

**MAKING LOCAL POLICE OFFICERS CIVIL SERVICE EMPLOYEES - EXAMINATIONS,
MANNER OF FILLING APPOINTMENTS, PROBATIONARY PERIOD, PROMOTIONS
AND PHYSICAL EXAMINATIONS**

Act of Oct. 19, 2010, P.L. 537, No. 78

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Session of 2010

No. 2010-78

HB 1518

AN ACT

Amending the act of June 5, 1941 (P.L.84, No.45), entitled "An act providing for and regulating the appointment, promotion and reduction in rank, suspension and removal of paid members of the police force in boroughs, incorporated towns and townships of the first class maintaining a police force of not less than three members; creating a civil service commission in each borough, incorporated town and township of the first class; defining the duties of such civil service commission; imposing certain duties and expense on boroughs, incorporated towns and townships of the first class; imposing penalties, and repealing inconsistent laws," further providing for general provisions relating to examinations, for rejection of applicant and hearing, for manner of filling appointments, for probationary period, for promotions and for physical examinations.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Section 11 of the act of June 5, 1941 (P.L.84, No.45), entitled "An act providing for and regulating the appointment, promotion and reduction in rank, suspension and removal of paid members of the police force in boroughs, incorporated towns and townships of the first class maintaining a police force of not less than three members; creating a civil service commission in each borough, incorporated town and township of the first class; defining the duties of such civil service commission; imposing certain duties and expense on boroughs, incorporated towns and townships of the first class; imposing penalties, and repealing inconsistent laws," amended October 17, 1980 (P.L.1080, No.181), is amended to read:

Section 11. General Provisions Relating to Examinations.-- **(a)**

Each commission shall make rules and regulations, to be approved as provided in section 6 hereof, providing for the examination of applicants for positions in the police force and for promotions therein, which rules and regulations shall prescribe the minimum qualifications of all applicants to be examined and the passing grades. All examinations for positions or promotions in the police force of any municipality shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them. All examinations shall be open to all applicants who have the minimum qualifications required by the rules and regulations. Each applicant for examination shall:

(1) be subject to the regulations adopted by the commission [and shall be required to submit to a physical examination];

(2) either before or after [being admitted to the regular examination held by the commission.] **the written examination , be**

required to submit to a physical fitness or agility examination that is job related and consistent with business necessity; and

(3) if made a conditional offer of employment, be given a physical and psychological medical examination in accordance with section 19 of this act.

(b) Public notice of the time and place of every examination, together with the information as to the kind of position or place to be filled, shall be given by publication once in a newspaper of general circulation in the municipality or in a newspaper circulating generally in the municipality at least two weeks prior to each examination, and a copy of the notice shall be prominently posted in the office of the commission or other public place.

(c) The commission shall post in its office the [eligible] **eligibility** list containing the names and grades of those who have passed the examination for a position under this act. [Persons, male or female, who served in the military or naval service of the United States during any war in which the United States has been, is now or shall hereafter be engaged, and who have honorable discharges from such service, who have successfully passed the examination, shall be given the additional credits and preference in appointment and promotion provided for by any law of this Commonwealth.]

Section 2. Sections 13, 14, 16 and 18 of the act are amended to read:

Section 13. Rejection of Applicant; Hearing.--(a) The commission may refuse to examine any applicant, or, if examined, may refuse to certify after examination as eligible anyone who is found to lack any of the minimum qualifications for examination prescribed in the rules and regulations adopted for the position or employment for which he has applied, or who is physically [disabled and] unfit for the performance of the duties of the position to which he seeks employment, or [who is addicted to the habitual use of intoxicating liquors or drugs] **who is illegally using a controlled substance, as defined in section 102 of the Controlled Substances Act (Public Law 91-513, 21 U.S.C. § 802),** or who has been guilty of any crime involving moral turpitude or of infamous or notorious disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the constitutions and laws of the United States and Pennsylvania.

(b) If any applicant or person [feels himself] **is** aggrieved by [the action] **refusal** of the commission [in refusing] to examine [him or to certify him] **or certify the applicant** as eligible after examination, the commission shall, at the request of [such person] **the applicant,** within ten (10) days, appoint a time and place [where he may appear personally and by counsel, whereupon] **for a public hearing, with or without counsel, at which time** the commission shall [then] **take testimony and** review its refusal to [make such] **provide** examination or certification [and take such testimony as may be offered]. The decision of the commission shall be final.

Section 14. **Eligibility List and Manner of Filling** Appointments.--(a) **At the completion of the testing process, including any background, physical agility or other examinations, with the exception of physical and psychological medical examinations pursuant to section 19 of this act, the commission shall rank the candidates who have satisfied the minimum requirements for appointment on an eligibility list. The eligibility list shall contain the names of individuals eligible for appointment listed from highest to lowest based on their scores on the examinations administered by the commission and any points for which the applicant was entitled by virtue of 51 Pa.C.S. Ch. 71**

(relating to veterans' preference). The eligibility list shall be valid for one year from the date the commission ranks all passing applicants, assigns veterans' preference points and formally adopts the eligibility list. Prior to expiration of the one-year period, the commission may extend the validity of the eligibility list for up to an additional twelve months by a majority vote of the commission at a duly authorized commission meeting. In the absence of a lawful extension by the commission, the list shall expire at the end of the original one-year period.

(b) Every position or employment, except that of chief of police or equivalent official, unless filled by promotion, reinstatement or reduction shall be filled only in the following manner: the appointing officer or body of the municipality shall notify the commission of any vacancy in the police force which is to be filled and shall request the certification of [a list of eligibles] **an eligibility list**. The commission shall certify [for each existing vacancy from the eligible list] the names of **the** three persons [thereon] **on the eligibility list** who have received the highest average in the last preceding examination [held within a period of one year next preceding the date of the request for such eligibles] **for each vacancy**. The appointing officer or body shall [thereupon with sole reference to the merits and fitness of the candidates] make [an] **a conditional** appointment from the three names certified, **based solely on the merits and fitness of the candidates**, unless [he or they make objections] **the appointing officer or body makes an objection** to the commission [as to] **regarding** one or more of the persons [so certified] **on the eligibility list** for any of the reasons [stated in] **provided under** section 13 of this act. Should [such objections] **an objection** be sustained by the commission as provided in [said] **section 13 of this act**, **or if the conditional appointee is determined to be unqualified in accordance with the procedures set forth in section 19 of this act**, the commission shall [thereupon] strike the name of [such] **the** person from the [eligible] **eligibility list** and certify the next highest name for each name stricken [off] **from the eligibility list**. As each subsequent vacancy occurs in the same or another position precisely the same procedure shall be followed.

(c) In the case of a vacancy in the office of chief of police or equivalent official the appointive power may nominate a person to the commission. It shall thereupon become the duty of the commission to subject such person to a noncompetitive examination, and, if such person shall be certified by the commission as qualified, he may then be appointed to such position and thereafter shall be subject to all the provisions of this act.

Section 16. Probationary Period.--All original appointments to any position in the police force shall be for a probationary period of six months, but during the probationary period an appointee may be dismissed only for a cause specified in section 13 of this act **or because of incapacity for duty due to the use of alcohol or drugs**. If, at the close of a probationary period, the conduct or fitness of the probationer has not been satisfactory to the appointing officer or body, the probationer shall be notified in writing that he will not receive a permanent appointment[. Thereupon his], **and the appointment shall cease[; otherwise]**. **If the probationer is not notified or dismissed in accordance with this section**, his retention shall be equivalent to a permanent appointment.

Section 18. Promotions.--Promotions shall be based on merits to be ascertained by examinations to be prescribed by the commission. All questions relative to promotions shall be practical in character and such as will fairly test the merit and fitness of

persons seeking promotion. The appointing officer or body shall notify the commission of a vacancy in the police force which is to be filled by promotion and shall request the certification of an eligibility list. The commission shall certify for each existing vacancy the names of three persons on the eligibility list who have received the highest average in the last preceding promotional examination held within a period of two years next preceding the date of the request for the eligibility list for each vacancy. If three names are not available, the commission shall certify the names remaining on the eligibility list. The appointing officer or body shall make an appointment from the names certified based solely on the merits and fitness of the candidates unless the appointing officer or body makes objections to the commission regarding one or more of the persons certified for any reason provided in section 13 of this act.

The appointing officer or body shall have power to determine in each instance whether an increase in salary shall constitute a promotion.

Section 3. Section 19 of the act, amended October 17, 1980 (P.L.1080, No.181), is amended to read:

Section 19. **Physical and Psychological Medical Examinations.**--[All applicants for examination shall undergo a physical examination as provided in section 11 which shall be conducted under the supervision of a doctor of medicine appointed by the civil service commission. No person shall be eligible for appointment until said doctor certifies that the applicant is free from any bodily or mental defects, deformity, or disease that might incapacitate him from the discharge of the duties of the position desired.] (a) **An applicant selected from the eligibility list shall receive a conditional offer of employment. The offer of employment shall be conditioned upon the conditional appointee undergoing a physical and psychological medical examination and a determination that the conditional appointee is capable of performing all the essential functions of the position. Physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist.**

(b) The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by council and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all of the essential functions of the position for which the person was conditionally appointed.

(c) If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a position, a person designated by the appointing officer or body shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the position.

(d) If, at the conclusion of the interactive discussion under subsection (c), the appointing officer or body determines that the conditional appointee is not qualified, the appointing officer or body shall give written notice to the conditional appointee and the commission.

(e) Nothing in this act shall be construed to authorize physical or psychological medical examinations prior to conditional appointment.

(f) As used in this section, the following definitions shall apply:

"Medical examination" shall mean an examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the position.

"Physician" shall have the meaning given to it in 1 Pa.C.S. § 1991 (relating to definitions).

"Qualified medical professional" shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed:

(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L.457, No.112), known as the "Medical Practice Act of 1985," or the act of October 5, 1978 (P.L.1109, No.261), known as the "Osteopathic Medical Practice Act"; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L.317, No.69), known as "The Professional Nursing Law."

Section 4. Nothing contained in the amendment of section 11, 13, 14, 16, 18 or 19 of the act shall affect the validity of any civil service appointments or promotions made prior to the effective date of this section.

Section 5. This act shall take effect immediately.

APPROVED--The 19th day of October, A.D. 2010.

EDWARD G. RENDELL