

TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA

RESOLUTION # 138

A RESOLUTION OF THE BOARD OF SUPERVISORS
OF WASHINGTON TOWNSHIP ESTABLISHING THE:

WASHINGTON TOWNSHIP
POLICE DEPARTMENT

RULES AND REGULATIONS



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ARTICLE I - GENERAL PROVISIONS

Section 101. FOREWORD

This Manual has been prepared for the members of the Washington Township Police Department and contains the rules and regulations governing the operating procedures for the police department and code of conduct for Police Officers of the Washington Township Police Department.

It would be impractical to attempt to cover every aspect of law enforcement in that much is left to the individual officer's discretion. It is the intent that through the familiarization and use of this manual a professional attitude towards law enforcement and a unity of purpose in the performance of duties shall be attained by each member.

The manual is divided into eighteen major articles; each of which is further divided into sections. By reading each article at a time, in a consecutive manner, a full understanding and appreciation of the entire manual and its scope of contents will be gained.

The Chief of Police may, under a specific extenuating circumstance and at his discretion, waive any of the rules and regulations as set forth in this manual subject to the immediate review of the Township Manager and Board of Supervisors. This authority does not apply to any requirement that is set by statute or ordinance.

Section 102. APPOINTMENTS AND ADMINISTRATION

All appointments to the Police Department and the general administration of the Police Department shall be according to the provisions of these Rules and Regulations.

Section 103. RESPONSIBILITY AND AUTHORITY

The Washington Township Police Department is administratively responsible to the Washington Township Board of Supervisors through the Township Manager.

All authority for enforcement is based upon prevailing law.

Section 104 - Rank Qualifications

A. CHIEF OF POLICE

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

Article I continued.

B. SERGEANT

1. Experience - Minimum 3 years full time police experience.
2. Education - Minimum AA degree in police or criminal justice administration from accredited college or university.
3. Certified or eligible for waiver under PA Municipal Police Officers Education and Training Commission (Act 120)

C. POLICE OFFICER (see Art II- sect 203)

Article I continued.

ARTICLE II - MINIMUM QUALIFICATIONS OF APPLICANTS AND POLICE OFFICERS

Section 201 APPLICATIONS FOR APPOINTMENT

Each applicant shall submit to the Township a statement of personal history containing the following information:

1. Applicant's full name and residence or post office address.
2. Citizenship
3. Place and date of birth.
4. Employment and residence for the past five (5) years.
5. Name, address and phone number of at least three references.
6. Such other information as may be required by the township or may show the applicant's qualifications for the position.

Section 202 FALSE STATEMENTS

Any false statement, omission of information required on the application shall disqualify the applicant from appointment, and may be grounds for dismissal, if appointed.

Section 203. QUALIFICATIONS OF APPLICANTS - GENERAL

Candidates for appointment to the Washington Township Police Department must meet the following minimum qualifications.

1. Citizenship: Each applicant must be a citizen of the United States.
2. Age: Each applicant must be at least eighteen (18) years of age.
3. Eyesight: Must have vision in either eye correctable to 20/20.
4. Height and Weight: Weight must be in proportion to height.
5. Education: Each applicant must submit evidence of the satisfactory completion of high school education or its approved equivalent.

Article II continued.

6. Operator's License: Each applicant must possess a valid Pennsylvania Motor Vehicle Operator's License.
7. Background Investigation: Each applicant shall deliver to Washington Township written permission to conduct or cause to conduct any inquiries or investigations necessary to determine the applicants fitness and suitability for employment in the position applied for. The result of such inquiry or investigation shall be in writing and shall become a permanent part of the applicants file.
8. Fingerprints: Each applicant being considered for appointment will submit to the taking of his or her fingerprints for the purpose of submitting them to the Federal Bureau of Investigation and the Pennsylvania State Police for a criminal records check.
9. Physical Examination: Each applicant, prior to appointment, shall undergo a prescribed physical examination performed by a physician appointed by the Township. The cost of this examination shall be paid by the Township.
10. Psychological Examination: Each applicant prior to appointment may be required by the Board of Supervisors to undergo a psychological evaluation to determine mental suitability for employment as a police officer. The cost of this examination shall be paid by the township.
11. Polygraph: Each full time appointee will be required to undergo a polygraph examination at the direction of the Chief of Police.
12. Testing: Each applicant will be required to undergo a written and oral test as prescribed by the Chief of Police. Applicants will also be required to undergo a physical agility test as set forth in Section 207.

The above testing will be conducted by the Chief of Police or his designate and will be scored with a numerical factor with the final score to be determined as follows:

Written Examination	-	Score (Maximum-100 Pts.)	X	40%	=
Oral Examination	-	Score (Maximum-100 Pts.)	X	40%	=
Physical Agility	-	<u>Score (Maximum-100 Pts.)</u>	X	20%	=
TOTAL POSSIBLE TEST POINTS					=

Article II continued.

Each applicant must achieve a minimum score of seventy (70) points in each category in order to qualify. The physical agility portion of the test may be attempted three (3) times in order to qualify.

13. Previous Experience, Certification or Education: Applicants with previous law enforcement experience, Pennsylvania State Municipal Police Certification or a college degree in a field applicable to law enforcement will be awarded additional points as follows to be added to their individual test scores:
- a. Experience - an applicant having at least two (2) years of verifiable full time experience in a Federal, State or Municipal police agency will receive an additional five (5) points.
 - b. Certification - an applicant holding a valid Pennsylvania State Municipal Police Officer Certification or eligible for waiver of training under regulations prescribed by the Pennsylvania Municipal Police Officers Education and Training Commission will receive an additional five (5) points.
 - c. Education - an applicant holding an Associate Degree in a course of study applicable to the police profession from an accredited college or university will receive an additional five (5) points or for a Bachelor Degree with the same requirements an additional ten (10) points
14. Eligibility List: All qualifying applicants will be listed according to the total number of points scored and/or awarded. This list shall be the basis by which prospective applicants will be submitted to the Board of Supervisors for their consideration with the recommendation of the Chief of Police. This list shall remain in effect for a period of no more than two (2) years and the Board of Supervisors may direct a new list be compiled at any time.

The Board of Supervisors may refuse to appoint an applicant who is physically disabled and unfit for the performance of the duties of the position to which he seeks employment, or is addicted to the habitual use of intoxicating liquor or who has used or uses any controlled substance, or who has been convicted of any crime involving moral turpitude, or of infamous or

Article II continued

notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group or organization whose policies or activities are subversive to the form of government set forth in the Constitution and Laws of the United States and the Commonwealth of Pennsylvania, or who is found to lack any of the minimum qualifications stated.

Section 204. PROBATIONARY PERIODS

Appointments to the police department shall be probationary for one year from the date of the appointment. Upon satisfactory completion of the probationary period the appointment shall become permanent. If during the probationary period a members services, performance of duty, conduct, health or physical condition is not satisfactory, employment may be terminated by the Board of Supervisors upon recommendation of the Chief of Police. Such Member shall not reserve the right to appeal or review of such dismissal.

Section 205. CERTIFICATIONS AND LICENSES REQUIRED

- A. Each Officer, in accordance with the provisions of Act No. 120 of 1974, 53 P.S. SS740, et seq., as amended, shall, within one (1) year of the date of his appointment, have been certified as having met all the requirements as established by the Municipal Police Officers' Education and Training Commission, including but not limited to successful completion of the basic course of instruction at a qualified Municipal Training School. Extensions as granted by the Commission will be recognized. Assignment to attend a basic course of instruction (Police Academy) will be made by the Township.
- B. Each officer shall qualify with issued or approved firearms in a firearms course set up by a certified range officer. The instructor and course shall be approved by the Chief of Police and/or the Pennsylvania State Municipal Police Officers' Education and Training Commission. Minimum qualifications shall be as follows:

Duty Firearm: Once Yearly

Off Duty or Personal Firearm: Once Yearly

Shotgun and Rifle: Once Yearly

Article II continued.

C. Each officer shall be certified in cardio-pulmonary resuscitation and a first aid course with minimum requirements set by the Chief of Police. Each officer shall hold a valid drivers license.

Section 206. PHYSICAL EXAMINATIONS

Each officer shall undergo an annual prescribed physical examination performed by a physician appointed by the township. The costs for this examination shall be paid by the township.

Section 207. PHYSICAL FITNESS REQUIREMENTS

All Police Department applicants must meet the following requirement for physical fitness:

1. Height and Weight according to the following chart:

HEIGHT	MALES			FEMALES		
	SMALL FRAME *40-45"	MEDIUM FRAME *46-50"	LARGE FRAME *51-55"	SMALL FRAME *30-35"	MEDIUM FRAME *36-40"	LARGE FRAME *40-45"
5' 4	117-138	123-149	149-184	96-114	101-124	109-138
5' 5"	120-142	126-153	153-188	99-118	104-128	112-141
5' 6"	124-146	130-157	157-192	102-121	107-131	115-144
5' 7"	128-151	134-163	163-203	105-124	110-135	118-149
5' 8"	132-155	138-167	167-207	108-128	113-139	121-152
5' 9"	136-161	142-172	172-212	111-132	117-144	125-156
5' 10	140-165	146-177	177-217	114-135	120-149	129-161
5' 11	144-169	150-183	183-223	118-140	124-153	133-165
6' 0"	148-174	154-188	188-228	122-144	128-157	137-169
6' 1"	152-179	158-194	194-234	126-149	132-162	141-174
6' 2"	156-184	163-199	199-239	130-154	136-166	145-179
6' 3"	160-188	168-205	205-245	134-158	140-171	149-185
6' 4"	169-198	178-216	216-256	138-163	144-175	153-190
6' 5"	174-204	182-222	222-262	////////	////////	////////

* Indicates the range of outside measurements of the individual's shoulders.

Article II continued.

For every year of age, one half pound of weight difference from the norm is allowed. If an officer is found to be over or underweight he/she will be given one month to bring him/herself within the norm. If at the end of the allotted time the officer is still over or under weight he/she will be fined one days wages per year for every five (5) pounds or part thereof that the officer remains over or underweight. The only exception to these requirements will be those certified by a physician approved by the Chief of Police.

2. Physical Agility Test: Applicants must achieve a score of at least 16 points in three of the five categories below and an overall score of no less than 70 points. The physical agility test shall be as follows:

A. SIT-UPS - (One minute allowed)

<u>NUMBER</u>	<u>RATING</u>	<u>POINTS</u>
35-39	Excellent	20
30-34	Good	18
20-29	Average	16
15-19	Fair	14
10-14	Poor	12

B. PULL-UPS- (One minute allowed)

<u>Number</u>	<u>Rating</u>	<u>Points</u>
9+	Excellent	20
7-9	Good	18
5-6	Average	16
3-4	Fair	14
2-3	Poor	12

C. TWELVE (12) MINUTE TEST - Run and/or walk as far as possible in 12 minutes. If while running, the participant gets winded, he/she can slow to a walk until their breath is returned then start running again or finish the time walking. (The object is to cover the greatest distance possible in 12 minutes.)

<u>AGE</u>	<u>AGE</u>	<u>AGE</u>	<u>AGE</u>	<u>POINTS</u>
<u>UNDER 30</u>	<u>30-39</u>	<u>40-49</u>	<u>50+</u>	
1.75+ Mi	1.55+ Mi	1.00+ mi.	.75+ mi	20
1.5-1.74	1.3-1.55	.75 - .99	.50-.74	18
1.2-1.6	1.0-1.29	.50 - .74	.35-.49	16
1.0-1.2	.75-0.99	.25 - .50	.25-.34	14
less 1	less .74	.10 - .24	.10-.24	12

Article II continued.

D. STANDING HIGH JUMP

<u>Height</u>	<u>Rating</u>	<u>Points</u>
20-21 inches	Excellent	20
14-19 "	Good	18
12-13 "	Average	16
10-11 "	Fair	14
8-9 "	Poor	12

E. WEIGHT CARRY - Requirement is to carry a 100 pound weight in twenty (20) seconds a distance of:

<u>Distance</u>	<u>Rating</u>	<u>Points</u>
40 yds Min.	Excellent	20
35 yds Min.	Good	18
30 yds Min.	Average	16
25 yds Min.	Fair	14
20 yds Min.	Poor	12

3. Police Officers shall be in good physical condition. Should there be a question as to physical abilities of an individual Patrol Officer, that officer may be required to take a physical fitness test as described in this section, or as the circumstance may otherwise require.

ARTICLE III - POLICE OFFICER AND EMPLOYEE DEFINED

Section 301. POLICE OFFICER

The term "Police Officer" as used in the provisions of the Police Rules and Regulations, shall be construed as meaning a person duly appointed and sworn as a police officer, both full time and part-time.

Section 302. EMPLOYEE

The word employee as used in the provisions of the Police Rules and Regulations, shall be construed as meaning any person employed by the Township in the service of the Washington Township Police Department.

Section 303. MEMBER

The word member as used in the provisions of the Police Rules and Regulations shall be construed as meaning a person duly appointed and sworn as a police officer of Washington Township.

Section 304. APPLICABILITY OF PROVISIONS

The provisions of the Rules and Regulations as set forth in this manual shall apply to all members and employees of the Washington Township Police Department regardless of employment status or rank. It shall be the responsibility of each member and employee to study and become familiar with the rules, regulations, and instructions set forth herein. Violations of any rule or regulations or instruction, as outlined in this manual, shall be cause for disciplinary action.

Section 305 EMPLOYMENT STATUS

1. Permanent Full-time Police Officer - an employee appointed and sworn as a police officer and who has completed his designated probationary period.
2. Probationary Police Officer - a newly appointed member who has not completed the designated probationary period for the position they occupy. During such period they may be separated from the service or reduced to his/her previous position without recourse to appeal.
3. Part-time Police Officer - An employee who has been duly appointed by the Washington Township Board of Supervisors and sworn as a Part-time police officer and who serves strictly at the pleasure of the Chief of Police or the Board of Supervisors.

ARTICLE IV - POSITION DESCRIPTIONS AND RESPONSIBILITIES

Section 401. CHIEF OF POLICE

The Chief of Police shall be the chief executive officer of the police department and shall have complete responsibility and authority over all department members and employees and the operation of the department. The chief of police shall have full authority to enforce all rules and regulations, issue procedural instructions and directives as regards to the police department. He shall have control of the assignments and transfers of all members and employees under the rules and regulations set forth in this manual and shall be responsible for the following:

1. The Chief of Police is to consult with the Township Manager concerning the plans and policies to be observed in police operations and is to carry out police functions according to law.
2. He shall organize, direct, and control all resources of the department for the most efficient discharge of its duty to preserve the peace, protect persons and property, and obey and enforce all ordinances of the Township and all criminal laws of the Commonwealth of Pennsylvania and the United States of America.
3. He shall develop the organizational structure of the police department in accordance with professional standards and by consideration of sound span-of-control principles and integrate related activities under control of immediate supervisors. He shall hold police department supervisors accountable for effective conduct of such activities.
4. He shall plan and execute a police services program designed to prevent and repress crime, apprehend and prosecute offenders, recover property, and regulate non-criminal conduct. He shall modify the program to combat current trends as revealed by analysis of records and reports.
5. He shall work for the enactment and strengthening of laws and ordinances for the restraint of criminal activity.
6. He shall cause an adequate and progressive program of employee training to be organized and conducted and shall order or direct members of the police department to attend.

Article IV continued.

7. He shall formulate techniques for recognizing outstanding performances by department employees.
8. He shall continually strive to improve employee working conditions in order to achieve maximum efficiency and morale.
9. He shall at all times inform himself of the affairs of the department and be assured that the duties of his subordinates are properly discharged.
10. He shall visit and cause to be visited at irregular and unannounced times all department units for inspection of the efficiency of operation. When unsatisfactory conditions are found he shall take proper corrective action.
11. He shall exercise general supervision and inspection of all public places within the Township and cause the laws and ordinances concerning them to be obeyed.
12. He shall develop and conduct a sound public relations program to promote public confidence and interpret department policies and objectives to department personnel, the media and the public.
13. He shall maintain suitable, productive relationships between the department and other governmental agencies and with private organizations, especially those concerned with traffic, crime prevention and the administration of justice.
14. He shall submit required reports to the Township Manager and the Board of Supervisors in such form and detail as to clearly depict conditions and police action.
15. He shall insure prompt reporting to other agencies of any important matter falling within their jurisdiction.
16. He shall determine and publish the order in which ranking officers will succeed to command of the department in his absence.
17. He shall maintain an active alliance with professional police authorities and organizations and participate in programs for the mutual improvements of proficiency in combating crime and traffic problems.

Article IV continued.

18. He shall develop and adopt new techniques to improve the departments effectiveness in the discharge of its obligations.
19. He shall establish and supervise a program of experience analysis and planning in preparation for the development of facilities to fulfill future needs of the Township in regards to police servuces.
20. He shall prepareand submit to the Township Manager realistic budget estimates for the next fiscal year, and establish adequate controls over expenditures.
21. He shall administer the departments fiscal affairs in a manner calculated to convert available resources into maximum effective police services, economically employed, in areas of demonstrable need and shall cause to be purchased those supplies and equipment necessary for efficient operation.
22. He shall establish and maintain complete individual service records for all employees as a guide to placement, treatment, and training of employees for best performance.
23. He shall prepare or cause to prepare an in-depth evaluation Program of all department employees for the purpose of placement, treatment, training and wage increases.
24. He shall perform the duties of his subordinates in their absence or as required by scheduling or other reasons.
25. The Chief of Police shall report to and be directly responsible to the Township Manager.

Section 402. (RESERVED)

Section 403. (RESERVED)

Section 404. SERGEANT OR PATROL SUPERVISOR

This position is a rank within the police department with appointment made by the Board of Supervisors upon recommendation of the Chief of Police and is under the direction of the Chief of Police and has the following duties and responsibilities.

1. Perform tour of duty in full uniform unless otherwise directed by the Chief of Police.

Section IV continued.

2. Perform a tour of duty during a time period assigned by the Chief of Police.
3. Use assigned vehicle to respond to emergencies and in the performance of supervisory duties.
4. Inspect the uniforms, equipment and general appearance of members of the department frequently.
5. Conduct daily inspection of the police station for cleanliness, security and condition of equipment.
6. Supervise all police operations within the Township during the assigned tour of duty.
7. Direct and instruct patrol units in the performance of their duties, particularly the prompt return to active status after completing assignment.
8. Review and cause to correct any deficiencies of subordinate's Daily Activity Report and other prescribed by the Records System and procedures manual.
9. Supervise subordinates frequently and at irregular intervals both in the field and in the station house.
10. Insure that all reports submitted by subordinates are accurate and complete.
11. Complete personnel evaluations on subordinates as per department procedure.
12. Prepare both written and verbal instructions to subordinates as needed.
13. Keep subordinates informed of all conditions affecting the department.
14. Relay instructions of the Chief of Police to members of the department.
15. Supervise the notification for court appearance to department personnel.
16. Cause any necessary schedule change or adjustments of the daily assignment schedule.
17. Approve all schedule changes made between department members.
18. Evaluate continuously the effectiveness of assignments.

Article IV continued.

19. Report any assignment changes to the Chief of Police.
20. Study the deployment of resources of the department and recommend where appropriate, more effective deployment to the Chief of Police.
21. Evaluate training, planning and personnel functions and needs of the department and make recommendations to the Chief of Police.
22. Review Complaint/Offense Reports and establish areas of Directed Enforcement.
23. Inspect department records and inform the Chief of Police of any errors, omissions or improper entries.
24. Obtain pertinent statistics and confer with the Chief of Police, Corporals, Shift Supervisors and Patrol Officers on any trends observed or other matters of importance.
25. Respond to and direct police activities at serious crimes and emergencies.
26. Advise the Chief of Police on matters of importance, unusual occurrences or arrests and important messages-requiring his attention.
27. Investigate and report to the Chief of Police on matters of all injuries to members of the department and/or damage to department property.
28. Investigate any traffic accident involving a department vehicle.
29. Investigate any use of force by a member of the department.
30. Conduct investigations as directed by the Chief of Police.
31. Insure that all department directives, procedures and systems are being complied with.
32. Comply with all department directives, procedures and systems.

Article IV continued.

33. Respond to calls for police service when no other personnel are available.
34. Report all derelictions of duty to the Chief of Police.
35. Prepare and forward to the Chief of Police reports on all instances of non-compliance of any department rule or regulation, directive, procedure or system by any member of the department.
36. Enforce all Ordinances of the Township, and laws of the Commonwealth of Pennsylvania and the United States.
37. Assume command of the police department, when directed by the Chief of Police.
38. A member in this classification shall adhere to the job description of a police officer as outlined elsewhere in this manual.

Section 405. PATROLMAN OR POLICE AGENT

This position is under the immediate supervision of the Sergeant or Patrol Supervisor and has the following duties and responsibilities.

1. Shall be responsible for the efficient performance of his duties in conformity with the Rules and Regulations of the Police Department.
2. Shall exercise police authority consistent with obligations imposed by his oath of office and be accountable to his superior officers and shall promptly obey all legitimate orders and directives.
3. Shall maintain harmonious relationships with his associates by courteous and considerate demeanor, guarding him or herself against envy, jealousy, or other unfriendly feeling and refraining from all unfriendly communications.
4. Communicate to superiors and to his co-members all information he may obtain which is pertinent to the achievement of service program objectives.
5. Coordinate all efforts with those of other members of the department so that their teamwork may insure continuity of purpose and maximum achievement of service program objectives.

Article IV continued

6. Shall be subject to recall to on-duty status at any time and shall take appropriate police action at any time when a violation of law is committed in his presence or brought to his attention and when he is legally authorized to do so.
7. He shall familiarize him or herself with the policies of the police department and execute the service program within his area of responsibility providing for:
 - a) Prevention and suppression of crime.
 - b) Protection of life and property.
 - c) Preservation of the peace.
 - d) Apprehension and prosecution of offenders.
 - e) Enforcement of regulatory measures.
8. He shall conduct himself in accordance with the Law Enforcement Code of Ethics both on-duty and off-duty.
9. He shall by study and research become familiar with advanced techniques and ideas designed to improve police performance and effectiveness.
10. He shall assist in the departments program for:
 - a) Improving efficiency and cooperation in areas of common responsibility.
 - b) Advancing the public relations program for promoting public confidence and support.
 - c) Proper and economical use of the department's property and equipment.
11. He shall acquire and record information concerning events that have taken place since his last briefing or tour of duty and be attentive to instructions.
12. He shall report for duty at specified times, physically fit, neatly and properly groomed, and with prescribed equipment. He shall fall in for briefing and inspection in the patrol room or other place designated by the Patrol Supervisor tne (10) minutes before his tour of duty begins. He shall record in a notebook, all pertinent information necessary for the proper execution of his duties. He shall be prepared to stand inspections which shall include his person, his uniforms and equipment before being approved for duty.

Article IV continued.

13. He shall, unless otherwise instructed, report to his supervisor for inspection, debriefing and dismissal at the conclusion of his tour of duty.
14. He shall record his activity during his tour of duty in the prescribed manner.
15. He shall supervise and inspect all public and licensed places within his area of responsibility and enforce the laws, ordinances and regulations concerning their operation.
16. He shall devote the maximum possible time to the performance of his basic duties, remaining in the station or office only when necessary.
17. Before beginning his tour of duty he shall inspect the vehicle assigned for use and report any damages or deficiencies.
18. During his tour of duty, he shall use the vehicle assigned to him in the most safe and economical manner, avoiding hazardous, careless or pointless operation.
19. He shall promptly report, as prescribed, all accidents involving the vehicle assigned to his use.
20. He shall maintain his firearm(s) and assigned equipment in a functional, presentable condition, promptly correcting and reporting defects to his supervisor.
21. When assigned to duty in the station, he shall diligently perform the functions necessary to its efficient and economical operation.
22. He shall make report of crimes, vehicular accidents and incidents in conformity with the procedure for their accurate and complete preparation.
23. He shall receive, serve, and prepare return on citations, warrants and documents, providing information to enable subsequent service if unable to serve.
24. He shall exert every effort to satisfy the needs of citizens requesting service, assistance, or information and courteously explain any instance where jurisdiction does not lie with the police department and if applicable suggesting procedures to be followed.

Article IV continued.

25. He shall insure the civil treatment and the observance of rights of all persons coming into the scope of his authority.
26. He shall be accountable for the securing, receipting, and proper transportation of all evidence and property coming into his custody.
27. He shall be diligent in his efforts to discover and suppress illegal traffic in liquor, gambling, narcotics and prostitution, reporting such activity to his superiors when discovered.
28. He shall enforce traffic laws and ordinances and relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians. He shall be alert for the needs of improvement of traffic control and report defective traffic signs, signals or devices and hazardous conditions of the roadways.
29. When directing the movement of vehicular traffic he shall take a conspicuous but safe position, making his signals clear and positive.
30. He shall be sensitive to the conduct of juveniles and the existence of hazards affecting them, particularly in the delinquency control effort.
31. He shall be alert to group tensions of all kinds, notifying his superiors and preventing disorder.
32. He shall be alert to the conditions which tend to cause crime; take preventive action and notifying his superiors, He shall inform the public of conditions that can be used to prevent crime.
33. He shall determine the security of business places after their normal hours of operation. He shall inspect buildings reported unoccupied to see if they are secure. If any evidence of tampering or entry is found he shall immediately summon assistance to search the premises and apprehend the trespasser.
34. He shall examine any person whom he has probable cause to believe is engaged in unlawful activity, request the reason for his presence and record his identity. He shall make an arrest provided he has legal basis to do so.

Article IV continued

35. He shall note and record the license number and description of vehicles seen under questionable circumstances and make an investigation.
36. He shall familiarize himself with his area of assignment and conduct diligent patrol, accentuating prevention by giving particular attention to locations most susceptible to the occurrence of crime.
37. He shall familiarize himself with the location of police, fire and public communications facilities in his area of assignment.
38. He shall confine his patrol efforts to his area of assignment. If required to leave for any reason, he shall notify the dispatcher at the time he leaves or if this is impractical as soon as possible. He shall notify the dispatcher of any anticipated prolonged interruptions of his patrol activity.
39. Upon the discovery of criminal activity he shall move promptly to apprehend the offender either through individual effort or by the full utilization of the department's resources. When pursuit or apprehension is not feasible he shall make a thorough investigation and speedily relay information to other units or agencies to enlist their aid.
40. He shall conduct a thorough investigation of all offenses within the area of his assignment and scope of activity, he shall collect evidence and record data which will aid in the identification, apprehension and prosecution of offenders and the recovery of property.
41. Any failure to detect crime, cope with traffic condition or prevent repetition of disorder by all possible and appropriate action within the area of his assignment shall be prima facie evidence of negligence.
42. He shall provide prompt and adequate assistance to all sick, injured or destitute persons.
43. He shall be alert to the Townships responsibilities to keep public highways, streets, sidewalks, public grounds, bridges, viaducts open, in repair and free from nuisance.

Article IV continued.

44. He shall inspect places or activities where permits or licenses are required and shall take appropriate action in all instances where necessary permit has not been procured.
45. He shall promptly report street light and traffic signal outages and or defective operation.
46. He shall note conditions which adversely affect the appearance, safety, or health of the community, enforce applicable Laws, ordinances or regulations and/or make referrals to agencies having primary jurisdiction or responsibility.
47. When detailed to the location of any assemblage of people, he shall be alert to prevent disorder, damage to property or injury to persons. He shall assist in establishing and maintaining limits on the gathering of people when necessary.
48. When in uniform he shall assist in the movement of vehicles operating under emergency conditions.
49. He shall intelligently and thoroughly investigate each case assigned to him, initiating the investigation by prompt contact with the complainant. He shall keep interested units advised of information developed.
50. He shall use every legal means at his disposal to detect and solve crime and prosecute offenders, thoroughly investigating all information received from any source.
51. He shall study and apply sound investigative techniques and improve his effectiveness by attention to:
 - a) Use of records and reports.
 - b) Conduct and interviews
 - c) Cultivation of informants
 - d) Development and perception
 - e) Proper collection, identification, analysis, preservation and presentation of evidence.
52. He shall keep detailed records on prescribed forms of any investigation and promptly execute all other reports required by the department.

Article IV continued.

53. He shall prepare all cases assigned to him in such a manner to insure the best possible presentation of the facts to the court.
54. He shall learn the rules of evidence and court procedure and develop skills which will enable him to be an effective witness.
55. He shall serve all legal papers assigned to him and execute required returns.
56. He shall actively cooperate with municipal and county attorneys to prepare case for trial.
57. He shall perform other duties as directed by the Chief of Police.
58. He shall become familiar with all Federal and State Criminal Laws, the Vehicle Code and local ordinances and bring to justice all persons who violate such laws and/or ordinances.

Section 406. PROMOTIONS

The following procedure is to be used for all promotions of officers to the ranks other than Chief of Police authorized within the Police Department. Qualified applicants from outside the department may compete.

1. Testing. A written examination consisting of at least 101 questions developed by or caused to be developed by the Chief of Police shall be used in this phase of the promotion process. The content of the examination shall be relevant to the particular rank for which the promotion is given, i. e., examination for Sergeant shall contain a balance of supervision, principles of administration, departmental procedures and policy, criminal law procedures and police investigation procedures. The written examination shall be given by the Chief of Police or by someone designated by the Chief of Police. At the conclusion of the examination, the test will be immediately scored by the Chief of Police. A passing score of 70% shall be used to qualify those persons for further consideration.
2. Oral Interview. Oral interviews shall be conducted for all promotions. The selection of the oral interview board is the responsibility of the Chief of Police and shall be composed of law enforcement personnel not

Article IV continued.

affiliated with the Washington Township Police Department; and who are located outside the physical boundaries of Washington Twp. The oral board shall be comprised of three persons whose rank or experience is equal or above that of the rank for the rank being tested for. The composition of the oral interview board shall not be made known to those persons qualifying for promotion prior to interview.

3. Education. Consideration shall be given to College Degree programs applicable to Law Enforcement to which the candidate has been exposed.
4. Years of Service. Eligible individuals desiring promotion to the rank of sergeant or above will receive .5 credits (score points) for every year of service. A maximum of five (5) points may be accrued in this category.
5. Personnel Evaluation. The personnel evaluation of the past three periods, if applicable, will be averaged and considered in the promotion process. A candidate will receive five (5) points for each rating of "good" and ten (10) points for each rating of excellent. No points will be awarded for ratings of "poor", "fair" or "average".
6. Score Weight Factors".
 - a) Written Test- Total weight factor 50%
(divide written test score by 2)
 - b) Oral Interview - Total weight factor 50%
(divide average interview score by 2)
 - c) Education - additional points to be awarded for degrees in Law Enforcement discipline as follows:

Associate Degree	5 pts.
Bachelor Degree	10 pts.
Masters Degree	15 pts.
 - d) Years of Service - Maximum five (5) points.
 - e) Personnel Evaluation - Maximum ten (10) points.

7. Selection - The selection for promotion is the responsibility of the Chief of Police and Township-Manager with confirmation by the Board of Supervisors. Their decision shall be based on the eligibility list of candidates which shall be compiled according to the provisions listed in Section 406.6. This is not to be construed to mean that ranking on the eligibility list should be the sole criteria for promotion. If there are other circumstances involving promotions of certain individuals unknown to the oral interview board and/or other phases of the promotion process, the Chief of Police, the Township Manager and the Board of Supervisors shall use their discretion. In the event the top candidate is not selected for promotion, a written justification stating the decision analysis must be furnished to the testee or testes.

Section 407. POLICE AUTHORITY AND RECALL TO DUTY

All members of the Washington Township Police Department shall be subject to recall to on-duty status at any time. In order to facilitate such recall all members are required to maintain a working telephone in their homes and furnish the telephone number to the Chief of Police. All members will have full police authority at any time while within the township limits and elsewhere as provided by law.

Additionally, each member at the direction of the Chief of Police may be required to be on "Standby" for quick recall and when so directed provide the Communications Center a telephone number where they can be contacted.

Each member may also be required by the Chief of Police to utilize other communications equipment such as pagers, two way radios and monitors in order to facilitate a recall to on-duty status.

Any member refusing or failing to comply with these provisions shall be subject to disciplinary action. Any failure to respond when called shall be considered prima facie evidence of being absent without leave.

Article IV continued.

ARTICLE V - COMPENSATION AND BENEFITS

Section 501. CHIEF OF POLICE

The compensation and benefits of the Chief of Police shall be set by the Board of Supervisors.

Section 502. POLICE OFFICERS, SERGEANT

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

Section 503. SICK LEAVE

The amount of sick leave earned and accruable shall be set by the Board of Supervisors. Sick leave shall not be considered to be a privilege which an employee may use at his discretion, but shall be allowed only in case of actual sickness or non-job related disability of the employee. To receive compensation while absent on sick leave the employee shall notify his immediate supervisor or the Chief of Police prior to four hours before the time set for the beginning of his tour of duty. When an absence is for more than two working days, the employee shall be required to file a physicians certificate unless the Chief of Police knows by his own knowledge of the employee's sickness or disability. A request form for sick leave furnished by the department must be filled out and signed by the employee immediately upon his/her return to work.

Section 504. JOB RELATED INJURIES

All job related injuries shall be reported immediately or as soon as evident. In case of failure of an employee to report within the time prescribed, a job related injury, it shall be presumed that such injury resulted from his own negligence and not in the course of his employment.

ARTICLE VI - GENERAL REQUIREMENTS

Section 601. ADDRESS AND TELEPHONE NUMBERS

1. All members or employees of the Police Department shall report to the Chief of Police their current address and telephone number by which they may be contacted in an emergency. They shall report any change of address or telephone number within 24 hours of such change. The Chief of Police shall maintain a current file for this purpose and shall provide the telephone numbers to the Communications Center for their use in contacting members.
2. No telephone number or address of any member is to be furnished to anyone other than other members, Township Manager and Communications without the express approval of the member.

Section 602. SUBMISSION OF TIME SHEETS

All members or employees of the Police Department shall, on a daily basis complete the "Daily Activity Report", and if applicable, a payroll time sheet when and as directed by the Chief of Police.

Section 603. RESIDENCY REQUIREMENTS

All full time police officers must reside within Washington Township, the Borough of Waynesboro or the Township of Quincy within a radius of six (6) miles of the Police Station. New full time officers must comply with this section within one (1) year of employment. A six month extension of this time limit may be given by the Board of Supervisors for cause.

Section 604. PERSONNEL EVALUATIONS

The Chief of Police or his designee shall conduct personnel evaluations for all sworn members on a staggered rotating basis at least once each calendar year.

After evaluation, the Chief of Police or his designee shall discuss the results of the evaluation with the individual officers in an effort to enhance the ability of the officer to perform his duties.

Any member disagreeing with the results of an evaluation may request a review of the evaluation result with the Township Manager and if still dissatisfied, then with the Board of Supervisors.

Article VI continued.

The final result of each evaluation shall become a permanent record in the officers personnel file and shall be utilized in planning training programs, personnel assignments, promotional and salary step advances or as directed elsewhere in this manual.

Section 605. PUNCTUALITY

All members or employees of the Police Department shall report for their designated tour of duty in uniform and briefed ready to begin the tour at the specified time.

Section 606. OUTSIDE EMPLOYMENT

Members of the Police Department may not engage in outside employment which might in any way hinder their objective and impartial performance of their public duties, embarrass Washington Township, or impair their efficiency as a Police Officer.

Employees who wish to obtain outside employment must obtain prior written approval from the Chief of Police and the Township Manager.

Section 607. LEAVES OF ABSENCE

Members of the Washington Township Police Department who desire a leave of absence with or without pay shall abide by the following procedure.

An application in writing shall be submitted to the Chief of Police at least 30 calendar days before such leave is desired. All applications shall state the following:

- a) reason for the leave of absence.
- b) length of time leave is desired (or expected).
- c) whether the leave is desired with or without pay.

The Chief of Police shall review the application for completeness and shall recommend approval or disapproval to the Township Manager within fifteen (15) days before such leave is desired. The final approval of all leaves of absence is made by the Board of Supervisors.

Leave may be granted for the following reasons:

- a) Medical Leave.

Medical leave, with or without pay may be granted in 90 day increments. The attending physician's statements of health must accompany the applicant's original application and all reapplications. Re-applications must be submitted through the same procedure stated above at least thirty (30) days before the end of the approved

Article VI continued.

ninety (90) day increment. In addition, the

Township may appoint a physician to evaluate all applications and make recommendations to the Board of Supervisors.

b) Training/Educational Leave.

Leave with or without pay may be granted for training and education which is deemed by the Board of Supervisors to be related to the position of Police Officer and which will benefit the Police Department.

c) Special Exceptions. Leave with or without pay may be granted for other special reasons as determined by the Board of Supervisors.

An employee who takes a leave of absence without pay will have all benefits suspended with the exception of the employee's pension plan, and with the approval of the Board of Supervisors, accident and health insurance and life insurance. The granting of any leave, other than medical, with or without pay is at the complete discretion of the Washington Township Board of Supervisors.

Any police officer or employee absent from any assigned duty without authorized leave will be considered absent without leave and subject to disciplinary action and loss of pay.

Section 608. APPLICATION FOR MEDICAL LEAVE

In cases of involving medical leave the application for leave shall be made within five (5) calendar days after authorized accrued sick and vacation leave has been expended. Application is to be made to the Chief of Police who in turn will forward the request to the Township Manager.

Section 609. BREAKS AND MEAL BREAKS

All Police Officers are entitled to two fifteen (15) minute breaks during their shift. Such break may be taken at the officer's discretion, subject to recall. In addition, all Police Officers are entitled to one meal break per eight hour tour. All meal breaks must be limited to one-half hour in length and must be taken within the Township outer limits unless prior approval is obtained from the Chief of Police. The officer is subject to recall during his/her meal break and must be in radio communication with the Communications Center or advise the Center of the location and telephone number.

Section 610. ENDORSEMENTS

The endorsement of any commercial product, service or business by any member of the Department is prohibited.

Article VI continued.

ARTICLE VII - GENERAL LAW ENFORCEMENT DUTIES

Section 701. Law Enforcement Code of Ethics.

All members of the Department are required to subscribe to and be guided by the "Law Enforcement Code of Ethics" as follows:

"As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all persons to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.

I will never act officiously or permit personal feelings, prejudice, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police services. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - Law Enforcement."

Section 702. KNOWLEDGE OF LAWS AND ORDINANCES AND REQUIREMENTS TO TAKE POLICE ACTION.

Members of the Police Department shall familiarize themselves with statutes, laws, and ordinances of the township of which the Police Department shall take cognizance. Members of the Police Department shall at all times, within the boundaries of the township, preserve the public peace, prevent crime, detect and

Article VII continued.

arrest violators of the law, protect life and property, and enforce all the criminal laws of the Commonwealth of Pennsylvania and the Ordinances of Washington Township. Failure to take action respecting violations of such Statutes, Laws, Ordinances and Regulations coming to their attention or about which they have knowledge will be deemed gross neglect of duty.

Section 703. REQUIREMENTS OF MEMBERS TO OBEY ALL LAWS

All members of the Police Department shall conform to and abide by the Rules and Regulations of the Police Department, observe the laws and ordinances of Washington Township, the laws of the Commonwealth of Pennsylvania, the statutes of the United States and render their services to the Township with zeal, courage, discretion and fidelity.

Section 704. DUTIES OTHER THAN ROUTINE

Notwithstanding the assignment of specific duties and responsibilities to members and employees of the Police Department, all members and employees shall perform all such duties as may be required of them by the Chief of Police or his designate. Members of the Police Department shall not be used for general police or traffic duties by private interests without the express permission of the Chief of Police.

Private concerns within the jurisdiction of Washington Township may hire Township Police Officer(s) for special coverage upon application to the Chief of Police with approval by the Township Manager. Such employment will adhere strictly to the regulation provided by the Federal Fair Labor Standards Act and shall involve no cost to Washington Township with respect to salary and benefits.

Any Police Officer so engaged shall have the full authority of a police officer of Washington Township.

Section 705. ASSISTANCE TO OTHER JURISDICTIONS

Governed by applicable law, the Chief of Police is authorized to render assistance to other jurisdictions upon their request.

Article VII continued.

ARTICLE VIII - COURTESY AND CONDUCT

Section 801. COURTROOM CONDUCT

All members of the Police Department concerned in cases before the court are to be punctual in attendance. They shall have the cases in which they are involved properly prepared and all property which is to be used as evidence suitably arranged for presentation to the court. Members shall observe the utmost attention and respect toward Judges at all times. When giving testimony, they shall speak calmly and explicitly in a clear, distinct, and amicable tone so as to be easily heard by the court and jury. They shall not chew gum or tobacco. They shall testify with the strictest accuracy, confining themselves to the case before the court. They shall neither suppress nor overstate the slightest circumstance with a view of favoring or discrediting any person. When cross examined, they shall answer with the same readiness and civility as when testifying in support of the charge, remembering that the ends of justice will best be served by showing a desire simply to tell the whole truth whether it be in favor or against the accused.

All members of the department in attendance at all hearings shall be neatly and properly dressed at all times. If the member is not dressed in the uniform of the day, they shall be attired in conservative dress consisting of suit, with shirt and tie or sport coat, or a dress or pant suit appropriately for the courtroom.

Section 802. COURTESY TO THE PUBLIC

Courtesy and civility towards the public are demanded of all members and employees of the Police Department. Any conduct to the contrary will not be tolerated. Members and employees in their conduct and demeanor shall be quiet, civil and orderly; and at all times attentive and zealous in the discharge of their duties, controlling emotion and exercising the utmost patience and discretion. At all times they must refrain from using coarse, violent, profane or insolent language; but when required, they must act with firmness and sufficient energy to perform their duties.

Section 803. COURTESY TOWARD SUPERIORS AND ASSOCIATES

Members and employees of the Police Department shall treat their superior officers with respect and their demeanor toward associates in the Police Department shall be courteous and considerate, guarding against envy, jealousy or other unfriendly feelings. They shall not make derogatory comments concerning their associates except in the line of duty to inform their superior officer of every neglect or disobedience of orders. No member or employee will publicly criticize the official action of a superior, without first exhausting all avenues available to rectify any complaint, problem or disagreement.

Article VIII continued

Section 804. COURTESY TOWARDS TOWNSHIP OFFICIALS

Members and employees of the Police Department shall extend the same high standard of courtesy towards township officials as is expected of them in their dealing with their superiors, their associates and other members of the public. They shall not publicly criticize the official actions of township officials in matters concerning the Police Department without first exhausting all avenues to rectify any complaint, problem or disagreement.

Section 805. UNTRUTHFULNESS

Truthfulness is a prerequisite for the Police Service. Members and employees are required to speak the truth at all times under all circumstances, whether under oath or otherwise, except in cases where they are not allowed by the rules of the service to divulge facts within their knowledge, in which case they will say nothing.

All members, when directed by the Chief of Police, will be required to submit and to cooperate with a polygraph examination regarding any statement, action or accusation concerning them in the performance of their duties as a Police Officer. The results of such examination shall be admissible in any disciplinary procedure to which it pertains.

Section 806. TELEPHONE COURTESY

A member or employee of the Police Department when called to a police department telephone shall respond promptly, giving his rank or title and surname.

Section 807. COURTESY TOWARD SUBORDINATES

The exercise of authority within the police department shall be with firmness, consideration and justice. Superior officers shall treat subordinates with respect and avoid, as far as circumstances warrant, censoring them in the presence of others. Superior officers are forbidden to injure or discredit those under their authority by tyrannical, capricious conduct or by abusive language.

Section 808. CIRCULATION OF RUMORS

Rumors are frequently an ingredient in situations leading to civil disorder, rioting and violence. Members and employees of the Police Department shall do their utmost to suppress rumors by answering questions of the public factually, concisely and without embellishment. Willful circulation of rumors by members or employees of the Police Department shall be grounds for disciplinary action and possible dismissal from the service.

Article VIII continued.

Section 809. ASSOCIATIONS

No member of the Police Department shall organize, form, attend or knowingly belong to any organization or society that has as its purpose either directly or indirectly, interference with the discipline or control of the Police Department.

No member of the Police Department shall form or belong to any organization or society that has as its purpose the interference in the orderly processes of State, National or Local Government by illegal means.

No member of the Police Department shall form, belong to or attend any function of any organization that has as its purpose the denial of any constitutional right to any person or groups of persons.

This section shall not be construed as to limit the legal rights of Police Officers to organize for the purpose of entering into collective bargaining with the township pertaining to wages and benefits.

Section 810. COLLECTING GRATUITIES BY MEMBERS.

No member or employee of the Police Department shall collect or attempt to collect any gratuities in any form whatever from those who might conceivably come to expect or seek preferential treatment for performance or non-performance of their sworn duty, except such salary, witness fees, expenses, awards and rewards as may be permitted, by law. This shall not prohibit the collection of actual expenses or transportation and subsistence by members or employees of the Police Department in any official police business which is authorized. The soliciting of merchants or commercial establishments by Police Officers for aid in police social activities is also prohibited.

Section 811. PAYMENT OF DEBTS

Members and employees of the Police Department shall not become chronically delinquent with their debts and legal liabilities in order to maintain the highest police department image possible.

Section 812. SLEEPING ON DUTY

Sleeping, idling, or loafing while on duty is a serious dereliction of duty. Any member or employee of the Police Department guilty of such misconduct will be subject to disciplinary action.

Article VIII continued.

Section 813. USE OF ALCOHOLIC BEVERAGES OR INTOXICANTS

1. The consumption or use of alcoholic beverages or illegal intoxicants while on duty or in any part of the Police Department uniform is forbidden for all members of the department. The odor of alcohol on a members breath shall be deemed prima facia evidence of consumption of alcohol while on duty.
2. Alcoholic beverages may only be in the possession of a department member while on duty only for verifiable evidentiary purposes or while in the authorized performance of police duties.
3. Consumption of alcoholic beverages while off duty shall be with tolerance and moderation. At no time will any police department member appear in public in an intoxicated state. The use of a controlled substance is strictly forbidden.

Section 814. MISFEASANCE, MALFEASANCE OR NEGLECT

1. A member who in the performance of official duty displays ineptitude or incompetence in performing such duty, or fails to assume responsibility for effective law enforcement, or engages in misconduct, or willfully neglects the performance of his official duties, or acts in any manner that will bring discredit upon the Police Department may, after a hearing before the Township Board of Supervisors, be deemed incompetent and subject to punitive or disciplinary action.
2. Any misfeasance, malfeasance or neglect of duty is prohibited and shall be reported to the Chief of Police through official channels by any member having knowledge thereof.

Section 815. GAMBLING

Gambling by members of the Police Department on duty or off duty is prohibited except that which has been deemed legal by legislation.

Section 816. POLITICAL ACTIVITIES OF POLICE OFFICER

With the exception of those offices allowed by law, no Police Officer will campaign for or hold political office that could be deemed to be a conflict of interest with his duties as a Township Police Officer; no Police Officer will campaign or participate in any overt partisan political activity that could be deemed to be a conflict of interest with his duties as a Township Police Officer. Voting and keeping abreast of current issues is encouraged.

Article VIII continued.

Section 817. RESPECT FOR NATIONAL COLORS

Respect for National Colors shall be required by all members of the Police Department while in uniform and is expected when not in uniform.

Section 818. SMOKING OR CHEWING TOBACCO WHILE ON DUTY

All Police Officers are prohibited from smoking or chewing tobacco while performing any official police function in public. Smoking within the Police Station and/or Department Vehicle is allowed with permission of others who are in the same room or vehicle. Smokers will be responsible for the cleaning of ashtrays they use, and debris they cause.

Section 819. USE OF DEPARTMENT CORRESPONDENCE

The use of Police Department stationery is for official business only, and will not be used by any member for personal business.

Section 820. ASSISTANCE BY POLICE IN CIVIL CASES

Appearing before the Court in any civil case is allowed only with the permission of the Chief of Police and/or a Court issued subpoena.

Police Officers will not involve themselves or take police action in any civil case except those prescribed by law or under appropriate court order.

Section 821. ACCEPTING BRIBES, GRATUITIES OR FEES FOR PERMITTING AN ILLEGAL ACT.

1. Any Police Officer or Department member who accepts or solicits any bribe, gratuity or fee for allowing or permitting an illegal act shall be subject to department disciplinary action in addition to the filing of criminal charges.
2. Any officer or department member who has knowledge of any offer, solicitation or acceptance of any bribe, gratuity or fee for permitting or allowing an illegal act must submit a written departmental report immediately with full details of the incident.

Section 822. INSUBORDINATION

Any officer or member of the Police Department who fails to comply with any order, written or verbal, of a superior officer, or fails to comply with any official procedure or policy of the Police Department will be guilty of insubordination and subject to disciplinary action.

Article VIII continued

Section 823. INFLUENCING

Members of the Police Department shall not visit or discuss any police department business with the Township Manager, Members of the Board of Supervisors, Prominent Citizens, other persons holding political officer or representatives of the news media for the purpose of attempt to obtain or exert influence on said individual which would affect any police department member status within or without the department.

Members wishing to discuss police department business with any of the above, must first secure the permission of the Chief of Police.

Section 824. CONFIDENTIALITY

All matters of the police other than those released to the media via approved News Releases are confidential. No employee or member will divulge any information concerning activities of the department or department personnel except through approved New Releases.

ARTICLE IX - GENERAL POLICE PROCEDURES

Section 901. USE OF FORCE

Members of the Police Department shall use no more physical force than reasonably necessary in the performance of their duties.

SECTION 902. USE OF DEADLY FORCE

Intentionally shooting in the direction of a person or at a vehicle in which a person is believed to be in constitutes deadly force. Deadly force shall not be used if it would create a substantial risk of injury to an innocent bystander. Deadly force may be used only when justified under the provisions of the Pennsylvania Crimes Code and by Department Directive (Patrol Guide).

Section 903. USE OF FIREARMS AND WEAPONS

1. Firearms shall only be used by officers when necessary in the defense of their own lives when all other reasonable means have failed and/or when necessary in the defense of another person's life, when all other reasonable means have failed.
2. Firearms may be used to kill any animal that is jeopardizing the safety of the public.
3. Whenever an officer discharges a firearm on duty or in the line of duty, either accidentally or in the performance of duty, except on an approved range, he shall submit a detailed, written report the Chief of Police.
4. When not in use, firearms shall be kept in a secure place, inaccessible to unauthorized persons.
5. Officers shall never display firearms or draw them in a public place, except for official use.
6. Only those additional weapons authorized by the Chief of Police will be carried by any member of this department. Such authorization and conditions will be directed by policy of the Chief of Police. (see Patrol Guides.)

Article IX continued.

**Section 904. WITHHOLDING INFORMATION CONCERNING ILLEGAL ACTS
FROM SUPERIORS.**

Members and employees of the Police Department shall communicate promptly to the Chief of Police all the facts of all crimes, suicides, attempted suicides, fires, accidents, and all other important happenings, complaints, and information of which the department takes cognizance, which may come to their attention. Any member or employee withholding information for any reason shall be subject to disciplinary action.

**Section 905. RESPONSIBILITY FOR POLICE DEPARTMENT RECORDS
AND REPORTS**

1. Members and employees of the police department, except as otherwise provided, shall make all reports on official report forms in legible form as directed by the Records System and Procedure Manual, signing their full name thereto, with their rank and patrol area to which they are assigned.
2. If sent upon any investigation, they shall file a report on what action was taken in the matter as directed by the records system and Procedure Manual.
3. No member or employee of the police department shall knowingly make false reports or enter or cause to be entered in any police department records any inaccurate, false, or improper bookings or registration of police information or matter.
4. Where the signature of police officers on summons, citations, or other papers are not completely legible, the name must be printed underneath the signature. Each officer must affix only his signature to the report.
5. The immediate supervisor of each tour will review and initial all reports after inspection for legibility and completeness.
6. No police officer or employee shall be permitted to give a verbal or written report of any accident involving township employees or equipment without the approval of the Chief of Police.
7. No police officer or employee shall communicate or impart confidential police information either in writing, verbally or by copy to any unauthorized person.

Article IX continued.

Section 906. SEARCH AND SEIZURE.

Application for a search warrant must be made through the District Magistrate's Office as per guidelines set by the Rules of Criminal Procedure and the Police Department Patrol Guide.

All searches of another's property will be conducted in full regard of all applicable laws and the Rules of Criminal Procedure in effect at the time. All applications for search warrants will be based on true and competent information.

Section 907. OPEN.

Section 908. FIRE CALLS

Members of the Police Department will respond to fires when requested primarily for the purpose of traffic control, but are expected to aid in any emergency situation, render first aid, provide emergency transportation of injured in extreme situations and provide crowd control. In fire situations, the Fire Chief or the supervisory fireman will have the authority to coordinate all township personnel at the scene. (Additional reference - see Patrol Guide.

Section 909. AMBULANCE CALLS

The Police Department is not responsible for routine ambulance calls. However, if a life threatening situation is made known to any officer he will respond to the location and render any aid as to which he is deemed competent until the arrival of qualified emergency service personnel.

Section 910. PATROL GUIDES

Patrol guides as issued by the Chief of Police shall be the official operating policy of the Police Department and will be adhered to by all members of the department.

Section 911. ADMINISTRATIVE GUIDE

Administrative guides as issued by the Chief of Police shall be the official operating and administrative policy of the police department and shall be adhered to by all members.

Article IX continued

Section 912. RECOMMENDATIONS FOR CHANGES IN RULES AND REGULATIONS

Any Police Officer wishing to initiate a change in the Rules and Regulations as set forth in this manual or other Policy and Procedures of the Police Department may submit to the Chief of Police a written request stating his intent, as well as the proposed change. All changes in the Rules and Regulations must be approved and acted upon by the Board of Supervisors. All other operating procedure changes are at the discretion of the Chief of Police.

Section 913. CARRYING OF FIREARMS ON DUTY AND OFF DUTY

Members of the Police Department who are authorized to carry firearms in conjunction with their assigned duties and those members who may be in charge of Rifles, Shotguns, or other weapons of the police department, shall not display, examine, adjust, repair, clean, or test any such weapon at any time except in conformance to established schedules, procedures and policies. When sidearms are removed from holster, proper caution shall be maintained at all times and all weapons should always be treated as if they are loaded.

While off duty and in civilian clothes, the carrying of firearms shall be regulated by the latest directive concerning same issued by the Chief of Police. Officers carrying firearms off duty or on duty, and in civilian clothes, shall not wear or carry the firearm in a conspicuous manner.

No alcoholic beverage shall be consumed while a firearm is being carried, either on duty or off duty.

Section 914. RADIO PROCEDURES

All members shall adhere to the Policies and Procedures of the Franklin County Communications System Manual and to additional procedures as directed by the Chief of Police in the operations of any communication equipment of the Police Department.

ARTICLE X - GENERAL PATROL RESPONSIBILITIES

Section 1001. ACCOUNTABILITY.

Each member of the Police Department shall be held in strict accountability for the good order of their patrol area.

Section 1002. INVESTIGATION OF TRAFFIC ACCIDENTS AND CRIMINAL ACTIVITIES.

Police officers shall investigate all traffic accidents or crimes that occur in their patrol area or as they may be assigned. They shall interview complaints or informants and satisfy all parties concerned as is consistent with established practice.

Section 1003. REPORTS OF CONDITIONS AFFECTING THE TOWNSHIP.

Police officers shall report each maintenance problem such as-leaking water mains and/or sewers, non-working street lights, downed power lines, traffic lights, signs that are in need of repair and damage to any township park facility. They shall report building permit violations if they observe any thing which is likely to prove dangerous or inconvenience to the public. They shall remedy it if possible or report it to the proper agency without delay. They shall report dead or stray animals found on public streets, on sidewalks or on municipal property.

Section 1004. OCCUPANTS OF PATROL CARS.

The regular unit complement assigned to a patrol car shall be one police officer. No one shall be permitted to ride in a patrol unit except on police business or by authority of the Chief of Police.

Section 1005. REPORTING FOR DUTY.

All police officers shall report to duty promptly as scheduled, wearing a neatly pressed and cleaned uniform of the day. Reporting time will not be later than ten (10) minutes prior to the scheduled tour of duty. Except in extra ordinary circumstances, each officer will furnish his own transportation to and from the station unless the Chief of Police authorizes utilization of department vehicle. An officer unable to report for duty for any reason shall notify the officer they are to relieve and/or their supervisor at least two hours prior to their scheduled tour of duty time.

Article X continued

Section 1006. KNOWLEDGE OF PREVIOUS OCCURRENCES.

Upon reporting for duty all officers shall immediately make themselves acquainted with calls and/or reports of the previous patrol's and activities of the department, which have occurred since their last tour of duty.

Section 1007. PRESENCE IN THE POLICE STATION.

Upon reporting for duty the police officers shall leave the station and assume their patrol prior to, or no later than ten (10) minutes after the scheduled start of the tour. They shall not be present in the station unless they are conducting business of an immediate nature, or at the direction of the Chief of Police. Patrol officers shall return to the station no more than fifteen (15) minutes prior to the end of their scheduled tour of duty.

Section 1008. REPORTS.

All members shall complete and submit all appropriate and authorized reports for each tour as directed by the Record's System and Procedures Manual. These reports shall include such information as required by the Record's System and Procedures Manual and/or Chief of Police. All incidents, offenses and accidents will be reported regardless of the nature or seriousness.

Section 1009. COMPLETION OF REPORTS.

All reports generated and required on the officers tour of duty or assignment shall be prepared and submitted by the officer by the end of his tour of duty, except as provided for in extraordinary cases.

Section 1010. PATROL OUTSIDE TOWNSHIP JURISDICTION.

While on patrol, the police officer will at no time cross municipal lines and enter another municipality to answer a complaint. This excludes incidents of fresh pursuit, follow up on complaints, traveling from one section of the township to the other, by authorization of the Chief of Police or performing police activities in any municipality that requests the officers assistance.

Article X continued.

Section 1011. DEMEANOR.

All members of the police department shall, at all times, conduct themselves in a polite, courteous manner when dealing with the public. However, they must act firmly when the situation demands it. The use of profane or vulgar language by a police officer at any time while in view of the public or in the police station is prohibited.

Section 1012. PUBLIC CONTACT AND RELATIONS.

Frequent stops at business establishments and public gatherings is good public relations and should not be restricted to only a certain establishment. Such stops should, however, be limited to no more than fifteen (15) minutes in length in conduct of official police business.

Section 1013. USE OF ASSIGNED VEHICLE.

Upon reporting for duty the officer will use the vehicle that has been assigned to him. Officers will record the vehicle mileage at the beginning and at the end of each tour, and other information as directed by the Chief of Police.

Section 1014. OPERATION OF DEPARTMENT VEHICLES.

While on patrol or assignment, officers will refrain from driving recklessly and will observe all speed limits and traffic regulations. While pursuing an offender or responding to any emergency call, caution must be exercised and visual and audible warning devices must be used, keeping in mind at all times, personal as well as public safety. Police vehicles must be operated in the same manner as is expected of the public.

Section 1015. LEAVING PATROL VEHICLE.

When a patrol car is left standing for more than a few minutes, the police officer will refrain from leaving the engine idling. When the officer leaves his vehicle, he shall turn off the engine and lock the car. At no time will department vehicles be used to push, or tow other vehicles. If a tow truck is required, the radio is to be used to summon the service.

Other vehicles may only be jump started in cases of emergency.

Article X continued.

Section 1016. REPORTING EQUIPMENT REPAIRS NEEDED.

Officers will report all, and any, equipment repairs needed on the appropriate form. They will likewise report any damage, regardless of extent, to any departmental equipment that is incurred during their tour of duty.

Section 1017. USE OF TIRE CHAINS.

Whenever tire chains are used, the police officer will avoid speeds that are greater than reasonable and proper. Even in cases of emergency, vehicles will be driven within a prudent speed.

Section 1018. ACCIDENTS INVOLVING DEPARTMENT VEHICLES.

If an officer becomes involved in an accident with any department vehicle he will immediately notify his immediate supervisor. Under no circumstances will an officer move or arrange to have moved or allow the vehicle to be moved until he has been instructed to do so. He will ascertain the names of all witnesses to be forwarded to the investigating officer.

Section 1019. VEHICLE CLEANLINESS.

Maintenance of department equipment is the responsibility of every member of the department and shall be rendered as directed by the Chief of Police. No equipment is to be taken home without the prior approval of the Chief of Police. All equipment used during a tour of duty should be removed from the patrol car after each patrol. Also, any cups, bottles, evidence, etc. that has been accumulated during the tour must be removed. The last officer using a vehicle will be held responsible for the condition of any department vehicle.

Section 1020. STATION CLEANLINESS.

The police station shall be kept in order at all times. The officer(s) reporting for duty should not relieve one shift until the station is in an acceptable condition.

Article X continued.

ARTICLE XI - POLICE DEPARTMENT EQUIPMENT AND SUPPLIES

Section 1101. HANDLING OF POLICE DEPARTMENT EQUIPMENT & SUPPLIES

Members and employees of the Police Department shall be responsible for the good care of police department property whether fixed or movable, and/or assigned to their use or keeping. They shall promptly report to their superior the loss of, damage to, or unservicable condition of such property. Roughness or carelessness in the handling of such property shall not be tolerated and will be the subject to disciplinary action. Any police officer found guilty of the alteration, mutilation or destruction of township property either through willfulness or neglect, may be required to pay all costs of replacement thereof, besides suffering any penalty imposed for the violation of this section.

Section 1102. OPERATION OF POLICE DEPARTMENT VEHICLES

No police department vehicle will be used by any police officer without the prior knowledge or permission of the Chief of Police except in a serious emergency when it is impractical to communicate with the Chief of Police and in such event the reason for using such vehicle shall be indicated to the Chief of Police as soon as possible. A police vehicle shall be used only for the transportation of property, prisoners, sick and injured persons when necessary, and the movement of police personnel in the necessary performance of duty. All other use will be upon authorization of the Chief of Police.

Section 1103. EMERGENCY / PURSUIT OPERATION OF POLICE DEPARTMENT VEHICLES.

1. The driver of a police vehicle, when responding to an emergency call, shall exercise the best of judgment and care with due regard for the safety of life and property. A police officer, when operating any emergency vehicle in an emergency, except when otherwise directed by another police officer may:

- a) Park or stand, irrespective of the provisions of ordinance and regulations.
- b) Proceed past a stop sign or red traffic signal, provided that the speed of the police vehicle shall be decreased to a degree necessary for safe operation or as otherwise directed by the vehicle code.
- c) Exceed the speed limits provided that such speed does not endanger life or property.

Article XI continued

- d) Disregard regulations governing direction of movement or the turning in specified directions, so long as life or property shall not be endangered thereby.
- e) Not assume any special privilege under this section except when the police vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violation of the law.

The foregoing exemption shall not, however, protect the driver of such vehicle from the legal consequences of his disregard for the safety of others.

In addition to the above, the driver of a police vehicle, in responding to an emergency call shall comply with any such other rules, regulations or policies governing the operation of police vehicles as may from time to time be prescribed.

2. PURSUIT DRIVING

a) Deciding to pursue is always a process of weighing the hazards presented by pursuit against the hazards being created by the violator. All pursuit is hazardous because it involves moving through traffic under emergency conditions. Good judgement in weighing the risk involved is essential. Unwarranted risks are not to be taken.

b) The seriousness of the offense involved does not lessen the officers liability and/or duty to all persons, including fellow officers and him/herself, to drive with due regard for the safety of all persons.

c) When to abandon pursuit. It shall be the responsibility of the senior officer to determine the circumstances of the pursuit as soon as possible, and to direct the discontinuance of the pursuit when, in the officers judgement, the dangers outweigh the advisability of continuation.

This does not relieve the pursuing officer of the responsibility for terminating the pursuit independent of or prior to discontinuance by the senior officer.

Section 1104. VEHICLE SERVICEABILITY.

The driver or the person to whom the vehicle is assigned is responsible for the serviceability of the vehicle and are to keep it in clean condition. The driver will make an inspection of any vehicle in his charge prior to use. When the gas tank is less

Article XI continued.

than half full the car is to be refueled, at which time the radiator, battery and oil reservoirs are to be checked and filled if needed. A report of any needed repair work is to be made in writing as prescribed.

Section 1105. REPONSIBILITY FOR POLICE STATION AND TOWNSHIP BUILDING.

All member and employee of the police department shall at all times keep the police department building and office in a clean and orderly condition.

Section 1106. STANDARD EQUIPMENT TO BE CARRIED BY POLICE OFFICERS

1. On Duty - as directed by the Chief of Police
2. Off Duty - Identification card and badge, loaded approved weapon as directed by the Chief of Police and other equipment as directed.

Article XI continued.

ARTICLE XII - CLOTHING & UNIFORM REQUIREMENTS

Section 1201. REGULATION POLICE UNIFORM

The uniform of the police department will be as directed by the Chief of Police.

Section 1202. UNIFORM NEATNESS AND CLEANLINESS

All personnel are to be neat and clean when in police uniform whether on or off duty. Uniforms will be clean and pressed, shoes and leather are to be cleaned and shined. Equipment and uniforms shall be periodically examined for servicability.

Section 1203. WEARING OF UNIFORMS OFF DUTY

Members of the police department shall not wear uniforms at any time except when on active duty or on special occasion or assignment of which the Chief of Police has knowledge and has authorized such occasion or assignment.

Members shall remove their uniforms immediately or within a reasonable length of time after the expiration of their tour of duty.

Police Department members while in uniform, either on or off duty, shall not attend to any personal business, such as shopping, or attending any theater, movie, bar or other place of amusement or recreation except in the actual performance of police duties.

Section 1204. REPLACEMENT OF UNIFORMS OR PERSONAL EQUIPMENT

Replacement of uniforms or personal equipment shall be as needed. The need for replacement shall be determined by the Chief of Police. All requests for replacement shall be in writing and submitted to the Chief of Police. The Chief of Police will then act upon the request according to township regulations for procurement.

Section 1205. GROOMING REQUIREMENTS.

All police department personnel and employees are to be neat and clean while on duty and shall adhere to the following requirements:

- A) Members hair shall be combed and clean and shall be kept in an orderly condition. Hair shall be worn no longer than the top of the collar in the back and shall be no longer than the top of the ear on the sides. Female employees hair shall be worn no longer than the top of the collar in the back and if necessary pulled up in the back and secured so as not to fall below the collar in the back.
- B) Moustaches are permitted but must be kept trimmed to the top of the upper lip and shall be no longer than the bottom of the lower lip on the sides of the mouth.
- C) Beards are prohibited
- D) Sideburns are to be trimmed to the top of the earlobe.

Section 1206. CLEANING OF UNIFORMS

Uniforms that require dry cleaning are to be cleaned professionally periodically. Payment for the cleaning of uniforms shall be the responsibility of the police department and the Chief of Police will make the determination to have a particular uniform dry cleaned.

Wash and Wear uniforms which are issued to police officers will be the responsibility of the officer for proper and regular washing.

ARTICLE XIII - RESPONSIBILITY OF COMMAND

Section 1301. SUPERVISORY OFFICER

A supervisory officer is a member of the police department duly appointed by the board of supervisors and who is designated to temporarily exercise supervisory responsibility. The Chief of Police may designate supervisory responsibility at any level within the police department.

When no special designation is made by competent authority, supervisory seniority is determined first by rank and second by continuous service in rank.

Section 1302. DUTIES OF A SUPERVISORY OFFICER

In addition to any specific responsibility as designated, a supervisory officer is to properly and within the scope of approved management practices, properly supervise subordinates and/or to advise the chief of police of any violations of these Rule and Regulations and /or other directives or policies of the department.

Any member designated with supervisory responsibility has full authority to properly carry out the duties designated.

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:

Township Board of Supervisors
Township Manager
Chief of Police
Sergeant
Supervisory Officer

ARTICLE XIV - RULES OF EVIDENCE AND PROPERTY

SECTION 1401. REPORTING OF ALL PROPERTY TAKEN INTO CUSTODY

All property either as evidence or for safekeeping shall be properly logged, tagged and stored as prescribed by the Record System and Procedures Manual, Patrol Guide and/or as other wise directed by the Chief of Police.

Section 1402. STORAGE OF EVIDENCE AND PROPERTY

All property taken into custody by any member of the police department will be stored only in the manner as prescribed by the Chief of Police and in accordance with acceptable standards of the Rules of Evidence.

Section 1403. PRISONERS PROPERTY

In any case where a person is taken into custody and personal property is removed from his person or control for safekeeping, a written record of the items removed is to be made in accordance with the Record System and Procedure Manual. All items so removed will be stored in a secure location until such time as the property is returned. Upon return of the property, the prisoner is to sign a receipt indicating the return of all items listed. If the prisoner refuses to sign the receipt the property will not be returned unless or until there is a witness to such return and the items returned. No items are to be returned without such receipt.

Section 1404. RETURN OF EVIDENCE OR PROPERTY IN CUSTODY OF THE POLICE DEPARTMENT

Only the Chief of Police shall authorize the return of any property classified as evidence. Items being held for safekeeping may be returned to the properly identified owner by the property officer when requested to do so and if no other criteria for retention is in effect.

Article XIV continued.

Section 1405. RECEIPT FOR ITEMS RETURNED OR REMOVED FROM STORAGE

All property removed from the property vault and returned to the owner will be recorded and a receipt signed as provided by the Record System and Procedure Manual.

All evidence removed from the property vault will be logged out and logged in as provided by the Record System and Procedure Manual.

Section 1406. PERSONAL USE OF PROPERTY FOUND, CONFISCATED OR RECEIVED.

Any item(s) found, confiscated or recovered by any member of the police department shall become the property of the police department until such time as it is returned to the rightful owner.

No member shall use any item in the custody of the police department for his/her own use or for another's personal use. No member shall use any item being held as evidence for any reason unless directed by the Court having jurisdiction to do so.

ARTICLE XV - PROCEDURES FOR KEEPING OR TRANSPORTING PRISONERS

Section 1501. WEAPONS SEARCH

All prisoners, regardless of sex, age, color or creed, when taken into legal custody will be searched thoroughly for weapons immediately after the arrest.

Section 1502. USE OF HANDCUFFS

The use of handcuffs shall be at the discretion of the arresting officer, except in the following circumstances:

1. All felony suspects shall be handcuffed before being placed in the police car or otherwise being transported.
2. All suspects having displayed or having a history of violence will be handcuffed.
3. All suspects who have have resisted arrest in any manner will be handcuffed.
4. All suspects arrested for a breach of the peace shall be handcuffed.
5. All subjects rwunder the influence of alcohol or drugs will be handcuffed.

Section 1503. (RESERVED)

Section 1504. OPERATION OF VEHICLES WHEN TRANSPORTING PRISONERS

When transporting prisoners, all traffic laws are to be obeyed. Police vehicles carrying prisoner(s) should not actively participate in any pursuits or other apprehensions except in cases of emergency.

When transporting prisoners, two police officers should be present in the vehicle unless the vehicle is equipped with the proper equipment to provide for the safety of the vehicle operator.

Article XV continued.

Section 1505. POSITIONING OF PRISONERS IN VEHICLES

When transporting prisoners with the aid of another officer and the vehicle is not equipped for prisoner transport, the prisoner shall be made to sit in the rear seat of the vehicle on the opposite side of the sidearm of the accompanying officer.

In all cases, prisoners will be transported in the rear seat.

Section 1506. FEEDING OF PRISONERS

All prisoners shall be provided three meals per days at the usual hours with food of nutritional value for adequate health and strength, of wholesome quality and well prepared.

Section 1507. CONTACTING A PRISONER'S ATTORNEY

A prisoner is permitted to have an attorney present during any questioning if he so desires. After an arrest has been made, and the booking process completed, the prisoner must be allowed to contact his private attorney or the Public Defenders office. If the prisoner wants an attorney and one is not available, no questioning shall take place. The attorney must be permitted to visit the prisoner whenever he requests to do so. Such visit shall not be allowed to interfere with any procedure that is authorized by law.

Section 1508. ESCAPE OF PRISONERS

Any officer who through inattention to duty, carelessness or negligence allows a prisoner to escape will be held responsible and subject to disciplinary action.

Section 1509. WELL BEING OF PRISONERS

Any prisoner being held in a detention or holding cell shall be checked at least every thirty minutes to make sure that they are secure and well. A written record of such check will be made.

When a prisoner is being detained, an employee of the Police Department shall be present in the physical plant at all times.

Article XV continued.

ARTICLE XVI - COMPLAINTS AGAINST POLICE OFFICERS

Section 1601. TAKING OF COMPLAINTS

Any person making a complaint against a police officer for any reason shall be given full opportunity to do so. Such complaint shall be taken by the highest ranking officer on duty. The complaint shall be in writing on a form supplied by the police department and its contents will be sworn to or affirmed before a notary public by the person making the complaint. The completed complaint shall then be directed without delay to the Chief of Police.

Section 1602. INVESTIGATION OF COMPLAINTS

Upon receipt of a complaint against a police officer, the Chief of Police is to cause a full and complete investigation to be conducted as soon as possible. Such investigation may be conducted by the Chief of Police, a Police Officer designated by the Chief of Police or by any other public or private agency designated by the Chief of Police which has the expertise to conduct such an investigation.

Section 1603. COMPLAINTS AGAINST THE CHIEF OF POLICE

In the event a complaint is filed against the Chief of Police, the complaint will be immediately referred to the Township Manager.

Section 1604. REFERRAL AND NOTIFICATION

The township manager is to be notified of any complaint made against a police officer, and is to be provided a periodic update as to the progress of the investigation. Such update shall not be more than fifteen days from the receipt of the complaint or the last update without extenuating circumstances.

Section 1605. DISPOSITIONS OF COMPLAINTS

Upon completion of of an investigation of a complaint against a police officer, the Chief of Police shall review the findings and designate the findings in one of the following categories:

1. UNFOUNDED: The investigation indicates that the act or act complained of did not occur or failed to involve police personnel.
2. EXONERATED: Acts did occur but were justified, lawful and proper.

Article XVI continued.

3. NOT SUSTAINED: Investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint.
4. SUSTAINED: Investigation disclosed sufficient evidence to clearly prove the allegations made in the complaint.
5. UNREPORTED MISCONDUCT: The investigation indicated the discovery of sustained acts of misconduct that were not alleged in the original complaint.

The findings of such investigation shall be forwarded to the Township Manager and to the person making the complaint. In cases where the complaint is sustained, the Chief of Police shall impose the necessary disciplinary action.

ARTICLE XVII - CODE OF DISCIPLINE

Section 1701. AUTHORITY

Authority. discipline is defined as conditioning which corrects, holds, strengthens and perfects. It is directed toward development of competent police officers who wish to conform to desirable patterns of conduct and who are capable of performing their duties promptly, efficiently and unflinchingly.

Disciplinary action shall be taken and discipline imposed only for just cause. When such action shall result in the written censure or reprimand, suspension without pay, demotion in rank or dismissal from employment, notice of such action shall be served upon the member in writing and delivered personally or by registered/certified mail by the Chief of Police or a designated representative. Such statement shall contain a detailed description of the allegation setting forth specific acts, specific times and places and specific persons preferring charges or acting as witnesses thereto. Such statements shall also contain the disciplinary action to be taken as set forth in Section 1702

The code of discipline shall be based upon the assignment of points, suspension without pay, demotion or dismissal for violations as stipulated in Section 1702.

The Chief of Police has the authority to assign points or to suspend a member for the period of time stipulated for the violation in Section 1702. Additionally, the Chief of Police may suspend with pay any member pending determination of a complaint.

For violations calling for demotion in rank or dismissal, the Chief of Police or Township Manager shall set forth the circumstances of the violation to the Board of Supervisors. The demotion or dismissal shall become effective by formal action of the Board of Supervisors.

Section 1702. DISCIPLINARY ACTIONS FOR VIOLATIONS.

<u>SECTION</u>	<u>VIOLATION</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
202	False statements on application	Dismissal		
204	Unsatisfactory probation period	Extension of probation or dismissal	Dismissal	

Article XVII continued.

205-A	Failure to obtain State Certification	Dismissal		
205-B	Failure to qualify w/ firearm	1 day susp. for ea. day.	Dismissal	
205-C		Dismissal after 30 days		
407	Failure to comply	5 pts to 5 days	5 to 10 days	10 to 30 days
503	Failure to comply	5 pts to 5 days	5 to 10 days	10 to 30 days
601	Failure to comply 1. Report address & Phone Number	5 pts to 1 day	1 to 5 days	5 to 10 days
	2. Devulging phone Nos w/o auth.	1 day	2 days	3 days
602	Failure to comply w/any part of sect.	5 pts to 1 day	1 to 5 days	5 to 10 days
603	Failure to comply w/any part of sect.	Dismissal		
604	Failure to comply	Warning	Warning	Dismissal or reduction rank
605	Failure to comply w/any part of sect.	5 pts to 1 day	1 to 5 days	5 to 10 days
606	Failure to comply w/any part of sect.	1 day suspension for each day of non-compliance. Dismissal after 30 days.	Dismissal after 5 dys	Dismissal
607	Failure to comply w/any part of sect.	Absent 5 days or less 5 days suspension	Absent 10 or less 10 days suspension	Absent over 10 days Dismissal
608	Failure to comply w/any part of sect.	5 pts to 1 day	2 days suspension	3 days suspension

Article XVII continued.

609	Failure to comply w/any part of sect.	5 pts to 1 day	2 days suspension	3 days suspension
701	Failure to comply w/any part of sect.	10 pts to 10 days	10 to 30 days	30 days
702	Failure to comply w/any part of sect.	10 pts to 10 days	20 days	30 days
703	Failure to comply w/any part of sect.	10 days	30 days	Dismissal
704	Failure to comply w/any part of sect.	10 pts to 10 days	20 days	30 days
801	Failure to comply w/any part of sect.	10 pts to 5 days	5 to 10 days	10 to 20 days
802	Failure to comply w/any part of sect.	10 pts to 5 days	5 to 10 days	10 to 20 days
803	Failure to comply w/any part of sect.	10 pts to 5 days	5 to 10 days	10 to 20 days
804	Failure to comply w/any part of sect.	10 pts to 5 days	5 to 10 days	10 to 20 days
805	Failure to comply			
	1. Untruthfulness	10 days	30 days	Dismissal
	2. Failure to submit to polygraph test.	1 day for each day of refusal Dismissal after 30 dys	2 days for each day of refusal Dismissal after 30 dys	Dismissal
806	Failure to comply w/any part of sect.	5 points	1 day suspension	2 days suspension
807	Failure to comply w/any part of sect.	5 pts to 10 days	10 to 30 days	Demotion
808	Failure to comply w/any part of sect.	5 pts to 5 days	5 to 10 days	20 to 30 days
809	Failure to comply w/any part of sect.	Dismissal		

Article XVII continued.

810	Failure to comply w/any part of sect.	5 to 10 days	10 to 20 days	20 days to dismissal or demotion
811	Failure to comply w/any part of sect.	Warning	10 to 25 points	10 to 25 points
812	Failure to comply w/any part of sect.	10 days	30 days	Dismissal or reduction of rank
813	Failure to comply			
	1. Consuming any type of alcoholic beverage while on duty or in uniform	10 days suspension	30 days suspension	Dismissal
	2. Possession of alcoholic beverage while on duty.	5 days	10 days	30 days
	3. Intoxicated in public while off duty.	5 days	10 days	30 days
814	Failure to comply			
	1. Misfeasance, malfeasance or neglect.	30 days	Dismissal	
	2. Failure to report misfeasance, malfeasance or neglect of duty.	10 days	30 days	Dismissal
815	Failure to comply			
	1. Gambling on Duty	10 days suspension	20 days suspension	30 days suspension
	2. Gambling Off Duty	5 days suspension	10 days suspension	15 days suspension

Article XVII continued.

816	Failure to comply			
	1. Holding political office not allowed by law	1 day for each day of violation, dismissal after 30 days	1 day for each day of violation, dismissal after 15 days	Dismissal
	2. Campaigning	5 days suspension	10 days suspension	15 days suspension
817	Failure to comply w/any part of sect.	5 pts to 5 days suspension	5 to 10 days suspension	10 to 20 days suspension
818	Failure to comply w/any part of sect.	5 points	10 points	15 points
819	Failure to comply w/any part of sect.	5 points to 25 points	1 to 3 days suspension	3 to 6 days suspension
820	Failure to comply w/any part of sect.	5 points to 5 days suspension	5 days suspension	10 days suspension
821	Failure to comply			
	1. Acceptance of any bribe, gratuity or fee for allowing or permitting an illeg	Dismissal		
	2. Failing to report any offer solicitation or acceptance of any bribe, gratuity or fee.	30 days suspension	Dismissal or reduction in rank	
822	Failure to comply w/any part of sect.	1 to 5 days suspension	5 to 10 days suspension	30 days suspension
823	Failure to comply w/any part of sect.	5 days suspension	15 days suspension	30 days suspension
824	Failure to comply w/any part of sect.	5 points to 5 days susp.	5 to 10 days susp.	10-30 days suspension

Article XVII continued.

901	Failure to comply w/any part of sect.	1 to 10 days suspension	10 to 20 days susp.	20 to 30 days susp.
902	Failure to comply w/any part of sect.	30 days susp. to dismissal	Dismissal	
903	Failure to comply	5 days suspension	15 days suspension	30 days suspension
	3. Failing to report discharge of firearm			
	4. Failing to secure firearm	5 days suspension	15 days suspension	30 days suspension
	5. Improper display of firearm.	1 day suspension	5 days suspension	15 days suspension
904	Failure to comply w/any part of sect.	5 days suspension	10 days suspension	15 days suspension
905	Failure to comply			
	1. Failure to submit legible, properly prepared or signed reports or applications, citations, summons or other documents as prescribed	5 points	10 to 25 points	1 day
	2. Failure to file report as directed.	5 points	10 to 25 points	1 day suspension
	3. Making false, inaccurate or improper reports, bookings, log entries or other police information.	1 days suspension	15 days suspension	30 days suspension
	4. Failure to affix signature to reports as required.	5 points	10 points	25 points

Article XVII continued.

	5. Failure to review and initial reports of subordinates.	5 points	10 points	25 points
	6. Giving a verbal or written report of any accident or incident involving township employees or equipment without the consent of the Chief of Police.	5 points	5 days suspension	10 days suspension
	7. Communicating or reporting confidential police information either in writing or verbally to any unauthorized person	10 pts to 10 days suspension	10 to 15 days susp.	15 to 30 days susp.
906	Failure to comply w/any part of sect.	1 to 10 days susp.	10 to 20 days susp.	20 to 30 days susp.
907	Open			
908	Failure to comply w/any part of sect.	5 points	20 points	1 day suspension
909	Failure to comply w/any part of sect.	5 points	20 points	1 day suspension
910	Failure to comply w/any part of sect.	5 pts to 5 days susp.	5 to 10 days susp.	10 to 15 days susp.
911	Failure to comply w/any part of sect.	5 pts to 5 days susp.	5 to 10 days susp.	10 to 15 days susp.
913	Failure to comply w/any part of sect.	5 pts to 10 days susp.	10 to 20 days susp.	20 to 30 days susp.
914	Failure to comply w/any part of sect.	5 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1001	Failure to comply w/any part of sect.	5 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.

Article XVII continued.

1002	Failure to comply w/any part of sect.	5 pts to 5 days susp.	5 to 10 days susp.	10 to 20 days susp.
1003	Failure to comply w/any part of sect.	5 points	25 points	5 days suspension
1004	Failure to comply w/any part of sect.	5 points	25 points	5 days suspension
1005	Failure to comply w/any part of sect.	5 pts to 1 day susp.	1 to 5 days susp.	10 to 30 days susp.
1006	Failure to comply w/any part of sect.	5 pts to 1 day susp.	25 pts to 5 days suspension	5 to 10 days susp.
1007	Failure to comply w/any part of sect.	5 points	10 pts to 25 points	1 day suspension
1008	Failure to comply w/any part of sect.	5 points	10 pts to 2 days suspension	10 days suspension
1009	Failure to comply w/any part of sect.	5 points	25 points	2 days suspension
1010	Failure to comply w/any part of sect.	5 pts to 5 days suspension	5 to 10 days susp.	10 to 20 days susp.
1011	Failure to comply w/any part of sect.	5 pts to 5 days suspension	5 to 10 days suspension	10 to 30 days suspension
1012	Failure to comply w/any part of sect.	5 pts to 2 days suspension	2 to 5 days susp.	10 to 20 days susp.
1013	Failure to comply w/any part of sect.	5 pts to 2 days suspension	2 to 5 days suspension	5 to 10 days suspension
1014	Failure to comply w/any part of sect.	5 pts to 5 days suspension	5 to 10 days suspension	10 to 30 days suspension
1015	Failure to comply w/any part of sect.	5 pts to 5 days suspension	5 to 10 days suspension	10 to 20 days suspension
Article XVII continued.				
1016	Failure to comply	5 points	10 points	15 points

	w/any part of sect.			
1017	Failure to comply w/any part of sect.	5 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1018	Failure to comply w/any part of sect.	1 day susp.	5 days suspension	10 days suspension
1019	Failure to comply w/any part of sect.	5 points	15 points	25 points
1020	Failure to comply w/any part of sect.	5 points	15 points	25 points
1101	Failure to comply w/any part of sect.	1 to 5 days suspension	5 to 10 days susp.	10 to 30 days susp.
1102	Failure to comply w/any part of sect.	1 to 5 days suspension	5 to 10 days susp.	10 to 30 days susp.
1103	Failure to comply w/any part of sect.	1 to 5 days suspension	5 to 10 days susp.	10 to 30 days susp.
1104	Failure to comply w/any part of sect.	5 points	20 points	1 to 10 days susp.
1105	Failure to comply w/any part of sect.	5 points	10 points	30 points
1106	Failure to comply w/any part of sect.	10 points	20 points	1 to 10 days susp.
1201	Failure to comply w/any part of sect.	10 points	20 points	1 to 10 days susp.
1202	Failure to comply w/any part of sect.	5 points	15 points	30 points
1203	Failure to comply w/any part of sect.	5 points	15 points	30 points
1204	Failure to comply w/any part of sect.	5 points	10 points	15 points
1205	Failure to comply w/any part of sect.	10 points	15 points	30 points
1206	Failure to comply	5 points	10 points	15 points

Article XVII continued.

1301	Failure to comply w/any part of sect.	1 day susp.	5 to 10 days susp.	10 to 30 days susp.
1302	Failure to comply w/any part of sect.	1 to 5 days susp.	10 to 20 days susp.	20 to 30 days susp.
1303	Failure to comply w/any part of sect.	5 days suspension	20 days suspension	30 days suspension
1401	Failure to comply w/any part of sect.	1 to 5 days susp.	5 to 10 days susp.	Dismissal or reduction in rank
1402	Failure to comply w/any part of sect.	10 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1403	Failure to comply w/any part of sect.	10 pts to 1 days susp.	1 to 5 days susp.	5 to 10 days susp.
1404	Failure to comply w/any part of sect.	10 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days su
1405	Failure to comply w/any part of sect.	10 pts to 1 day susp.	1 to 5 days susp.	5 to 1 days susp.
1406	Failure to comply w/any part of sect.	10 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1501	Failure to comply w/any part of sect.	10 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1502	Failure to comply w/any part of sect.	10 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1503	Reserved			
1504	Failure to comply w/any part of sect.	5 pts to 5 days susp.	10 pts to 10 days suspension	5 to 20 days susp.
1505	Failure to comply w/any part of sect.	5 pts	10 pts	1 day susp.
1506	Failure to comply w/any part of sect.	5 pts to 1 day susp.	1 to 5 days susp.	5 to 10 days susp.
1507	Failure to allow prisoner to contact attorney.	1 day susp.	5 days susp.	10 days susp.

Article XVII continued.

1508	Failure to comply w/any part of sect.	1 day susp.	5 days suspension	10 days suspension
1509	Failure to comply w/any part of sect.	1 day susp.	5 days suspension	10 days suspension
1601	Failure to comply w/any part of sect.	5 days suspension	10 days suspension	30 days suspension
1602	Failure to comply w/any part of sect.	5 days suspension	10 days suspension	30 days suspension
1603	Failure to comply w/any part of sect.	5 days suspension	10 days suspension	30 days suspension
1604	Failure to comply w/any part of sect.	5 days suspension	10 days suspension	30 days suspension
1605	Failure to comply w/any part of sect.	5 days suspension	10 days suspension	30 days suspension

The Chief of Police at his discretion may issue a Letter of Reprimand for any first violation of the Provisions of the Rules and Regulations as a warning to the offender.

Accumulation of 25 points 1 day susp. 2 days susp.
3 days susp. for infractions of any section.

If a fourth or any additional violation of any category individually or collectively occurs within a period of four (4) years, the Board of Supervisors may at its discretion take the following action:

1. Place the officer on probation for a period of up to one (1) year.
2. Assess a fine of up to one thousand dollars (1,000.00)
3. Dismissal.

Section 1703. APPEAL

1. Any member disciplined by the Chief of Police, Township Manager or by the Board of Supervisors may request a hearing before the Board in accordance with the act of June 15, 1951, P.L. 586, 53 P.S. SS 811 et., seq., as amended, known as the Police Tenure Law.

Article XVII continued.

ARTICLE XVIII- MISCELLANEOUS PROVISIONS

Section 1801. REPEALER

All previous Police Department Rules and Regulations are hereby repealed.

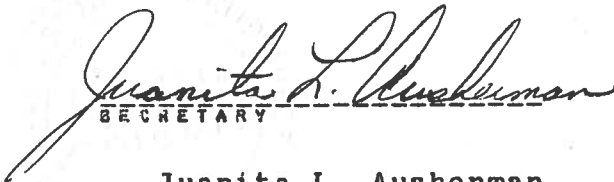
Section 1802. SEVERABILITY

The provisions of these Rules and Regulations are severable and if any provision, sentence, clause, section, part or application thereof shall be held illegal, invalid or unconstitutional, such illegality, invalidity, or unconstitutionality shall not affect or impair any of the remaining provisions, sentences, clauses, sections or applications.

DULY RESOLVED this 4th day of April, 1988, by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania, in lawful session duly assembled.

ATTEST:

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS


SECRETARY

Juanita L. Ausherman


CHAIRMAN

Gary F. Bercaw

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