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RESOLUTION ESTABLISHING REQUIREMENTS  
AND REGULATIONS OF THE WASHINGTON  
TOWNSHIP POLICE DEPARTMENT

I hereby certify that the following is a copy of the Resolution adopted by The Washington Township Board of Supervisors at the regular meeting held May 1, 1972.

RESOLVED, THAT the following Requirements and Regulations are adopted for the proper administration of the Washington Township Police Department:

REGULATION NO. 1 -- REQUIREMENTS

An applicant will not be employed as a member of the Washington Township Police Department unless the following requirements have been met:

101. AGE REQUIREMENT:

A. Must have reached Twenty-first (21st) birthday before date of employment, and not have reached his forty-second (42nd) birthday.

102. CITIZENSHIP:

A. Shall be a citizen of the United States.

103. RESIDENCY:

A. Shall have been a resident of Washington Township or the Borough of Waynesboro, Franklin County, Pennsylvania, for a period of one (1) year next preceding employment.

104. CRIMINAL RECORD:

A. Shall not have a previous criminal record.

## 105. PHYSICAL REQUIREMENTS:

A. Height -- Minimum of five (5) feet, eight (8) inches.

Maximum of six (6) feet, five (5) inches.

B. Weight -- Minimum of 150 pounds.

Maximum of 220 pounds.

Weight to be in accordance with frame of the individual.

C. Vision -- 20/40 without corrective lens.

D. Submit to a physical examination by an appointed or approved medical doctor.

## 106. EDUCATION:

A. Must possess a high school diploma or an approved equivalent thereof.

## 107. OPERATORS LICENSE:

A. Shall possess a valid Pennsylvania Motor Vehicle Operator's License.

## 108. PERSONAL HISTORY:

A. Shall submit to the Township Board of Supervisors a statement of personal history that shall include:

1. Character references.

2. Credit references.

## 109. BACKGROUND INVESTIGATION:

A. If necessary permit a background investigation.

## 110. WAIVER OF REQUIREMENTS:

A. The Board of Supervisors may at their discretion waive such of the above requirements as may be deemed advisable.

In order for an officer to maintain his status as a member of The Washington Township Police Department, the following requirements must be met:

## 111. CITIZENSHIP:

A. Shall be a citizen of the United States.

## 112. RESIDENCY:

- A. Shall be a resident of Washington Township, or the Borough of Waynesboro, Franklin County, Pennsylvania.

## 113. CRIMINAL RECORD:

- A. Shall not have a criminal record.

## 114. PHYSICAL REQUIREMENTS:

- A. Height -- Minimum five (5) feet, eight (8) inches  
Maximum six (6) feet, five (5) inches
- B. Weight -- Minimum 150 pounds.  
Maximum 220 pounds.  
Weight to be in accordance with frame of the individual.
- C. Vision -- 20/40 without corrective lens.

## 115. OPERATOR'S LICENSE:

- A. Shall possess a valid Pennsylvania Motor Vehicle Operator's License.

## 116. TRAINING:

- A. Each member of the Washington Township Police Department must serve a Ninety (90) day probationary period before permanent appointment is made for service as a police officer. Appointments thereafter will be made by the Board of Washington Township Supervisors on a year-to-year basis, unless otherwise appointed at their discretion.
- B. Each officer within a reasonable time from the date of his first appointment must attend and satisfactorily complete the following:
  1. 100 hours of basic field training given by the Pennsylvania State Police.
  2. Any course(s) of instruction that may be prescribed for police officers by the Commonwealth of Pennsylvania at a future date.
  3. Firearms training in an approved course within a reasonable time following appointment.

## 117. WAIVER OF REQUIREMENTS:

- A. The Board of Supervisors may at their discretion waive such of the above requirements as may be deemed advisable.

## REGULATION NO. 2 -- CONDUCT

## 201. DEPARTMENT:

- A. An officer shall conduct himself at all times, on and off duty, in such a manner so as to reflect most favorably on the Department.
- B. Conduct unbecoming an officer includes any act which tends to bring disrepute or disrespect on the individual officer.
- C. Officers shall conform to and abide by the laws of the Commonwealth of Pennsylvania and the United States.
- D. An officer shall perform his sworn duties at all times without shirking danger or responsibility.

## 202. INTOXICATING BEVERAGES, DRUGS:

- A. An officer shall not use intoxicating beverages or drugs while on duty.

## 203. SUSPENSION, DISMISSAL:

- A. A suspended or dismissed officer shall immediately surrender all issued badges, equipment and uniforms to the Supervisors or their designated representative.

## 204. DEBTS:

- A. An officer shall pay his just debts promptly.

## 205. OFFICIAL INFORMATION:

- A. Official business of the Department shall be treated as confidential, and disseminated only to those for whom it is intended, or according to due process of law.

- B. Files of the Department may only be divulged to authorized police agencies, as now provided by law; or when properly subpoenaed.

206. VEHICLES:

- A. Vehicles assigned to the Department will not be used for personal business or for any other reason, except when authorized.

REGULATION NO. 3 -- PROCEDURES

301. A. The Chief of Police shall be under the direct control of the Township Board of Supervisors.
- B. The Chief of Police shall be in charge of the Department and shall have administrative and supervisory control over all personnel assigned to the Department.
- C. All officers shall be under the direct supervision of the Chief and shall perform all duties as prescribed by the operating procedures and regulations of the Department.
- D. All officers shall at all times strive to prevent crime, promote traffic safety, preserve the peace, protect life and property, and enforce the laws of the Commonwealth of Pennsylvania and the Ordinances of Washington Township within the boundaries of said Township.
- E. The primary duty of all officers, as outlined in 301D shall be that to patrol the highway system in Washington Township; to prevent crimes and accidents; and to investigate Summary Offenses of the Penal Code of Pennsylvania and Motor Vehicle Accidents, excluding those involving serious injury or fatality, or any other accident that may result in a fatality.

## 302. REPORTING:

- A. All officers shall submit to the Chief of Police proper reports; such reports shall be truthful and shall contain all information of which the submitting officer has knowledge, actual or constructive. No false or improper information will be entered.

## 303. COMPLAINTS/REQUESTS FOR ASSISTANCE:

- A. All requests for assistance and all complaints will be acted upon in a courteous and tactful manner, and an officer will contact the person(s) making said request. All complaints relative to incidents will be investigated in accordance with Paragraph 301E. All other complaints shall be referred to the State Police, after an initial contact with the complainant has been made.

## 304. FEES:

- A. No officer will share in any rewards or fees for the performance of his official duty, except that an officer may accept a witness fee in any court case in which he may testify.

## 305. UNIFORMS:

- A. All officers, on duty, shall wear the prescribed uniform in the appropriate manner.
- B. No officer, off duty, shall wear the uniform or any part of the same.

## 306. CONFLICT OF INTEREST:

- A. No officer of this Department shall, while on duty, act in the capacity of a Constable, Fireman, Fire Policeman, Security Guard or Guard. No officer shall wear the official uniform or portions thereof while acting in any of the above enumerated capacities or while acting in any other capacity not related to the Township

Police Department; nor shall any officer submit a salary voucher while performing duty other than as a police officer.

- B. The Department shall not offer assistance to any private concern requesting such assistance in return for remuneration without the approval of the Board of Supervisors. After the duty is performed, the private concern requesting the services will forward to the Board of Supervisors a statement as to the amount of salary per hour, and the number of hours the officer performed duty.

307. TOUR OF DUTY:

- A. The tour of duty for an officer of the Department shall be as scheduled or directed by the Chief in response to a complaint or request for assistance.

308. COMMUNICATIONS:

- A. All officers of the Department shall operate the communications equipment as prescribed by the Franklin County Control Center, the Radio Board of Franklin County, and CLEO Memo 3-1 Communications Guidelines.

309. FILING SYSTEM:

- A. Files shall be maintained for all reports submitted by members of the Department, in accordance with current law, and retained for the proper period of time, and shall not be open for the use of the public except where specified. (See Regulation 205B).

310. EQUIPMENT:

- A. Any officer of the Department who fails to return issued badges, equipment or uniforms upon demand, or loses same through negligence, or is negligent in the use of said equipment, shall pay for the equipment.

## 311. DISCIPLINARY ACTION:

- A. Officers may be dismissed or suspended by the Board of Supervisors on recommendation of the Chief of Police, or upon complaint of a citizen, when proper and sufficient evidence is produced, for the following reasons:
1. Violation of a rule or regulation governing the administration of the Washington Township Police Department.
  2. Incompetency.
  3. Inefficiency.
  4. Intoxication while on duty.
  5. Failure to meet any of those requirements, unless otherwise waived by the Board of Supervisors, which must be met in order for an officer to maintain his status as a member of the Washington Township Police Department. (See Regulations 111 through 116.)
- B. The procedure governing such dismissals and suspensions shall be in accordance with the provisions of Title 53, Section 811 through 815 of Purdon's Pennsylvania Statutes, known as the Police Tenure Act.

## REGULATION NO. 4 -- REPORTS

401. All officers of this Department shall, within a reasonable time following an incident, investigation, or tour of duty, submit to the Chief of Police the following reports:

## A. DAILY REPORT

1. A brief synopsis of the tour of duty performed by the officer, including mileage of the patrol vehicle and time going on and off duty. Said report shall be signed by the officer.



B. CITATION

1. Traffic.
2. Non-traffic.
3. Citation Reports shall be submitted in accordance with the Rules of Criminal Procedure, as outlined in CLEO Memo 1-1, Reporting Guidelines dated 1 November, 1970.

C. REPORT OF ARREST (Criminal and/or Traffic)

1. A report of arrest, in accordance with the Rules of Criminal Procedure not covered by the Citation.

D. TRAFFIC ACCIDENT REPORT (AA45)

1. A report of the investigation of a motor vehicle accident as required by the Bureau of Traffic Safety, PennDOT, outlined in CLEO Memo 1-1, Reporting Guidelines dated (to be published).

E. INITIAL REPORT OF INVESTIGATION

1. A report of all investigations or requests for assistance not covered by any other report. To include violations of the Penal Code and Township Ordinances.

402. All reports shall be executed in a neat, legible manner, either by typing or handprinting with a ball point pen. All copies shall be signed by the individual officer executing same.

403. The following Administrative Reports shall be submitted to the proper agency or shall be retained administratively:

A. UNIFORM CRIME REPORT

1. Monthly Crime Report as required by law to the Department of Justice, Bureau of Criminal Statistics, Commonwealth of Pennsylvania.

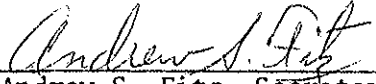
B. CITATION INVENTORY AND SUMMARY:

- 1. A record of Citations issued and used by the individual officer, as outlined in CLEO Memo 2-1, Administrative Guidelines.

404. NUMBER OF COPIES:

- A. All reports will be made in the number of copies as currently required, or if not specified, at least two (2). The original shall be forwarded to the requesting Agency, and the duplicate shall be retained for Departmental Files.

I further certify that said Resolution was unanimously adopted and that a quorum was present at said meeting.

  
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 Andrew S. Fitz, Secretary