

TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA

RESOLUTION # 182

A RESOLUTION OF THE BOARD OF SUPERVISORS OF
WASHINGTON TOWNSHIP, FRANKLIN COUNTY,
PENNSYLVANIA, REVISING AND UPDATING RESOLUTION
138, THE WASHINGTON TOWNSHIP POLICE
DEPARTMENT RULES AND REGULATIONS.

WHEREAS, on April 4, 1988, the Washington Township Supervisors adopted Resolution # 138 which revised and updated the Washington Township Police Department Rules and Regulations; and

WHEREAS, from time to time the Police Department Rules and Regulations need to be updated and revised as a result of new State regulations and changes in the Police Department requirements; and

WHEREAS, after their most recent review of Resolution # 138, the Washington Township Supervisors have determined that as a result of new State regulations and revised Police Department requirements, that Resolution # 138 needs to be revised and updated.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Township of Washington hereby revise Resolution # 138 as herein provided:

Article I, Section Section 104, SS C & D

C. CORPORAL

1. Experience - Minimum 2 years full time police experience.
2. Education - Minimum AA Degree in police or Criminal Justice administration. Degree can be waived by the Board of Supervisors if the top rated candidate is rated the best qualified and does not at the time hold an AA degree as required.

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

Article II, Section 203, Item 10

10. Psychological Examination: Each applicant prior to appointment is required 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.

Article II, Section 204, Item 13

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 two and one-half (2.5) 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 two and one-half (2.5) 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

two and one half (2.5) points or for a Bachelor Degree with the same requirements an additional five (5) points.

Article II, Section 205, Para A

- A. Each Officer, in accordance with the provisions of Act No. 120 of 1974, 53 P.S. SS740, et seq., as amended, shall, prior to enforcing any law, be 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. Assignment to attend a basic course of instruction (Police Academy) will be made by the Township.

Article II, Section 207, Item 2 Sub item A, B, C, D and E.

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	Excellent	20
30	Good	17
20	Average	14
15	Fair	11
10	Poor	8

- B. PULL-UPS- (One minute allowed)

<u>Number</u>	<u>Rating</u>	<u>Points</u>
10	Excellent	20
6	Good	17
4	Average	14
3	Fair	11
2	Poor	8

- 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. Score as follows:

AGE				
UNDER 30	AGE 30-39	AGE 40-49	AGE 50+	POINTS
2.0 + mi	1.75+ mi	1.50+ mi	1.25+ mi	20
1.75-1.99	1.50-1.74	1.25-1.49	1.0-1.24	17
1.50-1.74	1.25-1.49	1.00-1.24	.75- .99	14
1.25-1.24	1.0 -1.24	.75- .99	.50- .74	11
1.00-1.24	.75- .99	.50- .74	.25- .49	8

D. STANDING HIGH JUMP

Height	Rating	Points
20 inches	Excellent	20
16 "	Good	17
12 "	Average	14
10 "	Fair	11
8 "	Poor	8

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

Distance	Rating	Points
40 yds Min.	Excellent	20
35 yds Min.	Good	17
30 yds Min.	Average	14
25 yds Min.	Fair	11
20 yds Min.	Poor	8

Article IV, Section 405 changed to Section 407

Article IV, Section 405 (add new)

SECTION 405 CORPORAL

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. A corporal's immediate supervisor is a sergeant. A Corporal has the following duties and responsibilities.

1. Perform tour of duty in full uniform unless otherwise directed by the Chief of Police.
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 or other superior officers to members of the department.
15. Respond to and direct police activities at serious crimes and emergencies until relieved by a superior officer.
16. Advise the Chief of Police or superior officers on matters of importance, unusual occurrences or arrests and important messages requiring his attention.
17. Investigate and report to the Chief of Police or superior officer on matters of all injuries to members of the department and/or damage to department property.
18. Investigate any traffic accident involving a department vehicle

if no other superior officer is available.

19. Conduct investigations as directed by the Chief o Police.
20. Insure that all department directives, procedures and systems are being complied with.
21. Comply with all department directives, procedures and systems.
22. Respond to calls for police service as assigned or required.
23. Report all derelictions of duty to the Chief of Police or superior officer.
24. Prepare and forward to the Chief of Police or superior officer reports on all instances of non-compliance of any department rule or regulation, directive, procedure or system by any member of the department.
25. Enforce all Ordinances of the Township, and laws of the Commonwealth of Pennsylvania and the United States.
26. Assume command of the police department, when directed by the Chief of Police.
27. A member in this classification shall adhere to the job description of a police officer as outlined elsewhere in this manual.

Article IV, Section 406 (add new)

SECTION 406 DETECTIVE

1. The position of Detective is an assignment by the Chief of Police. The officer assigned to this position serves solely at the discretion of the Chief of Police.
2. The officer assigned to the position of detective may at the direction of the Chief of Police hold the temporary rank of Corporal with all the authority associated with the rank. Such temporary rank will be in effect only for the period of time that the officer is assigned as a Detective or the Chief of Police rescinds the authority for the rank of Acting Corporal.
3. A detective will be responsible for the adequate investigation of all cases that are assigned to him/her. As such, the detective will be the Officer in Charge of any crime scene to which he/she is assigned. All other services such as evidence processing, photography etc shall be under the direct control of the senior detective assigned to the case.

4. A detective at the direction of the Chief of Police, may be assigned supervisory responsibilities in other areas of the police department operation.
5. Assume command of the police department, when directed by the Chief of Police.
6. Performs his duties in attire as directed by the Chief of Police.
5. A member in this classification shall adhere to the job description of a police officer as outlined elsewhere in this manual.

Article IV, Section 407 , Heading

Section 407. PATROLMAN OR POLICE OFFICER FIRST CLASS

Article VI, Section 604.1 (add new)

Article VI, Section 603

Section 603. RESIDENCY REQUIREMENTS

All full time police officers must reside within the Commonwealth of Pennsylvania within a twelve mile radius of the Police Department¹ office. 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.

Article VI, Section 604 and 604.1

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.

Evaluation results will be categorized into five distinct performance levels as follows:

1. UNSATISFACTORY

1. Ammended by the Board of Supervisors, May 20, 1991

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
Corporal
Supervisory Officer
Officer First Class
Officer

2. MARGINAL
3. SATISFACTORY
4. EXCELLENT
5. EXCEPTIONAL

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.

Section 604.1 POLICE OFFICER FIRST CLASS

Any police officer who achieves an evaluation rating of EXCELLENT or above and who has been a full time member of the police department for a period of more than TWO (2) consecutive years shall be designated as a Police Officer of the First Class. Such designation shall remain in effect until the next scheduled evaluation is completed. An officer designated as an Officer of the First Class will be recognized as such by the wearing of one stripe on each sleeve of his/her uniform in conjunction with the Uniform Policy of the Police Department.

The designation of Police Officer First Class is not a permanent rank. Its sole function is to indicate the officer's achievement of a higher than normal evaluation. The designation will however, be reflected in the officers seniority status within the department.

Article XII, Section 1205, Sub Para A and E

- 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. Hair will not be sculpted or cut in any manner that would display any symbol or pattern.

E) The wearing of earrings by male or female officers while in uniform is prohibited. The wearing of earrings by officers while on duty and in civilian clothing is prohibited. Where an officer's assignment would require the wearing of an earring it may be done with the permission of the Chief of Police.

Article XIII, Section 1303

Section 1303. CHAIN OF COMMAND