

ORDINANCE NO. 1221

(4 of 1985)

AN ORDINANCE ESTABLISHING CERTAIN CLASSIFICATION AND RANK ON THE POLICE FORCE, DESCRIBING THE DUTIES OF EACH OFFICE, AND MAKING OTHER PROVISIONS AND REGULATIONS RELEVANT TO THE POLICE DEPARTMENT OF THE BOROUGH OF DONORA.

BE IT ORDAINED AND ENACTED by the Council of the Borough of Donora, Washington County, Pennsylvania, as follows:

SECTION ONE: OFFICERS. The following classification of officers is hereby established for the Police Department:

- A. Superintendent of Police
- B. Chief of Police
- C. Patrolman

Council shall designate and appoint by resolution the individual or individuals assigned to each office. The priority of authority among the above classifications shall be in the order listed.

SECTION TWO: DUTIES. The following duties are prescribed for performance by the various classifications of officers subject to such reasonable and lawful rules and regulations as may be promulgated by the Mayor as to the manner in which the person or persons assigned to each such office shall perform the same:

A. SUPERINTENDENT OF POLICE. This Officer is hereby constituted as the primary executive officer of the Police Department, and further;

- 1. He shall be vested with and be responsible for the general administration and control of the Police Department and its government, efficiency and good conduct;
- 2. He shall have active charge of the police station that is maintained by the Borough;
- 3. He shall have the power to prescribe, promulgate and enforce rules, regulations and orders for the members of the Police Department;
- 4. He shall perform the duties of Patrolman as set forth below.

B. CHIEF OF POLICE. The Chief of Police shall have the following duties:

- 1. To coordinate the activities of the Police Department with those of other offices and officials of the Borough;
- 2. To report all charges preferred against any officer, be present at their investigation, keep a record of the charge, evidence presented and defense offered;
- 3. To detail such orders to the members of the police force as may be necessary to carry out the instructions of the

Mayor and Superintendent as to the manner and time of the performance of their duties;

4. To inspect all members of the police force, supervise their general conduct, observe their performance of duty, and report the same to the Mayor and Superintendent with such recommendation as he may deem advisable;
5. To prepare or cause to be prepared and posted a schedule of the subordinate officers working hours pursuant to the instructions of the Mayor;
6. To receive and examine the report of the Patrolmen and submit the same to the Mayor and Superintendent;
7. To investigate or cause to be investigated all crimes reportedly committed within the Borough;
8. To supervise the Auxiliary Policemen of this Borough;
9. To perform the duties of Patrolman;
10. To execute effectively and efficiently all other duties imposed on him by law;
11. To execute effectively and efficiently all other duties imposed on him by the Mayor.

C. PATROLMAN. The duties of each Patrolman shall be as follows:

1. To report on duty in approved uniform at the police station or at such other place as may be specially ordered;
2. To promptly and obediently observe and carry out his assigned patrol and such lawful orders of the Mayor; he shall perform this duty as to manner, time and place in strict compliance with the rules and regulations promulgated by the Mayor;
3. To familiarize himself with the provisions of this Ordinance, all other Borough Ordinances and the laws of the Commonwealth of Pennsylvania regulating police or requiring police attention and all rules promulgated by the Mayor for the regulation of the Police Department and its members;
4. To report the commission of any crime that has been committed in the Borough of Donora that has been brought to his attention;
5. To execute effectively and efficiently all other duties imposed on him by law or by his superiors.

SECTION THREE: GENERAL REGULATIONS. The following regulations shall apply to every member of the Police Department of the Borough of Donora:

1. Conduct. Every member in dealing with the members of

the public, fellow officers and superiors, shall conduct himself in a courteous and attentive manner and employ civil and well-spoken language and abstain from the use of profane language.

2. Obedience. Every member shall diligently and promptly execute the assigned duties of his office and all lawful orders of his immediate superior.
3. Business of the Police Department. All business of the Police Department shall be carried out in accordance with the rules and regulations promulgated by the Mayor and routine orders of the Police Department.
4. Duty. Every member shall report for duty in accordance with posted schedules or special orders of the Superintendent. Every regular full-time officer shall be held to be on duty at all times and consequently must be prepared to act immediately upon receipt of notice from his immediate superior that his service is required or upon receipt of information requiring his attention. For this reason no regular full-time police officer of the Department shall accept any other full-time employment; and further provided that he shall accept no other part-time employment without the approval of the Mayor and Council.
5. Security. No member of the Department shall communicate any information to any non-member concerning any order or information of a departmental or confidential nature.
6. Loyalty. Communication within the Department shall be effected solely through the immediate superior and no member shall speak critically or in a derogatory manner regarding any rule and regulation, order or bulletin of the Department. In the event that any member feels that he has just reason to believe that any rule and regulation, order or instruction is inconsistent, unfair or unjust, he may request his immediate superior to bring this matter to the attention of the Mayor whose decision related through the immediate superior shall be final.

SECTION FOUR: DEPARTMENTAL INTERNAL AFFAIRS COMMITTEE. There is hereby established a Departmental Internal Affairs Committee which shall consist of the Mayor, Chairman of the Public Safety Committee of Borough Council and Superintendent. This Committee shall meet monthly and at any other times set by the Mayor who shall head the Committee. The purpose of this Committee is for the meeting of those elected and appointed officials to discuss all matters pertaining to the police force, its relation to Council and its relation to the community. The Committee shall recommend the formulation of new policies and the implementation of present policies affecting the Police Department.

SECTION FIVE: REPEALER. All other legislative actions of Council,

whether they be by Ordinance, motion and/or resolution which are inconsistent with the terms of this Ordinance are hereby repealed.

ADOPTED this 12th day of DECEMBER, 1985.




President of Council

EXAMINED AND APPROVED this _____ day of _____,
198 .

Mayor

ATTEST:



Borough Secretary