

Chapter 1

Administration and Government

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Part 1**Authorities, Boards and Commissions****A. Planning Commission****§1-101. Planning Commission Established.**

A Borough Planning Commission, composed of three members, appointed in the manner provided by law, is created and established in and for the Borough. The Planning Commission shall perform all of the duties and may exercise any and all of the powers vested by law in planning agencies in boroughs. Provided; the persons constituting the Planning Commission now functioning in the Borough shall constitute the Planning Commission created by this Part 1A and nothing in this Part 1A shall affect the tenure of that present Borough Planning Commission. All vacancies occurring in the Planning Commission in the future, regardless of the cause, shall be filled in accordance with the provisions of the law governing planning agencies in Boroughs at the time of the occurrence of the vacancy.

(*Ord. 775, 7/11/1978, 2-3001; as amended by Ord. 849, 8/13/1985, §1; and by Ord. 1166, 4/18/2017, §1*)

§1-102. Special Powers and Duties of Planning Commission.

The Planning Commission shall have access to the maps, files and other papers of the Borough, and if Council by motion so decides, may keep on file those maps, plans and other pertinent materials. Within the limitations prescribed and appropriations provided for the purpose, Council may, on motion, authorize maps and plans to be made under the supervision of the Planning Commission, and likewise authorize changes and additions to be made to the maps and plans. The Commission may recommend such changes and additions as it may deem proper, but those recommendations shall not restrict the right of Council to initiate like proceedings on its own.

(*Ord. 775, 7/11/1978, 2-3002*)

B. Zoning Hearing Board

§1-111. Zoning Hearing Board Created.

The Borough creates a Zoning Hearing Board, the membership of which shall consist of three residents of the Borough appointed by Council, the terms of which shall be for 3 years except that the initial members shall be appointed for 1, 2 and 3-year terms respectively.

(Ord. 711, 2/14/1978, §1)

§1-112. Powers and Functions of Zoning Hearing Board.

The Zoning Hearing Board created by this Part 1B shall have the power to hold hearings and any other functions granted to that Board by the Pennsylvania Municipalities Planning Code, 53 P.S. 10101 et seq., as amended.

(Ord. 711, 2/14/1978, §2)

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C. Shade Tree Commission

§1-121. Background and Findings.

1. The Borough Council of the Borough of Glassport has become aware of a program sponsored by the Commonwealth of Pennsylvania with regard to municipal beautification, including the installation of trees in the public right-of-way where the same may be appropriate.
2. The Borough Council of the Borough of Glassport wishes to take advantage of such program so as to enhance the appearance of the main business district of the Borough, and other places where the same may be appropriate, and to take formal action in regard thereto.
3. The Glassport Development Corporation is a nonprofit community development corporation operating in the Borough of Glassport which has offered its assistance to the Borough in the establishment and the implementation of a shade tree program.
4. The Borough Council wishes to formally establish the procedures under which the same will be operating in the Borough.

(Ord. 920, 5/12/1992, Preamble)

§1-122. Shade Tree Commission Created; Membership.

There is hereby created in the Borough of Glassport a Shade Tree Commission that will consist of the Borough Council and the Mayor as a whole, along with individuals designated by the Glassport Development Corporation.

(Ord. 920, 5/12/1992, §1)

§1-123. Commission to Establish Shade Tree Program.

The aforementioned Shade Tree Commission shall be empowered to establish a shade tree program in and for the Borough of Glassport including designation of areas where the shade tree installations will take place and the procedures under which the same will be implemented. The expressed desires of Borough Council are to see the program function in the main business district of the Borough, specifically Monon-gahela Avenue, and that the Commission will acquire trees from government sources and will deal with property owners adjacent to the public right-of-way, so as to secure the necessary permission, if necessary, to place the trees near their places of business. It is also the desire that the care and maintenance of the trees should be carried out and to that end the services of the employees of the Road Department of the Borough of Glassport will be available.

(Ord. 920, 5/12/1992, §2)

§1-124. Measures to Minimize Costs Authorized.

It is further the expressed intent of Council to minimize the costs of any shade tree program, and to utilize to the fullest extent possible volunteer services, government grants, and the like so that a beautification program, which is in the best interest of the Borough, shall not be a burden upon the Treasury of the Borough.

(Ord. 920, 5/12/1992, §3)

§1-125. Implementation Procedures; Rules and Regulations Authorized.

The proper officers of the Borough are authorized and directed to take all other necessary steps to carry out the terms and provisions of this Part, and to adopt rules and regulations with the regard to the implementation of the shade tree program.

(Ord. 920, 5/12/1992, §4)

D. Civil Service Commission

§1-131. Definition.

1. Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations, shall be construed to have the meaning herein:

Appointing authority - the Borough Council of Glassport, Allegheny County, Pennsylvania.

Applicant - any individual who applies in writing to the Commission in response to a legally advertised notice of vacancy and/or examination for any position in the Police Department.

Board - the Council of the Borough of Glassport.

Certification - the submission to the appointing authority pursuant to its request of three names taken from the eligible list developed by the Civil Service Commission.

Chairperson - the Chairperson of the Civil Service Commission of the Borough of Glassport, Pennsylvania.

Council - the Council of the Borough of Glassport.

Eligible - a person whose name is recorded on the current eligible list or furlough list.

Eligible list - the list of names of persons who have passed all examinations for a particular position in the Police Department.

Examination - the series of tests given to candidates to determine their qualifications for a position in the Police Department.

Furlough list - the list containing the names of persons temporarily laid off from positions in the Police Department because of a reduction in the number of officers.

Police officer - for purpose of these rules and regulations, an entry level sworn full-time position in a Police Department.

Probationer - an officer in the Police Department who has been appointed from an eligible list, but who has not yet completed the work-test period.

Reduction in rank - a change to a different position or rank where the employee fulfilled all the requirements of these rules and regulations for both the prior and current position or rank. However, a decrease in salary without change to a different position or rank shall not necessarily constitute a reduction in rank.

Removal - the permanent separation of a police officer from the Police Department.

Suspension - the temporary separation of a police officer from the Police Department.

Secretary - the Secretary or Manager/Secretary of the Civil Service Commission of the Borough of Glassport.

Borough Secretary - the Secretary of the Borough of Glassport.

2. Gender. The words "he," "his," "him" and "men" when used in these rules and regulations represent both the masculine and feminine genders.

(Ord. 1038, 5/13/2003, §1)

§1-132. The Commission.

1. Civil Service Commission.

A. The Commission shall consist of three Commissioners who shall be qualified electors of the Borough and shall be appointed by the Council initially to serve for the terms of 2, 4 and 6 years, and as terms thereafter expire shall be appointed for terms of 6 years.

B. Any vacancy occurring in the Commission for any reason whatsoever shall be filled by the Council for the unexpired term within the period of 30 days after such vacancy occurs.

C. Each member of the Commission, before entering upon the discharge of the duties of his office, shall take an oath or affirmation to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform his official duties with fidelity. No Civil Service Commissioner shall receive compensation.

2. Offices Incompatible with Civil Service Commissioner. No Commissioner shall at the same time hold an elective or appointed office under the United States government, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth, except that one member of the Commission may be a member of the Council of the Borough.

3. Organization of Commission. The Commission first appointed shall organize within 10 days of its appointment and shall elect one of its members as its Chairperson and one as the Secretary. The Commission shall thereafter meet and organize on the first Monday of January each even-numbered year.

4. Duties of Chairperson and Vice-Chairperson. The Chairperson, or in his or her absence, the Vice-Chairperson, shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform any duties required by law or these rules and regulations.

5. Duties of Secretary. The Secretary shall carry on at the direction of the Commission all official correspondence of the Commission, send out all notices required by law and these rules and regulations, keep a record of each examination or other official action of the Commission, and perform all other duties required by law or these rules and regulations.

6. Meetings. Except for the biennial organization meeting, all meetings shall be held either at the call of the Chairperson or at the call of two members of the Commission. The Commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or these rules and regulations. The Secretary of the Commission shall give each Commissioner 24 hours notice in writing of each and every meeting of the Commission.

7. Quorum. A quorum shall consist of two members and all actions of the Commission shall have the concurrence of at least two members in order to be valid.

8. Order of Business. The order of business of all meetings of the Commission shall be as follows:

A. Roll call.

B. Approval of minutes of previous meeting.

C. Unfinished business.

D. Hearing of cases.

E. New business.

F. Communications and reports.

9. Clerks and Supplies. The Council shall furnish the Commission with such supplies and clerical assistance as may be necessary for the Commission to fulfill its duties. In addition, the Commission may retain counsel, and any other consultants or experts, including physicians and psychiatrists, as are necessary. The elected and appointed officials of the Borough shall assist the Commission with all reasonable and appropriate efforts including compensation for any counsel or experts retained by the Commission.

10. Amendment of Rules and Regulations. The Commission may amend, revise, void or replace these rules and regulations for any reason by action of a majority or the Commission at any properly convened meeting of the Commission. Before any changes to these rules and

regulations become effective, however, such changes must be approved by the Council. These rules and regulations, and any amendments thereto shall be made available to the public for distribution or inspection.

11. Minutes and Records. The Commission shall keep minutes of its proceedings and records of examinations and other official action for a period of at least 10 years. All recommendations of applicants for appointment to any position within the Police Department received by the Commission shall be kept and preserved for a period of 10 years. Any and all records related to any disciplinary action filed with the Commission shall be open to public inspection subject to reasonable regulation. The Secretary shall keep minutes of its proceedings showing the vote of each member upon each question. If the member is absent or fails to vote, the Secretary shall indicate that fact in the minutes.

12. Investigations. The Commission shall have the power to make investigations concerning all matters relating to the administration and enforcement of these rules and regulations. The Chairman of the Commission is authorized to administer oaths and affirmations in connection with such investigations.

13. Subpoenas.

A. The Commission shall have the power to issue subpoenas over the signature of the Chairperson, or his designee, to acquire the attendance of witnesses and the production of records and papers pertaining to any investigation or injury. The fees of such witnesses of attendance and travel shall be the same as for witnesses appearing in the Courts and shall be paid from appropriations for the incidental expenses of the Commission.

B. All officers in public service and employees of the Borough shall attend and testify when required to do so by the Commission.

C. If any person shall refuse or neglect to obey any subpoena issued by the Commission, upon conviction of such refusal or neglect in a summary proceeding, that person shall be sentenced to pay a fine not to exceed \$600 and in default of the payment of such fine and cost shall be imprisoned for a period not to exceed 30 days. [Ord. 1077]

D. If any person shall refuse or neglect to obey any subpoena, the Commission may apply by petition to the Court of Common Pleas of Allegheny County for its subpoena, requiring the attendance of such person before the Commission or the Court to testify and to produce any records and papers necessary, and in default thereof shall be held in contempt of Court.

14. Annual Report.

A. The Commission shall make an annual report to the Council containing a brief summary of its work during the year and a full accounting for any expenditures of public monies. The annual report shall be available for public inspection.

B. In order to be eligible for participation in any examination for any position with the Police Department, every applicant must submit a completed application form to the Commission before the deadline stated by the Commission for that.

C. Any and all records related to any disciplinary action filed with the Commission shall be open to public inspection subject to reasonable regulation. The Secretary shall keep minutes of its proceedings showing the vote of each member upon each question. If the member is absent or fails to vote, the Secretary shall indicate that fact in the minutes.

(Ord. 1038, 5/13/2003, §2; as amended by Ord. 1077, 5/23/2006)

§1-133. Applications and Qualifications.

1. Eligibility for Examination. No person shall be admitted to an examination for a position in the Police Department of the Borough of Glassport until he shall have filed, on the official form prescribed by the Civil Service Commission, a sworn application giving such information as the Commission may require. The official application form and all notations, references, and statements appearing in it are incorporated by reference into these rules as if they were fully described herein. The Candidate must take an oath or affirmation that the application is completed truthfully, and the applicant is subject to penalties of 18 Pa.C.S.A. §4904, relating

to unsworn falsification to authorities.

2. **Discrimination.** The Borough is an equal opportunity employer. It is the Borough's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran's status, marital status or non-job related physical or mental handicap or disability. The Borough and the commission will provide equal opportunities in employment and promotion.

3. **Availability.** Application forms shall be available to all interested persons in the office of the Borough Secretary, and from such other offices and officers that the Commission, from time to time, may choose to designate.

4. **General Qualifications for all Applicants - Residency Requirement.** In addition to meeting the qualifications fixed for each applicant, every applicant for any position in the Police Department shall:

- A. Be a U.S. citizen.
- B. Be at least 21 years of age at the time of application.
- C. Possess a current Pennsylvania driver's license.
- D. Possess a diploma from an accredited high school or a graduate equiva-

lency diploma.

E. Be physically and mentally fit to perform the duties of a police officer.

F. Possess PA Act 120 training certificate or currently be a Pennsylvania certified police officer and have worked a minimum of 2,080 hours as a full-time or part-time police officer.

G. [Reserved]

H. Applicants must submit a \$45 non-refundable filing fee when they request and receive an application. Payment of this fee shall be made before an application is processed.

5. *General Qualifications-Applicants for Detective, Sergeant, Lieutenant, and Assistant Chief.*

A. In addition to meeting the qualifications in Subsection 4, above, all applicants for the positions of Detective, Sergeant, Lieutenant, and Assistant Chief, shall have not received any formal written reprimand for 1 year prior to the deadline for submitting applications and shall have not been suspended without pay at any time 5 years prior to the deadline for submitting applications for the position. If the applicant has been employed as a police officer for less than 5 years prior to the deadline for submitting applications for the position, the applicant shall have not been suspended without pay at any time during their employment as a police officer. Any formal written reprimand or suspension to which the candidate has timely appealed pursuant to a grievance procedure of these rules and regulations shall be disregarded unless the appeal is resolved prior to the creation of the eligibility list.

B. All candidates for the positions of Detective, Sergeant, Lieutenant, and Assistant Chief shall have had continuous prior service with the Police Department of the Borough of Glassport, or with another accredited Police Department where applicable below, as determined at the discretion of Borough Council, as follows:

(1) An applicant for the position of Detective shall have been employed as a police officer for at least 2 years and shall have had at least 1 year of experience as a police officer within the Borough of Glassport Police Department.

(2) An applicant for the position of Sergeant shall have been employed as a police officer for at least 4 years and shall have had at least 2 years of experience as a police officer within the Borough of Glassport Police Department.

(3) An applicant for the position of Lieutenant shall have had at least 4 years of experience as a police officer within the Borough of Glassport Police Department, irrespective of the period of time the applicant has been employed as a police officer in any other accredited police department.

(4) An applicant for the position of Assistant Chief shall have had at least 8 years of experience as a police officer within the Borough of Glassport Police Department, irrespective of the period of time the applicant has been employed as a police officer in any other accredited police department.

C. Further, all candidates for the positions of Detective, Sergeant, Lieutenant, and Assistant Chief shall:

(1) Have satisfactorily completed all

(2) Have demonstrated an ability to carry out orders from superiors.

(3) Have demonstrated a working knowledge of police science and administration as ascertained by an appropriate promotional examination.

(4) Have demonstrated an ability to supervise the work of subordinates.

D. Any police officers serving in any of the above-listed positions as of the effective date of this section whether in an acting capacity or not, shall not be required to satisfy the years of service requirements listed in Subsection B. of this Section, but shall be automatically eligible for promotional testing.

6. *General Qualifications - Applicants for Chief of Police.* In the case of a vacancy in the office of Chief of Police, the Council may nominate a person to the Civil Service Commission. It shall thereupon become the duty of the Commission to subject such person to a non-competitive examination, and if such person shall be certified by the Commission as qualified, he may then be appointed to such position. Such person must demonstrate a working knowledge of police science and administration and demonstrate the ability to supervise the work of subordinates.

7. *Background Investigation.*

A. The Commission shall request the Chief of Police or the Chiefs designee to conduct a background investigation on each applicant. The background investigation shall include interviews with the applicant's family, acquaintances, current and former employers, current and former neighbors, references and current and former teachers and school officials. In addition, the applicant's credit history and record of criminal convictions should be investigated. The applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

B. After the background investigation is completed, the Chief, or designee, shall make a written recommendation to the Commission on whether the applicant is appropriate for consideration for appointment as a police officer.

C. If the recommendation is to disqualify, a detailed written explanation of the reasons for disqualification must be included. The Commission shall take the final determination on whether the information collected during the background investigation warrants rejection of the candidate. Within 30 days after the Commission considers the recommendation of the Chief of Police or the Chiefs designee each applicant will be informed of whether they have passed the background investigation.

8. *Filing Applications.* Applications for any position in the Police Department shall only be obtained during the advertised period and only during normal business hours in the office of the Borough Secretary. No application shall be accepted after 3 p.m. on the day of the close of the advertised period.

9. *Recording Applications.* The office of the Borough Secretary shall review each application, upon receipt, for the purpose of determining that the application contains the required documentation and contains no errors or omissions. The Borough Secretary shall date, number, and record, in the order of receipt, all applications in compliance with this Section. An application, once recorded, shall be a public record and shall not be returned to the applicant.

10. *Penalty for False Statement.* The statements made by the applicant on the official application shall contain no falsification, commission or concealment of material facts. Should investigation disclose any willful misstatement, falsification or concealment with respect to any application:

A. The application shall be invalid and the applicant shall be disqualified from examination.

B. If the applicant shall have been examined, the name of such applicant, if listed, shall be removed from the eligible list.

C. If the applicant shall have been appointed, such willful misstatement, falsification or concealment shall constitute grounds for dismissal from the Police Department. No person who shall make any willful false application shall be permitted to make any future application for any position in the Police Department of the Borough.

11. *Public Notice.* Public notice of the time and place of every examination, together with the information as to position to be filled, shall be given by publication in the newspaper designated by the Council for Borough notices in the Borough. The public notice shall be published at least 2 weeks prior to an examination and a copy of the notice shall be posted on the bulletin board in the Borough Municipal Building. Additional public notice by publication, posting or otherwise, may be given at any time at the discretion of the Commission.

12. *Notice of Examination.* In addition to the public notice, the Secretary shall give written notice to each qualified applicant as follows:

A. By mailing or otherwise delivering notice which shall include the date, time and place of the physical ability and written examinations.

B. Those who successfully qualify for oral examination will be notified by mail or registered letter of the date, time and place of such oral examination.

C. By mailing or otherwise delivering to each applicant qualified for a medical examination, a notice which shall include the name of the medical examiner and the date, time and place of such medical examination.

Every such notice shall be mailed or otherwise delivered at least 3 days prior to the date fixed for examination. Only applicants receiving notices to report for an examination shall be permitted to participate in such an examination, and each applicant shall present his notice to the examiner before he shall be examined. Failure to report for any examination in accordance with the instructions contained in the written notice shall disqualify the applicant. (*Ord. 1038, 5/13/2003, §3; as amended by Ord. 1056, -/-/2004, §1; by Ord. 1157, 10/18/2016, §1; and by Ord. 1180, 3/20/2018, § 1*)

§1-134. Examination and Grading Procedure.

1. *Physical and Psychological Examinations.*

A. *Position of Police Officer.* After the appointing authority selects a candidate from the certified list of three for appointment to the vacant position, the candidate shall submit to a physical examination and a psychological examination by the appropriate medical experts. If the candidate successfully passes the physical and psychological examinations, then that employee shall be appointed to the vacant position in the Police Department for which the application was submitted. The appointment shall be contingent upon successfully passing both the physical and psychological examinations. Failure to pass either examination shall result in the candidate being rejected from consideration. The rejected candidate may appeal this decision.

B. *Report of Medical Examiner.* The Commission shall furnish each medical examiner with forms upon which he shall state the bodily and mental condition of each applicant. The statement of each examination shall be submitted to the Commission within 5 days after the date of examination.

C. *Physical Ability Testing.* An applicant for the position of police officer must meet the following requirements:

(1) *Stretcher Carry.* Applicants shall be paired off and required to carry a stretcher with a simulated patient weighing approximately 200 pounds over a distance of 100 feet. Those applicants failing in the first attempt will be allowed to retake the exercise with a person who has successfully completed the exercise.

(2) *Body Drag.* An applicant is required to remove a simulated motor vehicle operator weighing approximately 200 pounds from behind the steering wheel of a motor vehicle and drag the simulated operator to a point 50 feet from the vehicle.

(3) *Quarter Mile Run.* An applicant is required to run a distance of 1/4 mile in a premeasured course in less than 110 seconds.

(4) *Window Climb.* An applicant is required to climb through a 6-foot high level window without assistance onto a 3-foot high level platform on the other side of the window, and then to the ground. Applicants must then circle around a marker 20 feet beyond the window and return up the 3-foot high platform and out the window onto the ground.

(5) *Thirty Second Trigger Pull.* Within a 30-second time limit per hand, an applicant is required to repeatedly pull 15 times for each hand the trigger of a double action nonfunctional revolver with arms horizontally extended.

2. *Appointment of Examiners.* The Commission shall appoint a written examination administrator, an oral examination administrator, a physical fitness examiner, a medical examiner and a psychological examiner to conduct the appropriate examinations required by these rules and regulations.

3. *Written and Oral Examinations.*

A. *Examinations for Position of Police Officer.* The examination for the position of police officer shall consist of the following four parts and shall be conducted in the following order:

- (1) Written examination.
- (2) Oral examination.
- (3) Physical agility examination.
- (4) Physical and psychological examinations.

The four examinations shall be weighed as follows:

- (1) *Written Examination.* Graded on a 100 point scale with the written examination representing 60% of the final score.
- (2) *Oral Examination.* Graded on a 100 point scale with the oral examination representing 40% of the final score.
- (3) *Physical Ability Test.* Pass or fail.
- (4) *Physical and Psychological Examination.* Pass or fail.

[Ord. 1056]

B. Applicants must score 80% or higher to pass and to be eligible to take the oral examination. Applicants scoring less than 80% shall be rejected. Applicants must score 80% or higher on the oral examination to pass and to continue in the application process. Applicants scoring less than 80% shall be rejected.

C. *Examination for Sergeant and Lieutenant.* The written and oral examination shall be graded on a 100 point scale with the written examination representing 40% of the final score and the oral examination representing 60% of the final score. The examination for the positions of Sergeant and Lieutenant shall consist of the following:

- (1) *Written Examination.* Applicant must score 80% or higher in order to pass and to be eligible to take the oral examination.
- (2) *Oral Examination.* Applicant must score 80% to pass. The Chief shall participate in the oral examination whose evaluation shall account for 10% of the score.

(3) The applicant must score 80% or higher to pass.

4. Notice of Applicants Grade. When the grading of each examination is completed, the Secretary shall give each applicant written notice of his total grade within 30 days.

5. Ineligibility for Future Examinations for Six Months. If an applicant fails to obtain a passing grade in any examinations, he shall not be eligible for a subsequent examination for any position in the Police Department of the Borough for a period of 6 months.

6. Administering Examinations. The Commissioners may designate any recognized examining agency to act as examiner for the written examinations. The Commission may reserve the right to accept or reject, in whole or in part, the recommendations of the regularly appointed examining agency.

7. Conduct of Written Examinations. The Commission shall prepare a statement of instructions and rules for the conduct of written examinations. The regularly appointed examiner shall carry on each such examination in accordance with the instructions of the commission, and be responsible for enforcing the rules of conduct for written examinations.

8. Penalty for Improper Conduct. Should any applicant be found guilty of any act to defeat the proper conduct or the result of any examination, his name shall be removed from any eligible list resulting from the examination and the applicant shall not be permitted to make any future application for any position in the Police Department.

9. Veterans Preference Act.

A. Applicants for police patrol officer who are entitled by law to additional points for services in the armed forces of the United States shall present proof of such honorable service at the time of application.

B. Pursuant to the Veteran's Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under this Part, shall receive an additional 10 points to his total score if that applicant had received passing scores on the written and oral examinations.

10. Rejection of Candidate. The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any candidate who is found to lack any of the minimum qualifications for examination prescribed in these rules and regulations for the particular position for which the candidate has applied. In addition, the Commission may refuse to examine, or if examined, may refuse to certify any candidate who is physically or mentally unfit to perform the full duties of the position to which he seeks employment, or who is a substance abuser, who is guilty of any crime involving moral turpitude, or infamous or notoriously disgraceful conduct, or who has been dismissed from a public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the form of government set forth in the constitutions and law of the United States and the Commonwealth of Pennsylvania.

11. Hearing for Disqualified Applicants. Any applicant or other person who believes that he is aggrieved by the action of the Commission, in refusing to examine or to certify him as eligible after examination, may request a hearing before the Commission. Within 10 days after such request, the Commission shall designate a time and place for the hearing, which shall be conducted pursuant to the procedures set forth in the Local Agency Law, 2 Pa.C.S.A. §101 et seq. The applicant or aggrieved party must make their request for a hearing in writing within 10 calendar days of the date when the party knew or should have known of the Commission's action that is being challenged.

(Ord. 1038, 5/13/2003, §4; as amended by Ord. 1056, -/-/2004, §2)

§1-135. Certification of the List of Eligibles and Appointment.

1. Eligible Lists.

A. Preparation of Eligible List. As soon as possible after the completion of each examination, the Secretary shall prepare an eligible list upon which shall appear the name of each applicant who received a passing grade in the examination. The names on the eligible list shall be

arranged from the highest to the lowest, in the order of the final weighted score received by each applicant. The eligible list shall be filed in the office of the Borough Secretary and a copy posted on the bulletin board in the Borough Municipal Building.

B. Breaking Tie Scores. When two or more qualifying applicants receive the same final weighted score, the order in which the names of such persons shall appear on the eligible list shall be determined by their scores on the part of the examination assigned the greatest weight. The order of listing shall be determined by the order in which the applicants were numbered for recording purposes.

C. Life of Eligible List. The eligibility list shall be valid for 1 year from the date the Commission ranks all passing applicants, assigns points and formally adopts the eligibility list. The Commission may, at its sole discretion, a vote of the majority of the Commission at a duly authorized commission meeting extend the list for an additional year. The Commission may, at its sole discretion, void an eligibility list at any time for any reason.

D. Furlough List. Whenever the Board of Borough Council cause a reduction in the number of police officers, the Commission shall prepare and maintain a list of the names of all such furloughed officers together with the position held by each such officer at the time of the furlough. The names on the furlough list shall be arranged, from the greatest to the least, in the order of the length of service of each furloughed officer in the Police Department of the Borough.

2. Certification and Appointments.

A. Filing Vacancies. When a vacancy is to be filled in the Police Department, the Council shall submit a written request to the Commission for certification of eligibles. In making the request, the Board shall state the title of the position to be filled and the compensation to be paid.

B. Furlough List to Fill Appointments. Upon receipt of a request from the Board, the Commission shall first certify the names of those eligible that were furloughed because of a reduction in force. In filling a vacancy from the furlough list, the Commission shall certify from the top of the list that number of names equal to the number of vacancies to be filled.

C. Certification From Eligible List. If no furlough list exists or if the total number of vacancies cannot be filled from the available names on the furlough list, the Commission shall certify names from the eligible list and a selection shall be made therefrom. The Commission shall certify for the first existing vacancy the names of the first three persons appearing on the eligible list and one additional name for each additional vacancy. If there are less than the above required number of names available on the eligible list, the Commission shall hold another examination and a selection shall be made therefrom. For initial appointment to the position of police officer, when one of the three candidates on the certified list is a veteran, that candidate shall be selected.

D. Removal of Names from Furlough and Eligible Lists. In addition to the other reasons stated as grounds for removal in these rules, the name of any person appearing on a furlough list or an eligible list shall be removed by the Commission if such person:

(1) Is appointed to a position in the Police Department of the Borough.

(2) Declines an appointment to a permanent position in the Police Department of the Borough.

(3) Fails to make a written reply to the Commission within 7 calendar days from the date of mailing of a notice of certification.

(4) Indicates availability for appointment and is appointed to fill a vacancy but fails to report for duty at the time prescribed by the Council unless, in the opinion of the Board, such person can show a good and sufficient reason for failing to report.

The name of any person on an eligible list also shall be removed by the Commission if he is three times certified for consideration for appointment as the top name and is not appointed. Nothing in this Section, however, shall be construed as authorizing the removal of the name of any person on any furlough list or eligible list who refuses or accepts a position of a lower

rank than that for which he has qualified.

3. Appointment Procedures. Whenever the name of any person is certified to the Council from either the furlough list or the eligible list, the person shall be immediately notified of his certification by either certified or registered mail. The notice shall include the title of the position and the compensation to be paid, and shall also state that the person certified make a written reply within 7 days from the date of nailing such notice.

4. Probationary Period.

A. All original appointments to any position in the Police Department, whether the position is that of a patrol officer, sergeant or lieutenant, the Chief of Police shall make a monthly written report to the Council on the performance of said probationary officers performance so as to aid the Board in determining whether or not it wishes to retain said appointee as a permanent employee.

B. In the case of a probationary Chief of Police, the Public Safety Committee shall make a monthly written report to the Council on the performance of said probationary chief so as to aid the Board in determining whether or not it wishes to retain said appointee as a permanent Chief.

C. The final report due from the Chief or from the Public Safety Committee, whatever the case may be, shall contain a recommendation to the Council to either retain or reject the probationer.

D. The Council at its regular meeting, which will immediately precede the end of the probationary period, shall vote to retain or to reject the probationer. A majority of a quorum only shall be necessary for this decision. The Board will then notify the Commission in writing of its decision, and the Commission in turn shall notify the probationer of said decision of the Board on or before the date of the end of the probation period. The determination of the Board shall be final notwithstanding any provisions to the contrary.

E. During the probationary period, a newly hired officer may be dismissed for cause for the specific reasons set forth in §§1-334.10 and 1-336.1 hereof or if found to be generally unfit for the performance of his duties.

(Ord. 1038, 5/13/2003, §5)

§1-136. Suspensions, Removal and Reductions in Rank.

1. Cause. A police officer may be suspended, removed or reduced in rank for the reasons appearing in the Police Policy and Procedural Manual of the Borough of Glassport and for the following reasons:

A. Physical or mental disability affecting his ability to continue in service in which case the person shall receive an honorable discharge from service.

B. Neglect or violation of any official duty.

C. Violation of any law of this Commonwealth which provides that such violation constitutes a misdemeanor or felony.

D. Inefficiency, neglect, intemperance, disobedience of orders, or conduct unbecoming an officer.

E. Intoxication while on duty.

F. Engaging in, participating in, or conducting any political or election campaign otherwise than to exercise his own right of suffrage.

2. No officer shall be removed for religious, racial or political reasons.

3. Furloughs.

A. If for reasons of economy or other reasons, it shall be deemed necessary by the Borough to reduce the number of full-time police officers in the department, then the Borough shall apply the following procedure: (1) if there are any employees eligible for retirement under the terms of any retirement or pension law, then such reductions in numbers shall be made by

retirement of such employees starting with the eldest employee and following in order of age respectively; (2) if the number of full-time police officers eligible for retirement is insufficient to effect the necessary reductions in numbers, or if there are no persons eligible for retirement, or if no retirement or pension funds exists, then the reductions shall be effected by furloughing the person or persons including probationers, last appointed to the respective force.

B. Such removal shall be accomplished by furloughing in numerical order commencing with the person last appointed until such reduction shall have been accomplished. In the event that the appointing authority decides to increase the Police Department, the furloughed officers shall be reinstated in order of their seniority in the department if the furloughed officer accepts reinstatement in writing within 30 days of receiving notice of the opening. These reductions in force provisions are not applicable to the Chief of Police.

4. Suspension. The Mayor and/or the Chief of Police has the right to suspend any police officer or other person working the Police Department at any time for any behavior prohibited by the Civil Service provisions of the Borough Code.

5. Procedure. In addition to those procedures set forth in the civil service section of the Borough Code, the provisions of the Borough of Glassport Police Policy and Procedural Manual shall govern on cases where a police officer is charged with misbehavior in office. Whenever a police officer is suspended, removed or reduced in rank, the specific charges warranting such options shall be stated in writing by the Borough. The charges shall be stated clearly and in sufficient detail to enable the officer to understand the charges against him and to allow the officer an opportunity to respond to those charges. The charges shall specify the subsection .1 which provides the basis for the disciplinary action as well as an explanation of the factual circumstances upon which the appointing authority relied upon in finding a violation of subsection.1. Within 5 days after the Council has voted to impose the disciplinary action, a written statement of the charges shall be delivered to the officer either by personal service or by certified or registered mail. In addition, the charges shall notify the officer of his appeal rights under subsection .6 of these rules and regulations. A copy of the statement of charges shall also be served upon the members of the Civil Service Commission.

6. Hearing on Suspensions, Removals and Reductions in Rank.

A. The officer who has been suspended, removed or reduced in rank may appeal the decision of the appointing authority by written notice to the Secretary of the Commission requesting a hearing. This request shall be received by the Commission within 10 days after the officer received notice of the discipline. The officer may make written answers to any charges filed against him not later than the date fixed for the hearing. Failure of the officer to provide written answers to any of the charges shall not be deemed an admission by the officer.

B. The Commission shall schedule a hearing within 30 days from the officer's written request for a hearing unless continued by the Commission for cause at the request of the Commission, the Council or the officer. At any such hearing, the officer against whom the charges have been made may be present and represented by counsel, may call witnesses and present testimony and documentation on his behalf. The Borough may also be represented by counsel, call witnesses and present evidence as is necessary to support the charges. The stenographic record of all testimony shall be taken at every hearing and preserved by the Commission. In the event the charges are dismissed, the record shall be sealed and not be available for public inspection.

C. In conducting the hearing, the Commission's standard of review shall be to determine whether sufficient evidence has been presented to support the statutory reason for the disciplinary action. If the Commission finds that sufficient evidence has been introduced to support the charge, the Commission shall not modify the penalty imposed by the Council unless it finds that the penalty imposed was arbitrary, discriminatory or an abuse of the Council discretion. In considering the appropriateness of the discipline, the Commission shall not substitute its judgment for that of the Council. The Commission may request post hearing briefs and shall issue a written decision containing specific findings of fact and conclusions of

law within 60 days of receipt of the hearing transcript.

7. Hearing Procedure.

A. All testimony shall be given under oath administered by the Chairperson, or in his absence, the Vice-Chairperson. The Commission shall have power to issue subpoenas. The hearing shall be open to the public unless, prior to the commencement of the hearing, written or oral request to close the hearings is made by either the charged officer or the Borough.

B. If the Commission sustains the charges, the officer who was suspended, removed or reduced in rank may file an appeal with the Court of Common Pleas within 30 days from the date of entry by the Commission of its final order. No order of suspension shall be made by the Commission for a period longer than 1 year. In the event that the Commission fails to uphold the charges, then the person sought to be suspended, removed or demoted shall be reinstated with full pay for the period of the suspension, removal or demotion, and no charges related to the suspension, removal or reduction in rank shall be officially recorded against his record. (Ord. 1038, 5/13/2003, §6)

§1-137. Inspections.

1. Inspection in General. Except as otherwise provided in this Section, or by statute, none of the records of the Commission shall be open to the public. However, this shall not be construed to prevent inspection of the records by members of the Commission, or members of the Board. A member of the Commission, or any person who may, from time to time, be designated by the Commission, shall be present at all times during any inspection of any record of the Commission.

2. Inspection of Examination Materials.

A. All examination materials shall be confidential and shall not be open to general public inspection. Any examined applicant may inspect his examination papers, provided that:

(1) He makes a written request to the commission within 7 calendar days from the date of mailing of the written notice of his grade.

(2) He receives the written consent of the Commission to inspect his examination papers.

(3) He makes his inspection within 5 calendar days from the date of mailing of the consent of the Commission.

B. The Commission shall not consent to the request of any examined applicant to inspect any written examination paper which may be used in any subsequent written examination that may be scheduled within 90 calendar days following the date of receipt of the written request. If the Commission consents to an inspection of any of the written examination papers by any examined applicant, it shall state in its letter of consent which specific examination papers may be inspected. Before any member of the Commission, or any person designated by the Commission, permits any inspection of examination papers, he shall require the examined applicant to produce the letter indicating the consent of the Commission,

and he shall limit the inspection by the examined applicant to only those examination papers indicated in the letter of consent. No examined applicant shall be permitted to inspect any examination papers other than his own, nor shall he be permitted to make any written notes while he is inspecting any examination paper.

(Ord. 1038, 5/13/2003, §7)

§1-138. Amendments.

The Commission, with the approval of the Council, may, from time to time, amend or waive any part of these rules and regulations.

(Ord. 1038, 5/13/2003, §8)

E. Land Bank**§1-141. Short Title.**

This Subpart E. shall be known as the Land Bank Ordinance.
(*Ord. 1155, 7/19/2016, § 1*)

§1-142. Findings and Purpose.

The Borough of Glassport is fully aware of the cost of blight and desires to join with other municipalities to address blight and to transition abandoned properties to beneficial reuse using a unified, predictable, and transparent process in order to revitalize neighborhoods and strengthen the tax base, Section 1202(24) of the Borough Code authorizes the Borough of Glassport to enter into a contract with the Tri-COG Land Bank and to make appropriations therefor, through the Intergovernmental Cooperation Act, 53 PA.C.S. §2301, et seq., as amended (the 'Act'). The Land Bank Act, Act 153 of 2012, enacted by the Pennsylvania General Assembly and signed into law by the Governor on October 24, 2012 and codified at 68 PA.C.S. §2101 et. seq. authorizes the Borough of Glassport to create a land bank in combination with other municipalities pursuant to an intergovernmental cooperation agreement pursuant to the Land Bank Act, 68 PA.C.S. §2104(c) (the 'Agreement'). A municipality may enter into an intergovernmental cooperation agreement upon the passage of an ordinance by its governing body pursuant to the Act. The Borough of Glassport desires to enter into the Tri-COG Land Bank Intergovernmental Cooperation Agreement (the 'ICA') with other participating municipalities to establish and join the Tri-COG Land Bank.
(*Ord. 1155, 7/19/2016, § 2*)

§1-143. Approval of Agreement.

The Council of the Borough of Glassport hereby approves entering into the ICA, a copy of which is attached hereto and incorporated herein by reference (and which shall be filed with the minutes of the meeting at which Ordinance 1155 was enacted), with the intent and effect that the Borough of Glassport shall be bound by the ICA.
(*Ord. 1155, 7/19/2016, § 3*)

§1-144. Authority of Council President.

The Borough of Glassport Council President is hereby authorized and directed on behalf of the Borough of Glassport: (i) to execute and deliver the ICA; and (ii) to execute and deliver such additional instruments, and to take such further actions, as may be necessary or appropriate to carry forth the ICA and the transactions to be effected under the ICA, including financial commitments as set forth.
(*Ord. 1155, 7/19/2016, § 4*)

§1-145. Other Authority.

All action of any officer, agent or other representative of the Borough of Glassport heretofore taken in the pursuit of the establishment of the Tri-COG Land Bank and or the Borough of Glassport's participation therein are hereby ratified and approved in all respects. The Borough of Glassport Council President is hereby authorized to take such other action as may be necessary or appropriate to carry out the purposes of this Subpart E. and of the ICA.
(*Ord. 1155, 7/19/2016, § 5*)

§1-146. Specific Findings.

As required by the Act, the following matters are specifically found and determined:

- A. The conditions of the ICA are set forth in the ICA;
- B. The duration of the ICA is set forth in the ICA;
- C. The purposes, objectives, powers and scope of authority granted in the ICA are set forth in the recital clauses of the ordinance and in the ICA;
- D. The manner and extent of financing the ICA is through the allocation of real estate taxes and budgetary contributions set forth in Article IX, of the ICA, among other things;
- E. The corporate organizational structure of the Tri-COG Land Bank shall be comprised of a Board of Directors in accordance with its Bylaws as a Land Bank (the "Bylaws");
- F. All property, real or personal, of the Tri-COG Land Bank shall be acquired, managed, licensed or disposed of in accordance with the terms of the ICA and the Bylaws;
- G. The Tri-COG Land Bank is empowered to enter into contracts for policies for group insurance and employee benefits for its employees, if any, pursuant to the ICA.

(Ord. 1155, 7/19/2016, § 6)

§1-147. Repeal of Ordinances.

Any ordinance or part of ordinances conflicting with the provisions of this Subpart E. are hereby repealed insofar as they are inconsistent with the provisions of this Subpart.

(Ord. 1155, 7/19/2016, § 7)

§1-148. Severability.

If any article, section, subsection, provision, regulation, limitation, restriction, sentence, clause, phrase or word in this Subpart is, for any reason declared to be illegal, unconstitutional or invalid, by any Court of competent jurisdiction, this decision shall not affect or impair the validity of this Subpart as a whole, or any other article, section, subsection, provision, regulation, limitation, restriction, sentence, clause, phrase, word, or remaining portion of the within Subpart. The Borough of Glassport declares that it would have adopted the within Subpart and each article, section, subsection, provision, regulation, limitation, restriction, sentence, clause, phrase or word thereof, irrespective of the limitations, restrictions, sentences, clauses, phrases, or word that may be declared illegal, unconstitutional or invalid.

(Ord. 1155, 7/19/2016, § 8)

§1-149. Effective Date.

This Subpart shall become effective at the earliest date permitted by law.

(Ord. 1155, 7/19/2016, § 9)

§1-150. Code of Ordinances.

The Code of Ordinances, as amended, of the Borough of Glassport, Allegheny County, Pennsylvania shall be and remain unchanged and in full force and effect except as amended, supplemented, and modified by this Subpart. This Subpart shall become a part of this Code of Ordinances upon adoption.

(Ord. 1155, 7/19/2016, § 10)

Part 2**Police Department****A. Police Department****§1-201. Police Department Established; Members.**

A Police Department is hereby established in and for the Borough. The Police Department shall be composed of a Chief of Police, and those other officers of those ranks and as many patrolmen as Council shall from time to time determine.

(*Ord. 773, 3/14/1978; as amended by Ord. 775, 7/11/1978*)

§1-202. Chief of Police.

The Chief of Police, under the direction of the Mayor, shall be in charge of the Police Department and shall have supervision over the members of the Police Department, in the exercise of their powers, duties and authority.

(*Ord. 773, 3/14/1978; as amended by Ord. 775, 7/11/1978*)

§1-202A. Classification of Officers.

1. Subordinate to the Chief of Police, the following police officer classifications are hereby established:

- A. Assistant Chief;
- B. Lieutenant;
- C. Sergeant;
- D. Detective;
- E. Full-Time Patrol Officer; and
- F. Part-Time Patrol Officer.

2. The priority of authority among such subordinate classifications shall be in the order above listed.

3. Nothing in this section shall limit the Borough Council's ability to leave one or more of the above classifications vacant pursuant to Council's discretion to organize the Police Department in the manner it deems most efficient.

(*Ord. 1178, 3/20/2018, §1*)

§1-203. Status of Existing Police Force.

The existing police force of the Borough is hereby established as the Police Department established by this Chapter.

(*Ord. 773, 3/14/1978; as amended by Ord. 775, 7/11/1978*)

§1-204. Appointment of Special Policemen by Mayor.

Nothing herein shall affect the authority of the Mayor to appoint special policemen during emergencies.

(*Ord. 773, 3/14/1978; as amended by Ord. 775, 7/11/1978*)

§1-205. Parking Enforcement Personnel.

At its discretion, Council shall have authority to appoint and employ one or more individuals as parking enforcement personnel, who shall serve under the direction of the Mayor and the police committee of Council. Those individuals shall have authority to issue parking tickets, following their work of checking parked vehicles for illegal or overtime parking. The parking enforcement personnel shall have no other powers or duties, shall not be members of the Borough's police pension fund, and shall not have civil service status. They shall serve at the discretion and pleasure of Council.

(*Ord. 773, 3/14/1978; as amended by Ord. 775, 7/11/1978*)

§1-206. Additional Part-Time Positions Authorized.

The Mayor is authorized and directed to create additional positions within the Police Department. The Mayor and the Police Committee of Council shall have the authorization to fill additional positions, as deemed necessary by the Mayor and the police committee. The positions will be part-time and will not be chosen from a civil service list and recommendations. All individuals in the aforementioned positions cannot work for more than 29 consecutive days. Those individuals will be covered by false arrest insurance, workman's compensation insurance, liability insurance covering the operation of automobiles, unemployment insurance, and a uniform allowance in the amount of \$50 for each calendar year.

(*Ord. 773, 3/14/78, §1*)

§1-207. Appointments to Part-Time Positions.

All appointments to the part-time positions shall be in accordance with the Borough Code, as amended, and consistent with all provisions under the Borough Code.

(*Ord. 773, 3/14/79, §2*)

§1-208. Guidelines for Arrest Without Warrant.

1. Prior to making an arrest under 42 Pa. C.S.A. Section 8902, any police officer shall ensure that:

A. He/she has probable cause to believe that at least one of the following summary offenses is being committed:

- (1) 18 P.S. 5503 (disorderly conduct)
- (2) 18 P.S. 5505 (public drunkenness)
- (3) 18 P.S. 5507 (obstructing highways and other public passages)
- (4) 18 P.S. 6308 (purchase, consumption, possession, transportation of liquor

or malt or brewed beverage)

B. The suspect's conduct is ongoing;

C. The conduct constituting the offense is in the officer's view; and

D. The conduct imperils the personal security of any person or endangers public or private property.

2. Following an arrest pursuant to 42 Pa. C.S.A. Section 8902, the officers shall forthwith satisfy the procedures set forth in Pennsylvania Rule of Criminal Procedure 441 (procedure following arrest without warrant).

(*Res. 2 (12/10/2019), 12/10/2019*)

B. Canine Patrol (K-9) Patrol Units §1-211. Purpose.

1. The purpose of this policy is to provide guidelines for the management of the Glassport Police Department's Canine Team and the use of canine and handler in field operations.
2. Policy. Because of a superior sense of smell, hearing, and potential aggressiveness, the trained law enforcement canine is a valuable supplement to police personnel. However, the utilization of canines requires adherence to procedures that properly control their use of force potential and channel their specialized capabilities into legally acceptable crime prevention and control activities. Police canine team is maintained by the Glassport Police Department as a valuable law enforcement tool for use in criminal apprehension, evidence detection, locating missing persons, control of civil disturbances and public relations activities. The effectiveness of the canine teams is dependent upon the intelligent application of their capabilities by all personnel.

(Ord. 1090, 12/16/2008, §20.13.1)

§1-212. Authority and Responsibility.

1. The Mayor or his designee shall determine the procedures to be followed by canine officers and the scope of the use of canines in carrying out the duties and responsibilities of the Department. Unauthorized use of canines shall be considered just cause for disciplinary action.
2. The patrol shift supervisor shall be responsible for the general supervision of canine handler when on duty. The canine unit supervisor shall be responsible for the supervision of the canine unit. Canine handler will submit all canine reports and requests to the Chief of Police.
3. The animal will be purchased by and remain the property of the Glassport Police Department throughout its working life.
4. The decision to apply the police canine team to a specific police operation shall be the responsibility of the on-scene supervisor after conferring with the canine handler. The canine handler shall have the final decision not to deploy the canine. It is the responsibility of the canine handler to, when necessary, explain the canine's abilities to the requesting party and determine if the canine's deployment is appropriate.
5. All requests for mutual aid from other jurisdictions shall be coordinated and approved by the on-duty shift supervisor. However, subsequent to a review of the situation, the decision to physically apply the canine to a specific operation will remain with the canine handler. If assistance to another agency is granted, the handler may request that a Glassport officer be sent to assist in the deployment of the canine team.

(Ord. 1090, 12/16/2008, §20.13.2)

§1-213. Duties and Responsibilities of Canine Handler.

1. The canine handler will maintain a police canine and, due to the nature of their work, the canine officer is subject to all outs by phone or pager at any time.
2. The following are some of the specific duties and responsibilities for canine officer (these are representative and should not be considered exclusive).
3. Canine officers are police officers first. They will abide by the same rules and regulations, orders and directives that govern all members of the Glassport Police Department.
4. Canine officers are under the general supervision of the shift supervisor of the shift that they are working. All matters relating specifically to the Canine Unit shall be the responsibility of the Canine Unit Supervisor.
5. Canine officers are to direct any problems involving them or their dog to the Canine Unit Supervisor.
6. All canine officers shall obtain and maintain membership in the North American Police Work Dog Association standards.
7. All canine teams will be certified in all areas of utility and narcotics, for which the dog

will be utilized, as per North American Police Work Dog Association standards.

8. In the event the canine is unable to accompany his handler on duty, the handler will be assigned regular shift work by the supervisor in charge.

9. Groom and maintain a health canine.

10. Maintain veterinary care as required by the Glassport Police Department.

11. All necessary canine reports will be filed with the Chief of Police on a timely basis.

12. Report to Chief any faulty or worn out canine team duty equipment.

13. Canine handler is responsible for the actions of his/her canine at all times, either on or off duty.

14. Educate the public and members of the Police Department about the capabilities and uses of the police work dogs.

15. The canine officer must be able to determine possible dangers to the canine prior to deployment.

16. All canine officers will have a copy of the Drug Enforcement Administration License in their possession at all times when in possession of any type of narcotics as a training aid.

(Ord. 1090, 12/16/2008, §5.1.1)

§1-214. Equipment and Uniforms.

1. The canine officer is responsible for the care and condition of all equipment issued to them for the use and training of their work dog. All equipment shall be inspected regularly and kept in good working condition. Any lost or damaged equipment will be reported to the Chief of Police.

2. The canine officer will be required to wear a specialized uniform that will be maintained through the officer's uniform allowance. Officers are expected to maintain a professional appearance while on duty.

(Ord. 1090, 12/16/2008, §20.13.5)

§1-215. Canine Vehicles.

1. Each canine officer will be assigned a marked canine patrol vehicle. The officer will be required to take this vehicle home when not on duty to permit quick response to call-outs.

2. The canine vehicle shall only be used for official police business.

3. The canine vehicle will be used solely for canine patrol purposes, and will not be used for any other patrol duty or by a non-canine officer, unless an emergency situation dictates the need to use such vehicle.

4. The canine vehicle shall be maintained per Department regulations.

5. All other Department regulations pertaining to Department vehicles shall apply to the canine vehicle.

6. The canine vehicle will not be used to transport animals other than Department canines.

7. The canine compartment of the vehicle must be kept clean and sanitary at all times. Compartments will be subject to routine inspections by the Chief of Police.

8. The exterior and driver areas of the vehicle will be kept clean and washed to Department standards.

9. While the canine is inside the vehicle, the inside temperature must be constantly maintained at a safe temperature. Windows shall be kept open enough to allow a sufficient airflow into the canine compartment.

10. When the canine officer leaves the vehicle unattended without the canine, the vehicle will be locked to prevent entry and the canine shall be secured within the canine compartment.

11. Canine vehicles will be stored at the Municipal Building or personal garage when the canine officer will be away from home for an extended period of time (5 or more days).

(Ord. 1090, 12/16/2008, §2.1.1)

§1-216. Kennels.

1. When the Department provides a fixed outdoor kennel at the officer's residence, the officer will be required to clean and maintain that kennel.
2. The officer shall remove any waste material from the kennel daily and regularly sanitize the dog's living area.
3. The dog shall be provided with fresh water at all times and fed according to the trainer's/veterinarian's recommendations.
4. The kennel shall be clearly posted with warning signs.
5. The kennel shall be kept locked anytime the canine is left unattended.
6. The officer shall take necessary steps to protect the canine from unsafe or uncomfortable effects of the weather.
7. If dangerous weather conditions are present or forecast, (i.e., extreme heat, extreme cold or storms) the canine shall be removed from the outdoor kennel and brought to a place of safety inside the home.

(Ord. 1090, 12/16/2008, §11.1.1)

§1-217. Veterinarian Procedures.

1. All Department canines will receive regular veterinary examinations and will receive all recommended vaccinations.
2. In the event a Department canine requires non-emergency veterinary care, the handler shall notify the Chief of Police prior to making an appointment with the Department's authorized veterinarian. After his appointment, the handler will complete a Canine Veterinary Report and submit it, along with the veterinarian bills. The Canine Unit Handler will submit the veterinarian bills for payment through the chain-of-command.
3. In the event of a canine life threatening medical emergency, the handler shall immediately transport the injured canine to the closest 24-hour veterinary hospital for immediate treatment. If necessary, an emergency medical service ambulance may be utilized to transport the canine and the handler.
4. An injured/sick canine will not report back to duty until cleared to do so by the Department's authorized veterinarian.

(Ord. 1090, 12/16/2008, §20.13.9)

§1-218. Food and Supplies.

1. Food for the canines will be obtained from an approved supplier and charged to the Department's account. When a handler purchases the food, he/she will notify the Mayor or Chief of the amount desired.
2. Only food is authorized to be charged to the Department's account. Any other equipment or supplies will be purchased with the pre-approval of the Mayor.

(Ord. 1090, 12/16/2008, §4.1.1)

§1-219. Canine Unit Reports.

1. The activities and operations of the canine team shall be documented through the use of the following reports and records:
 - A. Canine Usage Report. Used any time the canine is deployed for police work.
 - B. Canine Training Report. Documents all training; formal and informal.
 - C. Spoiled Scene Report. Explains contaminated scenes.
 - D. Canine Bite Report. Used to document any type of bite.
 - E. Canine Veterinary Report. Documents veterinary visits.
 - F. Any other reports or correspondence as required by supervisory or administrative directives.
 - G. All reports must be properly completed in a timely manner and submitted to the Chief of Police.
 - H. By authorization of the Chief of Police, these reports may be made available to Health Department authorities, bite victims, and/or for presentation in official proceedings when

properly subpoenaed.
(Ord. 1090, 12/16/2008, §2.1.1)

§1-220. Duties of Responding Patrol Units.

1. In order to achieve maximum effectiveness in the utilization of Police Canine Unit, patrol officers shall observe the following procedures when working in support of a canine team.
2. It shall be the responsibility of the first officer on a scene to evaluate existing hazards, the chance of immediate on-scene apprehension of suspects and the relative need for the immediate use of the canine team and advise the on-duty shift supervisor accordingly.
3. Officers shall maintain the position along the perimeter of any area or building to be searched by a canine team. Any movement shall be at the instruction of either the canine handler or the on-scene supervisor.
4. Officers shall avoid contaminating the search area prior to the completion of the search.
5. If officers have entered a search area or building prior to the canine team's arrival, they should make sure that all personnel are out of the area prior to the canine team's search and that the area that has been contaminated by their presence is made known to the handler and a spoiled scene report is filed.
6. When a canine team enters a building or search area, at the discretion of the handler, another officer may be assigned to accompany the canine team. This officer's responsibilities shall be to provide cover for the canine team.
7. In order not to interfere with the training and working phases of the police canine, it is important that officer's do not:
 - A. Reach into the canine vehicle while the canine is inside.
 - B. Agitate the police canine at any time.
 - C. Attempt to feed the police canine.
 - D. Attempt to give the canine commands.
 - E. Engage in horseplay with the canine handler, strike or appear to strike the handler in the presence of the canine.
 - F. Do not attempt to pet the canine without permission of the handler.
8. Violation of the above conditions shall result in disciplinary action being taken against the officer(s).

(Ord. 1090, 12/16/2008, §9.1.1)

§1-221. Handler Injury.

1. In the event a canine handler is injured, fellow officers shall take the following steps:
 - A. Do not approach the canine.
 - B. Do not attempt to give first aid unless the injury is life threatening.
 - C. Attempt to have the handler control the canine.
 - D. Contact another handler for assistance or a member of the handler's family.
 - E. Contact the Animal Control Officer to secure the canine or immobilize his using a dart gun.
 - F. As a last resort, the canine may be destroyed in an effort to administer lifesaving first aid to the fallen handler.

(Ord. 1090, 12/16/2008, §8.1.1)

§1-222. Canine Bites and Injuries.

1. The use of specially trained police canines for law enforcement purposes constitutes a real or implied use of force. Therefore, as in other cases, officers may employ only that degree of force that is reasonable under the circumstances known to the handler to apprehend or secure a suspect as governed by the Department's Use of Force Policy.
2. In all cases where a canine is deployed in a tactical situation, a canine incident report

shall be completed.

3. Whenever a canine bites an individual, whether in the line of duty or not, the handler shall:

- A. Summon a supervisory officer and emergency medical personnel to the scene.
 - B. Have the affected area examined to determine the seriousness of the bite or injury.
 - C. Take color photographs of the affected area. If possible, photographs should be taken prior to, as well as after, medical treatment.
 - D. Complete a canine bite report form. The report must detail circumstances surrounding the incident, the identity of the individual involved and any witnesses, the extent of injuries, and measures taken in response to the incident. The completed report shall be submitted to the Chief of Police through the chain-of-command within 24 hours of the incident.
- (Ord. 1090, 12/16/2008, §1.6.1)

§1-223. Bite Procedure and Reviews.

- 1. The on-scene shift supervisor shall be responsible for the first review of the bite incident to include visiting the scene and reviewing the canine bite report form completed by the handler.
 - 2. The on-scene shift supervisor shall ensure that color Polaroid photographs are taken of the bite area to include, if possible, photographs before and after treatment and that the photographs taken are sufficient to identify the victim and the injuries.
 - 3. The on-scene shift supervisor shall submit his findings to the Chief of Police through the chain-of-command. The Chief of Police shall review the findings and shall make a determination if the bite was accidental, a reasonable application of force, or if a violation of Department policy was involved.
- (Ord. 1090, 12/16/2008, §3.4.1)

§1-224. Operations.

- 1. Tracking (Non-criminal).
 - A. Canine units may be utilized to track the scent trail of and locate humans. Examples of non-criminal tracks would be missing children or persons, lost elderly or psychiatric patients.
 - B. Patrol officers should attempt to obtain a scent article (clothing or bedding) from the missing person.
 - C. Officers should attempt to locate the exact area the missing person was last seen, and relay this information to the canine handler.
 - D. All tracks of a non-criminal nature shall be done on lead. The canine handler should, if possible, explain to the family of a lost child the risk of accidental bite. The family's approval should be obtained before the canine is deployed.
 - 2. Tracking (Criminal).
 - A. When a suspect flees and contact is lost, patrols should pinpoint the area the suspect was last seen. This area should be protected from contamination and shown to the canine handler.
 - B. Patrols should attempt to set up a perimeter around the area to block the suspect's path of escape.
 - C. Vehicle engines in the immediate area should be shut off if possible.
 - D. Avoid vehicle and foot traffic in the area where the suspect was last seen.
- (Ord. 1090, 12/16/2008, §3.1.1)

§1-225. Area Searches.

- 1. Canines can be used effectively to search areas for hidden suspects who may be detected by scent or sound.
- 2. When a suspect flees into an area where he may hide or conceal himself, police should not pursue unless a reasonable chance of apprehension exists.
- 3. An evaluation of the need for a canine unit should be made if a crime has been committed

and the suspect may be present.

4. If the search is to be conducted in a locked or fenced area, the communications center shall be instructed to attempt to contact the owner/manager to provide a key for safe entry of the canine team.

5. A verbal warning or announcement shall be given prior to the search stating that police officers are present and that a dog will be released into the area if the suspect does not surrender within a reasonable time.

6. In evaluating the search area for possible deployment of a canine, supervisors and handlers shall consider the following:

- A. Location.
- B. Time of day.
- C. Potential for injuries to officers, canine, and innocent persons.
- D. Whether the search should be conducted on or off lead.

(Ord. 1090, 12/16/2008, §2.4.1)

§1-226. Building Searches.

1. A primary use of canine teams is locating suspects in buildings or structures where search by officers may create an unnecessary risk. Building searches shall be governed by the following:

2. The perimeter of the building shall be secured by patrol officers.

3. Whenever possible, the building's owner should be contacted to determine whether there may be employees or others inside the building.

4. When a canine building search is anticipated, officers should not conduct a preliminary search of the interior. Officers shall not enter the search area without the permission of the canine handler.

5. Prior to the canine search, officers should make sure all tenants, employees, etc. are out of the building. If possible, shut off any air conditioners, ventilation systems, fans, etc.

6. Prior release of the canine into the building, the handler shall shout a warning into the building that a police canine will be released. This warning shall be repeated and a reasonable time waited for a response. This warning shall be repeated on every level of a multi-level building.

7. Private residences should not routinely be searched with a canine. If a private residence is to be searched, handlers will take all available precautions to avoid damage to property and the possibility of pets in the residence.

(Ord. 1090, 12/16/2008, §6.1.5)

§1-227. Criminal Apprehension.

1. A canine bite during the apprehension of a suspect will be classified as a use of force incident. Thus, a canine handler must exercise good judgment when the possibility of an injury to a suspect exists.

2. Police canines are considered less lethal weapons in use of force incidents. A canine bite coincides with an impact weapon in the Glassport Police Department's use of force continuum.

3. The canine handler will consider the following when determining to deploy a canine in a use of force situation. In making such a determination, the handler will use an "objective reasonableness test."

- A. The type and severity of the crime.
- B. Whether the suspect poses an immediate threat to the safety of officers or the public.
- C. Whether the suspect is actively resisting arrest or attempting to avoid arrest by flight.
- 4. When a canine is used to make an apprehension, the handler shall, as soon as the suspect

is under control, command the canine to release the suspect.

5. The canine will not be used in a bite situation for any summary offenses or to intimidate a suspect after the suspect has been apprehended and under control of the officers. In any instance where the handler encourages the canine to make any unjustified bite on any person or takes part in any activity in violation of departmental rule or regulation, that handler shall be subject to proper disciplinary action.

(Ord. 1090, 12/16/2008, §7.1.1) §1-228. Crowd Control.

1. Experience has shown that canine teams can provide valuable and humane Supp. I; added 2/18/2014 1-26.8 assistance in crowd control. However, some kinds of crowds do not warrant the presence or use of canines. These include situations where the use of canines would be divisive and psychologically damaging and may even create a more serious situation by disrupting a peaceful demonstration.

2. Canine units constitute a show of force. The decision for deployment and use of canine team for crowd control shall be made by the handler with the approval of the Chief or Mayor.

3. If approval to deploy canines is granted, the following procedures shall be followed:

A. The canines should be on lead at all times.

B. No offensive action shall be taken unless instructed to do so by an on-scene shift supervisor or when the handler reasonably believes there is a threat of injury to the handler, the canine, or other police officers and citizens.

(Ord. 1090, 12/16/2008, §5.1.1)

1-26.9

Supp. I; added 2/18/2014

1-26.10

Part 3

Municipal Claims and Tax Collection

A. General

§1-301. Short Title.

This Part shall be known as the "Municipal Claim and Tax Collection Ordinance." (Ord. 1052, 2/10/2004, §1)

§1-302. Delinquent Claim, Charge, Tax, Assessment, Levy or Obligation.

Hereinafter, for every delinquent claim, charge, tax, assessment, levy or obligation owed to the Borough of Glassport, there shall be added to such claim, charge, tax, assessment, levy or obligation such attorney's fees, charges, and expenses incurred in the collection process subsequent to proper notification to taxpayers of the intent to impose attorney's fees on delinquent obligations. Such additional charges shall be collected in the same manner and with the full authority as other municipal claims of any nature, and shall be deemed to be a municipal claim and collectable and lienable as such.

(Ord. 1052, 2/10/2004, §2) §1-303. Fees.

Such fees shall be reasonable and the same are hereby established in a fee rate as attached hereto and made a part hereof as Schedule "A." Said schedule of fees is hereby deemed to be reasonable, fair and necessary in order to allow the Borough to collect such sums due it. This schedule may be amended by ordinance.

(Ord. 1052, 2/10/2004, §3)

§1-304. Collection.

Any person or entity empowered to collect sums on behalf of the Borough is directed to add such fees as are incurred to the extent allowed and set forth on Schedule "A." Such sums collected pursuant to this Part shall be in addition to any tax, penalty, interest, costs or fees already part of the delinquent account or assessment.

(Ord. 1052, 2/10/2004, §4)

§1-305. Attorney Fees.

Attorney fees incurred to the extent set forth on Schedule "A" shall be added to all unpaid real estate tax claims of any nature arising or imposed subsequent to the date of adoption of this Part, or which become delinquent or are re-determined to be delinquent subsequent to this date. Prior to the time when such fees are added to any underlying claim, the Tax Collector shall first give the taxpayer such notice as required by law. The Tax Collector or other collector shall so notify the taxpayer by sending such notice to the taxpayer's last known address by mailing notices in the manner prescribed by the Act of the Pennsylvania General Assembly, known as Act 20 of 2003.

(Ord. 1052, 2/10/2004, §5)

Schedule A Schedule of Legal Fees

Delinquent Tax and Municipal Claims

1. Prepare and mail 30-day delinquent notice \$50
2. Prepare district justice complaint \$75
3. Attend district justice hearing \$250
4. Attend constable execution sale \$350
5. Prepare arbitration complaint \$150
6. Prepare general docket proceeding \$375
7. Attend trail \$350
8. Negotiate and prepare payment plan agreement \$75
9. Prepare writ of scire facias sur tax lien in furtherance of sheriff tax sale \$600
10. Prepare reissue writ \$125
11. Title search for sheriff sale \$150
12. Enter default judgment \$150
13. Issue writ of execution \$250
14. Attend sheriff sale \$250
15. Non-litigation legal work \$80/hour
16. Litigation legal work \$100/hour
17. All other clerical work not itemized above \$50/hour

B. Collection of Delinquent Sewage Fees

§1-311. Designation of Agent.

The Borough designates Pennsylvania Municipal Service Company as its exclusive agent for purposes of collecting delinquent sewage fees as well as any and all penalties, interest, costs assessed and levied pursuant to all resolutions and/or ordinances respecting said taxes, during the period of this agreement.

(Ord. 1122, 7/17/2012, §1)

§1-312. Authorization to Lien Properties.

The Borough hereby designates and authorizes Pennsylvania Municipal Service Company by and through its legal counsel to lien properties and to appear before any district justice or any

other appropriate court on behalf of the Borough in those cases in which Pennsylvania Municipal Service Company determines legal action would be appropriate means of collecting the delinquent sewage fees and any penalties, interest, costs and reasonable costs due and owing.

(Ord. 1122, 7/17/2012, §2)

§1-313. Reasonable Costs, Charges and Expenses.

1. Because (1) Pennsylvania legislature adopted Act 1 of 1996 and Act 20 of 2003 (hereinafter "Act 1 and Act 20") allow a municipality to approve reasonable costs, charges and expenses ("reasonable costs") which may be imposed on the delinquent ratepayer, collected and retained by the delinquent fee collector; and (2), the Borough desires to exercise all of its legal authority in accordance with the legislative pronouncements set forth in Act 1 of 1996 and Act 20 to encourage the collection of delinquent fees and to eliminate the expense associated with such collections by imposing the reasonable costs on the delinquent ratepayer.

2. The Borough and Pennsylvania Municipal Service Company agree as follows:

A. The Borough designates Pennsylvania Municipal Service Company as its exclusive agent for purposes of collecting delinquent sewage fees including all penalties, interest, costs, reasonable costs, attorney fees, lien fees, etc., assessed and levied pursuant to the Borough's resolutions and/or ordinances.

B. The Borough set forth approves the following reasonable costs to be paid to Pennsylvania Municipal Service Company by the delinquent ratepayer.

(1) A sum of 10 percent of gross collections of all delinquent sewage fees plus delinquent costs, charges and expenses prior to the initiation of enforced collection proceedings before the district magistrate or other court and the amount of 20 percent of gross collections plus delinquent costs, charges and expenses on or after the initiation of enforced collection proceedings before the district justice or any other court. Said amount shall be deemed compensation and reasonable costs for services rendered by Pennsylvania Municipal Service Company in the collection of delinquent sewage fees.

(2) For purposes of this provision the term "gross collections" shall mean the original tax plus applicable penalties and interest.

(3) In addition to the amounts set forth in subparagraphs (1) and (2) any

attorney's fees, posting fees, notice fees and lien fees related to collection of delinquent fees, interest, penalty or other charges shall be paid to Pennsylvania Municipal Service Company by the delinquent ratepayer. A schedule of said charges, costs and expenses is set forth as Appendix A to this

Part 3B.

(4) Such reasonable costs, together with and including costs, reimbursement for postage and other out-of-pocket expenses, shall be collected directly from the delinquent ratepayers in accordance with Act 1 of 1996 and Act 20 of 2003 and all other applicable laws.

(Ord. 1122, 7/17/2012, §3)

Part 4 Open Records Policy

§1-401. Purpose.

The purpose of this policy is to assure compliance with Act 3 of 2008, the Pennsylvania Right-to-Know Law, as amended; to provide access to public records of the Borough of Glassport; to preserve the integrity of the Borough of Glassport's records; and to minimize the financial impact to the residents of the Borough regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.

(Ord. 1089, 12/16/2008, §1)

§1-402. Designated Open Records Officer.

It is the policy of the Borough to require the presence of a designated employee when public records are examined and inspected and to charge reasonable fees for duplication of public records of the Borough. The Borough of Glassport designates the Borough Secretary as the Open Records Officer, responsible for assuring compliance with the Pennsylvania Right-to-Know Law, in accordance with the following guidelines:

A. The Borough Secretary may designate certain employee(s) to process public record requests.

B. The Borough Secretary is responsible for minimizing, where possible, the financial impact to the Borough regarding the resources utilized in the receipt and processing of public record requests and the retrieval and copying of public records.

C. All requests for public records of the Borough under this policy shall be specific in identifying and describing each public record requested. In no case shall the Borough be required to create a public record which does not exist or to compile, maintain, format or organize a public record in a manner in which the Borough does not currently compile, maintain, format or organize the public record. All requests for public records shall be submitted in writing and include the date of the request; requestor's name, address and telephone number; certification of United States residency; signature of requestor; and if duplication is requested, appropriate payment.

D. The designated employee shall make a good faith effort to determine whether each record requested is a public record.

E. The Borough shall facilitate a reasonable response to a request for the Borough of Glassport's public records. In no case is the Borough expected to provide extraordinary staff to respond to the request, but will respond in a manner consistent with the Borough's administrative responsibilities and consistent with the requirements of the Pennsylvania Right-to-Know Law.

F. The designated employee shall respond to the requestor within 5 business days from the date of receipt of the written request. If the Borough does not respond within 5 business days of receipt thereof, the request is deemed denied.

G. The response provided by the Borough shall consist of (1) approval for access to the public record; (2) review of the request by the designated employee; or (3) denial of access to the record requested.

H. If access to the public record requested is approved, the public record shall be available for access during the regular business hours of the Borough. The designated employee shall cooperate fully with the requester, while also taking reasonable measures to protect Borough public records from the possibility of theft and/or modifications. The presence of a designated employee is required when public records are examined and inspected.

I. Fees for duplication of public records shall be as established by the Commonwealth's Office of Open Records. The Borough may at its discretion waive fees.

J. In the event the estimated cost of fulfilling a request submitted under this policy is expected to exceed \$100, the designated employee(s) shall obtain the expected cost in advance of fulfilling the request to avoid unwarranted expense of Borough resources.

K. If the request is being reviewed, the notice provided by the Borough shall be in writing and include the reason for the review and the expected response date, which shall be within 30 days of the notice of review. If the Borough does not respond within 30 days thereof, the request is deemed denied. Review of the request is limited to situations where:

(1) The record requested contains information which is subject to access, as well as information which is not subject to access that must be redacted prior to a grant of access. The redacted information is considered a denial as to that information.

(2) The record requires retrieval from a remote location.

(3) A timely response cannot be accomplished due to staffing limitations.

- (4) A legal review is necessary to determine whether the record requested is a public record.
- (5) The requester has failed to comply with the Borough's policy and procedure requirements.
- (6) The requester refuses to pay the applicable fees.
- (7) The extent or nature of the request precludes a response within the required time period.

Upon a determination that one of the factors listed above applies, the Borough shall send written notice to the requester within 5 business days of receipt of the request for access. The notice shall include a statement notifying the requester that the request for access is being reviewed, the reason for the review, a reasonable date that a response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a response is expected to be provided is in excess of 30 days, following the 5 business days allowed for, the request for access shall be deemed denied unless the requester has agreed in writing to an extension to the date specified in the notice. If the requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the agency has not provided a response by that date.

L. If access to the record requested is denied, the notice provided by the Supp. I; revised 2/18/2014 1-30

Borough shall be in writing as indicated on the form attached hereto entitled "Denial of Request to Review and/or Duplicate the Borough of Glassport Records."

M. If the request is denied or deemed denied, the requester may file an appeal with the Commonwealth's Office of open Records within 15 business days or the mailing date of the Borough's notice of denial, or within 15 days of a deemed denial. The appeal shall state the grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the agency for delaying or denying the request.

N. Within 30 days of the mailing date of the final determination of the appeals officer, the requester or Borough may file a petition for review or other document as required by rule of court with the Court of Common Pleas of Allegheny County. The decision of the court shall contain findings of fact and conclusions of law based upon the evidence as a whole. The decision shall clearly and concisely explain the rationale for the decision. A petition for review under this Section shall stay the release of documents until a decision is issued.

O. This policy shall be available for review at the Borough office.

(*Ord. 1089, 12/16/2008, §2*)

§1-403. Retention of Records.

The borough intends to follow and hereby adopts the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 and amended on July 23, 2009 by the Local Government Records Committee and any and all amendments to the Schedules and Manual which may be adopted in the future.

(*Res. 1, 7/17/2018*)

²Editor's Note: A copy of the form entitled "Denial of Request to Review and/or Duplicate the Borough of Glassport Records," is on file in the Borough office.

