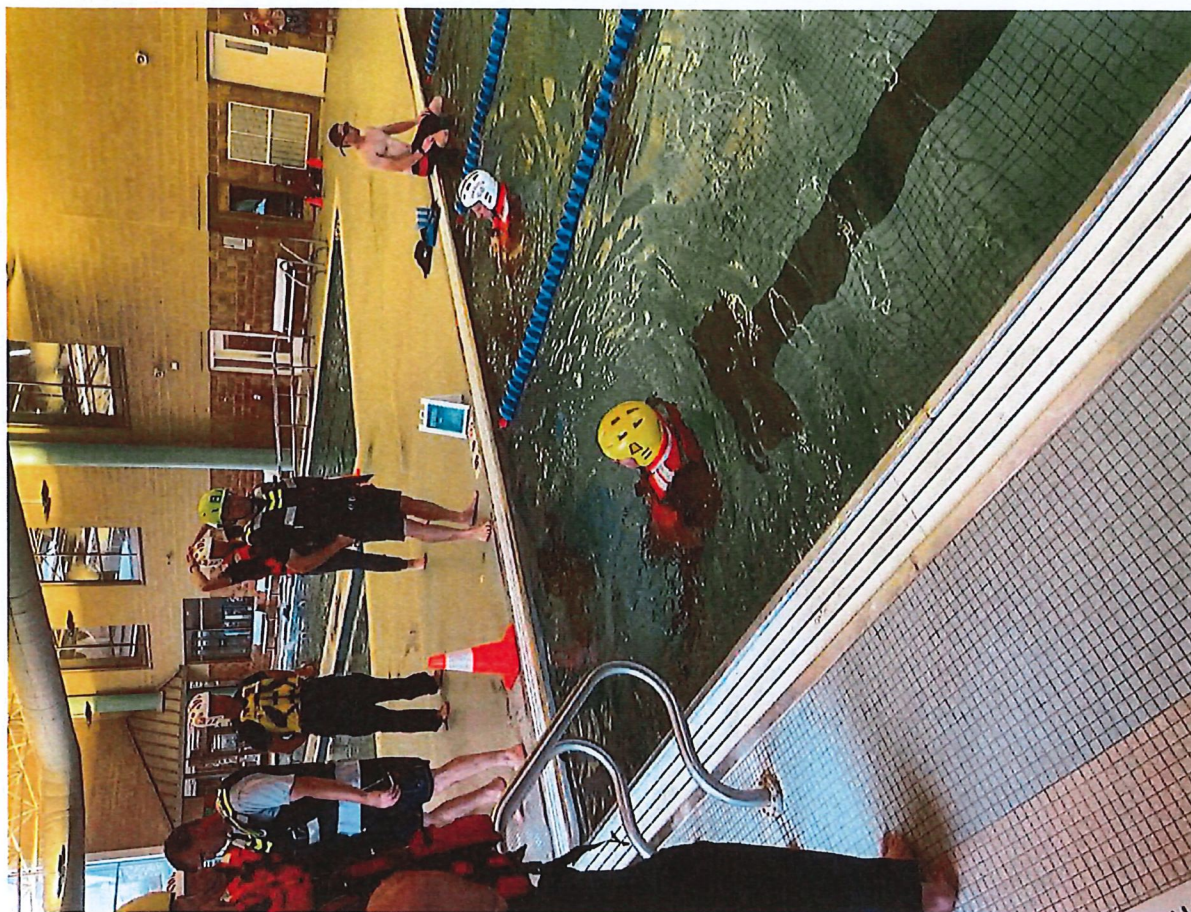
30 personnel for 206 hours

Smoke Detectors Installed

1 residence, 3 detectors

Upper Moreland Fire
Monthly Report
September 2022

Training:



Started swift water training

Email from instructor

Respectfully Submitted,

Edward Glassman

Fire Chief

Fire Department

September 2022 Report to the Upper Moreland Township Board of Commissioners

Emergency Activity Summary				
Response Summary				
	September	Year to Date		
Fire Related:	66	652		
In-Township:	49	527		
Assist Other Depts:	16	160		
Assist PA Turnpike:	10	51		
EMS Related:	9	136		
Total Responses:	75	788		
* Ignition Summary				
	September	Year to Date		
Structure:	0	29		
Non-Structure:	4	48		
	Causes			
Accidental:	4	77		
Intentional:	0	0		
Natural:	0	0		
Under Investigation:	0	0		
* In Service Summary				
	September	Year to Date		
Fire:	4	77		
Rescue:	2	17		
Haz Mat:	0	0		
Structural Response Summary				
	0600 Mon - 0600 Sat		0600 Sat - 0600 Mon	
	Sept	YTD	Sept	YTD
Average Response Time:	4:19	4:28	10:05	8:41
Total Responses	56	605	19	183

Permit, Inspection, Fee & Public Education Summary			
Permit Summary			
	September	Year to Date	
Fire Code:	21	219	
Tank Removal:	5	18	
Tank Installation:	3	11	
Other:	1	7	
Inspection Summary			
	September	Year to Date	
Inspection Reports:	42	389	
Fire Marshal Investigations:	4	30	
Fee Summary			
	September	Year to Date	
Fees Collected:	\$1,890.00	\$16,970.00	
Public Education Summary			
	September	Year to Date	
Activities Conducted:	2	19	
Persons Attending:	Multiple	Multiple	
Safety Analysis			
	September	Year to Date	
Firefighter Injuries:	0	0	
Firefighter Deaths:	0	0	
Civilian Injuries:	0	0	
Civilian Deaths:	0	0	
Accidents Involving Vehicles:	0	0	

* Includes Assist to Other Townships

TOWNSHIP OF UPPER MORELAND

117 Park Avenue, Willow Grove
Montgomery County, Pennsylvania 19090-3215
Telephone (215) 659-3100 / Fax (215) 659-1364



COPY

Edward R. Glassman
Fire Chief

Smoke Detector Installation Request:

Name: N/A

Address: 2600 Horsham, Rear Garage Apartment.

Contact phone number: N/A

Best time to contact for installation: N/A

Number requested: N/A

Number installed: 1

Company Officer: Chris Strange

Notes:

Installed one detector in apartment above the garage. The occupant did not have a detector in the unit. Placed in Living room. Done after fire call at the location



PA - Upper Moreland Township Fire

Safety Cloud® Report

Driver Totals

Drivers Alerted

840

YTD 3,711

Incident Totals

Total Incidents

46

YTD 172

Average Time On-Scene

26.6 min

YTD 37.2 min

Run Totals

Total Runs

56

YTD 235

Total Responding Time

176 min

YTD 871 min

Average Time-to-Scene

3.1 min

YTD 3.7 min

Drivers Alerted

Total drivers alerted; based on HAAS Alert enabled applications.

Total Runs

Total times a vehicle was dispatched to an incident with lights engaged for at least 1+ minute.

Total Incidents

Total number of times at least one vehicle arrived on-scene with lights engaged for 2+ minutes.

Total Responding Time

Total time vehicles/apparatus spent traveling to dispatched calls with lights engaged.

Average Time On-Scene

Average time duration per incident.

Average Time-to-Scene

Average time it took for dispatched vehicle to arrive on-scene.

Glassman, Ed

From: Dishler, Joseph <jdishler@montcopa.org>
Sent: Friday, October 7, 2022 7:11 AM
To: Glassman, Ed
Subject: Water Rescue Class

Chief,

Just wanted to let you know that your guys did great yesterday. They were willing to go above and behind even with PPE that was leaking. The water we put them in was the real deal.

We will be sending a few photos we took later on.

Thanks, and have a great weekend!

Second Alarmers Snapshot

Upper Moreland Township

October 2022

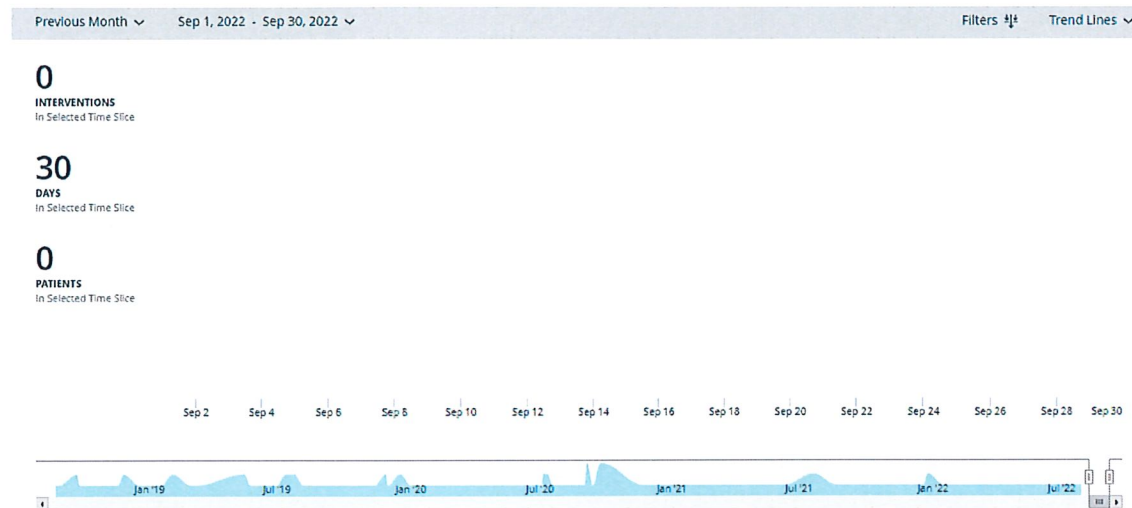


Calls for service in Upper Moreland Township in:

August 2022

Pending

September 2022 Naloxone Administration Report – Upper Moreland Township



September Staffing Report:

2022

ALS Full Staffing = 3240

ALS Actual Staffing = 2721 Hours

Downgrade to BLS staffing = 404 hours

Downgrade to no status = 115 hours

2021

ALS Full Staffing = 3240

ALS Actual Staffing = 2898

Downgrade to BLS staffing= 204

Downgrade to no status = 138

Notable Information:

SARS currently has 2 full time paramedic positions that remain vacant.
SARS currently has 2 full time EMT position that remain vacant.

On September 10th the Annual PA EMS Provider Foundation, EMS Memorial Bike ride started their ride at Second Alarmers. Over three days the group rode to Harrisburg and took place at a memorial service to honor those EMS providers in PA who have lost their life in the line of duty. Each year the list of names, which includes SARS own Paramedic Michael Garvin, unfortunately grows. This organization raises money to provide assistance to the families of those lost in the line of duty, usually within 24 hours, as well as scholarship fund that provides assistance to EMTs in PA who wish to attend paramedic school. Special thanks to Upper Moreland Police for their assistance with traffic as the ride moved through the township.

On September 11th Chief Klenk, President Tepper, and Assistant Chief Davidson attended the PA EMS Provider Foundation annual dinner in Harrisburg where SARS EMT Scott Hower and Paramedic Wayne Tention were both honored with the PA EMS Star of Life Award for their exceptional dedication and service to the residents we serve. Scott has been with Second Alarmers since 2005 and Wayne since 2006.

On September 20th Willow Charitable Fund held their annual golf outing. This group formerly known as Willow Grove Charities has long provided financial support to SARS including funding the recent funding of our paramedic training grants. In addition to supporting SARS this group assists local residents in need, including things like a tank of heating oil, funding for specialized medical equipment, and gift cards for food and other basic life necessities.

On September 12th the Montgomery County Overdose Response team began "co-response" with SARS units on all dispatched overdoses. We have asked for a summary of their September responses and outcomes and hope include that in our next monthly update.

SARS 4th EMT class is slated in start on November 1st and runs through March 4th. Registration has ended but there are still a few open seats available. Anyone interested in more information can visit www.sars.org/training or email info@main.sars.org