



DALLAS BOROUGH

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***DALLAS BOROUGH
CIVIL SERVICE COMMISSION
February 6, 2022
AGENDA***

ROLL CALL:

Lee Eckert Jr. _____
William Barnes _____
Claire Rupp _____
Nancy Edgerton (alt) _____
Solicitor Jeffrey Malak _____

SWEARING IN OF ANY NEW MEMBERS:

“I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity”

NOMINATION AND ELECTION OF COMMISSION CHAIR:

Nomination of Chair
Election of Chair

Motion _____ Second _____

ROLL CALL VOTE _____

NOMINATION AND ELECTION OF COMMISSION VICE-CHAIR:

Nomination of Vice-Chair
Election of Vice-Chair

Motion _____ Second _____

ROLL CALL VOTE _____

NOMINATION AND ELECTION OF COMMISSION SECRETARY:

Nomination of Secretary
Election of Secretary

Motion _____ Second _____

ROLL CALL VOTE _____

NEW BUSINESS:

- Discussion of application process, time lines and procedures for hiring a full-time police officer for Dallas Borough.
 - Advertise applications being accepted for hiring test(s) through policeapp.com and in local newspaper.
 - Post notice in borough office.
 - Record all applications received through policeapp.com and in person.
 - Provide each applicant with a notice of the time/place for the 1st portion of testing (written exam).
 - Procter written exam (60% of exam score) to be done at _____ on _____ at _____
 - Applicant sent their test results within 30 days.
 - Applicant moves on if scores at least 70% AND is a top 30 candidate.
 - Physical agility test (pass or fail) to be conducted at _____ on _____
 - Commission approves testing to be done upon recommendation of Police Chief.
 - DB rules dictate we use most up to date MPOETC Physical Fitness Test Battery Protocols and Guidelines in effect at the time test is administered.
 - Oral Exam (40% of exam score) to be scheduled at a later date.
 - Applicant sent their test results within 30 days of oral and overall scores, if passing then advised of next steps 0.
 - Applicant questioned on how he/she would handle situations relevant to police work.
 - Oral exam graded on 100 point scale with a score of 70% or higher necessary to pass.
 - Veteran /Soldier status
 - If applicant passed the written and oral exams, a qualified veteran/ soldier shall receive 10 points on top of the combined, weighted written and oral exams.
 - Polygraph (optional)
 - Creation of Eligibility List (or supplementing the current Eligibility List)
 - Commission ranks all passing applicants on a list with highest score at the top.
 - Veteran/Soldiers points are added to his/her 'passing' score prior to being ranked on the eligibility list.
 - List is valid for 2 years.
 - Background exam
 - Any applicant who appears on the eligibility list and successfully passes the polygraph (optional) shall then be required to pass a background exam.
 - Can be done once Council certifies a candidate(s) for appointment.
 - Police Chief can do the background investigation at the request of the Commission.
 - Applicant(s) chosen by Council for appointment.
 - Applicant is offered "conditional" employment.
 - Final appointment after passing medical and psychological exams.

MOTIONS:

- Motion of the Dallas Borough Civil Service Commission to approve the Process of Hiring a Full Time Officer Pursuant to the Civil Service Commission Rules.

Motion: _____ Second: _____
 Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to authorize _____ holding a certification from the Pennsylvania Chiefs of Police Association as a Police Physical Fitness Coordinator to be the Physical Agility Test Examiner, with the assistance of Chief James Drury, utilizing the MPOETC Physical Fitness Test Battery Protocols for Graduation from the Police Academy (_____) and to conduct such Physical Agility Test at the Dallas High School, 2030 Conyngham Avenue, Dallas PA 18612 on _____.

Motion: _____ Second: _____
 Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to schedule the written exam for _____ to be held at the _____ to be proctored by Dallas Borough Police Chief James Drury utilizing the The National Police Officer Selection Test.

Motion: _____ Second: _____
 Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to appoint the following individuals to the Oral Examination Panel:

- _____
- _____
- _____

Motion: _____ Second: _____
 Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to waive the Polygraph Examination Portion of this Civil Service Procedure.

Motion: _____ Second: _____
 Roll Call: _____

PUBLIC COMMENTS:

- Please state your name and address for the meeting record.
- Public comments are limited to five minutes per person.
- Please do not repeat comments/ questions that have already been stated.

FURTHER BUSINESS:

SCHEDULE NEXT MEETING:

ADJOURN: