

**OFFICIAL  
TOWN OF McCANDLESS  
ORDINANCE NO. 1547**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA, AMENDING ARTICLE 137, PERSONNEL BOARD, OF THE TOWN CODE OF ORDINANCES TO ALTER MEETING PROCEDURES AND QUALIFICATIONS FOR EMPLOYMENT AS A POLICE OFFICER AND TO ESTABLISH SPECIFIC REQUIREMENTS FOR HIRING AND PROMOTION.**

**WHEREAS**, Section 1103 of the Town of McCandless ("Town") Town Charter authorizes the establishment of a Personnel Board consisting of such number of qualified electors of the Town as may be determined by the Town Council ("Council"), and who shall be appointed by Council for such terms as may be established by Council; and

**WHEREAS**, on July 15, 2002 by Ordinance Number 1272, Council established a Town Personnel Board ("Board") consisting of three members and up to two alternates; and

**WHEREAS**, on April 11, 2022 by Ordinance Number 1522, Council expanded the Personnel Board to consist of five members and up to two alternates; and

**WHEREAS**, in order to better fulfil the duties of the Board and in furtherance of the general health, safety, and welfare of the Town and its residents, Council desires to amend Article 137 of the Town Code of Ordinances, Personnel Board, to alter meeting procedures, qualifications for employment as a police officer and to establish specific requirements for hiring and promotions; and

**NOW THEREFORE, BE IT ORDAINED AND ENACTED** by the Town Council of the Town of McCandless, Allegheny County, Pennsylvania, that:

**Section 1.** Section 137.05 of the Town Code of Ordinances, Rules of Procedure, is hereby amended by inserting the underlined words and deleting the stricken words as follows:

**Section 137.05. Rules of Procedure.**

Rule I – General

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102 - Meetings: ~~Except for the annual organization meeting, all M~~meetings may be called by the Chairman~~person~~ or by a majority of the other four members~~at the call of three members of the Board~~. Three members constitute a quorum. Three affirmative votes are required for approval of any motion. Conduct of meetings shall be governed by Robert's Rules of Order. Meetings shall be open to the public unless a public meeting would broach the normal confidentiality of employee data. Minutes shall be kept and minutes of open meetings shall be made available to the public upon request. ~~Minutes shall be approved by the majority of the Board.~~

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## Rule II – Police Appointments

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202 – Qualifications: To be eligible, at the time of application, an applicant for employment as a police employee shall meet at least the following qualifications:

- ~~a. Be at least 21 years of age;~~
- ~~b. Have a bachelor's degree from an accredited college or university (preference for a degree related to law enforcement/police related); or (ii) have at least four years (8,320 hours) law enforcement experience as determined by the Personnel Board after consultation with the Chief of Police or (iii) have an associate's degree from an accredited college or university or four (4) years of military service with an honorable discharge along with at least two (2) years (4,160 hours) of law enforcement experience as determined by the Personnel Board after consultation with the Chief of Police;~~
- ~~c. Be licensed by the Commonwealth of Pennsylvania to operate a motor vehicle or hold a valid drivers' license from the applicant's state of residence. The applicant must obtain a valid Pennsylvania Drivers' License within sixty (60) days after the applicant establishes residency within the Commonwealth of Pennsylvania;~~
- ~~d. Be a citizen of the United States of America;~~
- ~~e. Be a person who has successfully completed a basic police training course in conformity with current law (formerly PA Act 120) and commits to the taking of a certification examination administered by the Municipal Police Officers' Education and Training Commission (MPOETC) within 60 days of notice by the Town to take and pass the examination, or is otherwise certified under applicable law and further has satisfied all other federal, state and local rules and regulations regarding his/her ability to act as a police officer.~~
- ~~f. Be of good moral character and agree to uphold and abide by the Town of McCandless Mission Statement;~~
- ~~g. Be free of habitual addiction of intoxicated liquors or drugs;~~

- ~~h. Indicate a willingness to establish residence within a defined geographical boundary (as determined by the Town or as determined in a collective agreement) within one year of appointment;~~
- ~~i. Be eligible to carry a firearm and be free from conviction of a disqualifying crime in accordance with the Police Officers Education and Training Program of Title 37 of the Pennsylvania Code; [and]~~
- ~~j. Satisfy the requirements of Act 57 of 2020 pertaining to background checks; and~~
- ~~k. Such other qualifications which may be proposed by the Personnel Board and approved by Council.~~

A. An Applicant must meet at least one of the following of 1, 2, and 3:

- 1. Have a bachelor's degree from an accredited college or university. Preference is for a degree related to law enforcement or police-related degree but is not required.
- 2. Have at least four years (8,320 hours) law enforcement experience.
- 3. Have at least two (2) years (4,160 hours) of law enforcement experience and one of the following:
  - i. Have an associate's degree from an accredited college or university.
  - ii. Have four (4) years of military service with an honorable discharge.

B. An applicant must also meet all of the following criteria:

- 1. Be at least 21 years old.
- 2. Be licensed by the Commonwealth of Pennsylvania to operate a motor vehicle or hold a valid driver's license from the applicant's state of residence. An applicant must obtain a valid Pennsylvania Drivers' License within sixty (60) days after establishing residency within the Commonwealth of Pennsylvania.
- 3. Be a citizen of the United States of America.
- 4. Have Act 120 certification and commit to the taking of a certification examination administered by the Municipal Police Officers' Education and Training Commission (MPOETC) within 60 days of notice by the Town to take and pass the examination, or is otherwise certified under applicable law and further has satisfied all other federal, state and local rules and regulations regarding his/her ability to act as a police officer;

5. Be of good moral character; and agree to uphold and abide by the Town's Mission statement.
6. Be free of habitual addiction of intoxicating liquors or drugs.
7. Indicate a willingness to establish residence within one year after the conclusion of the probationary period within the defined residence boundaries set forth in the contract.
8. Be eligible to carry a firearm and be free from conviction of a disqualifying crime in accordance with the Police Officers Education and Training Program of Title 37 of the Pennsylvania Code.
9. Satisfy the requirements of Act 57 of 2020 pertaining to background checks.
10. Such other qualifications which may be proposed by the Personnel Board and approved by Council.

203 - Applications: Each applicant shall complete fully the prescribed application form. The applicant is responsible for all information placed upon the form. False or incorrect information will void the application form and any subsequent action taken upon it.

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II. ~~Upon receipt of an application,~~ The Town shall conduct a background investigation of the Contenders on the Certified List of Three and any other applicants identified by the Police Chief or the Town Manager in accordance with the provisions of Act 57 of 2020, pursuant to the following procedure:

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204 – Examinations: All examinations shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the position sought. The examination shall consist of :

- a. Physical agility test;
- b. A written examination; ~~and~~
- c. An oral examination; ~~and~~
- d. Background Investigation.

The written examination shall constitute 60% of the final composite score, and the oral examination shall constitute 40% of the final composite score. The Final Composite Score shall be calculated by:

- a. Multiplying the written examination score (out of a possible 100 points) by .6 (60%) to calculate the Weighted Written Examination Score.
- b. Multiplying the Final Oral Examination Grade (out of a possible 100 points) by a .4 (40%) to calculate the Weighted Oral Examination Score.

- c. Adding the Weighted Written Examination Score to the Weighted Oral Examination Score.
- d. Multiplying the sum of the Weighted Written Examination Score and Weighted Final Oral Examination Score by 2 (the Weighted Composite Score Total).
- e. To the Weighted Composite Score Total shall be added ten points to anyone properly entitled to veteran's preference points.

The final Composite Score is out of 200 possible points, plus any additional veterans preference points to which a candidate is entitled. The written examination shall have a minimum passing score of ~~80%~~ 70% and the oral examination shall have a minimum passing score of ~~80%~~ 70%.

205 - Contenders: The Board shall administer the oral examination to the highest twelve (12) applicants who have attained the passing scores of ~~80%~~ 70% or greater on the written examination, and any person possessing a veteran's preference right who has achieved a passing score on the written examination.

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208 - List of Eligibles: All contenders who have successfully passed the written examination and the oral examination and have a score of at least ~~80%~~ 70% on the written examination and ~~80%~~ 70% on the oral examination, shall be included on a list of eligibles. The list shall be prepared in descending numerical order of final composite scores. The Final Composite Score shall be calculated by:

- a. Multiplying the written examination score (out of a possible 100 points) by .6 (60%) to calculate the Weighted Written Examination Score.
- b. Multiplying the Final Oral Examination Grade (out of a possible 100 points) by a .4 (40%) to calculate the Weighted Oral Examination Score.
- c. Adding the Weighted Written Examination Score to the Weighted Oral Examination Score.
- d. Multiplying the sum of the Weighted Written Examination Score and Weighted Final Oral Examination Score by 2 (the Weighted Composite Score Total).
- e. To the Weighted Composite Score Total shall be added ten points to anyone properly entitled to veteran's preference points.

The final Composite Score is out of 200 possible points, plus any additional veterans preference points to which a candidate is entitled. The written score shall be multiplied by 60% (.60) and the oral score shall be multiplied by 40% (.40); the addition of these two calculations shall form a composite score. To the composite score shall be added ten points to anyone properly entitled to veteran's preference points. The names of those persons with the highest three scores may be considered by Council for selection as a police employee. Town Council may decide to interview some members of the list of eligibles. Any contender requested to attend an interview shall appear at the time and place set by Council. Failure to attend any such interview shall be deemed to be a willful decision not to accept a position which may be offered by the Town.

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Rule III – Police Promotions

303 – Scoring: Any applicant who obtains ~~80%~~70% or more, in both the written and oral examination, shall be included on the eligibility list.

Both written and oral examinations shall be scored on the basis of a possible 100% with ~~80%~~70% of the minimum passing score on each examination. The composite score shall be 60% of the written score plus 40% of the oral score.

Example: 60% of 80 written = 48; 40% of 90 oral = 36; 48 + 36 = 84% composite score. Apparent ties shall be broken by favoring the contender with the higher written score.

Only the top three names may be considered for each selection by Council and any one of the top three candidates may be selected by Council.

**Section 2.** Severability.

If any of the provisions or terms of this Ordinance shall be held invalid for any reason whatsoever, then, unless such provision or term is material to this Ordinance as to render this Ordinance impracticable to perform, such provision or term shall be deemed severable from the remaining provisions or terms of this Ordinance and shall in no way affect the validity or enforceability of any other provisions hereof.

**Section 3.** Repealer.

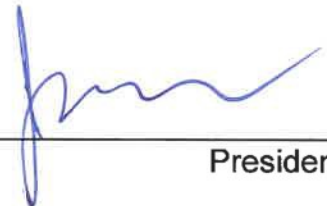
All prior ordinances are hereby repealed in whole or in part to the extent inconsistent herewith.

ORDAINED AND ENACTED into law this 22nd day of January 2024, effective immediately.

ATTEST:

TOWN COUNCIL  
TOWN OF McCANDLESS

  
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Secretary

  
\_\_\_\_\_  
President