

**Chapter 19**  
**CIVIL SERVICE RULES**



ARTICLE I

**Fire Civil Service Board Rules and Regulations for Firefighters  
[Adopted 2-12-2009 (Article 176 of the 1962 Codified Ordinances)]**

**§ 19-1. Rules and Regulations for firefighters.**

Fire Civil Service Board Rules and Regulations are included as an attachment to this chapter.



ARTICLE II  
**Civil Service Board Rules for Appointment and Promotions of Police Officers and  
Firefighters**  
**[Adopted 5-6-2015 by Ord. No. 15206 (Article 155 of the 1962 Codified  
Ordinances)]**

**§ 19-2. Adoption of rules.<sup>1</sup>**

- A. City Council adopts by ordinance the rules of the Allentown Civil Service Board governing the appointment and promotion of police officers and firefighters through the competitive examination process adopted, approved and signed by the Allentown Civil Service Board on April 8, 2015, attached hereto.
- B. City Council adopts by ordinance the rules of the Allentown Civil Service Board removing the oral examination component from the Promotional Testing Process for Police Lieutenant and Sergeant, leaving the written examination account for 100% of the final promotional scoring adopted, approved and signed by the Allentown Civil Service Board on August 19, 2015, attached hereto. **[Added 2-3-2016 by Ord. No. 15266]**
- C. The City Council adopts by ordinance the rules of the Allentown Civil Service Board by amending the current Rules to add Part III: Rules Governing Appointment of Police Officers Without Competition, correct Part IV and Part V, amend the titles of the Rules to eliminate the Through the Competitive Examination Process and to add Part II: Pursuant to the Competitive Examination Process and Part I, Rule I. **[Added 3-4-2020 by Ord. No. 15600]**
- D. The City Council adopts by ordinance the rules of the Allentown Civil Service Board by revising the Part II, Rule 1, Section 4, by revising and adding automatic disqualifiers for the hiring process for Rules Governing Appointment of Police Officers Pursuant to the Competitive Examination Process and also revising the same rules in Part III, Rule I, Section 4, of the Rules Governing Appointment of Police Officers Without Competition. **[Added 6-16-2021 by Ord. No. 15722]**

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1. Editor's Note: The Rules of the City of Allentown Civil Service Board Governing the Appointment and Promotion of Police Officers and Firefighters are included as an attachment to this chapter.



ARTICLE III  
**Police Civil Service Board Rules and Regulations for Police Officers**  
**[Adopted 3-9-2010]**

**§ 19-3. Rules and Regulations for police officers.**

Police Civil Service Board Rules and Regulations are included as an attachment to this chapter.





## ARTICLE IV

**Additional Authorization for Employment in Department of Police  
[Adopted 3-4-2015 by Ord. No. 15190 (Article 179 of the 1962 Codified  
Ordinances)]**

**§ 19-4. Authorization to fill without competition.**

- A. Entry-level positions in the competitive class in the Department of Police can be filled without regard to the civil service examination and grading requirements contained in the Third Class City Code<sup>2</sup> and Civil Service Rules for police when in the determination of the Mayor conditions affecting public safety exist which require the appointment of certified police officers without competition.
- B. The Civil Service Board shall then certify individuals to fill such positions without competition, regardless of whether or not a current competitive eligibility list for police officers is in existence. The qualifications for such positions shall be established by the Civil Service Board. Such positions shall be included in the competitive class upon hiring notwithstanding that the position is filled without competition.
- C. This provision shall be in addition to the current rules and regulations for the hiring of entry-level police officers.

**§ 19-5. Qualifications.**

The Board shall establish the qualifications for police officer positions to be filled without competition that shall include, at a minimum:

- A. The applicant must hold current certification as a police officer by the Commonwealth of Pennsylvania under the Municipal Police Officer Education and Training Program pursuant to 53 Pa.C.S.A. § 2161 et seq., as amended, or must be certified by another state whose certification is recognized by the Commonwealth of Pennsylvania or have successfully completed Act 120 qualification training and be able to obtain Pennsylvania municipal police officer certification.

**§ 19-6. Recruitment.**

At the request of the Chief of Police, the Civil Service Board shall conduct a recruitment to fill a requested number of police officer positions without competition. Upon the close of an appropriate period of recruitment, those applicants who meet the minimum qualifications for the position will be certified to the Chief of Police in ranked and alphabetical order.

**§ 19-7. Selection.**

Upon receipt of a certified list, the Chief of Police may fill any number of vacancies in the certified positions by selection from among the certified applicants on the list. The Chief of Police should rely upon the background investigation of the applicant including

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2. Editor's Note: See 11 Pa.C.S.A. § 10101 et seq.

prior employment, relevant education, prior experience and character, with consideration given to the specific requirements of the Department of Police. The Chief of Police may also rely on the other relevant information or examination data which the Civil Service Board may supply. However, all applicants are subject to Automatic Disqualification as set forth in Rule I, Section 4, of the Civil Service Rules.

**§ 19-8. Probation.**

All original appointments to the position police officer which are filled without competition shall be for a probationary period as set forth in Rule VI of the Civil Service Rules for police.