

**CIVIL SERVICE**  
**RULES AND REGULATIONS**  
**HAZLETON, PENNSYLVANIA**



ARCHIVES  
JS155  
H3W662

INSTITUTE OF REGIONAL AFFAIRS  
WILKES COLLEGE  
WILKES-BARRE, PENNSYLVANIA

ARCHIVES  
SERIALS  
SECTION

ARTICLE I. DEFINITION OF TERMS

Section 101. Definitions. Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations shall be construed to have the meaning indicated herein:

CIVIL SERVICE

RULES AND REGULATIONS

HAZLETON, PENNSYLVANIA

*Commissioner* - The appointing authority of rank as taken from the Police Department.

*Chairman* - The Chairman of the Civil Service Commission of the City of Hazleton, Pennsylvania.

*City Clerk* - The City Clerk of the City of Hazleton, Pennsylvania.

*Commission* - The Police Civil Service Commission of the City of Hazleton, Pennsylvania.

*Council* - The Council of the City of Hazleton, Pennsylvania which is the appointing authority.

*Exempt* - A person whose name is recorded as a current eligible list as defined here.

*Eligible List* - The list of names of persons who passed any examination for a particular position in the Police Department.

*Formerly Employed* - The list of persons who were held off from positions in the Police Department because of a reduction of the number of officers in the Police Department.

*Resignation* - An officer in the Police Department who has resigned from any eligible list, but who has not completed his work for the year.

1970

Institute of Regional Affairs

Wilkes College

Wilkes-Barre, Pennsylvania



ARCHIVES

JS155

H3W682



ARTICLE I. DEFINITION OF TERMS

Section 101. Definitions. Unless otherwise expressly stated, the following words and phrases, wherever used in these rules and regulations, shall be construed to have the meaning indicated herein:

Certification - The submission to the appointing authority of names taken from the eligible list.

Chairman - The chairman of the Police Civil Service Commission of the City of Hazleton, Pennsylvania.

City Clerk - The city clerk of the City of Hazleton, Pennsylvania.

Commission - The Police Civil Service Commission of the City of Hazleton, Pennsylvania.

Council - The Council of the City of Hazleton, Pennsylvania which is the appointing authority.

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

Eligible list - The lists of names of persons who passed any examination for a particular position in the Police Department.

Furlough list - The list of persons who were laid off from positions in the Police Department because of a reduction on the number of officers in the Police Department.

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

Reduction in rank - A change to a different position or rank which results in a decrease in salary; provided, however, that a decrease in salary without a change to a different position or rank shall not constitute a reduction in rank.

Removal - The permanent separation of a member of the Police Department from his position.

*W. Allen College / 4-10-1976*

Suspension - The temporary separation of a member of the Police Department from his position.

Secretary - The secretary of the Police Civil Service Commission of the City of Hazleton, Pennsylvania.

ARTICLE II. THE COMMISSION

201. Officers. The Police Civil Service Commission of the City of Hazleton, Pennsylvania, on the first Monday of each even numbered year, shall elect one of its members as the Chairman, one Vice-chairman, and one as secretary. If the first Monday is a legal holiday, the meeting shall be held within twenty-four (24) hours following Council organization.

202. Duties of Chairman. The Chairman, or in his absence, the Vice-chairman, shall preside at all meetings and hearings of the Commission decide all points of order or procedure and perform any duties required by laws or these rules. In the absence of a member, temporary assignments shall be made by the Commission presiding member.

203. 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 of procedure, keep a record of each examination or other official action of the Commission, and perform all other duties required by law, by these rules and by the Commission.

204. Meetings. Except for the biennial organization meeting, all meetings shall be held either at the call of the Chairman, or at the call of two members of the Commission. At least twenty-four (24) hours written notice of each meeting shall be given each member. The Commission shall have the discretion to determine whether meetings shall be open to the public

except that no rule or regulation of the Commission shall be adopted at other than a public meeting, and except when otherwise provided for in these rules.

205. Quorum. A quorum shall consist of two members, and all actions of the Commission shall have the concurrence of at least two members.

206. 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) Communications and Reports

207. Minutes. The Secretary shall keep minutes of the Commission's proceedings showing the vote of each member upon question, or, if absent or failing to vote, indicating such fact.

ARTICLE III. APPLICATIONS

301. Applications Form. No person shall be admitted to an examination for a position in the Police Department of the City of Hazleton, Pennsylvania until after 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 notation, references, and statements appearing in it are incorporated by reference into these rules as if they were fully described herein.

302. Availability. Application forms shall be available to all interested persons in the office of the City Clerk and from such other offices and officers that Commission from time to time may choose to delegate.

303. Age Qualifications. At the time of application, no applicant for any position in the Police Department shall be less than twenty-one(21) years of age, and no applicant for the position of policeman shall be more than thirty-two (32) years of age. Each applicant shall present satisfactory evidence of his date of birth,

304. General Qualifications - All Applicants. Each applicant for any position in the Police Department shall be a male, a citizen of the United States, and shall have graduated from an accredited high school or have an equivalent education, such as a GED equivalent. Each applicant



shall be medically fit for the performance of the duties of a policeman, of good moral character, and licensed to operate a motor vehicle in the Commonwealth of Pennsylvania. In the case of a foreign-born applicant, evidence satisfactory to the Commission shall be produced showing the person to be a naturalized citizen.

305. General Qualifications. In addition to meeting the qualifications fixed for each applicant for a position in the Police Department, all applicants for the position of Chief, Captain, Lieutenant, and Sergeant shall:

- (a) Have been employed in any accredited or governmental police service for at least;
  - (1) Sergeant            five years
  - (2) Lieutenant        seven years, with at least two years in grade of Sergeant
  - (3) Captain            ten years, with at least three in grade of Sergeant or Lieutenant
  - (4) Chief                fifteen years, with at least five years in grade of Lieutenant or Captain
- (b) Have satisfactorily completed an educational and/or training program. The requirements are as follows:
  - (1) Sergeant            must have completed at least one course in police instruction beyond the basic level.
  - (2) Lieutenant        must have completed courses in advanced police work and police administration.

(3) Captain must have completed courses in advanced police work and police administration.

- (c) Have demonstrated an ability to carry out orders from superiors, and
- (d) Demonstrate a working knowledge of police science and administration, and
- (e) Demonstrate an ability to deliver and supervise the work of subordinates, and
- (f) Have received at least a grade of "satisfactory" on his latest service rating; provided that an evaluation of the experience, training, general background, and such other records of performance of the applicant, at the discretion of the Commission, may be substituted for the service rating.

306. Investigation of Applicants. An investigation of the character and reputation of the applicant may be made by the Commission and may include credit reports and reports of investigations from recognized agencies.

307. Filing Applications. Applications for any position on the Police Department may be received at any time, during normal business hours in the office of the City Clerk, and by such other offices and officers as the Commission may delegate. The receipt of such applications shall be subject to the following conditions:

- (a) No application received after 12:00 noon on day that is fourteen (14) calendar days prior to the date fixed for the written examination shall be considered for such examination unless otherwise provided in the notice, and
- (b) An application shall become void one (1) year after the date upon which it was received.

308. Recording Applications. The office of the City Clerk of the

city shall review each application, upon receipt, for the purpose of determining that such application contains no minor errors of omission; it shall be returned to the applicant for correction. The city clerk shall date, number, and record on the order of receipt, all applications free of minor errors of omission. An application, once recorded, shall be a public record and shall not be returned to the applicant.

309. Disqualification of Applicant. The Commission shall not examine any applicant who lacks any of the prescribed qualifications unless, in the judgement of the Commission, it can be reasonably presumed that the applicant shall have acquired the necessary qualifications prior to the date of a possible certification from the list of eligibles produced as a result of the examination.

310. Penalty for False Statement. The statements made by the applicant in the official application shall contain no falsification, omission or concealment of material fact. Should investigation disclose any mistatement, falsification or concealment with respect to an application:

- (a) The application shall be invalid and the applicant shall be disqualified from examination, or
- (b) If the applicant shall have been examined, the name of such applicant shall be removed from the eligible list, or
- (c) If the applicant shall have been appointed, such willful mistatement, falsification, or concealment shall constitute grounds for dismissal from the Police Department.

No person who shall make willful false application shall be permitted to make any future application for any position in the Police Department of the city.

ARTICLE IV ANNOUNCEMENT OF EXAMINATIONS

401. Public Notice. Public notice of the time and place of every examination, together with the information as to the position to be filled, shall be given by publication in the official newspaper of the city. The public notice shall be published at least three (3) weeks prior to an examination and a copy of the notice shall be posted on the bulletin board in City Hall. Additional public notice by publication, position, or otherwise may be given at any time at the discretion of the Commission.

402. 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 to each applicant qualified for a medical examination, a notice which shall include the name of the medical examiner, and the date, time, place, and duration of the written and the oral examination.

Every notice shall be mailed or otherwise delivered at least three (3) days prior to the date fixed for examination. Only applicants receiving notices to report for any examination shall be permitted to participate in such 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 dis - qualify the applicant, except that in the case of medical examiner designated in the notice, may fix another date and time for such examination; provided, however, that any such date or time shall be within the period fixed for

medical examination in Section 403 of these rules.

403. Scheduling Medical Examinations. No medical examination shall be scheduled less than twelve (12) days, nor more than twenty-eight (28) days from the date fixed in the public notice for a written examination.

ARTICLE V. MEDICAL EXAMINATION

501. Appointment of Medical Examiners. The Commission, from time to time, shall appoint a medical examiner to make all medical examinations required by these rules.

502. Medical Requirements. Every applicant for appointment or promotion to any position in the Police Department shall submit at his expense, to a medical examination and shall meet the minimum medical requirements established by the Commission before he shall be permitted to take any written or oral examination. A statement of the medical requirements established by the Commission shall appear in the official application form and a copy of such statement of medical requirements shall be filed in the office of each medical examiner.

Every applicant for the position of policeman shall demonstrate his ability to pass the following physical requirements:

- (a) He shall show no physical conditions or medical history which in the opinion of the physician should be cause for rejection.
- (b) He shall demonstrate at least 20/20 corrected vision in each eye.
- (c) He shall be at least sixty-eight (68) inches in height, barefoot, and of proportional weight. He shall weigh at least one-hundred forty (140) pounds, and a maximum of two-hundred thirty(230) pounds, maintained at the time of appointment.
- (d) He must be able to hear a low conversational voice at a distance of at least fifteen (15) feet in one ear and twenty(20) feet in the other.

- (e) He must be free from local or systemic skin diseases.
- (f) His respiration must be full, easy, and regular as determined by the examining physician.
- (g) He shall have no history or presence of a serious mental disease as determined by the examining physician.
- (h) Exceptions to the above may be permitted at the discretion of the Civil Service Commission upon recommendation of the examining physician.

503. Report of Medical Examiner. The Commission shall furnish the medical examiner with forms upon which the medical examiner shall state the bodily and mental condition of each applicant. The statement of each examination shall be submitted directly to the Commission within five (5) days after the date of examination. It is the responsibility of the applicant to return the results of the physical examination to the secretary of the Commission.

504. Rejection of Medically Unfit Applicants. If the medical examiner shall deem any applicant medically unfit for performance of the duties of a policeman because of any bodily or mental defect, whether or not the defect shall be specifically stated as cause for rejection, it shall be entered in the report of his medical examination. Insofar as practicable, however, the medical examiner shall determine the medical fitness of an applicant by adhering to the statement of medical requirement.

505. Reexamination of Medical Fitness. Each applicant eligible for certification to the Council for appointment to any position in the Police Department shall be instructed by the secretary of the Commission, before

being certified, to inform the Commission of any illness or injuries requiring the attendance of a physician or requiring hospitalization and of any surgical operations that shall have occurred after the original medical examination. If, in the judgement of the Commission, there shall have been any change in the medical fitness of any applicant, whether or not such change shall have been reported by the applicant, the Commission may require the applicant to submit a further medical examination before his name shall be certified for appointment. Any such further medical examination shall be performed at the expense of the city by a regularly appointed medical examiner.



ARTICLE VI. WRITTEN AND ORAL EXAMINATIONS

601. Examination for Patrolmen.

- (a) The examination for the position of patrolman shall consist of the following two parts:
  - (1) A written examination which shall include a general police aptitude test, an intelligence test, personality profile, and such other written tests as the Commission may from time to time designate, and
  - (2) An oral examination.
- (b) Each part of the written examination and the oral examination shall be graded on the scale of one hundred (100) per cent and shall be weighted as follows:
  - (1) For the written portions of the examination, total of seventy (70) points, (aptitude 50, mental maturity 10, and personality 10) and
  - (2) For the oral examination, a total of thirty (30) points. The sum of the weighted score shall not exceed one hundred (100) per cent.

602. Examinations for the Position of Sergeant, Lieutenant, Captain, and Chief.

- (a) The examination for the position of Sergeant, Lieutenant, Captain, and Chief shall consist of three parts, namely:
  - (1) A written examination which shall include a test of police knowledge and an intelligence and aptitude test.
  - (2) An oral examination by the Police Civil Service Commission to appraise personal characteristics and qualities of the applicant.
  - (3) An evaluation of the service ratings or performance records by the Mayor and the executive officers.
- (b) The examination shall be graded on a scale of one hundred (100) per cent and shall be weighted as follows:
  - (1) For the written portion of the examination, a total of sixty (60) points.

(2) For the oral examination, a total of twenty (20) points.

(3) For the evaluation of the service rating of performance records, a total of twenty (20) points.

603. Passing Grade. The minimum passing grade for an examination for the position of patrolman shall be a score of seventy (70) per cent on every portion of the examination. The minimum passing grade for an examination for the position of Sergeant, Lieutenant, Captain, Chief shall be a score of seventy-five (75) per cent, and each applicant for any such position shall score at least seventy (70) per cent on each part of the examination. Every applicant for the position of patrolman who receives a score of at least seventy (70) per cent, and who is entitled by law to additional credit for service in the Armed Forces of the United States shall have his score adjusted accordingly. Applicants claiming veterans' preference shall submit satisfactory proof of service and honorable discharge.

604. Notice of Applicant's Grade. When the grading of each examination is completed, the secretary of the Commission shall give each applicant written notice of his grade.

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

606. Administering Examination. The Commission may designate the Institute of Regional Affairs of Wilkes College, or any qualified agency, to act as examiner for the written examinations. The Commission shall reserve the

right to accept or reject, in whole or in part, the recommendations of the regularly appointed examining agency. The oral examination and the evaluation of the service or performance record of any applicant shall be the responsibility of the Commission; provided however, that the Commission may designate, from time to time, such persons qualified to evaluate performance or service records, as are considered necessary to assist in such examinations and evaluations.

607. 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.

608. Penalty for Improper Conduct. Should any applicant be found guilty of any act tending 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.

ARTICLE VII. ELIGIBLE LISTS

701. Preparation of Eligible List. As soon as possible, after the completion of each examination, the secretary of the Commission 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 such applicant. The eligible list shall be filed in the office of the City Clerk in City Hall.

702. Breaking Tie Scores. When two (2) or more qualifying applicants shall 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. In the event that two (2) or more qualifying applicants also receive identical scores on the part of the examination assigned the greatest weight, the order of listing shall be determined by the order in which the applications were numbered for recording purposes.

703. Life of Eligible Lists. In no case shall any eligible list remain in effect for a period of more than one (1) year from the date of its preparation. Date of preparation refers here to the actual compilation of the list which is to take place no more than 60 days after the receipt of the request from Council calling for the establishment of same.

704. Furlough Lists. Whenever the Council causes 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 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 city.

ARTICLE VIII. CERTIFICATION AND APPOINTMENTS

801. Filling 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 Council shall state the title of the position to be filled and the compensation to be paid.

802. Furlough List to Fill Appointments. Upon receipt of a request from the Council, the Commission shall first certify the names of those eligibles who were furloughed because of a reduction in force. In filling a vacancy from the furlough list, the Commission shall certify the top name only. If more than one(1) vacancy is to be filled, the Commission shall certify from the top of the list that number of names equal to the number of vacancies to be filled.

803. Certification From Eligible Lists. If no furlough list or if the total number of vacancies cannot be filled from the available names on the furlough lists, the Commission shall certify names from the eligible lists. The Council shall notify the Commission of any vacancy which is to be filled and shall request the certification of a list of eligibles. The Commission shall certify for each existing vacancy from the eligible list the names of three (3) persons thereon, of a lesser number where three (3) are not available, who have received the highest average.

804. 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:

- (a) Is appointed to a position in the Police Department of the city, or
- (b) Declines an appointment to a permanent position in the Police Department of the city, or
- (c) Fails to make written reply to the Commission within seven (7) calendar days from the date of mailing of a notice of certification, or
- (d) 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 Council, such person can show good and sufficient reasons for failing to report.
- (e) No longer meets the eligibility requirements for the position.

The name of any person on any eligible list also shall be removed by the Commission if he is three (3) times certified for consideration for appointment and is not appointed. Nothing in this section, however, shall be construed as authorizing the removal of the name of any person from any furlough list or eligible list who refuses or accepts a position of a lower rank than for which he has qualified.

805. 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 seven (7) days from the date of mailing such notice.

806. Probationary Period. All original appointments to any position in the Police Department of the city shall be for a probationary period of six (6)

months. The Chief of Police shall investigate the adjustment, performance and general acceptability of each probationer under his supervision to determine whether such probationer is fully qualified for permanent appointment. The Chief of Police shall make a report on the performance and conduct of each probationer at the end of the second month of the probationary period, at the end of the fourth month of the probationary period and finally not less than ten (10) calendar days nor more than fifteen (15) calendar days before the next regular meeting of the Council immediately preceding the end of the probationary period. Each final probationary report shall include the recommendation of the Chief of Police either to retain or to reject the probationer. Each report shall be submitted in writing to the Council. Within five (5) calendar days after the regular meeting of the Council immediately preceding the end of the probationary period, the Council shall notify the Commission, in writing, of its decision to retain or reject the probationer. The Commission chairman, in turn, shall notify the probationer of the decision of the Council on or before the date of the close of his probationary period. In the event that the person named to the position of Chief of Police is a probationary appointment, the Mayor or Council shall designate one (1) person to evaluate the performance and conduct of the Chief in the same manner, and subject to the same procedures as that established for all other persons in the Department of the city.

807. Residence. The appointee shall establish residence in the city by the end of his probationary period.



ARTICLE IX. SUSPENSIONS, REMOVALS, AND REDUCTION IN RANK

901. Procedure. Whenever any policeman in the city is suspended, removed, or reduced in rank, the specific charges warranting each such action shall be stated in writing by the appointing authority. The charges shall be stated clearly and in sufficient detail to enable the person accused to understand the charges made against him and to answer to them. As soon as practicable, the statement of charges shall be filed in duplicate with the Commission, and within five (5) calendar days of such filing, the original copy of the statement of charges shall be delivered to the person accused either by personal service or by certified or registered mail.

902. Demand for Hearing. Any policeman suspended, removed, or reduced in rank may file with the Commission a written demand for a hearing. Such written demand and any statement of written answers to the charges made against the person accused shall be filed no later than seven (7) calendar days from the date upon which the statement of charges were personally served or mailed. Within the period fixed by the law, the Commission shall grant a hearing to any person accused, who complies with the provisions of this section. Each such hearing shall be open to the public unless the person accused, when making his written demand for a hearing, requests that such hearing be closed.

903. Notice of Hearing. Notice of the date, time, and place for each hearing shall be given in the following manner:

- (a) By either personal service or by certified or registered mailing to each person making charges and to the person accused, and

- (b) By mailing a notice to all other parties who have stated an interest in the hearing; provided, however, that any failure to have the notice required by this subsection shall not invalidate any action taken by the Commission.

904. Oaths. All testimony shall be taken under oath. The chairman, or in his absence the vice-chairman, shall administer all oaths.

905. Subpoenas. The chairman, or in his absence, the vice-chairman, may compel the attendance of witnesses and the production of records and papers pertaining to any hearing. However, upon the written request of the person accused or of any person making charges, the chairman, or in his absence, the vice-chairman, shall order the attendance of any witness or the production of any pertinent document; provided that such written request is filed with the secretary of the Commission within five (5) calendar days from the date appearing on the notice of hearing.

906. Hearing Procedure. Each hearing shall be conducted in the following manner:

- (a) The chairman shall state the general purpose of the hearing, and
- (b) The secretary of the Commission, upon direction of the chairman, shall read the charges against the person accused together with the record of action taken against such officer, and next
- (c) The secretary shall read any written reply of the person accused, and
- (d) The chairman shall afford each person making charges, or his counsel, an opportunity to make any further statement in support of the charges and to produce any witness, and
- (e) The chairman shall afford the person accused, or his counsel, an opportunity to question or cross examine any person making charges, and to question or cross examine any witness produced by such person, and

- (f) The chairman shall afford each person making charges an opportunity to examine the person accused, and
- (g) The chairman shall ask the person making charges, or his counsel, to make a summation, and
- (h) The chairman shall afford the person accused, or his counsel, an opportunity to produce any witness and to sum up the defense.

The Commission, at any time during the course of the hearing, may question or cross-examine any person making charges, the person accused, and any witness.

907. Decision of the Commission. Within fifteen (15) calendar days after the hearing, the Commission shall issue its decision in the form of a written order approved by at least two (2) members of the Commission. The written order shall include all findings of fact. If, during the public hearing, opposing facts are presented, the Commission shall include in its written order its decision as to the correct facts. The findings decision of the Commission shall be certified to any person making charges, to the accused officer, and to the Council.

ARTICLE X. INSPECTION OF RECORDS

1001. Inspection in General. Except as otherwise provided in this Article, all of the records of the Commission shall be open to the public and available for inspection during normal business hours. 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.

1002. Character and Reputation Reports. All reports of investigations and inquiries into the character and reputation of applicants shall be kept in the strictest confidence, and shall not be open to inspection.

1003. Inspection of Examination Materials. All examination material shall be confidential and shall not be open to general public inspection. Any examined applicant may inspect his examination papers, provided that:

- (a) He makes a written request to the Commission within seven (7) calendar days from the date of mailing of the written notice of his grade, and
- (b) He receives the written consent of the Commission to inspect his examination papers, and
- (c) He makes his inspection within five (5) calendar days from the date of the mailing of the consent of the Commission.

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 ninety (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 the specific examination papers that 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 a letter indicating the consent of the Commission and he shall limit the inspection by the examined applicant to only those examination papers indicated on the letter of consent. No examination papers other than his own, nor shall he be permitted to make any written notes while he is inspecting any examination paper.

ARTICLE XI. AMENDMENTS

1101. Amendments. The Commission, with the approval of the Council, may, from time to time, amend any part of these rules and regulations. The foregoing rules and regulations, which are in accordance with the powers granted by the Civil Service Sections of "The Third Class City", Secs. 4401-4410, enacted by the General Assembly of the Commonwealth of Pennsylvania and in accordance with the authority granted by the Council of the City of Hazleton, Pennsylvania, are hereby adopted by the Civil Service Board of the City of Hazleton, Pennsylvania on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_(Signed)  
Dr. Alvan Bruch, Chairman

\_\_\_\_\_(Signed)  
Mr. Joseph Marsit

\_\_\_\_\_(Signed)  
Dr. Lawrence Corrigan

Approved by the Council of the City  
of Hazleton, Pennsylvania, on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
President of the Council

ATTEST:

\_\_\_\_\_  
City Clerk



1000160180

WILKES COLLEGE LIBRARY



