

**TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA**

RESOLUTION # 713

**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, on December 4, 2019, the Board of Supervisors approved a collective bargaining agreement with the Washington Township Police Department which creates a new position of Police Officer First Class in the 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 is amended to read as follows:

“Section 104 – Rank Qualifications

A. CHIEF OF POLICE

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

B. SERGEANT

1. Experience – Minimum 10 years full time police experience or a combination of 7 years full time police experience and an associate degree in criminal justice or a related field from an accredited college or university or a combination of 5 years full time police experience and a BS/BA in criminal justice or a related field from an accredited college or university.
2. Minimum 3 years supervisory experience.

C. CORPORAL

1. Experience – Minimum 5 years full time police experience or 4 years full time police experience and BS/BA or AA in criminal justice or a related field from an accredited college or university.
2. Minimum 1-year supervisory experience.

3. Consideration for promotion to corporal may be made for officers of the Washington Township Police Department who have 3 years full time police experience and have satisfactorily held the rank of Police Officer First Class for a period at least 6 months.

D. POLICE OFFICER FIRST CLASS

1. Experience – Minimum 2 years full time police experience.

E. POLICE OFFICER (see Art. II – Section 203).

2. Article IV, “Position Descriptions and Responsibilities,” is revised to add a new section 405.1 entitled “Police Officer First Class,” which shall read as follows:

“Section 405.1 – Police Officer First Class

This position is a rank within the police department with appointment made in compliance with the police department’s Rules and Regulations, Section 408 – Promotions.

1. Perform tour of duty in full uniform unless otherwise directed by the Chief of Police.
2. Perform tour of duty during a time period assigned by the Chief of Police.
3. Use assigned vehicle to respond to emergencies and in performance of supervisory duties.
4. Inspect the uniforms, equipment and general appearance of members of the department frequently in the absence of the Corporal.
5. Conduct daily inspection of the police station for cleanliness, security, and condition of equipment in the absence of the Corporal.
6. Supervise all police operations within the township during the assigned tour of duty in the absence of the Corporal.
7. Direct and instruct patrol units in the performance of their duties, particularly the prompt return to active status after completing assignments as well as prepare both written and verbal instructions for subordinates as deemed necessary.
8. Review and cause to correct any deficiencies of subordinate’s reports and paperwork as prescribed by department procedures.
9. In the absence of the Corporal, ensure subordinate officers complete reports and keep subordinates informed of all conditions affecting the department.
10. Advise his immediate superior of all matters of importance, unusual occurrences or arrests, and investigate and report all injuries to members of the department and/or damage to departmental property.
11. In the absence of the Corporal, investigate all traffic accidents involving a department vehicle if no superior officer is available.
12. Ensure that all department directives and procedures are being complied with by subordinate officers.
13. In the absence of the Corporal, complete personnel evaluations for subordinate officers per department procedures.
14. Perform periods of “on-call” status in the absence of a superior officer and be prepared to assume command of the police department, when directed by the Chief of Police.
15. Additionally, a Police Officer First Class shall adhere to the job description of a police officer as outlined elsewhere in the Rules and Regulations.”

3. Section 408 is amended to read as follows:

“Section 408 – PROMOTIONS

The following procedure is to be used for all promotions of officers within the police department:

- A. Appointment to the position of Chief of Police or Officer in Charge will be in compliance with procedures outlined elsewhere in the department’s Rules and Regulations.”
- B. For other positions, all officers will be notified that there has been a request from the Board of Supervisors to fill a supervisory position. Officers who are then eligible under the requirements outlined in Section 104 (Rank Qualifications) must notify the Chief of Police of their intent to apply for the position. The notification must be in writing and must be submitted by the date indicated in the original notice of the open supervisory position. The Board of Supervisors may require that all applicants to a position complete a written examination or other relevant testing.
 - a. For promotion to the rank of sergeant or corporal, oral interviews shall then be conducted by a Township Police Promotion Committee appointed by the Washington Township Board of Supervisors. Upon reviewing the applicant’s performance at the oral interview and written examination (if required), the committee will then make a recommendation for selection to the Board of Supervisors, who will have the final say in all promotions.
 - b. For promotion to the rank of Patrol Officer First Class, applying officers must then complete a formal written application as required by the Chief of Police. Upon reviewing the officer’s application, disciplinary record, and written examination (if required), the Chief of Police will make a recommendation for promotion to the Board of Supervisors, who will have the final say in all promotions.”

4. Section 502 is amended to read as follows:

“Section 502 – Police Officers, Patrol Officers First Class, Corporal, and Sergeant

The compensation and benefits of all other ranks shall be as per contract between the Board of Supervisors and the Police Bargaining Association.”

5. Section 1303 is amended to read as follows:

“Section 1303 – Chain of Command

Except in cases of extenuating circumstances, all members of the Washington Township Police Department will observe the formal chain of command in all matters directly related to the Police Department and the Township. The Chain of Command shall be as follows:


1. Township Board of Supervisors
2. Township Manager
3. Chief of Police
4. Officer in Charge
5. Sergeant
6. Corporal
7. Patrol Officer First Class

- 8. Supervisory Officer
- 9. Police Officer"

DULY RESOLVED this 20th day of January 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



Chad G. Reichard, Chairman