

**CITY OF HARRISBURG
CIVIL SERVICE
POLICE
RULES AND REGULATIONS
SECTION B**



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**POLICE RULES AND REGULATIONS
OF THE
CIVIL SERVICE COMMISSION**

CITY OF HARRISBURG, PENNSYLVANIA

SECTION B

ARTICLE I. PRELIMINARY PROVISIONS

Section 101. Statutory Authority.

These Rules and Regulations governing the selection and appointment of Police Officer and the promotion to Police Corporal, Police Sergeant and Police Lieutenant are promulgated pursuant to the authority of §4404 of the Third Class City Code, 53 P.S. §39404.

Section 102. Exclusivity.

No person shall be appointed to any position in the Bureau of Police governed by these Rules and Regulations without having first passed all the examinations required hereunder and having been appointed in the manner according to the terms and provisions of these Rules and Regulations and the Civil Service provisions of the Third Class City Code.

Section 103. Purpose.

These Rules and Regulations are, in the judgment of the Commission, adopted to secure the best service for the public in ascertaining and determining, so far as possible, the physical and mental qualifications, habits, reputation, standing, experience, and education of all applicants for positions in the Bureau of Police. The Rules and Regulations provide for examinations upon all subjects deemed proper and necessary by the Commission for the purpose of determining the qualifications of the applicants for the position sought.

Section 104. Title.

These Rules and Regulations shall be known as the Rules and Regulations of the Police Civil Service Commission, City of Harrisburg, Pennsylvania.

Section 105. Definitions.

Unless otherwise expressly stated, the following words and phrases, wherever used in these Rules and Regulations, shall be construed to have the meaning indicated herein:

a. Act 120 Certification - Qualification to perform the duties of a municipal police officer after successfully completing the requirements set forth in the Municipal Police Officers Education and Training Act.

b. Applicant - Any person who submits written application to the Commission in response to a legally advertised Notice of Vacancy or Notice of

Examination for any civil service position in the Bureau of Police in accordance with such notice.

c. Appointing Authority - Any officer, board, commission, or person having power by law to make civil service appointments and promotions in the Bureau of Police.

d. Appointment - Filling a civil service position pursuant to §4406 of the Third Class City Code, 53 P.S. §39406.

e. Breach of the Peace - Any behavior of a violent nature or behavior intended to incite violence that tends to disturb the public peace, offend public morals, or undermine public safety.

f. Bureau of Police - The Bureau of Police, Department of Public Safety, City of Harrisburg, Pennsylvania.

g. Bureau of Human Resources - The Bureau of Human Resources, Department of Administration, City of Harrisburg, Pennsylvania.

h. Certified Eligibility List - An employment, promotion, or re-employment (furlough) roster containing the names and scores of those individuals who have satisfied all requirements for consideration for employment, promotion or re-employment in a civil service position as certified by the Commission.

i. Chairperson - The Chairperson of the Commission.

j. City - The City of Harrisburg, Pennsylvania.

k. Civil Service Status - The employment standing obtained after successful completion of the probationary period in accordance with the Civil Service provisions of the Third Class City Code.

l. Commission - The Police Civil Service Commission, City of Harrisburg, Pennsylvania.

DCCPA

m. DCCPA Dauphin County Chiefs of Police Association

n. Demotion - Movement of an officer to a position of lesser rank with an accompanying reduction in salary pursuant to the provisions of §4408 of the Third Class City Code, 53 P.S. §39408, and other applicable laws. A decrease in salary without a change to a different position rank shall not necessarily constitute a demotion.

o. Examination - The tests administered to determine an applicant's qualification for a position or promotion in the Bureau of Police.

p. Furlough List - The roster containing the names of civil service employees temporarily laid off from positions in the Bureau of Police because of a reduction in the number of officers.

q. Highest Scoring Eligible - The individual with the highest final score.

r. Member - A duly appointed member of the Commission.

s. PCSC - The Police Civil Service Commission.

t. PCSC Rules and Regulations - These Rules and Regulations adopted by the Commission in accordance with §4404 of the Third Class City Code, 53 P.S. §39404.

u. Pass Over - The term describing when a person on the Certified Eligibility List is not selected in accordance with the Rule of Three.

v. Police Officer - An entry level, sworn, full-time civil service position in the Bureau of Police.

w. Police Officer Final Compiled Score - The numerical score assigned to an applicant who has attained a passing score on the written and oral examinations, including veterans' preference points, if applicable.

x. Probationary Employee - A police officer who has successfully completed all training requirements and who is undergoing a probationary period of appointment in the Bureau of Police or an officer promoted to a higher rank who is undergoing a probationary period of appointment in the Bureau of Police.

y. Probationary Period -

1. Police Officer - The twelve (12) month period of time following certification under the Municipal Police Officers Education and Training Act ("Act 120") and the Field Training Officer program during which the person shall not be entitled to any seniority, tenure or right to file a grievance related to termination but shall otherwise be subject to all other terms and conditions of the collective bargaining agreement in effect at the time between the City and the bargaining unit in the Bureau of Police.

2. Corporal, Sergeant, and Lieutenant - The Twelve (12) month period of time following the date of award of promotion at the respective rank by the Appointing Authority.

z. Promotion - Movement of a qualified officer to a position of higher rank by competitive examination administered by the Commission and selection by the Appointing Authority.

aa. Promotional Final Score - The numerical score assigned to a promotional candidate based on his/her results from the written examination, multiple interview assessment and seniority preference.

bb. Qualified Eligibility List - A roster containing the names and scores of candidates. The scores shall consist of a compilation of the written examination, oral examination, and Veterans' Preference Points and shall only consist of those who have passed the written and oral examinations and physical ability test, and have been selected for further testing for the position of police officer based upon the following factors:

1. Number of vacancies.
2. Budgetary constraints.
3. Number of applicants.

cc. Qualified Recruitment List - A roster containing the names and scores of candidates who have obtained an overall passing score of 70% or higher on the written examination and passed the physical ability test necessary for the position of police officer.

dd. Regular Employee - An employee who has achieved civil service status.

ee. Removal - The permanent separation, without pay, from a civil service position within the Bureau of Police.

ff. Rule of Three - The appointment of one of the eligibles from the Certified Eligibility List possessing one of the three highest scores in accordance with §4406 of the Third Class City Code, 53 P.S. §39406. More than three names may be included if there is a tie among the three highest scores.

gg. Secretary - The Secretary of the Police Civil Service Commission who is appointed by the Commission and need not be a member thereof.

hh. Third Class City Code - Act of June 23, 1931, P.L. 932, as amended, 53 P.S. §35101-39999.

ii. Veterans' Preference - The preference for appointment of an individual who has been an active member of the Armed Forces of the United States, mandated by various statutes and laws including but not limited to the Veterans' Preference Act, 51 Pa.C.S.A. §§ 7101 et seq.

ARTICLE II. NOTICE OF MEETINGS AND EXAMINATIONS

Section 201. Notice of Public Meetings.

a. The Commission, or its designee, shall provide notice of the date, time and location of its public meetings in accordance with the requirements of law.

b. A copy of the notice shall be posted on at least one bulletin board for public display in the City Government Center.

c. Additional public notice may be provided by other publication or posting or in any other manner at the discretion of the Commission.

Section 202. Public Notice of Open Recruitment and Related Examinations.

a. General public notice of open recruitment for law enforcement officers shall be provided by DCCPA, or other designee, in accordance with its Rules and Regulations as may be promulgated and amended from time to time.

b. In addition to the notice provided by DCCPA, or other designee, the Bureau of Human Resources shall provide supplemental public notice of an open recruitment for the position of Police Officers in the Bureau of Police.

c. Supplemental Notice of Open Recruitment for Police Officers shall consist of the following:

1. posting in the City Government Center;
2. distribution of minority mailings;
3. other methods at Commission's discretion.

Section 203. Notice of Promotional Examinations.

a. The Chief of the Bureau of Police shall provide written notification of promotional examinations to all qualified candidates.

b. The written notification shall include the date, time and location of the promotional examination.

c. The notice shall state that any interested and qualified candidate must complete an official application form obtained from the Bureau of Human Resources in order to be eligible to participate in the promotional examination.

d. Upon request, the Bureau of Human Resources shall provide each candidate an official application form, job description and the Civil Service Rules and Regulations.

ARTICLE III. APPLICATION FOR THE POSITION OF POLICE OFFICER

Section 301. Application for Police Officer.

a. No person shall be admitted to the written examination or physical ability test unless he/she has filed an initial application with DCCPA, or other designee, in accordance with its Rules and Regulations and paid the application fee charged by

DCCPA or other designee.

b. No person shall be considered for the position of Police Officer in the Bureau of Police until filing a notarized supplemental application on the official form prescribed by the Commission and providing such supporting documentation as the Commission requires.

c. Supplemental applications will be mailed by the Bureau of Human Resources to all individuals who pass both the written examination and the physical ability test and indicate on their initial application that they are interested in a Police Officer position with the Bureau of Police. However, if at the time of said mailing, the Bureau of Human Resources and the Bureau of Police have the capacity to tailor the mailings to those individuals who express contemporaneous interest in still applying to the Bureau of Police they may do so. The only way to exclude an applicant from the mailing distribution is for the investigator assigned to the candidate's background investigation to obtain a clear and affirmative statement conveying that the candidate no longer has an interest in receiving the supplemental application. The statement, date, time, manner, and who noted same must be recorded in the candidate's file.

d. Each application shall be valid only during the respective recruitment period.

Section 302. Filing an Application for Police Officer.

a. DCCPA, or other designee, is hereby authorized to accept initial applications and the Bureau of Human Resources is hereby designated to accept both initial and supplemental applications for the position of Police Officer in the Bureau of Police. All supplemental applications must be submitted via the designated on-line application service or hand-delivery to the Bureau of Human Resources. Supplemental applications that are submitted via any other method of delivery will be refused and will be returned to applicant.

b. Acceptance of such applications shall be subject to the following conditions:

1. Any initial application may be refused if it fails to contain information required by these Rules and Regulations or the Rules and Regulations promulgated by DCCPA or other designee.
2. Any supplemental application may be refused if it fails to contain any information required by these Rules and Regulations, including required supporting documentation. The applicant shall be informed of the defect on the supplemental application and shall have the responsibility to correct the defect prior to the deadline/closing date for submitting supplemental applications for

the position.

3. No application shall be accepted after the deadline/closing date.

c. Each supplemental application must be accompanied with the following original documents or copies thereof for verification along with a copy of the same for the application file; original documents must be provided at time of hire:

1. birth certificate or naturalization papers;
2. if a veteran, a copy of honorable discharge (DD Form 214, Member Copy 4) indicating date of entry and separation. If discharge was other than honorable, a copy of such discharge together with explanation of discharge must be submitted;
3. a valid vehicle operator's license;
4. Social Security card;
5. official high school diploma, G.E.D. certificate, or other official document demonstrating attainment of equivalent or higher education; and
6. if Act 120 certified, a copy of certification.

Section 303. Recording Supplemental Applications.

a. The Commission or its designee shall review each supplemental application for the purpose of determining completeness.

b. The Secretary or his/her designee shall record receipt of all supplemental applications. Once the supplemental application is filed, it shall become a Commission record, and shall not be returned to the applicant.

Section 304. Equal Employment Opportunity.

The Commission does not discriminate on the basis of any factor protected by law including, but not limited to, race, color, religion, ancestry, national origin, place of birth, sex, handicap or disability or the use of guide or support animals to the extent said disability does not interfere with the performance of the essential functions of the job, marital status, familial status, general education and development certification (GED), sexual preference/orientation, age, or association with or advocacy on behalf of any group protected by this policy.

Section 305. Penalty for False Statement.

a. The statements made in both the initial and supplemental application and all the supporting documents filed therewith shall contain no falsification, omission, or concealment of material fact. If an investigation discloses any falsification, omission or concealment of material fact with respect to an application:

1. the application shall be deemed invalid, and the applicant shall be disqualified from the examination process; or
2. if the applicant shall have completed the examination process, the name of such person shall be removed from the Qualified

Recruitment List, Qualified Eligibility List and/or the Certified Eligibility List; or

3. if the applicant shall have been appointed, such individual shall be disqualified from civil service status and protection and shall be presumed to have resigned voluntarily from the Bureau of Police.

b. No person who has made such falsification, omission or concealment of material fact with respect to an application shall be permitted to make future applications for any position in the Bureau of Police for a period of three years from the date the applicant received notification of disqualification.

ARTICLE IV. GENERAL QUALIFICATIONS AND TERMS OF EMPLOYMENT

Section 401. General Qualifications for the Position of Police Officer.

a. Age - Each applicant shall provide evidence of having attained the age of at least twenty one years by the deadline/closing date for submission of application.

b. Citizenship - Each applicant shall provide evidence of United States citizenship either in the form of a birth certificate or naturalization papers.

c. Education - Each applicant shall provide evidence of graduation from an accredited high school, a G.E.D., or an equivalent education acceptable to the Commission.

d. Driver's License- Each applicant shall provide evidence of a valid driver's license not under suspension. The driver's license may not have been suspended and/or restored within three years from the deadline/closing date for receipt of applications. Applicants who reside outside the Commonwealth of Pennsylvania must obtain a valid Pennsylvania driver's license on or before the completion of his/her training period.

e. General - Each applicant must be able to perform the following essential job functions of police officer as set forth in Appendix D.

Section 402. General Qualifications for the Position of Police Corporal.

a. Completion of five (5) years minimum service as a police officer measured from the date of award of regular civil service status by the Commission.

b. Ability to perform the physical requirements of the essential duties of the police corporal position.

c. Possession of a current, valid Pennsylvania Driver's license not under suspension at the time of application for the position of police corporal.

d. Successful completion of the Civil Service examination and certification to the police corporal eligibility list.

Section 403. General Qualifications for the Position of Police Sergeant.

a. Completion of two (2) years minimum service as of the date of application for position of police sergeant as a police corporal measured from the date of award of promotion to civil service status as police corporal by the Commission.

b. Ability to perform the physical requirements of the essential duties of the police sergeant position.

c. Possession of a current, valid Pennsylvania Driver's license not under suspension at the time of application for the position of police sergeant.

d. Successful completion of the Civil Service examination and certification to the police sergeant eligibility list.

Section 404. General Qualifications for the Position of Police Lieutenant.

a. Completion of two (2) years minimum service as of the date of application for position of police lieutenant as a police sergeant measured from the date of award of promotion to civil service status as police sergeant by the Commission.

b. Ability to perform the physical requirements of the essential duties of the police lieutenant position.

c. Possession of a current, valid Pennsylvania Driver's license not under suspension at the time of application for the position of police lieutenant.

d. Successful completion of the Civil Service examination and certification to the police lieutenant eligibility list.

Section 405. Disqualifications.

The Commission shall not examine any applicant who lacks any of the prescribed qualifications.

Section 406. Terms of Employment.

Any new officer who leaves prior to reaching their five year anniversary date with the Harrisburg Police Bureau must reimburse the City liquidated damages for reimbursement for all training and other fees associated with new hires.

ARTICLE V. EXAMINATION ELEMENTS FOR POLICE OFFICER

Section 501. General Examination Requirements for the Position of Police Officer.

a. The examination for the position of police officer shall consist of a written examination, physical ability test, background investigation, polygraph test or a computer voice stress analysis, pre-employment interview, medical examination, drug screening and psychological evaluation. In accordance with the requirements of the Americans with Disabilities Act, the medical and psychological examinations and drug screening will occur after conditional job offers are made to eligible candidates.

b. DCCPA, or other designee, shall administer the written examination and the physical ability test on behalf of the Commission.

Section 502. Notification.

a. DCCPA, or other designee, shall provide each applicant with a notice of eligibility to take the written examination and the physical ability test.

b. DCCPA, or other designee, shall notify each applicant of the time, date and location of the written examination and the physical ability test. The Commission shall notify all successful applicants of future requirements. This can be accomplished by way of using the United States Postal Service, a commercial courier, or email.

c. DCCPA, or other designee, shall provide written notification of the results of the written examination and physical ability test to each applicant. The Commission will notify all applicants if they have met the minimum requirements to continue with the City's recruitment process. This can be accomplished by way of using the United States Postal Service, a commercial courier, or email.

Section 503. Disqualifications.

All applicants shall comply with the Rules and Regulations established by DCCPA, or other designee, for taking the written examination and physical ability test, and may be disqualified from further consideration for failure to so comply.

ARTICLE VI. WRITTEN EXAMINATION FOR POLICE OFFICER

Section 601. General Requirements.

The written examination shall consist of questions designed to fully and fairly assess the comparative merit and fitness of the applicant for the position of police officer.

Section 602. Testing.

The written examination shall be administered and scored by DCCPA, or other designee,

in accordance with its Rules and Regulations.

Section 603. Passing Grade.

The minimum passing grade for the written examination for the position of police officer shall be an overall score of seventy percent (70%). The minimum passing overall score for the oral examination will be fifty percent (50%), which is equal to 2.5 points out of 5 points.

Section 604. Veterans' Preference.

a. The following persons are entitled to a Veterans' Preference under 51 Pa.C.S.A. §7104:

1. Any person who served in the Armed Forces of the United States, the National Guard or Active Reserve or any women's organization officially connected therewith during any period of armed conflict, and who has received a discharge under honorable conditions
2. Any person who has served in the Armed Forces of the United States, or in any women's organization officially connected therewith, since July 27, 1953, including service in Vietnam, and who has received a discharge under honorable conditions.

b. Honorable conditions include but are not limited to honorable discharge, general discharge, good discharge, satisfactory discharge, indifferent discharge, or special order discharge. 51 P.S. §7101; *Pontius v. Rippy*, 589 A.2d 1188 (Pa. Commonwealth 1991); *Herskovitz v. State Civil Service Commission*, 111 Pa. Commonwealth Ct. 427, 534 A.2d 160 (1987); 1989 Attorney General Opinion. However, a person awarded a dishonorable discharge, bad conduct discharge, undesirable discharge, uncharacterized discharge, dismissal, or any other type of separation certificate given under conditions other than honorable is not entitled to Veterans' Preference. Attorney General Opinion No. 35 of 1957.

c. A veteran's written examination with an otherwise passing grade shall receive a ten percent (10%) perfect mark-up on his/her final score (i.e., on a 100 point test, the 10% mark-up would be 10 points). Said points shall only be awarded to a candidate who is a "veteran" within the terms of the Veterans' Preference Act at the time the examination is given. Specifically, a candidate must have fulfilled his/her service obligation as described in the Veterans' Preference Act and have received a discharge under honorable conditions from that service obligation. A discharge from training is not adequate proof of fulfillment of service obligation, and Veterans' Preference Points will not be awarded retroactively. *Sicuro v. City of Pittsburgh*, 684 A.2d 232, 236 (Pa. Cmwlth. Ct. 1996); *Soberick v. Salisbury Township Civil Service Commission*, 874 A.2d 155 (Pa. Cmwlth. Ct. 2005).

d. If a veteran is among the top three eligible candidates for the position of police officer and the municipality chooses to fill a vacancy, the municipality must hire

the veteran if the veteran has similar qualifications. Rasmussen v. Borough of Aspinwall, 519 A.2d 1074 (Pa. Commw. Ct. 1987); 51 Pa.C.S.A. § 7103(b) & 7104(b).

ARTICLE VII. PHYSICAL ABILITY TEST FOR POLICE OFFICER

Section 701. General Requirements.

a. The physical ability test shall be administered and scored by DCCPA, or other designee, in accordance with its Rules and Regulations.

b. An applicant who does not pass the physical ability test shall be disqualified from the remainder of the City's recruitment process.

ARTICLE VIII. BACKGROUND INVESTIGATION FOR POLICE OFFICER

Section 801. General Provisions.

a. A background investigation will be conducted on selected applicants who have successfully completed the written and oral examinations and the physical ability test.

b. The purpose of the background investigation is to learn if an applicant has committed any acts or possesses any negative character traits which would preclude the applicant from carrying out the duties of a police officer honorably and professionally.

c. Each applicant scheduled for a background investigation shall have his or her fingerprints taken by a member of the Bureau of Police at a date and time to be arranged by the detective/officer assigned to the applicant's file.

Section 802. Procedure.

a. The investigation shall be conducted by the Bureau of Police.

b. Each applicant must undergo a personal interview with the detective/officer assigned to conduct the background investigation. Failure to appear shall be grounds for disqualification.

c. Each applicant shall complete and sign an appropriate waiver form consenting to the background investigation.

d. The following sources of background information shall be used:

1. courthouse - home county, Dauphin County, and any jurisdiction within which applicant has resided;
2. National Crime Information Center;

3. local warrants lists, and warrants in any county in which applicant was a resident or owned real property for more than thirty (30) days;
4. credit information;
5. interviews with at least three (3) friends, neighbors, references, and/or associates;
6. interviews with present and former employers and any employees associated with the applicant for the past ten (10) years;
7. marital status, family background, and any partner or other non-related individual applicant has lived with;
8. military records, including Reserve service;
9. schools and colleges attended for verification of education level, however, if no degree was obtained, applicant shall include an official copy of his/her transcript;
10. Pennsylvania and any other necessary state Bureau of Motor Vehicles for driving record and operator's license;
11. campus police/security and local police department in any jurisdiction within which the applicant has resided.

e. The information compiled as the result of the background investigation is, hereby, declared to be privileged and confidential, available only to the members of the Commission, the police detective conducting the investigation, the Chief of the Bureau of Police, the Director of the Bureau of Human Resources, the Law Bureau, and the Appointing Authority.

Section 803. Disqualifications.

a. The following findings shall be cause for disqualification from holding the position of police officer for a period of three (3) years from the date the applicant received notification of disqualification:

1. failure to cooperate with the background investigations;
2. falsification on the application form, polygraph booklet, polygraph interview, and background interview, including omissions;
3. association with convicted criminals, or persons who might reflect negatively on the applicant's reputation as a member of the Bureau of Police; or
4. shows or admits to a cumulative pattern of behavior that is contradictive to the position of police officer.

b. The following findings shall be cause for disqualification from holding the position of police officer until such time as the disqualifying condition no longer applies:

1. any conviction on charges of a third degree misdemeanor in the past five (5) years;
2. any conviction on a summary offense which would be considered a breach of the peace in the last two (2) years;

3. physical or mental disorders which would prevent an applicant from performing the essential functions of the position of a police officer;
4. any termination for willful misconduct from employment in the past three (3) years;
5. any suspension and/or restoration of applicant's driver's license in the last three (3) years;
6. any permanent protection from abuse (PFA) order that was ordered against the applicant during the past three (3) years; or
7. failure to meet the general qualifications set forth in these Rules and Regulations

c. The following findings shall be cause for disqualification from ever holding the position of police officer:

1. any conviction of a crime classified as a felony;
2. any conviction of a crime classified as a misdemeanor of the first or second degree;
3. any conviction of a crime in accordance with a General Court-Martial proceeding in the U.S. Military, which is equivalent to c(1) or c(2) immediately above herein;
4. any membership in an organization or group which advocates the overthrow of our Constitutional form of government or which approves the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States;
5. admission of a crime (even if not charged), if that crime is classified as a misdemeanor of the first or second degree, or a felony; or
6. any conduct or condition that MPOETC determines will be a non-certifying issue.

d. Any and all illegal drug usage by an applicant at the age of eighteen (18) years of age or older will result in said applicant's disqualification from ever holding the position of police officer, unless otherwise indicated in accordance with the Drug Matrix outlined in Appendix C.

e. If the results of the background investigation are unsatisfactory, the applicant shall be notified of the reason for disqualification from the Civil Service process, but in no event shall the names of those providing information or any other confidential information be disclosed.

f. The background investigation is continuous, and applicants may be disqualified for any of the above-referenced reasons at any time, including throughout the probationary period.

g. Failure of an applicant to attain a passing pre-employment interview score

will disqualify a candidate for a period of one (1) year from the date the applicant received notification of disqualification.

ARTICLE IX. POLYGRAPH EXAMINATION FOR POLICE OFFICER

Section 901. General Provisions and Notice.

a. Each applicant who has successfully completed the written and oral examinations and physical ability test and continues to successfully complete the background investigation will be scheduled for a polygraph examination.

b. The Commission or its designee shall notify each applicant of the time, date and location(s) of the polygraph examination.

c. The Commission or its designee shall appoint one or more qualified examiners within the Bureau of Police to conduct the polygraph examinations as required by these Rules.

Section 902. Testing Procedures of Polygraph Examination.

a. The applicant will be required to complete a pre-polygraph booklet with questions concerning the applicant's background prior to the scheduled date for the polygraph examination. The applicant will be required to submit the completed booklet to the polygraph examiner at the time of the examination.

b. Prior to testing, the following will be reviewed with the applicant: background information, applicant's application, the pre-polygraph booklet, a review of the polygraph instrument and testing procedures, and the test questions to be asked during the testing phase. The applicant will know in advance the exact wording of the polygraph test questions. The same questions will be asked to each applicant to ensure uniformity.

c. During the testing phase, at least three polygraph test charts will be collected from the applicant.

d. A three (3) component computerized polygraph will be utilized which will monitor the following physiological responses: respiration, electro dermal activity, and relative changes in blood pressure and pulse rate.

Section 903. Testing Results of Polygraph Examination.

a. The charts shall be read by the polygraph examiner and a report given to the Chief of Police and the detective assigned to this applicant.

b. No person who has been found to have had significant reactions to one or more questions on the polygraph examination and whose background investigation

reveals other negative information shall be permitted to make future application for any civil service position in the Bureau of Police for a period of one year from the date the applicant received notification of disqualification.

ARTICLE X. PRE-EMPLOYMENT ORAL EXAMINATION FOR POLICE OFFICER

Section 1001. General Provisions.

a. The Chief of Police shall assemble a panel of up to five (5) individuals who shall conduct a pre-employment interview with the top-scoring applicants who have successfully completed the portions of the recruitment process previously set forth in these Rules and Regulations. All applicants will be asked the same questions and the responses to the questions will be documented by each panelist. The responses will be evaluated and scored based on pre-determined criteria and rating scale(s) and will result in a score of 0 points to 5 points. If an applicant does not attain a passing score of a minimum of 2.5 points (s)he will be disqualified.

b. The Commission or its designee shall notify each selected applicant of the time, date and location of the pre-employment interview.

c. The oral examination shall constitute 5% of the final score.

The final score shall be calculated as follows:

Written Examination	85%
Oral Examination	5%
Veterans' Preference Points	10%
Total	100%

ARTICLE XI. PSYCHOLOGICAL EXAMINATION FOR POLICE OFFICER

Section 1101. Appointment of Examiners.

The Commission or its designee shall, from time to time, appoint one or more qualified examiners to make all psychological examinations required by these Rules.

Section 1102. Psychological Test Required.

In order to comply with the Americans with Disabilities Act, appointments from the Certified Eligibility List shall be contingent upon, among other things, the applicant successfully passing the psychological examination after a conditional offer of employment has been made. Prior to appointment as a probationary employee, each applicant shall be required to submit to a psychological examination when requested, and the applicant must meet the minimum requirements established by the Commission in order to be appointed.

Section 1103. Report of Examiner.

The examiner shall state the psychological condition of each applicant. The report of each examination shall be submitted to the Commission or its designee as soon as possible after the examination.

Section 1104. Rejection of Unfit Applicant.

If the examiner shall deem any applicant unfit for performance of the duties of police officer because of any psychological condition, whether or not such condition shall be specifically stated as a reason for rejection in the statement of medical requirements, such psychological condition shall be entered in the report of the psychological examination.

Section 1105. Re-examination of Fitness.

If, in the judgment of the Commission, there shall have been any change in the psychological fitness of any applicant after being psychologically examined, the Commission may require the applicant to submit to further psychological examination before being certified for appointment.

Section 1106. Notification of Psychological Test.

The Commission or its designee shall notify the applicant of the date, time, and place to appear for psychological testing.

Section 1107. Psychological Test.

a. The applicant shall be examined by a qualified psychologist, licensed to practice psychology in the Commonwealth of Pennsylvania. The psychologist shall evaluate the applicant's mental health, emotional maturity and stability to determine whether the applicant has the necessary level of mental health and emotional fitness to perform the essential functions of the position of police officer.

b. The psychologist shall personally interview the applicant. The interview shall include a summary of the applicant's personal, educational, employment and criminal history. Applicants shall be administered a current standard form of the Minnesota Multiphasic Personality Inventory (MMPI). If the licensed psychologist is unable to certify the applicant's psychological capability to exercise appropriate judgment and restraint to perform the duties of a police officer including the handling of a lethal weapon, the psychologist shall employ whatever other appropriate techniques to form a professional opinion of the applicant's ability. The use of these additional techniques requires a full and complete written explanation to the Commission on a form submitted by the psychologist to the Commission indicating what additional testing has been performed and the results of the tests.

c. The psychologist shall submit a written recommendation to the Commission or its designee regarding whether the applicant is qualified or should be disqualified from further consideration for the position of police officer. In the event the psychologist recommends that the applicant be disqualified, the psychologist shall state therein the reasons for such recommendation when, in the professional judgment of the examining psychologist, the applicant gives sufficient evidence of any of the following conditions:

1. serious mental illness;
2. a state of mental health inappropriate to competent performance of the essential duties of position of police officer;
3. a state of mental health which would seriously interfere with the proper performance of the essential duties of the position of a police officer;
4. a pattern of personality motivation which, in a police officer, would be contrary to the public welfare;
5. a lack of sufficient emotional maturity and stability which would interfere with the competent performance of the essential duties of the position of police officer;
6. a history of psychiatric condition or substance abuse; or
7. any other psychiatric condition that results in an applicant not being able to perform the essential duties of a police officer.

d. Such recommendation by the psychologist shall be an adequate and sufficient basis upon which the Commission may disqualify the applicant from appointment as a police officer.

e. The records of the interview and testing by the examining psychologist are, hereby, declared to be privileged medical communications available only to the examining psychologist. The report of the examining psychologist is, hereby, declared to be a privileged medical communication, available only to the examining psychologist, members of the Commission and the Appointing Authority.

ARTICLE XII. MEDICAL EXAMINATION FOR POLICE OFFICER

Section 1201. Appointment of Examiners.

The Commission or its designee shall from time to time appoint one or more qualified examiners to make all medical examinations required by these Rules. All medical examinations of applicants for police officer shall be conducted by, or under the direction of, the medical examiner designated by the Commission.

Section 1202. Medical Examination Required.

In order to comply with the Americans with Disabilities Act, appointments from the Certified Eligibility List shall be contingent upon, among other things, the applicant successfully

passing the medical examination after a conditional offer of employment has been made. Prior to appointment as a probationary employee, each applicant shall be required to submit to a medical examination when requested, and the applicant must meet the minimum requirements established by the Commission in order to be appointed.

Section 1203. Report of Examiner.

The examiner shall state the physical condition of each applicant. The report of each examination shall be submitted to the Commission or its designee as soon as possible after the examination.

Section 1204. Rejection of Unfit Applicant.

If the examiner deems any applicant unfit for performance of the essential duties of any position in the Bureau of Police because of any physical condition, such opinion and the reason therefore shall be entered in the report of the medical examination.

Section 1205. Re-examination of Fitness.

If, in the judgment of the Commission, there shall have been any change in the medical fitness of any applicant at a later date, whether or not such change shall have been reported by the applicant, or the applicant has been on the Certified Eligibility List for one year without being appointed, the Commission may require the applicant to submit to further medical examination before being certified for appointment.

Section 1206. Notification of Medical Examination.

The Commission or its designee shall notify the applicant of the date, time and place to appear for medical examination.

Section 1207. Medical Examination.

a. Each applicant for police officer shall be subject to medical and physical tests having reference to:

1. previous condition of health;
2. habits as to use of narcotics or intoxicants;
3. general organic condition;
4. measurement of weight, height, flexibility and mobility; and
5. sight and hearing.

b. The applicant shall be examined by a qualified physician, licensed to practice medicine in the Commonwealth of Pennsylvania. The physician shall determine whether the applicant is physically fit to perform the essential functions of the position of police officer and in accord with the prevailing standard of the Municipal Police Officers' Education & Training Commission.

Section 1208. Medical Requirements.

The examination shall include the following:

1. Applicants shall be free from the addictive or excessive use of either alcohol or drugs which shall be determined using current laboratory testing procedures.
2. Applicants shall be free from the use of illegal controlled substances which shall be determined using current laboratory testing procedures.
3. Applicants' physical condition shall be such that applicants could reasonably be expected to withstand significant cardiovascular stress.
4. Applicants shall be free from any debilitating conditions such as a tremor, in coordination, convulsion, fainting episodes or other neurological conditions which may affect the applicants' ability to perform as police officers.
5. Applicants shall have a minimum visual acuity of 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual anomaly.
6. Applicants shall be required to take and pass a decibel audio test using an audiometer with an average loss not to exceed 25 or more decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in either ear with no single frequency loss in excess of 40. The applicant may not use a hearing aid or other aid to perform this test.
7. Applicants shall be required to pass a mandatory respirator medical examination.
8. Applicants shall be required to meet the prevailing standard of the Municipal Police Officers' Education & Training Commission.

Section 1209. Disqualifying Condition.

Any disorder or condition, including present or former drug use, which the physician determines would prohibit the candidate from fulfilling the essential job functions of police officer with or without reasonable accommodations, shall disqualify the applicant from appointment as a police officer.

Section 1210. Drug Screening.

a. Drug screening by urinalysis shall be conducted of all applicants undergoing medical examination in order to detect the use of drugs that the applicant is not legally using, which includes, but is not limited to, the following prescription and non-prescription drugs:

1. Amphetamines;
2. Barbiturates;
3. Benzodiazepines;
4. Cocaine;

5. Heroin & derivatives;
 6. Marijuana;
 7. PCP;
 8. Anabolic Steroids;
 9. Methamphetamines; and
 10. Any other substance included on the Drug Matrix in Appendix C.
- b. The results of each drug screening will be evaluated by the Commission or its designee to determine if they impact the essential duties of the position of police officer.
- c. If the Commission or its designee finds that an applicant's drug screen evidences the use of illegal drugs or drugs which would impact on the essential duties of the position of police officer, such applicant shall be disqualified from further consideration for the position.
- d. The Commission or its designee shall provide written notification of the results of its evaluation of the drug screening to each candidate undergoing same.

ARTICLE XIII. PROMOTIONS

Section 1301. Procedure.

- a. All promotions in the Bureau of Police to the ranks of Corporal, Sergeant and Lieutenant shall be made from within the ranks of the paid members of the Bureau of Police and shall be made by competitive examination.
- b. The Commission shall establish and maintain a Certified Eligibility List of qualified eligibles for each position.
- c. Such Certified Eligibility Lists shall expire no later than two years after the date each list is certified or on the date a new Certified Eligibility List is established, whichever first occurs.

Section 1302. Notice.

At least eight weeks prior to the date set for any promotional examination, the Chief of Police will notify each eligible member of the Bureau of Police in writing that such examination will be held for the purpose of establishing a new Certified Eligibility List for the referenced rank.

Section 1303. Written Examination.

- a. All applicants who have met the minimum qualifications and who have successfully completed the application procedure shall be eligible to take a written examination designed to test the applicant's ability to function at the higher rank.

b. The Secretary of the Commission shall notify all qualifying applicants to appear for the written examination at a time, place and date specified in the notice. No applicant shall be admitted to the written examination without proving his/her identity.

c. Failure to appear for the examination as required or failure to produce required identification at the time the examination is scheduled shall disqualify the applicant from consideration.

d. The written examination will relate to such matters so as to fully and fairly test the knowledge and skills of candidates seeking the higher rank. The written examination will be developed and validated by an agency selected by the Commission.

e. Each applicant shall write on the declaration form the following statement and affix his/her signature below it: AI attest that I have received no assistance during the taking of this written examination for the position of _____. (fill in the position)

f. The Secretary of the Commission shall notify all candidates of the results of the written examinations.

g. All candidates who take the written examination shall be eligible to proceed to the oral examination before the Oral Evaluation Board (OEB) as set forth in Appendix A.

Section 1304. Oral Examination.

a. The Secretary of the Commission shall notify all candidates to appear before the Oral Evaluation Board (OEB) at a time, place, and on a date specified in the notice. No candidate shall be admitted to the oral examination without producing required identification.

b. The OEB shall consist of at least three (3) police officers, but not more than five (5). The police officers will be of equal to or above the rank for which the candidate is being examined. At least two of the evaluators will be of command rank (e.g. Lt. or higher). At least two of the evaluators will be from a group that has historically been underrepresented in the area of law enforcement (e.g. female, racial minority, and ethnic minority).

c. The OEB shall conduct the interview for the purpose of rating each candidate.

Section 1305. Seniority.

a. The Secretary of the Commission shall calculate continuous service within the Bureau of Police to determine each applicant's seniority.

b. Each applicant will receive one-half percent for each full year of continuous service, up to and including twenty years of service, for a maximum weighted score of 10 percent (10%) for this portion of the testing process.

Section 1306. Veterans' Preference.

Veterans' Preference will not be provided for promotions because such an award overvalues military service. Commonwealth, ex rel. Maurer v. O'Neill, 368 Pa. 637, 83 A.2d 382 (1951).

Section 1307. Compilation of Score - Formation of Eligibility List.

Each candidate's final score shall be based on the following distribution:

Written Examination.....	Forty-five percent	(45%)
Oral Examination.....	Forty-five percent	(45%)
Seniority Preference.....	Ten percent	(10%)
Total.....	One-Hundred percent	(100%)

The maximum final score an applicant can achieve by obtaining perfect raw scores in the written and oral examination and maximum seniority credits shall be 100%.

ARTICLE XIV. LIST OF ELIGIBLES AND CERTIFICATION

Section 1401. Certification of Police Officer Eligibility List.

a. Each applicant's written examination score plus Veterans' Preference Points, if any, shall be the sole criteria to determine the applicant's rank on the Qualified Recruitment List.

b. The names on the lists shall be arranged from the highest to the lowest in the order of the final compiled score achieved by each applicant.

c. The Qualified Recruitment List shall be posted on the bulletin board in the Bureau of Human Resources. The Qualified Eligibility List will be posted next to the Qualified Recruitment List. The names which appear on the Qualified Eligibility List will be those applicants the Chief of Police selects by score ranking for further testing.

d. The Commission shall certify a list containing the names of those applicants from the Qualified Eligibility List who have successfully completed the written and oral examinations, the physical agility test, the background investigation, the polygraph examination or the voice stress analysis and the pre-employment interview. This list shall be known as the Certified Eligibility List.

e. The Commission or its designee shall present to the Appointing Authority a list of names from the Certified Eligibility List who have been recommended for appointment to the position of police officer subject to successful completion of the medical examination, psychological testing, drug screening and other evaluatory processes.

Section 1402. Certification of Promotional Eligibility Lists.

a. Each applicant's final score shall be the sole criteria used to determine the applicant's rank on the Certified Eligibility List.

b. The Certified Eligibility List shall be established by placing the name of the applicant achieving the highest final score at the top of the Eligibility List followed by the names of the other applicants in order based on final score achieved. Ties will be broken by the written examination scores, the applicant with the higher written examination score being placed higher on the Certified Eligibility List.

c. The Secretary of the Commission shall notify each applicant of his or her final score on the Certified Eligibility List.

Section 1403. Certification of Eligibility Lists.

The Secretary of the Commission shall present the Eligibility Lists to the Commission, and the Commission shall certify each name on each list in such manner.

Section 1404. Life of Eligibility Lists.

The Commission, at its discretion, may void an Eligibility List at any time, but in no case shall any eligible applicant or candidate remain on such list for a period of more than two (2) years from the date of its certification.

Section 1405. Furlough Lists.

Whenever the City shall determine the need for a reduction in the number of members of the Bureau of Police, in accordance with §4408 of the Third Class City Code, 53 P.S. §39408, the Commission or its designee shall prepare and maintain a list of the names of all such furloughed officers, together with the position held by each such officer at the time of furlough. The names on the furlough list shall be arranged in priority order based on the length of service of each furloughed officer.

Section 1406. Filling Vacancies.

a. When a vacancy is to be filled in the Bureau of Police, the Police Chief shall submit a written request to the Appointing Authority for authorization to fill the vacancy. The title of the position to be filled shall be specified.

b. In the absence of a furlough list, the vacancy will be filled in accordance with the Rule of Three.

c. The Chief of Police shall forward the three names, in order, to the Appointing Authority. The Chief of Police shall also nominate to the Appointing Authority one of the three.

d. Whenever the name of a person is certified from either the Furlough List or appointed from the Certified Eligibility List, the person shall be notified immediately of such appointment by registered or certified mail. The notice shall include the title of the position and the compensation to be paid and shall request a written reply within seven (7) days from the date of mailing.

Section 1407. The Rule of Three.

The Rule of Three shall be applied for appointments in accordance with the procedure set forth in Appendix B.

Section 1408. Furlough List to Fill Appointments.

Upon receipt of a request from the Police Chief, the Commission shall first certify the names of those eligible who were furloughed because of a reduction in force. In filling from the furlough list, the Commission shall certify the top name only. If more than one (1) vacancy is to be filled, the Commission shall certify from the top of the list a number of names equal to the number of vacancies to be filled.

Section 1409. Removal of Names From Furlough and Eligible Lists.

In addition to the other reasons stated as grounds for removal in these Rules, the name of any person appearing on a furlough list or a list of eligibles shall be removed by the Commission if such person:

1. is appointed to a position in the Bureau of Police;
2. declines an appointment to a permanent position in the Bureau of Police;
3. fails to make written reply to the Commission within seven (7) calendar days from the date of mailing of a notice of certification;
4. indicates availability for appointment and is appointed to fill a vacancy but fails to report for duty at the time prescribed, unless, in the opinion of the Commission, such person can show good and sufficient reason for failure to report;
5. is certified for appointment consideration three (3) times as one of the top three names and is not appointed; or fails a subsequent medical examination and/or drug screening.

Section 1410. Probationary Period.

a. All appointments to the position of police officer, corporal, sergeant, or lieutenant shall serve a probationary period of twelve months of active duty which, in the case of police officers, will be following the completion of training. In the case of

promotional appointments, the twelve months will begin on the date of award of promotion at the respective rank by the Appointing Authority. For the purposes of this section, active duty shall not include light duty assignments. Leave with or without pay for any reason which is in excess of leave granted by the terms of the labor agreement shall not be counted towards fulfillment of the probationary period.

b. If, during the probationary period, the conduct or capacity of the probationer has not been satisfactory to the City, the probationer shall be notified in writing that he or she will not receive permanent appointment, whereupon his or her employment shall cease or he or she shall be returned to prior rank, as the case may be; otherwise the appointee's retention in the service shall be equivalent to the appointee having achieved permanent status. If the appointee fails to successfully complete the probationary period, the appointee shall forfeit the position.

ARTICLE XV. INSPECTION OF RECORDS

Section 1501. Inspection in General.

Except as otherwise provided in these Rules, all of the records of the Commission shall be open to the public and available for inspection during normal business hours by appointment with the Secretary of the Commission. A member of the Commission or any person who may, from time to time, be designated by the Commission shall be present at all times during any inspection of any record of the Commission.

Section 1502. Character and Reputation Reports.

The initial application and all reports of investigations and inquiries into the character and reputation of applicants shall be kept in the strictest confidence and shall not be open to public inspection.

ARTICLE XVI. APPEALS

Section 1601. Right to Hearing.

Promotional candidates and applicants who believe they are aggrieved during the examination process because of a violation of these Rules and Regulations may request a hearing before the Commission. In the event the Commission does not have a quorum, any Member (s) present may conduct the hearing and the Commission will review the transcripts and issue decisions regarding each appeal.

Section 1602. Request for Hearing.

The aggrieved party shall file a written request for a hearing with the Director of the Bureau of Human Resources within ten (10) calendar days of the date the aggrieved party knew or should have known of the grievance.

Section 1603. Scheduling of Hearing.

Within thirty (30) calendar days after the filing of the request for a hearing, the Commission shall designate a time and place for the hearing. The hearing shall be conducted according to the procedures set forth in the Local Agency Law, 2 Pa.C.S.A. §105 et seq.

These rules and regulations are effective as of this 17th day of February, 2016.

APPROVED BY: Ellis R. Roy, Chairperson
Harrisburg Civil Service Commission

Dena L. Rockoff, Vice Chairperson
Harrisburg Civil Service Commission

Kelly Summerford, Member
Harrisburg Civil Service Commission

APPENDIX A

GUIDELINES POLICE ORAL EVALUATION BOARD

The Oral Evaluation Board is a portion of the screening process which all promotional candidates must complete after taking the written examination. The OEB is a small group assessment process that will provide the Harrisburg Bureau of Police with the opportunity to evaluate the fitness of each Officer to perform as a Harrisburg Police Corporal, Sergeant, or Lieutenant.

BOARD COMPOSITION

The Police Oral Evaluation Board will consist of at least three (3) but no more than five (5) police officers of equal or greater rank than the candidate being interviewed. At least one evaluator will be of command rank (Lieutenant or above), and two evaluators will be from a group that has historically been underrepresented in that area of law enforcement (e.g. female, racial minority, and ethnic minority).

NOTIFICATION

Each eligible Officer will be notified in writing, in advance, of the date, time, and place to appear for the interview. They will be instructed not to bring any pen, pencil, or paper, and will be required to bring their Official City identification card. No one will be allowed to interview without the ID Card. Dress will be civilian business attire.

One OEB will judge all candidates for each rank to assure consistent evaluation of all candidates. Officers will report on time, with allowance of five (5) minutes. If the Officer is not timely, the Officer will not be permitted to continue with the interview process.

Required subpoenaed court attendance will be excused. Reasonable efforts will be made to accommodate the Officer's appearance before the Board.

INTERVIEW

An FOP representative will be permitted, per contractual stipulation, to sit in during the interview. He/she will not be present during any discussions before or after the group session. A monitor will be stationed outside the interview room to assist the Board members, upon request.

When the Oral Evaluation Board members are ready, the Officers will be escorted, by the monitor, to the interview site. The Officers will not take anything with them into the room.

APPENDIX B

RULE OF THREE

Rule of Three: A procedure which requires the Bureau of Police to offer the candidates with the three highest scores on a Certified Eligibility List to the appointing authority to fill a vacancy or vacancies. For example: if the Bureau of Police has one job vacancy, the appointing authority must offer the position to one of the eligibles on the Certified Eligibility List possessing one of the three highest scores. If a candidate is passed over three times, and the candidate falls within the Rule of Three, the Bureau of Police shall drop the candidate's name from the Certified Eligibility List.

EXAMPLE A:

<u>Candidates</u>	<u>Score</u>
A	98
B	97
C	96
D	95
E	94

EXAMPLE B:

<u>Candidates</u>	<u>Score</u>
A	98
A	98
B	97
C	96
D	95

Based on the above Example A, the appointing authority may select any one of the eligibles possessing the top three scores. Candidates D and E would not fall within the Rule of Three. Based upon Example B, the appointing authority may select A, A or B because these were the three highest scoring eligibles on the list. C and D may not be selected because their scores did not fall within the Rule of Three.

Veterans' Preference: If one of the candidates within the Rule of Three on the Certified Eligibility List is a veteran, the appointing authority must offer the position to that veteran. This applies exclusively to new hires. For example: if candidate C received the third highest score and is a veteran, the Bureau of Police must offer the position to candidate C. The Bureau of Police may offer the position to candidate A or B who received higher examination scores only if candidate C elects not to take the position. When a veteran is appointed over a non-veteran under Veterans' Preference, the non-veteran will not be considered passed over.

<u>Candidates</u>	<u>Score</u>
A (Non-Vet.)	98
B (Non-Vet.)	97
C (Vet.)	96
D (Non-Vet.)	95
E (Non-Vet.)	94

Based upon the above example, the appointing authority would select candidate C to fill the position of police officer under both Veterans' Preference and the Rule of Three.

Tiebreaker: When two or more veterans obtain one of the top three scores within the Rule of Three, the appointing authority may offer the position to either veteran.

<u>Candidates</u>	<u>Score</u>
A (Non-Vet.)	98
B (Non-Vet.)	97
C (Vet.)	96
D (Vet.)	96
E (Non-Vet.)	95

Based upon Example A, the appointing authority may select either candidate who obtained the score of 96 to fill the position of police officer under Veterans' Preference and the Rule of Three.

Certified Eligibility List: Candidates not within the Rule of Three: If none of the highest scoring candidates within the Rule of Three elects to fill the position or are passed over three times, the appointing authority may offer the position to any of the remaining candidates on the Certified Eligibility List whose scores fall within the Rule of Three.

Pass Over: When an appointment from a group of three is made pursuant to the Rule of Three and Veterans' Preference, no eligible non-Veteran in the group receives a pass-over. Eligibles not selected will be considered passed over only when there are fewer than six eligibles within the Rule of Three. When scores are tied and more than five available eligibles are within the group, those not selected will not be considered passed over until fewer than six eligibles remain, even if all are veterans.

Qualified Eligibility List: In the event the Certified Eligibility List is exhausted, the Chief of Police may select from the Qualified Recruitment List other candidates to be further tested for the position of police officer. The rules which apply to the Certified Eligibility List will also apply to the subsequent list submitted to the Commission.

APPENDIX C

APPENDIX C

DRUG MATRIX

Any and all illegal drug usage¹ by an applicant over the age of 18 (eighteen) years of age will result in said applicant’s disqualification from ever holding the position of police officer, unless otherwise indicated in this Appendix.

FREQUENCY	AMPHETAMINES/ METHAMPHETAMINES			ANABOLIC STEROIDS			COCAINE			HEROIN			MARIJUANA			
	0-1	1-2	2-5	5+	0-1	1-2	2-5	5+	0-1	1-2	2-5	5+	0-1	1-2	2-5	5+
Years:																
Number of Usages																
1-2	R	R	R	B	R	R	B	B	R	R	R	B	R	R	B	B
3-5	R	R	R	B	R	R	B	B	R	R	R	B	R	R	B	B
6-20	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	B
21 & over	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	B

FREQUENCY	PCP			LSD			OTHER HALLUCINOGENS ²			ILLEGAL USE OF PRESCRIPTION DRUGS ³		
	0-1	1-2	2-5	5+	0-1	1-2	2-5	5+	0-1	1-2	2-5	5+
Years:												
Number of Usages												
1-2	R	R	R	R	R	R	B	B	R	R	B	B
3-5	R	R	R	R	R	R	R	B	R	R	R	B
6-20	R	R	R	R	R	R	R	R	R	R	R	R
21 & over	R	R	R	R	R	R	R	R	R	R	R	R

KEY:

R = Rejected

B = Board Review

¹ A usage is defined as a course or cycle or any portion thereof.

² “Other Hallucinogens” includes, but is not limited to: MDMA (Ecstasy), Peyote, Psilocybin Mushrooms, and/or any substance of unknown origin taken by the applicant and resulting in hallucinogen effects on applicant. “Other Hallucinogens” does not include LSD or PCP.

³ “Illegal Use of Prescription Drugs” shall mean intentionally and knowingly ingesting, injecting or otherwise consuming a prescription medication for which the applicant is not the intended user, regardless of whether or not permission was obtained from the intended user/prescriber. “Prescription Drugs” includes, but is not limited to: pain medications, anti-anxiety medications, or any prescription medication taken for a recreational purpose.

APPENDIX D

ESSENTIALS FUNCTIONS FOR COMMISSIONED POLICE EMPLOYEE

In accordance with the Americans with Disabilities Act (ADA), the following list of essential functions is established as criteria for qualification to receive confirmed offers of employment as a commissioned police officer with the City of Harrisburg Bureau of Police.

GENERAL SUMMARY: The work of the commissioned police officer involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. Police officers also may be assigned duties as detectives, court security officers, crime prevention officers, Bureau training officers, evidence technicians, field training officers, accident investigators, firearms instructors, DARE program officers, hostage negotiators, dog handlers or specials response team officers. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks, which call upon specialized abilities and knowledge possessed by the officer. Work assignments can be general or specific and instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

I. DUTIES AND RESPONSIBILITIES

A. Crime Prevention and Investigation

- Performs preventive patrol in assigned beat;
- Continually observes for criminal activity, safety hazards, traffic violations, persons needing assistance etc.;
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines, potential problem areas;
- Conducts security inspections and surveys of buildings and businesses and makes recommendations regarding security, etc.;
- Makes presentations to groups and individuals on subjects related to the job's tasks and functions;
- Handles complaints made by the public;
- Observes for, detects and investigates violations of laws and ordinances and documents those actions for future use;
- Conducts interviews and interrogations of victims, witnesses, suspects and offenders;
- Conducts searches of person, vehicles, places and things;
- Identifies and arrests offenders, including subduing resistive arrestees;
- Seeks and serves arrest warrants, search warrants and other court documents;
- Assists prosecutors in the preparation of cases for trial;

- Appears and testifies in court, juvenile hearings, at deposition sessions and similar proceedings;
- Enforces traffic and parking laws, including driving under the influence detection and apprehension;
- Controls, regulates and directs vehicular and pedestrian traffic;
- Investigates traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams;
- Assists disabled motorists;
- Deals with children of all ages in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions and informants.

B. Miscellaneous Order of Maintenance

- Deals with domestic disputes and other interpersonal and business contacts;
- Recognizes and corrects or reports public hazards and inconveniences, such as gas leaks, traffic signals out of service, traffic obstructions and other safety hazards;
- Responds to specific requests for ambulance/fire service and assists as needed;
- Administers first aid, including CPR, to sick and injured persons;
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes, including determination of the circumstances and handling/removal of the body and dealing with the family, relatives, friends, witnesses, etc.;
- Investigates reports of lost and found property;
- Investigates reports of missing and found persons;
- Investigates animal complaints, including the humane disposition of severely injured animals;
- Directs and/or supervises civilian employees and the public at the scenes of crimes, accidents, disasters, assemblies, etc.;
- Generally assists persons in distress.

C. Organizational Support

- May perform desk duties, including telecommunications (telephone, computer terminal, radio), assisting persons at the counters of the precinct stations, processing reports;
- Conducts background investigations for prospective police applicants;
- Attends training as assigned;

- Develops and maintains required skills and licenses/permits/certifications associated with area of special instruction, expertise, etc. (Firearms qualification, evidence technician, juvenile law, criminal investigations);
- Trains new officers, reserve officers and other officers in areas of special skills or expertise;
- Prepares clear, accurate and complete reports on any and all activities engaged in.

II. WORK CHARACTERISTICS/CONDITIONS

A. Scheduling

Police officer positions involve regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Work shifts are normally eight (8) or ten (10) hours in duration but may be extended in the event of emergency, disaster, manpower shortage, workload or work-in-progress. High percentage of attendance, on-time arrival to work and ability to work overtime when necessary are required.

B. Environmental Factors

Police officer positions involve exposure to and requires the officer to function in the presence of the following:

- Inclement weather, to include extreme heat/cold, rain, snow, wind, etc.;
- Light conditions associated with day and night;
- Fire, smoke, chemical leaks/spills -as close proximity as necessary to provide emergency services;
- Personal danger, including but not limited to:
 - Armed and/or dangerous persons/animals;
 - Persons and/or articles with contagious/communicable diseases;
 - Hazards associated with emergency driving, traffic control and working in and around traffic;
 - Hazards associated with natural and man-made disasters.

C. Infectious Diseases

Because police officers may be called upon in adverse conditions to come into physical contact with others, the City will not knowingly expose citizens or other employees to an employee infected with a contagious disease that poses a direct threat to others.

Decisions regarding infectious diseases will be based on reasonable medical judgments given the state of medical knowledge about: a) the nature of the risk (how the disease is transmitted), b) the duration of the risk (how long is the carrier infectious), c) the severity of the risk (what is the potential harm to third parties and d) the probability that the disease would be transmitted and will cause varying degrees of harm. (School Board of Nassau County v. Arline, 480 U.S. 273, 107 S. Ct. 1123, 1987).

III. PHYSICAL ABILITIES

The City of Harrisburg Bureau of Police has a strong interest in promoting confidence with the general public by having our employees maintain a uniform, professional appearance and image. Uniforms, equipment items and personal appearance are regulated by the Bureau's General Order, Uniforms, and Appearance. All commissioned police officers must be able to wear and effectively utilize all Bureau issued items of uniforms and equipment as specified in the general order, regardless of assignment. This includes, but is not limited to: the field

uniform (gun belt and included equipment; soft body armor; and specialized equipment such as riot helmet, riot baton and ballistic shield).

A. Motor Skills/Flexibility

The police officer position requires the employee to have and maintain the physical and mental ability needed to:

- React and move rapidly from a sedentary to active condition in response to environmental situations or events;
- Assume a variety of bodily position and postures necessary to employ available "cover and concealment" during a deadly force encounter;
- Respond to a physical attack and possess the ability to escape the attacker and/or summon aid;
- Operate a motor vehicle in a safe and prudent manner (possess a valid driver's license);
- Operate and qualify with the Bureau-issued firearms, utilizing both hands, as well as each hand individually;
- Operate office equipment, such as telephones, audio/visual devices, computer or workstation keyboards, calculators and security locking systems;
- Operate all equipment necessary for performing routine daily assignments, apprehending and processing criminals and conducting both criminal and traffic-related investigations;
- Operate/utilize all Bureau vehicle mounted equipment whether in a mobile or stationary mode;
- Administer first aid, to include Cardio Pulmonary Resuscitation (CPR);
- Perform required duties for extended periods of time while exposed to adverse conditions, to include time worked in excess of the normal daily duty shift and rotating shift work;
- Apprehend suspects to the extent of engaging in foot pursuits while summoning assistance and/or engaging in the necessary use of force;
- Discern colors as they are applied in traffic safety situations (electric signals, signing, hazardous materials placards, vehicle and clothing descriptions, etc.);
- Adequately judge distances and estimate speed;
- See, read and recognize obstacles in a variety of normal and/or emergency environments. Have vision that is correctable to "Bureau vision" standards;
- Determine or estimate the point of origin of noise;
- Recognize/relate sound to situations based on frequencies or voice inflection within the normal range of human hearing;

- Employ the normal senses of touch and smell.

B. Communicative Skills

The police officer position further requires the employee to have and maintain the physical and mental condition needed to:

- Speak, read and write the English language in a clear; understandable fashion;
- Reasonably identify and display basic non-verbal communications (body language);
- Effectively relate to or communicate with a variety of personality types during interpersonal contacts.

C. Judgment/Decision Making Ability

The police officer position requires the employee have the ability to:

- Comprehend and implement verbal and written instructions;
- Apply reasoning skills when confronted with circumstances requiring discretionary decisions;
- Establish priorities and construct subsequent plans when investigating incidents or events;
- Formulate and carry out an appropriate course of action for a given situation for which no specific rule or procedure has been established;
- Apply theory based instruction or training to actual incidents/situations;
- Handle situations firmly, courteously, tactfully and impartially;
- Retain and retrieve information furnished in the form of bulletins, verbal reports, training keys, etc.;
- Be capable of receiving and giving instructions.

D. Emotional Psychological Stability

The police officer position requires the employee to have the emotional and psychological stability required to:

- Cope with and perform day-to-day duties under the principles of discipline;
- Maintain self-control when receiving constructive criticism and/or being ridiculed;
- Continue performing all required tasks at a professional level when faced with unpleasant circumstances;
- Perform police duties without dependence on alcohol/narcotics;
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.