

TOWNSHIP OF CRESCENT

ORDINANCE NO. 591

AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF CRESCENT TOWNSHIP, PENNSYLVANIA.

WHEREAS, various ordinances of a general and permanent nature have been passed which should be included in the Codified Ordinances Crescent Township, Pennsylvania:

NOW, THEREFORE, BE IT ENACTED BY CRESCENT TOWNSHIP, PENNSYLVANIA:

SECTION 1. That the editing, arrangement, and numbering or renumbering of the following ordinances and parts of ordinances are hereby approved as parts of the various component codes of the Codified Ordinances of Crescent Township, to conform to the classification and numbering system of the Codified Ordinances, to wit:

Ord. No. 584	9/9/2021	Local Economic Revitalization Tax Assistance (LERTA) Program	Ch. 330	13
Ord. No. 585	12/30/2021	Current Budget and Real Property Tax Amendment	Ch. 360	13
Ord. No. 586	5/11/2022	Police Department Amendment	Ch. 154	13
Ord. No. 587	5/11/2022	Dedication, Vacation and Plat Approval Amendment	Tbl B	13
Ord. No. 588	8/10/2022	Landlord Registration and Licensing Requirements	Ch. 596	13
Ord. No. 589	9/14/2022	Commercial and Noncommercial Solicitation Amendment	Ch. 535	13
Res. No. R-7-21	10/14/2021	Grant Request	NCM	13
Res. No. R-8-21	10/14/2021	CDBG Funds Request	NCM	13
Res. No. R-9-21	10/14/2021	Grant Request	NCM	13
Res. No. 01-2022	1/13/2022	Garbage Collection Fees for 2022	NCM	13
Res. No. 02-2022	1/13/2022	Real Estate Tax Increase for Firefighter Referendum Account	NCM	13
Res. No. 03-2022	2/22/2022	Borrowing	NCM	13
Res. No. 04-2022	3/10/2022	Grant	NCM	13
Res. No. 05-2022	3/10/2022	Grant	NCM	13
Res. No. 06-2022	3/10/2022	Disposition of Records	NCM	13
Res. No. 07-2022	3/10/2022	Approval of Records	NCM	13
Res. No. 08-2022	3/10/2022	Grant	NCM	13
Res. No. 09-2022	4/13/2022	Economic Development	NCM	13
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Res. No. 11-2022	5/11/2022	Grant	NCM	13
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Res. No. 13-2022	7/26/2022	Agreement	NCM	13
Res. No. 14-2022	6/8/2022	Commission for Tax Collector	NCM	13
Res. No. 15-2022	7/13/2022	Applications, Permits and License Fees	NCM	13
Res. No. 16-2022	7/13/2022	Destruction of Records	NCM	13
Res. No. 17-2022	8/10/2022	Agreement	NCM	13
Res. No. 18-2022	8/10/2022	Applications, Permits and License Fees	NCM	13
Res. No. 19-2022	9/14/2022	Agreement	NCM	13
Res. No. 20-2022	8/10/2022	Applications, Permits and License Fees	NCM	13
Res. No. 21-2022	9/14/2022	Minimum Municipal Obligation	NCM	13

SECTION 2. A copy of such ordinances or parts of ordinances as edited, arranged and numbered or renumbered as parts of the Codified Ordinances is attached to this ordinance in the form of Supp.123, Sep 2022 Replacement Pages to the Codified Ordinances.

SECTION 3. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

ORDAINED AND ENACTED at a regular meeting of the Board of Commissioners of the Township of Crescent, County of Allegheny, Commonwealth of Pennsylvania, a full quorum being present, the 9th day of November, 2022.

ATTEST:


Janice Adamski, Township Manager

TOWNSHIP OF CRESCENT:


Todd K. Miller, President,
Board of Commissioners (SEAL)

**Codified Ordinances
of
Crescent Township,
Pennsylvania**

As revised through September 14, 2022

GENERAL CODE
www.generalcode.com

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§ B-1. List of dedications, vacations and plat approvals.

§ B-1. List of dedications, vacations and plat approvals.

Ord. No.	Date	Description
20	11-21-1903	Construction of sidewalk on west side of High Street.
28	2-5-1906	Laying out and opening Arch Street in Shousetown.
32	5-31-1906	Establishing grade and authorizing grading of Main Street in Shousetown.
33	9-5-1906	Establishing grade and authorizing grading of Work Street in Shousetown.
86	10-8-1921	Accepting a public street extending approximately 1,320 feet south from Prospect Street, as dedicated by Deed recorded at Deed Book Volume 2069, page 292.
114	5-7-1921	Accepting a public street extending approximately 335 feet south from Crescent Boulevard, as dedicated by Deed recorded in Deed Book Volume 2346, page 474.
115	7-10-1928	Accepting a public street dedicated by Deed from John L. Anderson, et al., recorded at Deed Book Volume 1832, page 368.
129B	3-7-1934	Vacating a portion of Bocktown Road.
140	1-6-1937	Extending Maple Street.
147	8-7-1939	Authorizing the grading, paving and guttering of Hindmarch Street.
148	8-7-1939	Authorizing the grading, paving and guttering of Needham Street.
149	8-7-1939	Authorizing the grading, paving and guttering of Denoon Street.
150	8-7-1939	Authorizing the grading, paving and guttering of McKee Street.
151	8-7-1939	Authorizing the grading, paving and guttering of Crescent Alley.
152	8-7-1939	Authorizing the grading, paving and guttering of Division Street.
153	8-16-1939	Authorizing the grading, paving and guttering of School Street.
154	8-16-1939	Authorizing the grading, paving and guttering of Crescent Boulevard.
155	8-16-1939	Authorizing the grading, paving and guttering of Front Street.
156	8-16-1939	Authorizing the grading, paving and guttering of Ferry Street.
158	11-2-1939	Reestablishing the grade of Work Street and the south curblineline of Front Street.
159	11-2-1939	Reestablishing the grade of Main Street.

Ord. No.	Date	Description
160	11-2-1939	Authorizing the grading, paving and guttering of Main Street, Work Street, School Street, Prospect Street, Locust Street, McKee Street, and Third Avenue.
161	12-6-1939	Reestablishing the grade of Work Street and the south curblineline of Front Street.
162	12-6-1939	Reestablishing the grade of Main Street.
164	12-11-1940	Extending Main Street to the north.
177	1-7-1946	Vacating North Alley from the Stoops Ferry and Shousetown Road to the Pittsburgh and Lake Erie Railroad.
203	3-4-1952	Changing the name of Stoops Ferry and Shousetown Road to McGovern Boulevard, First Street to Pine Street, Second Street to Walnut Street, Third Street to Oak Street, Main Street (John Bailey's Plan) to Elm Street, McKellip Avenue to Harper Road, Short Street and a portion of First Avenue to Bocktown Road, a portion of Bocktown Road to Sugargrove Road, Main Street (Anderson Plan) to Ravine Road, a portion of First Avenue to Prospect Street, a portion of Short Street to Keim Street, Locust Street to Bridge Street, Short Street (Sharpf Plan) to Jackson Street, Boat Alley to Boat Way, an unnamed alley in the Harper Plan to Shady Way.
210	2-3-1953	Accepting Crest Drive and Starr Road in the Harper Village Plan.
217	1-4-1955	Accepting Crescent Boulevard in the Glenwillard Heights Plan.
230	7-12-1956	Accepting Rodney Street in the Martin Plan.
232	11-13-1956	Accepting Reynard Drive and Chanticleer Drive in the Harper Village Addition Plan.
235	2-5-1957	Accepting Hengii Drive.
241	7-1-1958	Accepting Crescent Boulevard Extension.
272	10-28-1965	Accepting High Street.
292	3-5-1968	Accepting Sautter Drive and a portion of Bigelow Drive.
295	10-1-1968	Accepting Glen Hayes Drive.
296	12-3-1968	Vacating Spring Alley between Main Street and McGovern Boulevard.
299	1-22-1970	Accepting Marble Drive, Huntsridge Drive, Cambon Drive, and Cambier Drive. [Amended 3-11-2021 by Ord. No. 582]
324	11-11-1975	Ratifying prior acceptances of Shady Way between McGovern Boulevard and Prospect Street.
355C	2-2-1982	Vacating old Ferry Street (also known as River Road) from Keim Street to Ferry Street.

Ord. No.	Date	Description
365	12-6-1983	Confirming that the following streets and alleys are not public streets: Boat Alley, from Main Street to its easterly end and from the right-of-way for the P. & L.E. Railroad to its Westerly end; Bridge Street, from Main Street to its easterly end; Center Street, from Maple Street to the right-of-way for the P. & L.E. Railroad; Crescent Alley, from Hindmarch Street to Railroad Street; Ferry Street, from Main Street to the right-of-way for the P. & L.E. Railroad; McCrum Avenue, from McKee Avenue to Hindmarch Street; McKee Avenue, from Crescent Alley to McCrum Avenue; Mill Street, from Prospect Street to McGovern Boulevard; Needham Street, from Crescent Alley to McCrum Avenue; Oak Road, from Margaret Drive to its southerly end; Prospect Street, from Bridge Street to Spring Run Road; Railroad Street, from McCrum Avenue to the property line of Duquesne Light Company; Short Street, from a point 100 feet north of Work Street to its northerly end; Spring Alley, from Main Street to the Ohio River; Walnut Street, from Elm Street to its southerly end; Wood Street, from Main Street to Short Street; Work Street, from McGovern Boulevard to Prospect Street.
Res. No. 7-87	9-1-1987	Consenting to the vacation by Allegheny County of Riverview Road from the entrance to Shouse Park to McGovern Boulevard.
Res. No. R 13-00	2-9-2000	Accepting the dedication of Crescent Boulevard Extension, the drainage facilities appurtenant thereto, and the detention pond, as shown on the Sunrise Hill Estates Subdivision Plan, for public use for highway and stormwater drainage purposes
466	5-9-2001	Acknowledging and declaring Bigelow Drive, from its intersection with Sautter Drive to its intersection with Crescent Boulevard Extension, to be a public street of the Township.
482	11-12-2003	Confirming that Bridge Street right-of-way, from its intersection with Main Street to its westerly terminus at the railroad right-of-way, has never been accepted as a public street.
495	5-10-2006	Vacating Factory Street from its intersection with the easterly side of an alley known as "Angel Way" to the easterly end of Factory Street, a distance of approximately 10 feet.
502	2-14-2007	Accepting the dedication for public use of the rights-of-way for Aster Lane, Cloverdale Lane, Heather Heights Drive, Laurel Ridge Drive and Primrose Place, and the streets and storm drainage facilities located therein, as the same are set forth on the recorded subdivision plan for the Parkwood Estates Plan of Lots.
528	11-16-2010	Accepting the dedication for public use of the right-of-way for Lilac Lane, including the street and storm drainage facility located within the said right-of-way, as the same is set forth and shown on the subdivision plan for the Parkwood Estates Plan of Lots.
531	12-21-2010	Amend Ord. No. 502 to delete Primrose Place.

Ord. No.	Date	Description
543	1-10-2013	Accepting the dedication of Parkwood Pointe Drive and declaring said street to be a public thoroughfare for the use and benefit of the public
587	5-11-2022	Amending Ord. No. 365 or 1983 to confirm that the following Township streets and alleys are not public streets: Angel Lane, off of Factory Road; Boat Way, off of Main Street; Bridge Street, off of Main Street; Center Way, between Jeannette Avenue and Division Avenue; Daisy Lane, off of Harper Road; Martin Boulevard, entire length; Osbourne Lane, off Crescent Boulevard; Primrose Lane, off of Harper Road, and that all other streets and alleys set forth in Ordinance 365 of 1983 are deemed to be in error and are hereby removed from the private road list and Table B of the Codified Ordinances of the Township of Crescent shall be updated accordingly

Chapter 154

POLICE DEPARTMENT

- | | |
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| § 154.01. Definitions. | § 154.08. Compensation of police officers. |
| § 154.02. Township police force, establishment. | § 154.09. Loyalty oath. |
| § 154.03. Full-time police officers, number. | § 154.10. Powers of police officers. |
| § 154.04. Chief of Police, designation. | § 154.11. Board powers. |
| § 154.05. Chief of Police, duties. | § 154.12. Police officers' education and training. |
| § 154.06. Rules and regulations, administration. | § 154.13. Police policy rules and regulations. |
| § 154.07. Public Safety Committee. | § 154.14. Procedure for arrests without warrant. |

[HISTORY: Adopted by the Board of Commissioners of the Township of Crescent 5-11-2022 by Ord. No. 586.¹ Amendments noted where applicable.]

§ 154.01. Definitions.

The following words and phrases, when used in this chapter, shall have the meanings ascribed to them in this section except where the context clearly indicates or requires a different meaning:

CHIEF OF POLICE — The police officer designated by the Board to be the chief officer of the Police Department established by this chapter.

DEPUTY CHIEF OF POLICE — The police officer designated by the Board of Commissioners to be in charge of the Police Department in the absence of the Chief of Police.

FULL-TIME POLICE OFFICER — A natural person employed by the Township on an annual salary as a police officer, whose principal occupation is that of police officer of the Township, and who devotes not less than 44 hours in each week to the performance of his duties as such.

PART-TIME POLICE OFFICER — A natural person, employed on an hourly basis by the Township, for the performance of the duties of a police officer for not more than 60 hours per week.

POLICE OFFICER — Unless modified by the term "full-time" or the term "part-time," shall mean any natural person employed by the Township as a police officer, whether full-time or part-time.

1. Editor's Note: This ordinance also repealed former Ch. 154, Police Department, Ord. No. 297, passed 1-29-1969, as amended.

PUBLIC SAFETY COMMITTEE — The Public Safety Committee of the Board.

§ 154.02. Township police force, establishment.

There is hereby established a Township Police Department or police force which, until otherwise provided by further resolution, shall consist of not less than one nor more than eight full-time police officers and such additional part-time police officers as the Board, by resolution, shall from time to time employ to assist the full-time police officers in the maintenance of law and order within the Township.

§ 154.03. Full-time police officers, number.

The number of full-time police officers employed by the Township pursuant to the authority and subject to the limitations of this chapter shall be fixed by resolution of the Board.

§ 154.04. Chief of Police, designation.

The resolution fixing the number of full-time police officers shall, if two such police officers are employed, designate one of them as Chief of Police and the other as patrol officer, provided that in the absence or illness of the police officer so designated as Chief of Police the other of such police officers shall perform all of the duties of Chief of Police. Should only one full-time police officer be employed pursuant to such resolution then such officer shall be designated as Chief of Police.

§ 154.05. Chief of Police, duties.

- A. The full-time police officer designated as Chief of Police shall be in full charge of the police force hereby established, and all other police officers, both full-time and part-time, shall be subject to the Chief's command and direction and shall do and perform their duties at the times and in the manner so directed; subject, however, to the provisions of this chapter and to such rules and regulations as shall from time to time be adopted by resolution of the Board for the governance of such Police Department.
- B. In the performance of police protection services in the Township, the Chief of Police shall take into account that the Township is a member of the Char-West COG Police Mutual Aid Agreement.

§ 154.06. Rules and regulations, administration.

All rules and regulations adopted by the Board for the governance of such police force shall be administered by the Public Safety Committee which is hereby charged with the duty and responsibility of enforcing and executing such rules and regulations.

§ 154.07. Public Safety Committee.

The Chief of Police shall report directly to the Chair of the Public Safety Committee and shall diligently perform all duties assigned to him by said Chair. All requests for the purchase

of equipment, suggestions for amendment of or supplement to the rules and regulations governing the operation of the police force, and all other matters relating to the operation of the police force shall be directed by the Chief of Police.

§ 154.08. Compensation of police officers.

The Board, at the time of adopting its annual budget ordinance, shall by ordinance or resolution fix and determine the compensation of all police officers for the ensuing year.

§ 154.09. Loyalty oath.

Before entering upon their duties hereunder, all police officers shall take and subscribe to the oath of loyalty prescribed by the Pennsylvania Loyalty Act.

§ 154.10. Powers of police officers.

All such police officers shall have and exercise all of the powers and authority vested in police officers by the several provisions of Article XIV of the First Class Township Code as amended and as the same may be hereafter amended, but subject to all of the limitations and restrictions contained therein.

§ 154.11. Board powers.

Except as otherwise provided by law or by other provision or provisions of this chapter, the Board may by motion exercise all of the powers vested in it by said Article XIV of the First Class Township Code relating to the organization and operation of the Township police force.

§ 154.12. Police officers' education and training.

The Board hereby certifies, pursuant to Act 120 of 1974, that it will adhere to the standards for training established by the Commission.

§ 154.13. Police policy rules and regulations.

- A. Code of ethics. The Code of Ethics for all police officers of the Township shall be as follows:
1. As a law enforcement officer, my duty is to serve all persons; to safeguard lives and property; to protect the innocent against deception; the weak against oppression and intimidation; the peaceful against violence or disorder, and to respect the Constitutional rights of all men to liberty, equality, and justice.
 2. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint, be constantly mindful of the welfare of others and honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of the Department. Whatever I see or hear of a confidential nature

or that is confided to me in my official capacity, will be kept secret, unless revelation is necessary in the performance of duty.

3. I will never permit personal feelings, prejudices, animosity or friendship to influence my decisions. With no compromise for the crime and with relentless prosecution of criminals, I will enforce the laws courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.
4. I recognize the badge as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to achieve these objectives and ideals, dedicating myself before God to my chosen profession: law enforcement.

B. Job description: Chief of Police.

1. General definition. This is administrative work directing and coordinating a municipal program of public safety. The employee is responsible for directing and coordinating with the Township Police Department. Supervision is exercised over the department responsible for the execution of assigned duties. General direction is received from the Township Commissioners through conferences and policy direction, and the work is reviewed for achievement of desired objectives. The Chair of the Public Safety Committee directs the overall police functions.
2. Typical examples of work.
 - (a) Plans, organizes and administers a public safety program; directs the program and activities of the Police Department.
 - (b) Reviews the work of technical and professional personnel involved in the various programs.
 - (c) Confers with the staff to formulate and develop plans and programs especially in the area of crime control, traffic control and community relations.
 - (d) Establishes broad policies for the Department and reviews work for conformance with policies.
 - (e) Notifies officers of court hearings.
 - (f) Exercises control of expenditures of the Department.
 - (g) Prepares work schedules each week.
 - (h) Meets with public and private community agencies to explain the programs of the Police Department and to obtain community cooperation for public safety activities.
 - (i) Completes all required reports.
 - (j) Performs other related work as required.
 - (k) Attends regularly scheduled meetings of the Township Commissioners and Police Department.

3. Required knowledge, skills and abilities.

- (a) Extensive knowledge of the principles and practices of public administration.
- (b) Considerable knowledge of the principles and practices of police administration.
- (c) Ability to exercise effective administrative supervision over a technical and professional staff.
- (d) Ability to quickly evaluate problem areas and to take decisive action.
- (e) Ability to establish and maintain effective working relationships with other administrative officials and the public.

C. Job description: Deputy Chief of Police.

1. General summary. The Deputy Chief of Police is a staff management and administrative level position working under the direct supervision of the Chief of Police and directing the various functions of the Police Department.
2. Essential duties and responsibilities. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.
 - (a) Shall be under the direct command of the Chief of Police and is second in command on the Departmental organizational chart.
 - (b) Must be able to safely perform all the essential duties and responsibilities as outlined in the patrol officer job description and all subordinate ranks, including Sergeant.
 - (c) Supervises the work of subordinate officers and coordinates the operational activities of the Department.
 - (d) Develops and coordinates in-service and mandatory training program for sworn and nonsworn personnel.
 - (e) Supervises internal investigations of alleged acts of misconduct as directed by the Chief.
 - (f) Researches, compiles and prepares narrative and statistical reports.
 - (g) Responds to and prepares various business correspondences.
 - (h) Reviews citizen complaints and makes recommendations to the Chief for appropriate course of action.
 - (i) Develops, prepares and implements operational work procedures.
 - (j) Maintains time and attendance and other personnel records.
 - (k) Conducts inspections of officers in the field.

- (l) Performs other related duties as required.
 - (m) Adheres to assigned work schedule as outlined in the Department and Township attendance policies and procedures; ensures all behaviors comply with the Crescent Township Personnel Rules and Regulations.
3. Other job functions:
- (a) Assumes command in the absence of the Chief of Police.
 - (b) Prepares and monitors the departmental budget.
 - (c) Shall keep the Chief of Police fully informed on all matters pertaining to the operation of the Police Department.
 - (d) Assists in details involved in supervising subordinate officers engaged in the investigation of various crimes.
 - (e) Shall be empowered to make emergency departmental decisions necessary for the smooth operation of the Police Department in the event the Chief of Police is not available to make such decisions.
 - (f) Shall set an example to subordinate officers at all times and shall enforce all policies, procedures, rules and regulations.
 - (g) Assist the Chief of Police in the formation of and changes to the Policy Manual.
 - (h) Responsible for the dissemination of updated policies and procedures for the inclusion in the officer's Policy Manual.
 - (i) Adjust work schedule to assure that sufficient workforce exists to cover all work shifts and assignments.
 - (j) Reviews, corrects and approves police reports, affidavits and criminal complaints submitted by subordinate officers.
 - (k) Shall evaluate and report on job performance of lower ranking police officers.
 - (l) Speaks before the public on police functions and services.
 - (m) When working in the absence of a patrol officer or Sergeant, the Deputy Chief shall assume all of the duties and responsibilities of a patrol officer or Sergeant in addition to the Deputy Chief's duties.
 - (n) Performs other related duties, including special projects as requested.
 - (o) Maintains any mandated certifications, such as firearm qualification, first aid/CPR AED, mandatory training, etc. Organize other programs or training as deemed necessary.
4. Knowledge of:
- (a) Township ordinances, federal, and state statutes.

- (b) General order/code of conduct.
 - (c) Open Records Act.
 - (d) Standard operating procedures.
 - (e) Supervisory principles and methods.
 - (f) Arrest and defense techniques/methods.
 - (g) Criminal investigation techniques.
 - (h) Arrest search and seizure laws.
 - (i) Police identification operation and procedures.
 - (j) Computer operations.
5. Skill in:
- (a) Communicating both in written and verbal form.
 - (b) Usage of pistol, patrol rifle, baton and Taser.
 - (c) Arrest, search and seizure techniques.
 - (d) Operation of police mobile data terminal, radio, and computer.
6. Ability to:
- (a) Coordinate unit operational criteria and schedule necessary manpower.
 - (b) Prepare clear and concise reports.
 - (c) Review case files.
 - (d) Arrest and search warrants.
 - (e) Conduct interrogations.
 - (f) Interact and communicate with others in an assertive manner.
 - (g) Evaluate information of an uncertain or conflicting nature and make appropriate decision with regards to the law.
 - (h) Solve problems when all necessary facts are not given.
 - (i) Remain calm and work fast in emotionally stressful or emergency conditions.
 - (j) Establish and maintain a positive working relationship with fellow employees and the community.
 - (k) Use the Crescent Township Police Department uniform and protective equipment.
 - (l) Safely operate police motor vehicles.

- (m) Enforce Township, state, and federal laws.
 - (n) Pursue and subdue violent individuals.
 - (o) Conduct arrests and investigations.
 - (p) Transverse uneven terrain.
7. Minimum job requirements:
- (a) High school diploma or GED.
 - (b) Must successfully complete training curriculum as specified in the Municipal Police Officer Education and Training Commission regulations.
 - (c) Valid Pennsylvania driver's license.
 - (d) At least one year of experience as a full-time police officer.
8. Physical demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. Job description: Sergeant.

1. General summary. Under general direction of the Deputy Chief, directly supervise and coordinate the daily operational activities of the Police Department.
2. Essential duties and responsibilities. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.
 - (a) Must be able to safely perform all the essential duties and responsibilities as required for the police officer and all subordinate ranks.
 - (b) Shall supervise the handling of routine police calls and assist officers in proper handling of those calls.
 - (c) Observe assigned police officers in the performance of their duties; review police reports submitted by subordinate officers and provide guidance where needed.
 - (d) Notify superior of major crimes and/or disturbances and assume command until superior officer arrives.
 - (e) Review reports, case files, warrants, search warrants, supplements, etc.
 - (f) Assign and/or participate in the investigations of criminal cases.
 - (g) Assist in prosecution of suspects by making arrests, preparing reports and testifying in court.
 - (h) Conduct internal investigations of criminal cases if directed by the Chief of Police and/or Deputy Chief.

- (i) Compile, prepare and submit reports.
 - (j) Train subordinate officers.
 - (k) Respond to citizen complaints and inquiries.
 - (l) Perform other related duties as required.
 - (m) Adhere to assigned work schedule as outlined in the Department and Township attendance policies and procedures; ensure all behaviors comply with the Crescent Township Personnel Rules and Regulations.
 - (n) Shall report all cases of misconduct related to personnel on the Sergeant's shift to a superior officer.
 - (o) Shall evaluate and report on job performance of police officers on Sergeant's shift.
 - (p) When not performing supervisory duties, the Sergeant is expected to self-initiate and assist in patrol duties by handling calls for service, making arrests, investigating crimes, etc.
 - (q) May be required to temporarily assume the duties, activities and tasks of a superior officer.
3. Other job functions.
- (a) Assume command of an assigned shift in the absence of Deputy Chief or Chief of Police.
 - (b) Attend meetings and/or seminars.
 - (c) Make arrest of individuals who violate the law and/or ordinance.
 - (d) Respond to calls for assistance and provide necessary police protection.
 - (e) Conduct searches and collect physical evidence.
 - (f) Perform other related duties, including special projects as requested.
 - (g) Maintain any mandated certifications, such as firearm qualification, first aid/CPR AED, mandatory training, etc. Organize other programs or training as deemed necessary.
4. Knowledge, skills and abilities.
- (a) Knowledge of Township ordinances, federal, state and city laws and statutes.
 - (b) General order/code of conduct.
 - (c) Open Records Act.
 - (d) Standard operating procedures.
 - (e) Supervisory principles and methods.

- (f) Arrest and defense techniques/methods.
 - (g) Criminal investigation techniques.
 - (h) Arrest, search and seizure laws.
 - (i) Police identification operation and procedures and computer relative to dispatching functions.
5. Skill in:
- (a) Oral and written communication.
 - (b) Usage of pistol, shotgun, patrol rifle, baton and Taser.
 - (c) Arrest, search and seizure techniques.
 - (d) Operation of police mobile data terminal, radio, and computer.
6. Ability to:
- (a) Coordinate operational criteria and schedule the necessary officers.
 - (b) Prepare clear and concise reports.
 - (c) Review case files.
 - (d) Arrest and search warrants.
 - (e) Conduct interrogations.
 - (f) Interact and communicate with others in an assertive manner.
 - (g) Evaluate information of an uncertain or conflicting nature and make appropriate decision with regards to the law.
 - (h) Solve problems when all necessary facts are not given.
 - (i) Remain calm and work fast in emotionally stressful or emergency conditions.
 - (j) Establish and maintain a positive working relationship with fellow employees and community.
 - (k) Use the Crescent Township Police Department uniform and protective equipment.
 - (l) Safely operate police motor vehicles.
 - (m) Enforce Township, state, and federal laws.
 - (n) Pursue and subdue violent individuals.
 - (o) Conduct arrests and investigations.
 - (p) Transverse uneven terrain.
7. Minimum job requirements.

- (a) High school diploma or GED.
 - (b) One year of continuous service as a full-time police officer. Must successfully complete training curriculum as specified in the Municipal Police Officer Education and Training Commission regulations.
 - (c) Valid Pennsylvania driver's license.
8. Physical demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- E. Job description: patrol officer.
1. General definition. Under general direction performs law enforcement and crime prevention duties that ensure citizen safety, protection of life and property, and compliance with local, state and federal laws.
 2. Essential duties and responsibilities. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.
 - (a) Patrols an assigned area via foot or auto to ensure law compliance and to investigate suspicious activities, individuals or conditions.
 - (b) Performs arrests of individuals who violate the law and/or ordinance.
 - (c) Subdues violent individuals.
 - (d) Enforces local, state, and federal laws.
 - (e) Responds to calls for assistance and provides necessary police protection.
 - (f) Issues traffic citation(s) or warning(s) to individuals violating traffic laws.
 - (g) Investigates traffic accidents and directs traffic.
 - (h) Conducts preliminary investigation of crimes and crime scenes to uncover and document relevant evidence and/or testimony, and make immediate arrest(s) when required.
 - (i) Conducts searches according to due process procedure and collects physical evidence.
 - (j) Interacts with community to establish rapport.
 - (k) Performs other related duties as required.
 - (l) Adheres to assigned work schedule as outlined in the Department and Township attendance policies and procedures; ensures all behaviors comply with the Crescent Township Personnel Rules and Regulations.
 - (m) Use self-directed time in an efficient manner by self-initiating work.

- (n) Obtains all available information that might assist in the detection and apprehension of an offender.
3. Other job functions.
- (a) Conducts follow-up investigations.
 - (b) Compiles and prepares reports.
 - (c) Processes prisoners into jail facility.
 - (d) Prepares cases for court and provides testimony.
 - (e) Prepares property, auto, and supplies records.
 - (f) Attends training seminars.
 - (g) Performs other related duties, including special projects as requested.
 - (h) Maintains any mandated certifications, such as firearm qualification, first aid/CPR AED, mandatory training, etc. Organize other programs or training as deemed necessary.
4. Knowledge of:
- (a) Township ordinances, federal, state statutes.
 - (b) Approved practice, principle and procedure of police work.
 - (c) Weapons and equipment maintenance.
5. Skill in communicating both in written and verbal form.
6. Ability to:
- (a) Follow law enforcement rules and procedures.
 - (b) Memorize and retain information.
 - (c) Interact and communicate with others in an assertive manner.
 - (d) Evaluate information of an uncertain or conflicting nature and make appropriate decisions with regards to the law.
 - (e) Solve problems when all necessary facts are not given.
 - (f) Remain calm and work fast in emotionally stressful or emergency conditions.
 - (g) Establish and maintain a positive working relationship with fellow employees and the community.
 - (h) Use the Crescent Township Police Department uniform and protective equipment.
 - (i) Safely operate police motor vehicles.

- (j) Enforce local, state, and federal laws.
 - (k) Pursue and subdue violent individuals.
 - (l) Conduct arrests and investigations.
 - (m) Transverse uneven terrain.
7. Minimum job requirements.
- (a) High school diploma or GED.
 - (b) Must successfully complete training curriculum as specified in the Municipal Police Officer Education and Training Commission regulations.
 - (c) Valid Pennsylvania driver's license.
8. Physical demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- F. Rules and regulations: police officer.
- 1. A police officer shall be responsible for the efficient performance of the officer's duties in accordance with the policies and procedures of the Department.
 - 2. The officer shall exercise authority consistent with obligations imposed by his oath of office and be accountable to the officer's superior officers, promptly obeying all legitimate orders.
 - 3. The officer shall maintain harmonious relationships with the officer's associates by courteous and considerate demeanor, guarding himself against envy, jealousy, or other unfriendly feelings, and refraining from all unfriendly communications to their discredit.
 - 4. The officer shall communicate to the officer's superiors and to the officer's coworkers all information he may obtain which is pertinent to the achievement of service program objectives.
 - 5. The officer shall coordinate the officer's efforts with those of other members of the Police Department, or other Department segments so that their teamwork may ensure continuity of purpose and maximum achievement of service program objectives.
 - 6. The officer shall be subject to recall at any time in case of special needs or emergencies. Ordinarily, the officer's hours of duty will be established by the Chief of Police and/or the Deputy Chief.
 - 7. The officer shall familiarize himself with administrative policy and execute the service program within the officer's area of responsibility providing for:
 - (a) Prevention and suppression of crime.
 - (b) Protection of life and property.

- (c) Apprehension and prosecution of offenders.
 - (d) Preservation of the peace.
 - (e) Enforcement of regulatory measures.
8. The officer shall conduct himself in accordance with high ethical standards, both on and off the job.
 9. The officer shall become familiar with advanced techniques and ideas designed to improve police performance.
 10. The officer shall assist in the Department's program for:
 - (a) Improving efficiency and cooperation in areas of common responsibility.
 - (b) Advancing the public relations program for promoting public confidence and support.
 - (c) Proper and economical use of the Department's property and equipment.
 11. The officer shall record in a notebook all pertinent information necessary for the proper execution of the officer's duties.
 12. The officer shall record the officer's activity during the officer's tour of duty in the prescribed manner.
 13. The officer shall supervise and inspect all public licensed places within the Township and enforce the laws, ordinances and regulations concerning their operations.
 14. The officer shall devote the maximum possible time to the performance of the officer's basic duties, remaining parked or in the office only when necessary.
 15. Before beginning the officer's tour of duty, the officer shall inspect the vehicle assigned for the officer's use and report any damage or deficiency.
 16. During the officer's tour of duty, the officer shall use the vehicle assigned to him in the most safe and economical manner, avoiding hazardous, careless or pointless operation.
 17. The officer shall promptly report, on prescribed forms, all accidents involving the vehicle assigned to the officer's use.
 18. The officer shall maintain the officer's arms and equipment in a functional, presentable condition, promptly correcting and reporting defects to the officer's supervisor.
 19. The officer shall make reports of crimes, vehicular accidents and incidents in conformity with the procedure for their accurate and complete preparation.
 20. The officer shall receive, serve and prepare return on citations, warrants and documents, providing information to enable subsequent service if unable to serve.

21. The officer shall exert effort to satisfy the needs of citizens requesting service, assistance or information and courteously explain any instance where jurisdiction does not lie with the Police Department, suggesting procedures to be followed.
22. The officer shall ensure the civil treatment and the observance of rights of all persons coming into the scope of the officer's authority.
23. The officer shall be accountable for securing, receipting and proper transporting of all evidence and property coming into the officer's custody.
24. The officer shall be diligent in the officer's efforts to discover and suppress illicit traffic in liquor, gambling, narcotics and prostitution, reporting such activities to the officer's superiors when discovered.
25. The officer shall enforce traffic laws and ordinances and relieve conditions interfering with the safe and expeditious movement of vehicles and pedestrians.
26. When directing the movement of vehicular traffic, the officer shall take a conspicuous and safe position, making the officer's signals clear and positive.
27. The officer shall be sensitive to the conduct of juveniles and the existence of hazards affecting them, particularly in the delinquency control effort.
28. The officer shall be alert to group tensions of all kinds, notifying the officer's superiors and preventing disorder.
29. The officer shall be alert to the conditions tending to cause crime; take preventive action and notify the officer's superiors. The officer shall inform the public of conditions they can correct to prevent crime.
30. The officer shall determine the security of business places after the normal working hours. The officer shall inspect buildings reported unoccupied to see that they are secured. If any evidence of tampering or entry is found, the officer shall immediately summon aid to search the premises and apprehend the trespasser.
31. The officer shall examine any person whom he reasonably believes to be engaged in unlawful activities, request the reason for the officer's presence and record the officer's identity. If he receives unsatisfactory answers, is refused an answer, or is met with resistance not warranted by the inquiry, the officer shall make an arrest, provided that there be legal basis therefor.
32. The officer shall note and record the license plates and descriptions of vehicles seen under questionable circumstances and make an investigation.
33. The officer shall familiarize himself with the officer's area of assignment and conduct a diligent patrol, accentuating prevention or giving particular attention to locations most susceptible to the occurrence of crime.
34. The officer shall confine the officer's patrol efforts to the officer's area of assignment. If required to leave for any reason, the officer shall notify the station of any prolonged interruption to patrol activity. If required to leave the officer shall notify the station at the time he leaves, or if this is impractical, as soon as possible.

35. Upon discovery of crime, the officer shall move promptly to apprehend the offender, either through individual effort or by full utilization of Department resources. When pursuit or apprehension is not feasible, the officer shall make a thorough investigation and speedily relay information to other units or agencies to enlist their aid.
36. The officer shall conduct a thorough investigation of all offenses. The officer shall collect evidence and record data which will aid in identification, apprehension and prosecution of offenders and the recovery of property.
37. Any failure to detect crime, cope with traffic conditions or prevent repetition of disorder by all possible appropriate action within the officer's area of assignment shall be prima facie evidence of negligence.
38. The officer shall be alert to the Township responsibilities to keep public highways, streets, avenues, alleys, sidewalks, public grounds and bridges open and free from nuisance.
39. The officer shall provide prompt and adequate assistance to all sick, injured or destitute persons.
40. The officer shall note conditions which adversely affect the appearance, safety and health of the Township, enforcing applicable laws, ordinances and regulations and/or make referrals to agents having primary responsibility.
41. When detailed at the location of an assemblage of people, the officer shall be alert to prevent disorder, damage to property or injury to persons.
42. The officer shall direct the officer's attention to the control of the assemblage and shall prevent interference with the functions of official agencies or the progression of the event which provided the attraction.
43. When in uniform the officer shall assist in the movement of vehicles operating under emergency conditions.
44. The officer shall intelligently and thoroughly investigate each case assigned to him, initiating the investigation by prompt contact with the complainant.
45. The officer shall use every legal means at the officer's disposal to detect and solve crime and prosecute offenders, thoroughly investigating all information received from any source.
46. The officer shall study and apply sound investigative techniques and improve the officer's effectiveness by attention to:
 - (a) Use of records and reports.
 - (b) Conduct and interviews.
 - (c) Cultivation of informants.
 - (d) Proper collection, identification, analysis, preservation and presentation of evidence.

47. The officer shall keep detailed records of the officer's investigations and promptly execute all other reports required by policy of the Department.
48. The officer shall prepare all cases assigned to him in such a way to ensure the best possible presentation of the facts to the court.
49. The officer shall learn the rules of evidence and court procedure and develop skills which will enable him to be an effective witness.
50. The officer shall serve all legal papers assigned to him and execute required returns.
51. The officer shall actively cooperate with Township and county attorneys to prepare cases for trial.
52. The officer shall perform other duties as need dictates.
53. A member should become familiar with all federal and state criminal laws, state vehicle code and all local Township ordinances and bring to justice all persons who violate such laws and/or ordinances.

G. Rules of conduct.

1. Violation of rules. Officers shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, orders or policies of the Department, whether stated in this section or elsewhere. Ignorance of the rules, regulations, directives, orders, or policies shall not be considered as a justification for any such violations. Officers shall be responsible for their own acts, and they shall not shift to others the burden of responsibility for executing or failing to execute a lawful order or police duty.
2. Unbecoming conduct. Officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer shall include that which tends to bring the Department into disrepute or reflects discredit upon the officer as a member of the Department, or that which tends to impair the operation and efficiency of the Department or officer.
3. Immoral conduct. Officers shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident involving moral actions which tend to impair their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.
4. Conformance to laws.
 - (a) Officers shall obey all laws of the United States, of this state and of the local jurisdiction.
 - (b) An indictment or information filed against an officer or a conviction of the violation of any law shall be cause for disciplinary action.
5. Seeking or accepting gifts, gratuities, bribes or rewards. It is improper for officers to solicit or accept from any person, business, organization any valuable gift for

the benefit of the officers of the Department, if it may reasonably be inferred that the person, business, or organization seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty. For the purposes of this rule, the word "gift" shall include money, tangible or intangible personal property, loan, promise, service, or entertainment.

6. Visiting prohibited establishments. Officers shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated except in the performance of duty or while acting under proper and specific orders from a superior officer.
7. Associations. Officers shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, gamblers, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the officers.
8. Gambling. Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.
9. Use of drugs. Officers shall not use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of officers by a physician or dentist. When controlled substances, narcotics, or hallucinogens are prescribed, officers shall notify their superior officer.
10. Alcoholic beverage in police installations. Officers shall not bring into or store alcoholic beverages in any police facility or vehicle except alcoholic beverages which are held as evidence.
11. Use of alcohol on duty. Officers shall not drink intoxicating beverages while in uniform except in the performance of official duties. Officers shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or have an odor of intoxicants on their breath.
12. Insubordination. Officers shall promptly obey any lawful orders of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.
13. Conflicting or illegal orders. Officers who are given an otherwise proper order which is in conflict with a previous order, regulation, directive or manual, shall respectfully inform the superior officer issuing the order of the conflict. If the superior officer issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances, the responsibility shall be upon the superior officer. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order previously issued. Officers shall not obey any order which they reasonably believe would require them to commit any illegal act. If in doubt as to the legality of the order, officers shall request the issuing officer to clarify the order or confer with higher authority.

14. Public appearances and statements. Officers shall not publicly criticize or ridicule the Department, its policies, or other officers by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, tends to undermine the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. Officers shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper, release or divulge investigative information, or any other matters of the Department while holding themselves out as having an official capacity in such matters without official sanction or proper authority. Officers may lecture on police or other related subjects only with the prior approval of the Chief.
15. Abuse of position. Officers are prohibited from using their official position, official identification cards or badges:
 - (a) For personal or financial gain.
 - (b) For obtaining privileges not otherwise available to them except in performance of duty.
 - (c) For avoiding consequences of illegal acts.
16. Endorsements and referrals. Officers shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance or towing service, bondsperson, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, officers shall proceed in accordance with established departmental procedures.
17. Identification. Officers shall carry their badges and identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information except when the withholding of such information is necessary for the performance of police duties, or is authorized by proper authorities.
18. Citizen complaints. Officers shall courteously and promptly accept and record in writing any complaint made by a citizen against any officer or any Department policy or procedure. Officers may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any officer or Department policy or procedure. Officers shall immediately notify their superior officer of a complaint as required by Department procedures.
19. Courtesy. Officers shall be courteous to the public. Officers shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.

20. Requests for assistance. When any person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner, and will be properly and judiciously acted upon consistent with established departmental procedures.
21. Reporting for duty. Officers shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.
22. Sleeping on duty. Officers shall remain awake on duty. If unable to do so, they shall so report to their superior officers, who shall determine the proper course of action.
23. Meals. Officers shall be permitted to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during their tours of duty, but only for such period of time as established by departmental procedures.
24. Neglect of duty. Officers shall not read, play games, watch television or movies or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.
25. Telephone. Officers shall maintain a telephone, whether landline or mobile, where they may be reached in case of emergency for call outs, etc. Each officer shall provide the officer's telephone number to the Chief, Township Manager/Secretary and to such other persons as may be appropriate and they shall immediately report any changes of telephone numbers to the same people.
26. Fictitious illness or injury reports. Officers shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive the Chief as to the condition of their health.
27. Incompetence. Officers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Officers shall perform their duties in a manner which will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Incompetence may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; absence without leave; or necessary absence from assigned patrol during tour of duty.
28. Uniform and equipment. When on duty, the police officer shall conform to the following standards relating to uniform and equipment and shall be properly groomed.

- (a) Uniform: navy blue shirt and pants, Crescent Township patches, name tag, badge, five-star hat or baseball hat, winter or summer jacket (provided by the Township), black shoes or boots.
 - (b) Equipment: gun belt, handcuffs, collapsible baton, taser, pepper spray, flashlight, side arm (approved by Chief), extra bullets.
29. Carrying of firearms. Officers, when off duty, may carry an approved firearm if they will be traveling about in public places within the jurisdiction of the Department and will not be consuming intoxicating beverages. When wearing civilian clothes, officers shall conceal the firearm from public view.
30. Operation of vehicles. Officers shall operate official vehicles in a careful and prudent manner, and shall obey all laws of the state and all departmental orders pertaining to such operation. Officers shall set a proper example for other persons by their operation of a vehicle. Loss or suspension of a civilian driving license shall be reported to the Chief immediately.
31. Use of Department equipment. Officers shall utilize Department equipment only for its intended purpose, in accordance with established departmental procedures and shall not abuse, damage or lose Department equipment. All Department equipment issued to officers, including manuals, shall be maintained in proper order.
32. Dissemination of information. Officers shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures. Officers may remove or copy official records or reports from a police installation only in accordance with establishing departmental procedures. Officers shall not divulge the identity of persons giving confidential information except as authorized by proper authority in the performance of police duties.
33. Intervention. Officers shall not interfere with cases being handled by other officers of the Department or by any other agency or persons unless:
- (a) Ordered to interfere by the Chief of Police and/or or their designee.
 - (b) The interfering officer believes beyond a reasonable doubt that a great injustice would result from inaction.
34. Processing property. Property which has been discovered, gathered or received in connection with police responsibilities will be processed in accordance with established departmental procedures. Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property found in connection with an investigation or other police action, except in accordance with established departmental procedures.
35. Departmental reports, truthfulness. Officers shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by officers shall be truthful and complete, and no officer shall

- knowingly enter or cause to be entered any inaccurate, false, or improper information.
36. Treatment of persons in custody. Officers shall not mistreat persons who are in their custody. Officers shall handle such persons in accordance with law and established departmental procedures.
 37. Use of force. Officers shall not use more force in any situation than is reasonably necessary under the circumstances.
 38. Use of weapons. Officers shall not use or handle weapons in a careless or imprudent manner.
 39. Arrest, search and seizure. Officers shall not make any arrest, search or seizure which they know or ought to know is not in accordance with law.
 40. Use of police vehicle. Officers shall not use police vehicles for their private use. Officers who are on call may park a police vehicle at their private residence.
 41. Use of police telephone. The Township provides for police phones and a professional dispatch service. These services are not to be used for private messages of a personal nature except in a bona fide emergency.
 42. Discharge of firearms by police officers. These rules of conduct are amended and supplemented by the regulations covering use of force attached to this Chapter 154 as Exhibit A. Any inconsistency between the existing provisions of Chapter 154 and these regulations shall be resolved by the interpretation which favors the regulations contained in Exhibit A.²
 43. High-speed pursuit by motor vehicle. These rules of conduct are amended and supplemented by the Pursuit or Emergency Driving Procedures attached to this Chapter 154 as Exhibit B. Any inconsistency between the existing provisions of Chapter 154 and these regulations shall be resolved by the interpretation which favors the regulations contained in Exhibit B.³
- H. Disciplinary code. The list of penalties contained in Exhibit C⁴ shall be a guide for all members of the Department. Offenses not included in the list shall result in penalties similar to those specified for a listed offense of comparable seriousness. Repeated violations of departmental rules and regulations or any other course of conduct indicating a police officer has little or no regard for the obligations of members of the Police Department shall be cause for dismissal. This shall apply regardless of the severity of the offenses, and regardless of any reckoning period, and regardless of whether these violations are of the same type. Wherever in Exhibit C the term "five to 10 days" etc., is used, it shall be held to mean suspension from duty without pay. The list of penalties set forth in Exhibit C is intended to serve as a guide only, and is not to be construed as binding, as to the recommendation of the Chief, or as to the penalties which may be imposed by the Township Commissioners. Provisions will be made for a

2. Editor's Note: Said exhibit is on file in the Township offices.

3. Editor's Note: Said exhibit is on file in the Township offices.

4. Editor's Note: Said exhibit is on file in the Township offices.

service record for every member of the force, and all pertinent information as to the conduct of members of the Department, including offenses against this section, shall be entered thereon as a permanent record.

- I. Harassment policy. The Township Harassment Policy set forth in Chapter 180, § 180.14, is included herein by reference.

§ 154.14. Procedure for arrests without warrant.

- A. Purpose. The purpose is to permit a police officer to arrest, without a warrant, for specific summary offenses.
- B. General rule. For any of the following offenses, a police officer shall, upon view, have the right to arrest without a warrant upon probable cause when there is ongoing conduct that imperils the personal security of any person or endangers public or private property:
 1. Under Title 18 when such offense constitutes a summary offense:
 - (a) 18 Pa.C.S.A. § 5503 (relating to disorderly conduct).
 - (b) 18 Pa.C.S.A. § 5505 (relating to public drunkenness).
 - (c) 18 Pa.C.S.A. § 5507 (relating to obstructing highways and other public passages).

Chapter 330

LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) PROGRAM

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| § 330.01. Definitions. | § 330.07. Extension. |
| § 330.02. Eligible areas. | § 330.08. Revocation of LERTA exemption. |
| § 330.03. Exemption. | § 330.09. Conflict. |
| § 330.04. Exemption schedule. | § 330.10. Severability. |
| § 330.05. Procedure for obtaining exemption. | § 330.11. When effective. |
| § 330.06. Termination date. | |

[HISTORY: Adopted by the Board of Commissioners of the Township of Crescent 1-11-2011 by Ord. No. 602.¹ Amendments noted where applicable.]

§ 330.01. Definitions.

The following words and phrases, when used in this chapter, shall have the following meanings:

DETERIORATED PROPERTY — Any commercial or other business property owned by an individual, association, or corporation, and located in a deteriorating area, as hereinafter provided.

IMPROVEMENT — Repair, construction or reconstruction including alterations and additions having the effect of rehabilitating a deteriorated property so that it become habitable or attains higher standards of safety, health, economic use or amenity, or is brought into compliance with laws, ordinances or regulations governing such standards. Ordinary upkeep and maintenance shall not be deemed an improvement.

§ 330.02. Eligible areas.

- A. The Board of Commissioners determines that the areas shown on the map attached as Exhibit A² shall be the areas which contain and consist of deteriorated properties which are eligible for tax exemption under this chapter. Additional eligible areas may be included from time to time by ordinance of the Board of Commissioners.
- B. The eligible area is defined as inclusive of the following lot/block number:

1. Editor's Note: Former Chapter 330, Per Capita Tax, of the Codified Ordinances of the Township of Crescent was repealed 7-12-2000 by Ord. No. 461.

2. Editor's Note: Said exhibit is on file in the Township offices.

Lot/Block	Physical Address	Current Ownership
703-A-264	200 McGovern Boulevard	Premier Pan LLC

- C. Eligible properties within the defined eligibility area must be current on real estate taxes in order to qualify for abatement.

§ 330.03. Exemption.

- A. The amount to be exempted from real estate taxes shall be limited to that portion of the additional assessment attributable to the actual cost of new construction or improvements to deteriorated property in accordance with the exemption schedule established by this chapter.
- B. The exemption from real estate taxes shall be limited to that improvement for which an exemption has been requested in the manner set forth in this chapter and for which a separate assessment has been made by the Allegheny County Assessment Office.

§ 330.04. Exemption schedule.

- A. The schedule of real estate taxes to be exempted shall be in accordance with the following schedule.

Length (Year)	Portion (Percent)
First	100%
Second	100%
Third	75%
Fourth	50%
Fifth	25%

- B. If an eligible property is granted a tax exemption pursuant to this chapter, the improvement shall not, during the exemption period, be considered as a factor in assessing other properties.
- C. The exemption from taxes granted under this chapter shall be upon the property and shall not terminate upon the exchange or sale of the property.

§ 330.05. Procedure for obtaining exemption.

- A. Any person desiring tax exemption under this chapter shall notify the Secretary of the Township as well as the Business Manager of the Moon Area School District in writing on a form provided to the applicant at the time he secures a building permit for new construction or an improvement. A copy of the exemption request shall be forwarded to the Allegheny County Assessment Office. The Allegheny County Assessor shall, upon

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notice by applicant and after completion of the new construction or improvement, assess separately the new construction or improvement and calculate the amount of the assessment eligible for tax exemption in accordance with the limits established by this chapter and shall notify the taxpayer, the Township and the School District of the reassessment and the amount of the assessment eligible for the exemption. Appeals from the reassessment and the amount eligible for the exemption may be taken by the taxpayer or the local taxing authority as provided by law.

- B. The cost of the new construction or improvements to be exempted and the schedule of taxes exempted existing at the time of the initial request for tax exemption shall be applicable to the exemption request, and subsequent amendment to this chapter, if any, shall not apply to the adoption of any such amendment.

§ 330.06. Termination date.

An application for exemption may be made at any time within five years from the effective date of this chapter. All qualified applications under this chapter are eligible for the entire five-year exemption schedule.

§ 330.07. Extension.

The Township may, by ordinance adopted from time to time, extend the time for filing an application for extension. However, in no event shall any one extension period exceed five years.

§ 330.08. Revocation of LERTA exemption.

The exemption from real estate taxes provided for herein shall be forfeited by the applicant and/or any subsequent owner of the real estate for the failure to pay any nonexempt real estate taxes by the last day of the time period to pay such taxes in the penalty period. Upon receipt of the notice of nonpayment of nonexempt real estate taxes, the Township Treasurer shall discontinue the LERTA exemption.

§ 330.09. Conflict.

Any ordinance, or part thereof, which conflicts with the provisions of this chapter are hereby repealed.

§ 330.10. Severability.

The provisions of this chapter are severable and if any of its sections, clauses or sentences shall be held illegal, invalid or unconstitutional, such provisions shall not affect or impair any of the remaining sections, clauses or sentences.

§ 330.11. When effective.

This chapter shall become effective five days after enactment.

Chapter 360

CURRENT BUDGET AND REAL PROPERTY TAX

§ 360.01. Current budget.

§ 360.03. Estimated expenses.

§ 360.02. Current real property tax.

§ 360.04. Penalties and discounts.

GENERAL REFERENCES

Treasurer — See Ch. 146.

Tax Collector — See Ch. 148.

Tax relief for longtime owner-occupants of property within Township — See Ch. 390.

§ 360.01. Current budget. [Ord. No. 516, passed 12-10-2008; amended 12-21-2010 by Ord. No. 530; 12-20-2011 by Ord. No. 540; 12-27-2012 by Ord. No. 542; 12-12-2013 by Ord. No. 548; 12-11-2014 by Ord. No. 555; 12-10-2015 by Ord. No. 562; 12-8-2016 by Ord. No. 565; 12-14-2017 by Ord. No. 567; 12-12-2019 by Ord. No. 574; 12-31-2020 by Ord. No. 581]

For the year 2021, the following amounts are hereby appropriated from the fund equities, revenues and other financing sources available for the year 2021.

§ 360.02. Current real property tax. [Ord. No. 512, passed 12-10-2008; amended 4-20-2010 by Ord. No. 523; 12-21-2010 by Ord. No. 529; 12-20-2011 by Ord. No. 539; 12-27-2012 by Ord. No. 541; 12-12-2013 by Ord. No. 547; 12-11-2014 by Ord. No. 554; 12-10-2015 by Ord. No. 561; 12-8-2016 by Ord. No. 564; 12-14-2017 by Ord. No. 566; 1-15-2019 by Ord. No. 572; 12-12-2019 by Ord. No. 575; 12-31-2020 by Ord. No. 580; 12-30-2021 by Ord. No. 585]

For and during the 2022 calendar year, a tax be and is hereby levied on all real property and occupation within the Township of Crescent subject to taxation for Township purposes.

- A. The total tax rate for all Township purposes being the sum of 6.4 mills, or the sum of 64 cents on each thousand dollars of the assessed valuation to be paid as follows:
1. General purposes: The sum of 5.4 mills on each dollar of assessed valuation;
 2. Crescent Volunteer Fire Department Referendum: the sum of 1.0 mills on each dollar of assessed valuation.
- B. The collection period shall be 2% discount from March 1 through April 30, face amount from May 1 through June 30; and 10% penalty assessed after July 1, 2021.

§ 360.03. Estimated expenses. [Added 12-31-2020 by Ord. No. 580; 12-30-2021 by Ord. No. 585]

The estimated expenses of Township government and the amounts appropriated thereof from the revenue estimated to be derived during the calendar year ending December 31, 2022, are

set forth in the adopted budget of the Township, a copy of which is attached hereto as Exhibit "A."

§ 360.04. Penalties and discounts. [Ord. No. 395, passed 1-10-1990; amended 12-31-2020 by Ord. No. 580]

The collection period shall be 2% discount from March 1 through April 30; face amount from May 1 through June 30; and 10% penalty assessed after July 1, 2021.

1. Editor's Note: Said Exhibit "A" is on file in the Township offices.

Chapter 535

COMMERCIAL AND NONCOMMERCIAL SOLICITATION

§ 535.01. Definitions.

§ 535.02. Regulation of commercial solicitation.

§ 535.03. Regulation of door-to-door solicitation.

§ 535.04. Noncommercial door-to-door solicitation permit.

§ 535.04.1. Commercial door-to-door solicitation permit.

§ 535.05. Violations and penalties.

§ 535.06. Conflict with other Code provisions or law.

[HISTORY: Adopted by the Board of Commissioners of the Township of Crescent 9-14-2022 by Ord. No. 589.1 Amendments noted where applicable.]

§ 535.01. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

COMMERCIAL DOOR-TO-DOOR SOLICITATION — Any activity which involves any person entering upon private residential property to sell, offer for sale, or discuss the possible sale of any goods, commodity, wares, merchandise, products or services or by going from house to house for such purposes, without having first procured a permit to do so. "Sell" and "offer for sale" shall be defined to include any interaction that primarily propose of which is a commercial transaction.

DOOR-TO-DOOR SOLICITATION — Any activity which involves entering uninvited upon private residential property for the purpose of hawking, peddling, huckstering, or vending in any manner of any goods, commodity, wares, merchandise, products or services of any kind, advocating, discussing, publishing or promulgating any religious or political information, opinions, ideas, causes, or viewpoints, taking surveys or polls, or soliciting support, donations, membership or action in any form, for any purpose, from the resident(s) of the property. The term "door-to-door solicitation" includes, without limitation, both commercial and noncommercial door-to-door solicitation.

NONCOMMERCIAL DOOR-TO-DOOR SOLICITATION — Any activity which involves any person entering upon private residential property for the purpose of advocating, discussing, publishing or promulgating any religious or political information, opinions, ideas, causes, or view points, taking surveys or polls, or soliciting support, donations, membership or action in any form, for any purpose, from the resident(s) of the property, or by going house to house for such purpose.

PERMITTED HOURS — Commercial solicitation is permitted between the hours of 10:00 a.m. and 7:00 p.m. Noncommercial solicitation is permitted between the hours of 10:00 a.m.

1. Editor's Note: This ordinance also repealed former Ch. 535, Commercial and Noncommercial Solicitation, Ord. No. 106, passed 3-1-1926, as amended by Ord. No. 447, passed 4-8-1998.

and 9:00 p.m. Solicitation is prohibited at all other hours and all day on Sundays or other business holidays recognized as such holidays by the Commonwealth of Pennsylvania.

PERSON — An individual, partnership, association, joint-stock company, trust, corporation, government entity, limited liability company, firm or any other entity.

§ 535.02. Regulation of commercial solicitation.

- A. Activity prohibited unless permitted. It shall be unlawful for any person or persons to engage or be concerned in the business of hawking, peddling, huckstering or vending in any manner of any goods, wares, merchandise or produce of any kind whatsoever, not of their own manufacture or production, on the streets or highways or from house to house within the Township without having first taken out and obtained a permit to so do from the Manager, and having paid the fees hereinafter prescribed by the said Manager.
- B. Issuance of permits. It shall be the duty of the Manager, upon the application of any person or persons who may desire to be engaged, employed or concerned in the business aforesaid, and upon the payment of the amounts hereinafter specified, to issue a permit to such person or persons authorizing and allowing them to transact for the period of one year, or for such other period as may be therein stated from the date of such permit, the business aforesaid within the limits of the Township.
- C. Permit fees. Each person, firm or corporation who shall engage in said business within the Township shall pay to the Manager for the permit aforesaid such amount as shall be established from time to time by resolution of the Board of Commissioners.
- D. Exceptions. Nothing herein contained shall be construed to prohibit farmers and gardeners from selling the production of their own farms, gardens or dairies, nor shall such farmers or gardeners be required to take out a permit to do so according to the intent of an Act of Assembly in such cases made and provided; nor shall this chapter be construed as to prohibit any merchant, grocer or dealer from delivering goods purchased at their stores or places of business at the residence or place of business of the purchaser.

§ 535.03. Regulation of door-to-door solicitation.

- A. It is a violation of this chapter for any person to engage in door-to-door solicitation during any time other than the hours set forth herein. Each day of such violation constitutes a separate violation.
- B. It is a violation of this chapter for any person to engage in commercial door-to-door solicitation without first having obtained a commercial door-to-door solicitation permit from the Township Manager. Each day of such violation constitutes a separate violation.
- C. It is a violation of this chapter for any person to engage in noncommercial door-to-door solicitation without first having obtained a noncommercial door-to-door solicitation permit from the Township Manager. Each day of such violation constitutes a separate violation.

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- D. It is a violation of this chapter for any person to engage in any door-to-door solicitation on any private property posted with "no-solicitation" signs or listed on the Do Not Knock List. Any such violation will be considered trespass subject to the criminal laws of the commonwealth and each day of such violation constitutes a separate violation.

§ 535.04. Noncommercial door-to-door solicitation permit.

- A. Any person may obtain a permit to engage in noncommercial door-to-door solicitation during daylight hours by filing with the Township Manager an application for same. The application shall specify:
1. The full names of all individuals who will be engaging in noncommercial door-to-door solicitation;
 2. The name and address of the company or organization, if any, sponsoring or supporting the solicitation;
 3. The dates on which solicitation activities will take place.
- B. There shall be no fee for a noncommercial door-to-door solicitation permit.
- C. The permit will be issued immediately upon submission of a completed application.
- D. The permit applies only to the individuals listed in the application.
- E. The permit expires on the last of the dates of solicitation listed by the applicant in the application, or within one week from the date of issuance, whichever is sooner.
- F. A permit issued upon an application containing false information is invalid from the date of issuance. Any person who submits false information on an application for a permit under this chapter violates this chapter, and is subject to penalties hereunder, in addition to any penalties and/or punishment under the laws of the Commonwealth of Pennsylvania for submitting false information to authorities.

§ 535.04.1. Commercial door-to-door solicitation permit.

- A. The permit referred to in this section shall be issued upon filing of a completed application unless the Manager informs the person, firm, corporation or association in writing and within four days of the date of application that the Chief of Police can show that the person, firm, corporation or association is seeking to engage in unsafe, illegal, fraudulent or criminal activity, or has made a material misrepresentation on the permit application.
- B. In order to preserve the right of Township residents to enjoy the peace and tranquility of their homes without unreasonable interruption or annoyance during times when door-to-door solicitations are most unwelcome, it shall be unlawful for any person, firm, corporation, or association to sell or offer for sale any goods, commodity, or services, or to solicit funds or donations of any kind, in, upon, or along any of the public streets, alleys, or public places of the Township of Crescent, or by going from house to house for such purposes between the hours of 9:00 p.m. and 10:00 a.m. or all day on Sundays

or other business holidays recognized as such holidays by the Commonwealth of Pennsylvania.

- C. No commercial solicitation shall be done on any private property posted with "no-solicitation" signs or listed on the Do Not Knock List, and any such violation will be considered trespass subject to the criminal laws of the commonwealth.
- D. In addition to the requirements to obtain a permit as set forth in § 535.04, the application for a commercial solicitation permit shall require following:
 - 1. The submission of an up-to-date criminal background check obtained by the Pennsylvania State Police for each person involved in the commercial solicitation.
 - 2. A brief description of the goods, commodity, or service to be sold or offered for sale. If the applicant is a business enterprise of any kind, the application shall also include the official name of the business, any alternate names under which the enterprise conducts business, its state of incorporation, its tax identification number, and its registered address for accepting service of process.
- E. The permittee and any persons soliciting with or on behalf of permittee shall be required to wear an identification badge provided by the Township Police Department at the time of issuance of the permit.

§ 535.05. Violations and penalties.

The penalty for violating any of the provisions of this chapter shall be in accordance with § 120.07 of the Codified Ordinances of Crescent Township.

§ 535.06. Conflict with other Code provisions or law.

In the event any provision of this chapter is determined to be in conflict with any other provision of this Code or invalid under prevailing laws of the Commonwealth of Pennsylvania or the United States, the remaining provisions of this chapter shall continue to be in effect.

Chapter 596

LANDLORD REGISTRATION AND LICENSING REQUIREMENTS

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| § 596.01. Title. | § 596.06. Appointment of Property Manager. |
| § 596.02. General purpose, policy and scope. | § 596.07. Violations and penalties. |
| § 596.03. Definitions. | § 596.08. Appeal. |
| § 596.04. Owner's duties. | § 596.09. Miscellaneous provisions. |
| § 596.05. Licensing requirements. | § 596.10. Repealer. |
| | § 596.11. Severability. |

[HISTORY: Adopted by the Board of Commissioners of the Township of Crescent 8-10-2022 by Ord. No. 588. Amendments noted where applicable.]

§ 596.01. Title.

This chapter is hereby titled the Township of Crescent Landlord Registration and Licensing Ordinance.

§ 596.02. General purpose, policy and scope.

It is the purpose of this chapter and the policy of the Board of Commissioners of the Township of Crescent, in order to protect and promote the public health, safety and welfare of its citizens, to establish rights and obligations of owners and occupants relating to the rental of certain residential rental units in the Township of Crescent and to encourage owners and occupants to maintain and improve the quality of rental housing within the community. It is also the policy of the Township that owners, managers and occupants share responsibilities to obey the various codes adopted to protect and promote public health, safety and welfare. The provisions of this chapter to all residential houses, apartments, units, buildings and/or structures of any kind which are leased, rented or otherwise occupied by persons or entities who do not own the premises and to all the persons or entities which own, lease, and/or rent such residential houses, apartments, units, buildings and/or structures of any kind within the Township. Further, this chapter is not intended, nor shall its effect be, to limit any other enforcement remedies which may be available to the Township.

§ 596.03. Definitions.

Unless otherwise expressly stated, the following terms shall, for the purposes of this chapter, have the meanings shown in this chapter.

CODE — Any statute, ordinance, or law adopted, enacted, and/or in effect in and for the Township of Crescent concerning fitness for habitation or the construction, maintenance, operation, occupancy, use or appearance of any premises or dwelling unit.

CODE ENFORCEMENT OFFICER — Any duly authorized representative of the Township of Crescent, including but not limited to the Township of Crescent Police Department and its officers, Township of Crescent Code Enforcement Officer, the Township of Crescent Building Inspector and those authorized by the Board of Commissioners of the Township of Crescent to enforce the provisions contained herein.

COMMON AREA — In multiple-unit dwellings, space which is not part of a regulated rental unit and which is shared with other occupants of the dwelling whether they reside in regulated dwelling units or not. Common areas shall be considered as part of the premises for purposes of this chapter.

DWELLING — A building having one or more dwelling units.

DWELLING UNIT — A room or group of rooms within a dwelling and forming a single unit and used for living and sleeping purposes, regardless of the zoning classification or district in which the dwelling unit exists.

LANDLORD — One or more persons, jointly or severally, in whom is vested all or part of the legal title to the premises, or all or part of the beneficial ownership and a right to present use and enjoyment of the premises, including a mortgage holder in possession of a regulated rental unit. (Same as "owner.")

LESSOR — Any person who, for monetary or other consideration, grants, permits or otherwise allows another person to use or occupy or exercise control over premises or any part thereof as a lessee, sublessee, licensee, invitee, or concessionaire, whether or not said person is the owner of the premises, and further shall also include any agent or other person authorized to collect rents on behalf of another person.

MULTIPLE-UNIT DWELLING — A building containing two or more independent dwelling units, including, but not limited to, double houses, row houses, townhouses, condominiums, apartment houses, and conversion apartments.

NONREGULATED NON-OWNER-OCCUPIED UNIT — A dwelling occupied by immediate family member(s) of the owner(s), i.e., parent, child, siblings, in which no money exchanges hands for the purpose of such occupancy.

OCCUPANCY LICENSE — The license issued to the owner of regulated rental units under this chapter, which is required for the lawful rental and occupancy of regulated rental units.

OCCUPANT — An individual who resides in a regulated rental unit, whether or not he or she is the owner thereof, with whom a legal relationship with the owner/landlord is established by a written lease or by the laws of the Commonwealth of Pennsylvania.

OWNER — One or more persons, jointly or severally, in whom is vested all or part of the legal title to the premises, or all or part of the beneficial ownership and a right to present use and enjoyment of the premises, including a mortgage holder in possession of a regulated rental unit.

OWNER-OCCUPIED DWELLING UNIT — A dwelling unit in which the owner resides on a regular, permanent basis.

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PERSON — A natural person, partnership, corporation, unincorporated entity, association, limited partnership, trust, or any combination thereof, including those acting in a fiduciary or representative capacity, whether appointed by a court or otherwise.

PREMISES — Any parcel or real property in the Township, including the land and all buildings and appurtenant structures or appurtenant elements, upon which one or more regulated rental units is located, and is suitable or adaptable for human occupancy for residential, commercial or other purposes.

REGULATED RENTAL UNIT — A dwelling unit occupied or intended to be occupied by any person under a rental agreement, regardless of the zoning classification or district in which the regulated rental unit exists.

RENTAL AGREEMENT — A written agreement between owner/landlord and occupant/tenant embodying the terms and conditions concerning the use and occupancy of a specified regulated rental unit or premises.

TENANT — An individual who resides in a regulated rental unit, whether or not he or she is the owner thereof with whom a legal relationship with the owner/landlord is established by a written lease or by the laws of the Commonwealth of Pennsylvania. (Same as "occupant.")

TENANT REGISTRATION APPLICATION — Written form, including forms supplied by the Township Manager, containing at least the following information legibly inscribed thereon:

- A. The names and current complete mailing address, email address and telephone number of any and all persons using, occupying or exercising control over premises owned by, subjected to or in control of the lessor.
- B. The date upon which each person commenced such use, occupancy or exercise of control over the premises of the lessor.
- C. The date upon which any person previously identified in a tenant registration application terminated the use, occupancy or exercise of control over the premises of the lessor and the forwarding or other last known address of that person.
- D. The name, current address, email address and telephone number of the lessor.
- E. A statement by the lessor verifying the contents of the report duly executed and acknowledged by the lessor.

TERMS NOT DEFINED — Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

TOWNSHIP — The Township of Crescent.

§ 596.04. Owner's duties.

- A. Owner's duties.
 1. It shall be the duty of every owner to keep and maintain all regulated rental units in compliance with all applicable codes and provisions of all other applicable

state laws and regulations and local ordinances, and to keep such property in good and safe condition.

2. The owner shall maintain the premises in compliance with the applicable Codes of the Township, Allegheny County, and the Commonwealth of Pennsylvania, and shall regularly perform all routine maintenance and make any and all repairs necessary to fulfill this obligation.
3. The owner shall reply promptly to reasonable complaints and inquiries from occupants, and the owner shall comply with all provisions of the Landlord-Tenant Act of the Commonwealth of Pennsylvania.
4. The owner shall provide to the Township the contact information for the person(s) or entities responsible for the management of the premises.

B. Written rental agreement.

1. All rental agreements for regulated rental units shall be in writing. The owner shall provide to the tenant at the time the rental agreement is agreed to or executed a copy of this chapter. The owner shall provide occupant with copies of the rental agreement upon execution.
2. Except as otherwise provided by this chapter, no rental agreement may provide that the occupant or owner agrees to waive or to forego rights or remedies under this chapter. A provision prohibited by this chapter and included in a rental agreement shall be unenforceable.

C. Tenant registration application. Each lessor shall file a tenant registration application in the office of the Township Manager within 30 days after each and every change of occupancy of each premises by any lessee, sublessee, licensee, invitee or concessionaire. Such supplementary reports may be limited to the change made. The lessors shall be required to file tenant registration applications for all properties owned or controlled.

D. Enforcement.

1. Within 10 days after receipt of written notice from the Code Enforcement Officer that the owner and/or an occupant of a regulated rental unit has violated a provision of this chapter, or any other applicable statute, ordinance, or code of the Commonwealth of Pennsylvania, Allegheny County, or Township of Crescent, the owner shall take immediate steps to remedy the violation and take steps to assure that there is not a reoccurrence of the violation.
2. Within 10 days if requested by the Code Enforcement Officer after receipt of a notice of violation, the owner shall file with the Code Enforcement Officer a report, setting forth what action the owner has taken to remedy the violation and what steps he or she has taken to prevent a reoccurrence of the violation. The report shall also set forth a plan as to steps the owner will take in the future if the violation recurs.
3. The Code Enforcement Officer shall review the report and, if adequate steps have been taken and the plan is adequate to address the future violations, shall approve

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the plan. The owner shall, on his or her initiative, enforce the plan and failure to do so shall be a violation of this chapter.

4. Upon receiving notice of any code violation from the Code Enforcement Officer, the owner shall promptly take action, or cause the necessary action to be taken, to abate the offending condition and eliminate the violation.
 5. All repairs identified in the notice of violations shall be corrected within the time to cure as specified by the inspector on the notice of violations.
- E. Township can make repairs. In the event the owner of premises shall neglect, fail or refuse to comply with any notice from the Township or its Code Enforcement Officer to correct a violation relating to maintenance and repair of the premises under any code within the period of time stated in such notice, the Township may cause the violation to be corrected. There shall be imposed upon the owner a charge of the actual costs involved, plus 10%. The owner of the premises shall be billed after same has been completed. Any such bill which remains unpaid and outstanding after the time specified therein for payment shall be grounds for the imposition of a municipal lien upon the premises as provided by law. Such a lien may be reduced to judgment and enforced and collected as provided by law, together with interest at the legal rate and court costs. The remedies provided by this subsection are not exclusive and the Township and its Code Enforcement Officer may invoke such other remedies available under this chapter or other applicable codes, ordinances or statutes, including, where appropriate, condemnation proceedings or declaration of premises as unfit for habitation; or suspension, revocation, or nonrenewal of the license issued hereunder.
- F. Inspection of premises.
1. The owner shall permit inspections of any premises by the Code Enforcement Officer at his discretion, or at minimum once every three years. The Code Enforcement Officer is required to provide written notice a minimum of seven days in advance of the inspection date.
 2. The Code Enforcement Officer is hereby designated as the official authorized to enforce this chapter and to take appropriate measures to abate violations herein, for and on behalf of the Township of Crescent. The Police will also have the authority to enforce this chapter and take appropriate action to abate violations.

§ 596.05. Licensing requirements.

- A. License requirement and fee.
1. As a prerequisite to entering into a rental agreement or permitting the occupancy of any regulated rental unit (except as provided in this section), the owner of every such regulated rental unit shall be required to apply for and obtain a license for each regulated rental unit, regardless of the zoning classification or district in which the regulated rental unit exists. The cost of a license shall be \$65 per unit. The cost of a license may be amended by resolution of the Township of Crescent from time to time as it may desire.
 2. A license shall be required for all regulated rental units.

3. The following categories of rental properties shall not require licenses, and shall not, therefore, be subject to the permitting provision of this chapter: (a) senior citizen retirement and assisted living facilities duly licensed and complying with the laws and regulations of the Commonwealth of Pennsylvania with respect to such facilities; (b) convents and parish houses; (c) dormitory housing provided by educational institutions; (d) housing provided by volunteer fire companies to its members; (e) group homes providing medical and related care for persons with disabilities; (f) a nonregulated non-owner-occupied unit as defined in this chapter; (g) residential rental units occupied by immediate members of owner's family; provided, that no more than two unrelated individuals, in addition to the immediate members of the owner's family, occupy the dwelling unit at any given time.
 4. The application for the license shall be in a form as determined by the Township from time to time.
 5. The owner shall maintain a current list of occupants in each regulated dwelling unit which shall include their name, permanent address and permanent telephone number. The owner shall furnish the list to the Township upon request and shall notify the Township of any changes in the number of occupants so that revisions can be made to the license.
- B. License term, fee and occupancy limit.
1. Each license shall have a three-year term running from the date the application is approved by the Township of Crescent. Upon application for a license and prior to the issuance or renewal thereof, each applicant shall pay to the Township a three-year license and inspection fee, in an amount to be established from time to time by resolution of the Township Board of Commissioners. Such resolution may provide for more than one fee scale for different categories of premises, to be more specifically set forth in the resolution.
 2. The license shall indicate thereon the maximum number of occupants in each regulated rental unit.
 3. No license shall be issued if the owner has not paid any fines and costs arising from enforcement of this chapter or any of the ordinances of the Township of Crescent relating to land use and/or code enforcement, has failed to remedy the violations identified by the Code Enforcement during the inspection of the premises, or if any licensing fees under this chapter are due and owing to the Township.
- C. Annual tenant registration. Every owner/landlord shall provide the Township annually by March 15 of each year a tenant registration application listing the name, address, email address, telephone number and all pertinent contact information of each and every tenant in any regulated rental unit and/or dwelling. Upon application, each applicant shall pay to the Township an annual registration fee in an amount to be established from time to time by resolution of the Township Board of Commissioners.

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§ 596.06. Appointment of Property Manager.

- A. Every owner/landlord residing further than 15 miles from the corporate boundaries of the Township of Crescent must designate a property manager or person responsible for the care of all rental property. The property manager or person responsible for taking care of rental property must reside or have its corporate offices or reside within 15 miles of the corporate boundaries of the Township of Crescent. The property manager shall be the designated recipient of all correspondence and violation notices from the Township. The property manager shall be the direct point of contact for disruptive conduct, emergencies, and any other occurrence that may be of a time-sensitive nature. The property manager shall be the agent of the property owner and by his, her or its appointment shall be authorized and empowered to accept service of all correspondence, violation notices, citations, court complaints and pleadings on behalf of the landlord. The appointment of a property manager shall remain in effect and shall be considered legally binding on both the principal and agent until revoked and notice of revocation is provided by the owner/landlord to the Township.
- B. Every owner/landlord residing further than 15 miles from the corporate boundaries of the Township of Crescent must appoint a property manager within 45 days of enactment of this chapter. The landlord/owner must provide the Township with the property manager's name, address, and all pertinent contact information. The owner/landlord must also provide the Township with his/her name, address, email address, telephone number and all pertinent contact information. The owner/landlord of the property shall be responsible for all the duties of the property manager in the event that the Township is unable to communicate with the property manager. Contact information shall be updated upon any change in designated manager and/or at the time of each annual registration or license renewal.

§ 596.07. Violations and penalties.

- A. Basis for violation. It shall be unlawful for any person, as owner of a regulated rental unit for which a license is required, to operate without a valid, current license issued by the Township authorizing such operation. It shall also be unlawful for any owner to allow the number of occupants of a regulated rental unit to exceed the maximum limit as set forth on the license, or to violate any other provision of this chapter. It shall be unlawful for any occupant to violate this chapter.
- B. Penalties. Any violation of this chapter shall constitute a summary offense punishable, upon conviction thereof by a magisterial district judge, by a fine not less than \$300 nor more than \$600 plus costs. Each day of violation shall constitute a separate and distinct offense.
- C. Nonexclusive remedies. The penalty provisions of this chapter shall be independent, nonmutually exclusive separate remedies, all of which shall be available to the Township as may be deemed appropriate for carrying out the purposes of this chapter. The remedies and procedures in this chapter for violation hereof are not intended to supplant or replace, to any degree, the remedies and procedures available to the Township in the case of a violation of any other code or ordinance of the Township, whether or not such other code or ordinance is referenced in this chapter and whether

or not an ongoing violation of such other code or ordinance is cited as the underlying ground for a finding of a violation of this chapter.

§ 596.08. Appeal.

Any person affected by a decision, notice or order of a Code Enforcement Officer under this chapter shall have the right to appeal to the Char West Council of Governments Uniform Construction Code Board of Appeals or other appeals board as may be subsequently designated by resolution from time to time. An application for appeal may be made when it is claimed that the provisions of this chapter have been improperly applied or administered or that factual errors were made by the Code Enforcement Officer, or for such other grounds under this chapter as the applicant may allege. A written application for appeal is required to be filed within 20 days after the day the decision, report, notice or order was received or served.

§ 596.09. Miscellaneous provisions.

- A. Changes in ownership occupancy. It shall be the duty of each owner of a regulated dwelling unit to notify the Township Manager in writing of any change in ownership of the premises or of the number of regulated rental units on the premises. It shall also be the duty of the owner to notify the Township Manager in writing of the changing of a dwelling unit from owner-occupied to non-owner-occupied, which thereby transforms the dwelling into a regulated rental unit for purposes of this chapter.
- B. Owner severally responsible. If any regulated rental unit is owned by more than one person, in any form of joint tenancy, as a partnership, or otherwise, each person shall be jointly and severally responsible for the duties imposed under the terms of this chapter, and shall be severally subject to prosecution for the violation of this chapter.

§ 596.10. Repealer.

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

§ 596.11. Severability.

It is hereby declared to be the intention of the Board of Commissioners of the Township of Crescent that the several provisions of this chapter are separable. If any Court of competent jurisdiction shall declare any words, sentences, sections or provisions of this chapter to be invalid, such a ruling shall not affect any other words, sentences, sections or provisions of this chapter not specifically included in said ruling.

Enactment	Adoption Date	Subject	Disposition	Supp. No.
Res. No. R-04-2021	5-13-2021	Adoption of Hazard Mitigation Plan	NCM	12
Res. No. R-05-2021	5-13-2021	Grant Request	NCM	12
Ord. No. 583	6-10-2021	Burning, Open	Ch. 597	12
Res. No. R-06-2021	7-8-2021	Emergency Operations Plan	NCM	12
Ord. No. 584	9-9-2021	Local Economic Revitalization Tax Assistance (LERTA) Program	Ch. 330	13
Res. No. R-7-21	10-14-2021	Grant Request	NCM	13
Res. No. R-8-21	10-14-2021	CDBG Funds Request	NCM	13
Res. No. R-9-21	10-14-2021	Grant Request	NCM	13
Ord. No. 585	12-30-2021	Current Budget and Real Property Tax Amendment	Ch. 360	13
Res. No. 01-2022	1-13-2022	Garbage Collection Fees for 2022	NCM	13
Res. No. 02-2022	1-13-2022	Real Estate Tax Increase for Firefighter Referendum Account	NCM	13
Res. No. 03-2022	2-22-2022	Borrowing	NCM	13
Res. No. 04-2022	3-10-2022	Grant	NCM	13
Res. No. 05-2022	3-10-2022	Grant	NCM	13
Res. No. 06-2022	3-10-2022	Disposition of Records	NCM	13
Res. No. 07-2022	3-10-2022	Approval of Records	NCM	13
Res. No. 08-2022	3-10-2022	Grant	NCM	13
Res. No. 09-2022	4-13-2022	Economic Development	NCM	13
Res. No. 10-2022	4-13-2022	Economic Development	NCM	13

Enactment	Adoption Date	Subject	Disposition	Supp. No.
Ord. No. 586	5-11-2022	Police Department Amendment	Ch. 154	13
Ord. No. 587	5-11-2022	Dedication, Vacation and Plat Approval Amendment	Tbl B	13
Res. No. 11-2022	5-11-2022	Grant	NCM	13
Res. No. 12-2022	5-11-2022	Grant	NCM	13
Res. No. 14-2022	6-8-2022	Commission for Tax Collector	NCM	13
Res. No. 15-2022	7-13-2022	Applications, Permits and License Fees	NCM	13
Res. No. 16-2022	7-13-2022	Destruction of Records	NCM	13
Res. No. 13-2022	7-26-2022	Agreement	NCM	13
Ord. No. 588	8-10-2022	Landlord Registration and Licensing Requirements	Ch. 596	13
Res. No. 17-2022	8-10-2022	Agreement	NCM	13
Res. No. 18-2022	8-10-2022	Applications, Permits and License Fees	NCM	13
Res. No. 20-2022	8-10-2022	Applications, Permits and License Fees	NCM	13
Ord. No. 589	9-14-2022	Commercial and Noncommercial Solicitation Amendment	Ch. 535	13
Res. No. 19-2022	9-14-2022	Agreement	NCM	13
Res. No. 21-2022	9-14-2022	Minimum Municipal Obligation	NCM	13