

**TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA**

RESOLUTION # 804

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THIS
TOWNSHIP REVISING AND UPDATING THE WASHINGTON TOWNSHIP POLICE DEPARTMENT
RULES AND REGULATIONS**

WHEREAS, Washington Township has established rules and regulations for the Washington Township Police Department; and

WHEREAS, the Board of Supervisors desire to update certain sections of the Police Department Rules and Regulations; and

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors that the Washington Township Police Department Rules and Regulations are amended as follows:

1. Section 104(A) is amended to read as follows:

“Section 104 – Rank Qualifications

A. CHIEF OF POLICE

1. Experience – Minimum 15 years full time police experience with a BS/BA in police or criminal justice administration or a related field from an accredited college or university, or
Minimum 12 years full time police experience with a MS in police or criminal justice administration or a related field from an accredited college or university
2. Certified or eligible for waiver under PA Municipal Police Officers Education and Training Commission (Act 120), and
3. Minimum 5 years supervisory experience.”

2. Section 1601 is amended in its entirety to read as follows:

“Section 1601. Taking of Complaints

- a. Any person making a complaint against a police officer of the Washington Township Police Department for any reason shall be given full opportunity to do so. The Washington Township Police Department shall investigate and review all complaints against the department or its employees through a regulated, fair, and impartial professional investigation, regardless of the source of such complaints, including anonymous reports.
- b. Personnel of the Washington Township Police Department shall not interfere with, discourage, or delay a complainant in filing a complaint. Every effort shall be made to facilitate the convenient, courteous, and prompt receipt and processing of complaints from any source, including anonymous parties. Should any complainant

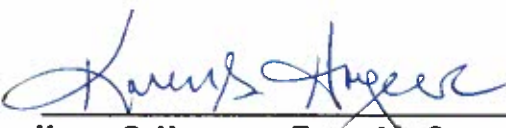
indicate that they are unwilling to provide information for fear of retaliation, they shall be referred to the Franklin County Office of the District Attorney or the Pennsylvania Office of the Attorney General.

- c. When an employee of the police department receives a complaint, they should notify an on-duty supervisor to respond and obtain detailed information from the complainant. If there is no on-duty supervisor, the officer receiving the complaint shall document the complaint as prescribed in the Police Department's *Internal Investigations Policy*. The officer shall ask the complainant to write down the details of the complaint; however, if the complainant refuses to write down the complaint, the officer receiving the complaint shall provide a detailed written summary of the allegation based on the information received on a form prescribed in the *Internal Investigations Policy*. If the complaint is received by phone, the receiving officer shall obtain as much information about the complaint as the complainant is willing to provide and then provide a written summary on the form prescribed in the *Internal Investigations Policy*.
- d. Complaints filed against the Chief of Police shall immediately be referred to the Washington Township Manager in compliance with Article XVI, § 1603 of the Department Rules and Regulations.
- e. Officers of the Washington Township Police Department shall adhere to the procedures outlined in the Department's *Internal Investigations Policy* when dealing with any complaints filed against a police officer or the Chief of Police."

DULY RESOLVED this 6th day of November by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania in lawful session duly assembled.

Attest:

**TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA**




Karen S. Hargrave, Township Secretary



Stewart McCleaf, Chairman

I, Karen S. Hargrave, Secretary of the Board of Supervisors, Washington Township, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Supervisors, held the 6th day of November 2023.

Date: 11-6-2023



 Karen S. Hargrave, Secretary