

**TOWNSHIP OF CHELTENHAM TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 17-17**

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**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF CHELTENHAM TOWNSHIP, MONTGOMERY  
COUNTY, PENNSYLVANIA AMENDING THE CIVIL  
SERVICE RULES AND REGULATIONS OF THE  
TOWNSHIP**

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**WHEREAS**, the Cheltenham Township Board of Commissioners (“Board of Commissioners”) adopted the current Township of Cheltenham Personnel Rules and Regulations by resolution on November 21, 2006; and

**WHEREAS**, certain amendments of the Personnel Rules and Regulations have been recommended by the Police Chief and the Township Manager in order to (a) position the Township more competitively in terms of the pool of eligible police candidates and (b) to select police candidates in a more efficient manner; and

**WHEREAS**, the proposed amendments would affect the following Civil Service Rules and Regulations: Sections 5.01C Qualification of Applications, 5.01L Eligible List and 502.A Appointments.

**NOW THEREFORE**, it is hereby **RESOLVED** by the Board of Commissioners of Cheltenham Township that the Township of Cheltenham Personnel Rules and Regulations are amended as follows (amendments noted in bold, deleted words in strikethrough):

Section 5.01C. Qualifications of ~~Applications~~ **Applicants**

~~Applications~~ **Applicants** for positions on the Police Force must have the following **minimum** qualifications:

- (1) **CITIZENSHIP** — Must be a citizen of the United States of America.
- (2) **RESIDENCE** — ~~Applications~~ **Applicants** for a position on the Police Force will be accepted from residents and non-residents.
- (3) **AGE** — Not less than 21 years of age at the date of hire.
- (4) **OPERATOR'S LICENSE** — Possess a valid operator's license.
- (5) **PHYSICAL** — It is mandatory that applicants meet all of the following physical requirements.
  - (a) Physical Stature: The applicant must be of appropriate physical stature,

commensurate with the duties and responsibilities of a patrol officer of the Police Department.

Weight must be in proportion to height. When an applicant is weighed in street clothing, four (4) pounds will be subtracted for the clothing.

(b) Vision: The applicant must have normal depth perception and normal color perception and have:

20/70 or better dominant eye without correction  
20/20 or better dominant eye with correction  
20/20 or better weak eye without correction  
20/40 or better weak eye with correction

(c) Hearing: Ability to clearly distinguish a whispered voice with each ear at a distance of ~~fifteen~~ feet (15~~4~~0') without the use of mechanical aid.

(d) General Physical Condition: Absence of disease of the heart and blood vessels with a maximum blood pressure reading of 150/90. Absence of abnormalities of the lungs, abdominal organs and extremities including bones and joints. Absence of hernia, active or recurrent pilonidal sinus disease. No varicosities, skin abnormalities or disfigurements. Absence of mental, nervous or psychoneurotic conditions. Any condition or defect which may be aggravated under an intensive course of training will contribute to the rejection of an applicant including, but not limited to: major injuries to the muscles, tendons, ligaments, bones, or joints that would limit the ability of the applicant to perform any police duties.

(e) Tattoos: Applicants must be free of tattoos on the face, ears, neck, or any objectionable tattoos that are visible when wearing the Cheltenham Township Police Department uniform.

- (6) EDUCATION — Must be a graduate of a high school or its equivalent GED.
- (7) CHARACTER — Must be of good moral character. Must supply names and addresses of references from three (3) citizens of the United States.
- (8) EMPLOYMENT — An employment history is required. The applicant should provide a complete employment history as requested by the Police Force.
- (9) **ELIGIBILITY — Only applicants with ACT 120 certification or who are currently enrolled in a certified police academy are eligible to take the Police Department Examination.**

#### 5.01L Eligible List

The Township's Human Resources Coordinator shall post in its office the eligible list containing the names and grades of those who have passed the foregoing examinations, which list shall be effective for one year. If during that one year period, the Civil Service Commission votes to extend the list, the list is valid for an additional year. **Additionally, the Civil Service Commission, at its discretion, may terminate an eligibility list at any time.**

5.02A Appointments

The Township Manager shall notify the Commission of any vacancy in the Police Department which is to be filled by appointment and shall certify from the eligible list, as provided for in Article VIII, Section 8.07 of the Personnel Code, for each vacancy which is to be filled. The Commission shall determine the names of three (3) persons thereon who have received the highest average in the last ~~preceeding~~ examination held within ~~twelvetwenty-four (1224)~~ months ~~next preceeding~~ **before** the date of the request for such eligibles who are currently Act 120 certified **or are enrolled in a certified police academy**, ~~If there are not three (3) such eligible candidates the Commission would consider individuals who have the highest average in the past preceeding examination who are not Act 120 certified. The Township Manager shall thereupon, with sole reference to the merits and fitness of the candidates, make an appointment from the three (3) names certified, giving preference to any of the three (3) candidates that are Act 120 Certified Officers first before those that must be sent to school, provided the Township Manager makes no objection to the Commission as to one or more of the persons on such list~~ ~~certified~~, for any of the reasons stated in Section 5.01D of these Rule and Regulations. Should the Commission sustain such objections, it shall thereupon strike the name of such person or persons from the ~~eligible~~ list and certify the next highest name for each name stricken off. **If any names remain on such list after all appointments are made from such list, the remaining names** ~~an appointment is made from or among the names of the applicants not appointed~~, unless stricken off for cause, ~~said names~~ shall be returned to the Commission. **In no event shall any person appointed from the list be employed as a police officer unless and until they have received their Act 120 certification promptly after graduation in good standing from the police academy at the end of the academy's then current term in which he or she is enrolled.**

ADOPTED this 15<sup>th</sup> day of March, 2017.

ATTEST:



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**Bryan T. Havir**  
*Township Manager and Secretary*

TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS



By: \_\_\_\_\_  
**Morton J. Simon, Jr., President**