



# Birdsboro Police Department

## Civil Service Commission



202 East Main Street  
Birdsboro, PA 19508  
610-582-6037

*John C. Hartline-Chairman*

*Bruce J. Weidenhammer*

*Robert M. Myers*

January 31, 2022 / 1200 hours - MEETING AGENDA

1. Call to Order and Pledge of Allegiance to the Flag
2. Roll Call

John Hartline – Chairman: \_\_\_\_\_

Bruce Weidenhammer: \_\_\_\_\_

Robert Myers: \_\_\_\_\_

Devon Mooney: \_\_\_\_\_

Attending:

Attorney Daniel Becker: \_\_\_\_\_

Chief Todd Trupp: \_\_\_\_\_

Secretary Robin Emerick: \_\_\_\_\_

3. Appoint following to begin Civil Service hiring process:

Written examination administrator – Robin Emerick, Commission Secretary

Oral examination administrator – Chief Todd Trupp

Polygraph examiner: Claritas Polygraph and Security Consultants (Det. Raymond Caraballo of the Muhlenberg Twp Police Department

Physical fitness examiner – Reading Police Academy

Medical examiner – WorkNet – 3225 5<sup>th</sup> St. Highway, Suite 4, Rdg, Pa 19605

Psychological examiner – Dr. Edward Michalik,

4. Timeline for police officer trainee:

- **1-31-2022** – Civil Service meeting, 1200 hours, Birdsboro Borough hall
- **2/1/2022 – 2/4/2022** – Public notice of Announcement of hiring
- **2/7/2022** – Application available
- **2/28/2022** – Deadline to return completed application – Provide all pertinent documents including date/time and place of Written Examination
- **3/1/2022** – Notification to applicants (Written) – Notice of Written Examination
- **3/12/2022** – Written Examination, Birdsboro Community Center 0800 hours
- **3/18/2022** – Notification to applicants with Written Examination Scores, Date/Time and location of Physical Fitness Examination
- **3/26/2022** – Physical Fitness Examination – Conducted by Reading Police Academy at Alvernia University
- **4/1/2022** – Notification to applicants – results of Physical Fitness Examination and Schedule for Oral Examinations
- **4/11/2022 – 4/15/2022** - Oral Examinations, Birdsboro Borough Hall
- **4/18/2022** – Notice to applicants – results of Oral Examination
- **4/25/2022** – Begin Polygraph Examinations – exact date/s based upon examiner availability
- **5/2/2022** – Notice to applicants – results of Polygraph Examination
- **5/9/2022** – Begin Background Investigations
- **6/6/2022** – Civil Service meeting – Creation of Eligibility List
- **7/1/2022** – (tentative) Hire police officer trainee

5. Appoint following to begin Civil Service process for Sergeant promotional examinations:  
Written Examination: Chief Todd Trupp  
Oral Examination: Chief Todd Trupp
6. Timeline for promotional examination for Sergeant

**4/1/2022** – Official notice by departmental letter to all eligible officers, requesting official memorandum to the Civil Service commission to participate in sergeants Written Examination

**4/8/2022** – Deadline to submit letter to participate in sergeants Written Examination

**4/22/2022** – Written Examination for Sergeant

**4/29/2022** – Notice to applicants – results of Written Examination

**5/2/2022** – Schedule Oral Examination – tentative depending on availability of examiner and officers

**6/6/2022** – Civil Service meeting – Creation of Eligibility List

**7/1/2022** – (tentative) Promote candidate to position of Sergeant

## 7. Form Review

- Application – Both WORD and PDF available – can be placed on borough website or picked up in person.
- Advertisement – do we need to advertise in Reading Eagle or is online appropriate. Can we use small advertisement in Eagle is needed to point to borough website?
- Application informational document
- Release of liability
- Release for information requests
- Release for credit check