



Birdsboro Police Department

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



Anthony P. Scioli
Mayor

Todd E. Trupp
Chief of Police

BIRDSBORO POLICE DEPARTMENT
CIVIL SERVICE COMMISSION MEETING
January 11, 2024 9:00 A.M. – BOROUGH HALL

AGENDA

Call to Order and Pledge: Mr. Hartline

Roll Call:

John C. Hartline, Chairman	<input type="checkbox"/>
Bruce J. Weidenhammer, Vice Chairman	<input type="checkbox"/>
Robert M. Myers, Member	<input type="checkbox"/>
Devin Mooney, Member	<input type="checkbox"/>
Todd Trupp, Chief of Police	<input type="checkbox"/>
Dan Becker, Esq., Solicitor	<input type="checkbox"/>
Robin Emerick, Recording Secretary	<input type="checkbox"/>

Approve Minutes:

June 14, 2022 Meeting Minutes

**BIRDSBORO POLICE DEPARTMENT
CIVIL SERVICE COMMISSION MEETING
JUNE 14, 2022 11:00 A.M. – BOROUGH HALL**

The Birdsboro Police Department Civil Service Commission held a meeting on June 14, 2022. Attending the meeting were John C. Hartline, Chairman; Bruce J. Weidenhammer, Vice Chairman; Robert M. Myers, Member; Todd Trupp, Chief of Police; Dan Becker, Esq., Solicitor; and Robin Emerick, Recording Secretary.

Call to Order: John Hartline called the meeting to order at 11:01 a.m. and led the Pledge of Allegiance to the Flag.

Roll Call: Roll call was performed and all members were present.

Minutes:

January 31, 2022 Meeting Minutes

Mr. Myers moved to approve the January 31, 2022 meeting minutes of the Civil Service Commission as presented. Mr. Weidenhammer seconded the motion. The motion carried 3-0.

Hiring of new patrol officer

Mr. Weidenhammer moved to certify the list of candidates for the position of patrol officer and send the list to Borough Council. Mr. Myers seconded the motion. The motion carried 3-0.

Promotion to position of Sergeant

Mr. Weidenhammer moved to certify the list of candidates for the position of Sergeant and send the list to Borough Council. Mr. Myers seconded the motion. The motion carried 3-0.

Adjournment: Upon motion made by Mr. Weidenhammer and seconded by Mr. Myers, the meeting was unanimously adjourned at 11:18 a.m.

Respectfully submitted,

*Robin K. Emerick
Recording Secretary*

Approve Minutes

- 1st:
- 2nd:

Proposed Civil Service Rule Changes

4.5 Physical Fitness Testing

- (a) Applicants passing the written examination are eligible to participate in the physical fitness test.
- (b) The physical fitness examination shall be pertinent to the job functions of a Police Officer.
- (c) The physical fitness examination shall be graded pass/fail. Applicants must pass each individual test to continue further in the hiring process.

Changes recommended:

- Waive the requirement for Physical Fitness Testing for all applicants with current and valid PA Act 120 status, out of state equivalent, and / or PA State Police certification.
- Waive Physical Fitness Testing for all applicants that were previously certified as a police officer under PA Act 120, out of state equivalent and / or PA State Police certification, if certification lapsed within three years.

- Implement a graduated scale of requirements based on age. Many departments have implemented this. I have a copy of the requirements utilized by the Reading Police Department. The Reading Police Department will be asked to conduct our PT testing again this year. (See chart)

**MPOETC's Physical Fitness Assessment Standards
Entrance and Retention in the Act 120 Police Academy**

30% Standards	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Age Range										
Sit Ups (1 min rep)	35	32	27	21	17	30	22	17	12	4
300-meter Run (time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 min rep)	26	20	15	10	10	13	9	7	7	7
1.5-mile Run (time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

This is a cumulative test. All events must be completed within two (2) hours.

Testing Order:

1. Sit Ups
2. 300-meter Run
3. Push Ups
4. 1.5-mile Run

All Applicants:

- Afforded a minimum rest time of five (5) minutes between events.
- Required to pass the Entrance Fitness Test with a score at the 30th percentile (chart above) in each event based on their biological (birth) gender and age at the time of testing.
- Accepted into the police academy as enrolled cadets must maintain the 30th percentile physical fitness assessment standard throughout the academy until completion.

If an Applicant:

- Does not fall into one of the listed age categories, special authorization must be obtained from MPOETC before testing can be accomplished.
- Is unsuccessful in any event, testing is immediately ended (failure) and no other events can be attempted at that time.

4.8 Polygraph Examination

(a) Every applicant for the position of patrol officer shall fill out a Personal Data Questionnaire and undergo a polygraph examination.....

Changes recommended:

- Schedule polygraph examination for top three candidates
- Background checks on top candidates

5.4 Medical and Psychological Examinations

After the appointing authority selects a candidate from the certified list of three for appointment to the vacant position, that candidate shall submit to a medical examination and a psychological examination by the appropriate medical experts. If the candidate successfully passes the medical and psychological examinations, then that individual shall be appointed to the vacant position in the police department for which the application was submitted. The appointment shall be contingent upon successfully passing both the medical and psychological examinations. The failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision under Section 3.9. The commission shall then certify another name to be included with the two previously certified names for consideration by the appointing authority pursuant to Section 5.2.

Changes recommended:

- Elimination of the psychological examination for all applicants with current and valid PA Act 120 status, out of state equivalent, and / or PA State Police certification.

Approve Changes and recommendation to forward to borough council at next meeting

1st:

2nd:

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 5th St. Highway, Suite 4, Rdg, Pa 19605
- Psychological examiner – Dr. Edward Michalik

1st:

2nd:

Timeline:

1/11/2024 – Civil Service meeting with proposed changes
1/15/2024 – Take changes to council and obtain approval to begin process
1/16/2024 – Set up advertising date
1/22/2024 – Application available
2/16/2024 – Deadline to File application
2/19/2024- Certified letter send that application received – Notice of Written Exam Date
3/9/2024- Written Exam – Birdsboro Community Center (Reserved)
3/11/2024 - Certified letter send with examination scores – next step outlined
3/23/2024 – Physical Fitness Test – Alvernia University (Tentative)
3/25/2024 - Certified letter send with PT results – next step outlined
4/8/2024 – Oral Examinations – Exact dates to be determined
4/15/2024 - Certified letter send with Oral Exam scores – next step outlined
4/17/2024 – Schedule polygraph examinations
4/23/2024 -Begin background investigations
5//6/2023 - Certified letter send with polygraph results – next step outlined
5/13/204 – Civil Service meeting – Creation of eligibility list
5/20/2024 – List to council for approval
June or July – Take recommendation to council for fill anticipated vacancy

Questions?

Adjournment:

1st:

2nd: