DALLAS BOROUGH
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DALLAS BOROUGH
CIVIL SERVICE COMMISSION
OCTOBER 7, 2026
AGENDA

ROLL CALL:

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

APPROVAL OF MINUTES AS DISTRIBUTED:

Approval of Minutes from the Civil Service Commission meeting held June 3, 2026.

Motion: _____ Second: _____

Roll Call: _____

NEW BUSINESS:

- Discussion of application process, time lines and procedures for hiring a full-time police officer for Dallas Borough.
  - Applications being accepted for hiring test(s) advertised though Pennsylvania Chiefs of Police website, local newspaper, Borough website and FaceBook with applications due **by 2:00 pm on Friday, October 30, 2026.**
  - Post notice in borough office.
  - Record all applications received.
  - Provide each applicant with a notice of the time/place for the written exam.
  - Procter written exam (60% of exam score) to be done at the **Dallas Borough Municipal Building, 25 Main Street, Dallas PA 18612 on Friday, November 6, 2026 at 1:00 pm.**
    - Applicant sent their test results within 30 days.
    - Applicant moves on if passes each section and has an overall score of at least 70% AND is a top 30 candidate.
  - Physical agility test (pass or fail) to be conducted at the **Back Mountain Recreation Inc. Fields, 55 Outlet Road, Dallas PA 18612 on Friday, November 6, 2026 at 9:00 am with a proctor to be determined by the Police Chief.**
    - Commission approves testing to be done upon recommendation of Police Chief.

        - DB rules dictate we use most up to date MPOETC Physical Skills Evaluation Protocols in effect at the time test is administered.
    - Oral Exam (40% of exam score) to be scheduled with a committee to be determined by the Police Chief at a later date.
        - Applicant sent their test results within 30 days of oral and overall scores, if passing then advised of next steps.
        - 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 most updated Civil Service Commission Rules with applications due back to Dallas Borough by 2:00 pm on October 30, 2026.

  Motion: _____ Second: _____
  Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to authorize the Police Chief to conduct the physical agility test prior to conducting the written exam and to designate a proctor 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 Wade Curtis, utilizing the MPOETC Physical Skills Evaluation Protocol currently in effect and to conduct such Physical Agility Test at the Back Mountain Recreation Inc, Fields, 55 Outlet Road, Dallas PA 18612 on November 6, 2026 at 9:00 am.

  Motion: _____ Second: _____
  Roll Call: _____

- Motion of the Dallas Borough Civil Service Commission to schedule the written exam for 1:00 pm on November 6, 2026 to be held at the Dallas Borough Municipal Building, 25 Main St, Dallas PA 18612 to be proctored by Dallas Borough Police Chief Wade Curtis utilizing the National Police Officer Selection Test.

  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: