

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 11-2023-1794**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA  
AMENDING SECTIONS 7.1, 7.2, 7.3, 9.1, 9.3, AND 10.2 OF THE RULES  
AND REGULATIONS OF THE CIVIL SERVICE COMMISSION TO  
CLARIFY AND CONFORM THE RULES CONCERNING RANKS AND  
PROMOTIONS TO THE ACTUAL PRACTICE OF THE TOWNSHIP AND  
POLICE DEPARTMENT**

WHEREAS, the Salisbury Township Civil Service Commission on November 15, 2023 passed Resolution Number CSC-2023-002, attached hereto and incorporated herein, amending the Rules and Regulations with respect to the rules concerning ranks and promotions to the actual practice of the township and police department; and

WHEREAS, the aforesaid Resolution of the Civil Service Commission and accompanied Rules and Regulations, in order to become effective, must be approved by the Salisbury Township Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania and it is hereby resolved by same to approve the amendment of Sections 7.1, 7.2, 7.3, 9.1, 9.3, and 10.2 of the Civil Service Commission Rules and Regulations to read as follows:

**ARTICLE I.**

**Section 7.1 Promotion Policy**

- A. The Police Ordinance currently recognizes the following ranks for police:
  - a. Patrol Officer
  - b. Detective/Corporal (co-extant)
  - c. Sergeant
  - d. Lieutenant (As provided in the First-Class Township Code)
  - e. Chief of Police (As provided in the First-Class Township Code)

The ranks listed above are in order from lowest to highest (See Ordinance 02-2023-660). The ranks may be changed in the future, subject to requirements of the Police Department, the law and, if applicable, the Collective Bargaining Agreement.

- B. The ranks above listed (if populated) will have the power to supervise those below them in rank. Rank priority will be as set forth above as listed or the equivalent military ranks. If two officers are of the same rank, then the officer with the highest seniority

shall be in charge. Note the Detective/Corporal ranks are co-equal. An officer appointed to a particular one of these ranks will normally have duties listed for that rank as noted in the rank job description; however, the officers will serve either rank's duties as necessary or as so ordered. The Police Ordinance makes these ranks co-extant.

## ARTICLE II.

### **Section 7.2 Promotion Eligibility Lists**

The Civil Service Commission shall create eligibility lists for the ranks designated in the police ordinance when requested by the Township. A promotional eligibility list certified by the Commission shall remain in effect for a period of one (1) year from the date of its certification unless voided earlier by the Commission. Further, the promotional eligibility list may be extended by a vote of the Commission prior to its expiration for up to an additional one (1) year.

## ARTICLE III.

### **Section 7.3 General Examination Requirements for the Ranks Established by Ordinance**

- A. The Board of Commissioners or its designee shall establish a job description for each rank. Upon request, the Civil Service Commission shall prepare an eligibility list for those qualified for the duties listed in the job description (as well as other applicable qualifying provisions in these rules and regulations). Because of the relative size of the police department, all police officers are at times required to perform all actions and duties of a police officer no matter what rank they have obtained.
- B. The examination for the rank of Sergeant and any other designated rank shall include a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score. Both the written and oral examinations shall be graded on a one hundred (100) point scale and an applicant must score seventy percent (70%) or higher on each promotional examination to continue the testing.
- C. In addition to passing the oral and written examinations as set forth in Subsection A, all applicants for a promotional rank, except for Chief, shall not have received a formal written reprimand for one (1) year prior to the deadline for submitting applications, and shall not have been suspended without pay at any time within five (5) years prior to the deadline for submitting an application. Any formal reprimand or suspension to which the applicant has timely appealed pursuant to agreements, procedure or these rules and regulations shall be disregarded unless the appeal is resolved prior to the creation of the eligibility list.
- D. All applicants shall have continuous prior service in the Salisbury Township Police Department in accord with Section 8.3.

ARTICLE V.

**Section 9.1 Notice of Examination**

The Commission or its designee shall give written notice of each promotion examination to each qualified applicant. The notice shall be mailed or otherwise delivered to each applicant at least three (3) months prior to the date of the examination. The notice shall specify the date, time, duration and place of the examination and explain the following:

ARTICLE VI.

**Section 9.3 Eligible List**

When all examinations and evaluations have been completed and final overall scores have been computed, the Commission shall prepare a promotion eligible list and such list will be posted on the bulletin board in the Police Headquarters within ten (10) days of its approval.

ARTICLE VII.

**Section 10.2 Promotional Appointment**

When The Board of Commissioners receives the certified list of eligibles for promotion from the Commission, it may elect to decline or proceed to make an appointment from such list. The Board of Commissioners may also make objections to the Commission as to the qualifications of one or more of the candidates certified by the Commission. Should such objections be sustained by the Commission, the Commission shall remove the name of such person from the eligible list and certify the next highest person on the list.

After an appointment is made, the names of those persons not appointed shall remain on the eligible list unless removed for cause as stated above.

ARTICLE VIII.

All other provisions of the Rules and Regulations will remain in full force and effect except for the provisions specifically modified by this Resolution.

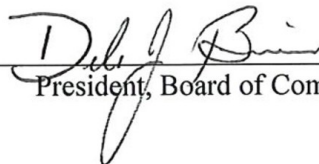
**RESOLVED AND ADOPTED** on this 21<sup>st</sup> day of November, 2023 by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania.

ATTESTED:

  
Township Secretary

**TOWNSHIP OF SALISBURY**

(Lehigh County, Pennsylvania)

By:   
President, Board of Commissioners

**RESOLUTION CSC-2023-002**

**A RESOLUTION OF THE CIVIL SERVICE COMMISSION OF THE TOWNSHIP OF SALISBURY AMENDING ITS RULES AND REGULATIONS TO CLARIFY AND CONFORM THE RULES TO CONCERNING RANKS AND PROMOTIONS TO THE ACTUAL PRACTICE OF THE TOWNSHIP AND POLICE DEPARTMENT**

WHEREAS, the Civil Service Commission desires to amend its Rules and Regulations;  
and

WHEREAS, the Civil Service Commission believes that by these amendments, it will bring the Rules and Regulations up to date and in conformance with existing practice with ranks in the police department and promotions; and

WHEREAS, the current Rules, Sections 7 and 9 dealing with ranks, promotions and clerical issues are in need of clarification.

**NOW, THEREFORE**, it is hereby resolved by the Civil Service Commission of the Township of Salisbury, Lehigh County, Pennsylvania as follows:

The following provisions of the Civil Service Rules and Regulations are hereby repealed and the amended provisions are hereby adopted subject to the approval of the Salisbury Township Board of Commissioners.

ARTICLE I.

**Section 7.1 Promotion Policy**

- A. The Police Ordinance currently recognizes the following ranks for police:
  - a. Patrol Officer
  - b. Detective/Corporal (co-extant)
  - c. Sergeant
  - d. Lieutenant (As provided in the First-Class Township Code)
  - e. Chief of Police (As provided in the First-Class Township Code)

The ranks listed above are in order from lowest to highest (See Ordinance 02-2023-660). The ranks may be changed in the future, subject to requirements of the Police Department, the law and, if applicable, the Collective Bargaining Agreement.

- B. The ranks above listed (if populated) will have the power to supervise those below them in rank. Rank priority will be as set forth above as listed or the equivalent military ranks. If two officers are of the same rank, then the officer with the highest seniority shall be in charge. Note the Detective/Corporal ranks are co-equal. An officer appointed to a particular one of these ranks will normally have duties listed for

that rank as noted in the rank job description; however, the officers will serve either rank's duties as necessary or as so ordered. The Police Ordinance makes these ranks co-extant.

## ARTICLE II.

### **Section 7.2 Promotion Eligibility Lists**

The Civil Service Commission shall create eligibility lists for the ranks designated in the police ordinance when requested by the Township. A promotional eligibility list certified by the Commission shall remain in effect for a period of one (1) year from the date of its certification unless voided earlier by the Commission. Further, the promotional eligibility list may be extended by a vote of the Commission prior to its expiration for up to an additional one (1) year.

## ARTICLE III.

### **Section 7.3 General Examination Requirements for the Ranks Established by Ordinance**

- A. The Board of Commissioners or its designee shall establish a job description for each rank. Upon request, the Civil Service Commission shall prepare an eligibility list for those qualified for the duties listed in the job description (as well as other applicable qualifying provisions in these rules and regulations). Because of the relative size of the police department, all police officers are at times required to perform all actions and duties of a police officer no matter what rank they have obtained.
- B. The examination for the rank of Sergeant and any other designated rank shall include a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score. Both the written and oral examinations shall be graded on a one hundred (100) point scale and an applicant must score seventy percent (70%) or higher on each promotional examination to continue the testing.
- C. In addition to passing the oral and written examinations as set forth in Subsection A, all applicants for a promotional rank, except for Chief, shall not have received a formal written reprimand for one (1) year prior to the deadline for submitting applications, and shall not have been suspended without pay at any time within five (5) years prior to the deadline for submitting an application. Any formal reprimand or suspension to which the applicant has timely appealed pursuant to agreements, procedure or these rules and regulations shall be disregarded unless the appeal is resolved prior to the creation of the eligibility list.
- D. All applicants shall have continuous prior service in the Salisbury Township Police Department in accord with Section 8.3.

ARTICLE V.

**Section 9.1 Notice of Examination**

The Commission or its designee shall give written notice of each promotion examination to each qualified applicant. The notice shall be mailed or otherwise delivered to each applicant at least three (3) months prior to the date of the examination. The notice shall specify the date, time, duration and place of the examination and explain the following:

ARTICLE VI.

**Section 9.3 Eligible List**

When all examinations and evaluations have been completed and final overall scores have been computed, the Commission shall prepare a promotion eligible list and such list will be posted on the bulletin board in the Police Headquarters within ten (10) days of its approval.

ARTICLE VII.

**Section 10.2 Promotional Appointment**

When The Board of Commissioners receives the certified list of eligibles for promotion from the Commission, it may elect to decline or proceed to make an appointment from such list. The Board of Commissioners may also make objections to the Commission as to the qualifications of one or more of the candidates certified by the Commission. Should such objections be sustained by the Commission, the Commission shall remove the name of such person from the eligible list and certify the next highest person on the list.

After an appointment is made, the names of those persons not appointed shall remain on the eligible list unless removed for cause as stated above.

ARTICLE VIII.

All other provisions of the Rules and Regulations will remain in full force and effect except for the provisions specifically modified by this Resolution.




This Resolution is enacted this 15th day of November, 2023 by the Civil Service Commission of the Township of Salisbury.

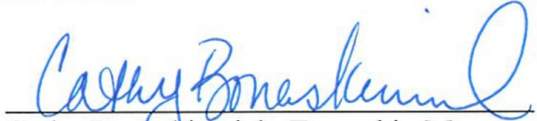
CIVIL SERVICE COMMISSION OF THE TOWNSHIP OF SALISBURY

  
Chairman

  
Commissioner

  
Commissioner

ATTEST:

  
Cathy Bonaskewich, Township Manager