



Upper Pottsgrove Township Civil Service Commission

MINUTES
July 19, 2007

CALL TO ORDER:

This meeting of the Upper Pottsgrove Township Civil Service Commission is hereby brought to order at 7:06 PM by Commissioner Brandel. This public meeting has been duly advertised in the Pottstown Mercury on July 17, 2007 in accordance with the Sunshine Act. All members of the Commission were notified by Electronic Mail. Plus notices were sent via US Mail.

PLEDGE of ALLEGIANCE/MOMENT of SILENCE:

ROLL CALL:

COMMISSIONERS:

BRANDEL ✓ DUNCAN ✓ LEISTER ✓

ALTERNATES:

VITACCO □ NOVACK □

Also in attendance: Board President Elwood Taylor

APPROVAL OF MINUTES of PREVIOUS MEETING: April 2, 2007:

Approved by: Brandel

Seconded by: Duncan

All in Favor-Aye: ALL Opposed: NONE

Motion: Passes

UNFINISHED BUSINESS:

CIVIL SERVICE RULES & REGULATIONS reformatting project was submitted to the Board for Approval on 4/3/07. Following review by Solicitor Garner the Board under signature of Elwood Taylor and Witness of Cindy Saylor was approved at the April 16, 2007 Commissioners Meeting.



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HEARINGS: None

NEW BUSINESS:

TWP WEBSITE has been redesigned with the assistance of an outside vendor. We have been asked to have our Agendas/Minutes posted there as well as our new Rules and Regulations—plus **group photo** as soon as they are ready. Perhaps we can do that at our meeting next week.

PROMOTIONS Criteria:

In order to consider this as efficiently as possible, we will work on this on an element by element basis.

General Qualifications: (3.5B Applicants for Corporeal & Sergeant)

To start with, we are not going to regard our promotions as a tiered system. In other words unless there are any disagreements to this, we will go forward with considering the TENURE of CORPORALS and SERGEANTS separately without requiring time served in one advanced rank as a precursor to promotion for the next. (i.e. Corporal to Sergeant).

Are we all in agreement with this approach?

Y? ✓ N?

TENURE:



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Corporeal: 3 years continuous fulltime service in our Department.

Sergeant: 5 years continuous fulltime service in our Department.

Discussion/Disposition: Generally everyone is in agreement with this criteria as recommended by Chief Ross.

Approved by: Duncan

Seconded by: Brandel

All in Favor-Aye: ALL **Opposed:** NONE

Motion: Passes

ADDITIONAL QUALIFICATIONS:

(1) All Applicants (for Corporeal or Sergeant) shall **not** have received two (2) or more formal written reprimands within a year prior to the deadline for submitting applications; AND

(2) All Applicants (for Corporeal & Sergeant) shall have not have been suspended without pay where the Reckoning Period for that Suspension will not expire prior to the deadline for submitting Applications and the Suspension was imposed within five (5) years from the deadline for submitting Applications.

Any formal written reprimand or suspension from which the Applicant has timely appealed pursuant to a grievance procedure or these Rules and Regulations shall be disregarded unless the appeal is resolved prior to the creation of the Eligibility List.

Discussion/Disposition: None

Approved by: Brandel

Seconded by: Duncan

All in Favor-Aye: ALL **Opposed:** NONE

Motion: Passes



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In the event that no Applicant passes the Examination for a Promotional Position, then the Commission (at its discretion) shall commence another examination for such Promotional Position after sixty (60) days using a different version of the test materials. If after the second Examination for a Promotional Position no Applicant has passed the written test, then the Civil Service Commission will close promotions for a period of six (6) months; or if instructed to do so by the Board of Commissioners, open testing to only external Candidates meeting all of Upper Pottsgrove Twp internal standards for a Police Officer and qualifications for promotion (i.e. continuous tenure in their MPOETC-approved law enforcement agency plus Physical Agility, Background Exam, Written & Oral Exams-must be certain this still meets Civil Service competitive hiring practices)

Discussion/Disposition: While our PD is at max staffing levels now, and we have potentially eligible candidates for promotion, we cannot rule out lack of interest in promotion, removal from eligibility, future attrition or other factors that may permit/require us to hire outside of our department. This is always at the discretion of the Board (Mr. Taylor agreed) and ultimately they must determine community needs. It is only the job of Civil Service to develop and maintain the hiring standards.

Approved by: Brandel

Seconded by: Duncan

All in Favor-Aye: ALL **Opposed:** NONE

Motion: Passes

OTHER CONSIDERATIONS:

Discuss other qualifications from the Chief's List

Both Pre-requisite and Rejection criteria should somehow be

- a) be incorporated into the PD's SOP Manual (unless those items cannot be reflected as "on the job" related activities); then,
- b) consider if we can reflect them as a side document of guidelines for background investigations without having to



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incorporate them into our rules and regulations, per se. Chief Ross is concerned over elimination of certain candidates who may come to us and not be “filtered” due to a “vagueness” of criteria. However, to counter that concern, a representative from the Law Firm of Reed Smith at a recent seminar advised against creating a “laundry list” of exclusionary criteria citing it only creates more problems than you expect to prevent. It would be better for the Commission to use this criteria as a guideline perhaps and not even publish it since it is arbitrary anyway.

All Agreed

Background Investigations: Are these really necessary when we are promoting from within?

Y N All Agreed

And we will continue using our own outside vendor (**Background Investigators**) and only use the Chief if there is a specific reason to do so at Commission discretion.

All Agreed

Medical & Psychological Testing?

Are we going to require M & P testing? How will this impact current officer's status IF he fails either???

Discussion: Yes on both points. Non-issue regarding failure. Promotion requires that individual be both medically and psychologically fit to assume command. Police work is stressful (as an example) command brings more demands upon officer and he must be able to handle it.

Physical Agility will only consist of ¼ mile run based upon the current MPOETC gender/age based criteria—2 chances allowed.

Discussion: All in agreement

ORAL EXAMS

We have 2 options available to us for conducting oral Exams.



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- 1) We can incur the services of a **Captain Chuck Broad of Reading** (Email: charles.broad@readingpa.org – phone 610 655-6272) to conduct the Oral Exams (including question pool).

Advantage: Our local officers/candidates are probably not familiar/friendly with his Oral Board's members and vice versa. Plus we would be using out of department evaluation criteria (using a different perspective on command-related issues)

Disadvantage: Added costs for the use of the external "intellectual material."

- 2) We can have Chief Ross create a Question Pool of several Questions in specific categories (i.e. supervisory type; ones on current rules and regulations and policies of the department as well as "what would you do in this scenario"). This Question Pool would be secured and unavailable for advance public review.

As with the New Hire Candidates where there are 10 questions which the Oral Exam Board are given to objectively evaluate, we would also use 10 questions. However, the Civil Service Commission would select the exact questions from each category of the Question Pool. Example, Chief Ross would produce 50 questions (as an example) 5 in each of 10 categories. The Commission would then randomly select the actual questions from this pool thereby removing any arbitrary advantage or chance of advance disclosure.

Advantage: Chief Ross can tailor the criteria he feels is appropriate and important for advancement in our department. Not paying for intellectual material via an outside vendor.

Disadvantage: Use of local Chiefs limits knowledge of our R & R's evals and may raise other issues regarding conflicts. Although in the past, a CoP will question but reclude himself from scoring if there are any such conflicts.

Discussion/Disposition:

Everyone felt that the 2nd option of using Chief Ross to create a Question Pool to be reviewed and approved by the Commission. We will continue to use the local chiefs for the



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Oral Board. They are professional and would reclude themselves if necessary.

Approved by: Duncan

Seconded by: Brandel

All in Favor-Aye: ALL **Opposed:** NONE

Motion: Passes

ANY OTHER NEW BUSINESS:

- NONE
- Secty Leister will draft Resolutions to be considered for signing at the next meeting
- Secty Leister expressed thanks to Board Pres. Elwood Taylor for his participation at this meeting.
- **Next Meeting will be THURSDAY, JULY 26, 7 PM**

MOTION TO ADJOURN: 8:26 PM

Made by: Brandel

Seconded by: Duncan

All in favor-Aye: ALL **Opposed:** None

Motion: Passes!

Respectfully submitted,

Reginald Leister
Secretary
Upper Pottsgrove Township