

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 93 - 2025

NOVEMBER 5, 2025

AN ORDINANCE

Amending the Civil Service Rules, Governing the Appointment and Promotion of Police Officers and Fire Fighters, Part V to Part VII to read as follows:

**RULES OF THE CITY OF ALLENTOWN CIVIL SERVICE BOARD
GOVERNING THE APPOINTMENT AND PROMOTION OF
POLICE OFFICERS AND FIRE FIGHTERS**

PART V : RULES GOVERNING APPOINTMENT OF FIRE FIGHTERS

RULE I Applications and Qualifications

Section 1. The Board has established these Rules in order to give as many individuals as possible the opportunity to apply for the position of Firefighter with the City of Allentown, and to assure that all applicants receive equal treatment in the application process.

Section 2. Every applicant must secure an application from the Department of Human Resources. It is the applicant's responsibility to assure that the Human Resources Department receives the completed, signed application and the required attachments by 4:30 P.M. of the established deadline. An application that does not include the required attachments, or that is not received by the required deadline, will not be accepted. Public notice of the final date for receiving applications will be given at least thirty (30) days in advance and will be conspicuously posted in City Hall and other public agencies and institutions and announced through the media.

In order for the application to be considered, the applicant shall provide all information required in the application, shall submit the application fee in the form of a certified check or money order payable to "City of Allentown," and shall submit photocopies of the following:

- a) High school diploma or graduate equivalency diploma.
- b) A completed Form DD214 from any of the military services, including the specific type and date of discharge, if you have military service.
- c) Certificate of Naturalization, if applicable.
- d) Current valid motor vehicle operator's license.

The application fee shall be non-refundable. The application fee shall be refunded to the applicant only if the applicant provides the Department of Human Resources with written verification that he or she is a member of the military and due to the performance of a duty in the military is unable to participate in an examination or test required by these Rules. The written verification must be received by the Department of Human Resources prior to the administration of the examination or test.

Section 3. General Qualifications

Every applicant shall:

- a) Be a citizen of the United States.
- b) Age 18 years of age or older.
- c) Possess a high school diploma or a graduate equivalency diploma.
- d) Possess a valid motor vehicle operator's license prior to appointment.
- e) Shall be of good moral character and shall not have engaged in conduct inconsistent with the standard of conduct expected of a firefighter.

Section 4. Automatic Eligibility Disqualifications

The Board shall not examine an applicant or, after examination, shall not place an applicant upon the eligibility list or certify the applicant for employment if it determines that one or more of the following disqualifications applies to the applicant:

- a) Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
- b) Was dishonorably discharged from any branch of the military service.
- c) Failed to register with the Selective Service System.
- d) Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Fire Department.
- e) Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
- f) Has been convicted of False Swearing (18 Pa.C.S. §4903), Unsworn Falsification to Authorities (18 Pa.C.S. §4904) or an equivalent offense in another state.
- g) Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- h) Has engaged in the following drug usage:
 - 1. Any use of Marijuana within (1) year preceding their date of application for employment, regardless of the location of use (even if marijuana usage was legal in that jurisdiction). "Marijuana" is defined as any form of marijuana containing tetrahydrocannabinol (THC),

including without limitation, cannabis, hashish and hash oil, in either synthetic or natural forms.

2. The sale, distribution, manufacture or transport of any illegal drug or controlled substance for profit, without legal authorization.
 3. The use of a prescription drug considered a controlled substance, without a prescription, within one (1) year preceding their date of application for employment.
 4. A pattern of abuse of a prescription drug considered a controlled substance, without a prescription, that occurs at any time within five (5) years preceding their date of application.
 5. The use, at any time, of methamphetamine, heroin, cocaine or any derivative of these drugs.
 6. The use of an anabolic steroid without a prescription within five (5) years preceding their date of application for employment.
 7. The illegal use of any other drug or controlled substance not mentioned above within five (5) years preceding their date of application for employment.
- i) Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
 - j) Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
 - k) Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
 - l) Has at any time had his or her driver's license revoked in any state.
 - m) Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
 - n) Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state), excluding suspensions based upon non-payment of parking tickets.
 - o) Displays or demonstrates anti-government, racist or hate related ideologies, or maintains membership in a group that displays or demonstrates anti-government, racist or hate related ideologies.
 - p) Has been disqualified on two (2) prior occasions when applying for a Civil Service Position with the City of Allentown Fire Department.
 - q) In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
 1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
 2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
 3. Drivers required to be licensed (75 Pa.C.S. §1501).
 4. Required financial responsibility (75 Pa.C.S. §1786).
 5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
 6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
 7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
 8. Racing on highway (75 Pa.C.S. §3367).
 9. Reckless driving (75 Pa.C.S. §3736).
 10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
 11. False reports (75 Pa.C.S. §3748).

RULE II Examinations and Grading

Section 1. Prior to the expiration of the current Eligibility List, the Department of Human Resources, in consultation with the Board, shall schedule the appropriate examinations and procedures. Eligible applicants will be notified of the examination schedule by letter postmarked at least fourteen (14) days prior to the test(s) and sent by first class mail to the most current address provided by the applicant.

Section 2. Written Cognitive Examination

- a) Every applicant shall be given a written examination designed to assess his or her cognitive ability to perform the essential functions of a firefighter.
- b) The written cognitive examination shall be graded on a 100-point scale with a passing grade of 70%. An applicant who does not achieve a grade of at least 70% shall be disqualified.
- c) Any applicant who qualifies as a "soldier" under the Veterans Preference Act shall receive an additional 10 points on top of his/her total score if the applicant has successfully completed all phases of the testing procedure.

RULE III Certification of Eligibility List, Selection and Appointment

Section 1. Certification of Eligibility List

- a) An Eligibility List consisting of applicants listed in the sequential order of their final score shall be established and certified by the Board.
- b) The Eligibility List shall be valid for two years from the date of certification by the Board. The Board may, in its sole discretion, extend the Eligibility List for up to an additional twelve (12) months or void the list at any time for any reason.

Section 2. Selection Procedure

- ~~a) The testing company shall, for selection purposes, develop a sliding band consisting of applicants with statistically proximate scores. The sliding band developed by the testing company shall be submitted to and approved by the Board.~~
- ~~b) The Fire Chief, or his or her designee, shall select applicants from the sliding band.~~
- ~~c) An applicant who qualifies as a "soldier" under the Pennsylvania Veterans Preference Act shall be given preference in selection from the sliding band.~~
- ~~d) Criteria for selection from the sliding band shall include, but shall not be limited to, the following:~~
 - ~~1. City Residency~~
 - ~~2. Firefighting Certification~~
 - ~~3. EMS Certification~~

- e) ~~Whenever the top score whole number or whole number and fraction thereof in the sliding band is reduced to the next lowest whole number, the bottom of the sliding band will expand proportionately to include those applicants having scores statistically proximate to the scores of those applicants remaining in the sliding band.~~
- a) The civil service board shall make and keep, in numerical order, a list containing the names of all applicants for civil service positions in the city who pass the required examinations, including any required physical fitness or agility examinations that are job related and consistent with business necessity.
- b) When more than one individual takes examinations for any position at the same time, the names of all those successfully passing the examination shall be entered on the eligibility list in the order of their respective point totals, the highest coming first.
- c) Whenever an initial appointment is to be made to a civil service position in the city, the director of the department in which the appointment is to be made shall make written application to the chairperson of the board, who shall certify to council, in writing, the three names on the eligibility list of applicants for the position having the highest number of points, unless there are less than three eligible names on the list, in which event the board shall certify the names. The director of the department in which the appointment is to be made shall nominate to council an individual from the eligibility list submitted to fill the vacancy.
- d) If council approves the nomination, the individual nominated shall be conditionally appointed by council to fill the vacancy and shall be assigned for service in the department, subject to any required physical or psychological medical examinations that may be required by the board as a condition of permanent appointment in accordance with section 14404.1 (relating to physical and psychological medical examinations).
- e) If council does not approve the nomination or if the appointee is determined by the medical examination process to be unqualified, the director of the department in which the appointment is to be made shall submit another nomination for the position from the remaining names, if any. If the second nomination is not approved by council or if the appointee is determined by the medical examination process to be unqualified, the director shall submit the third name, if any.
- f) The individual whose nomination by the director is approved by council shall be appointed to fill the civil service position under consideration.
- g) The name of the individual appointed shall be immediately stricken from the certified list of the board, and, except as otherwise provided in this subsection, the names of the nonappointed individuals shall immediately be restored to their proper place on the certified list. Names shall be stricken from the certified list if:
1. the name of any applicant has been submitted to council and been rejected three times;
 2. the conditional applicant has not been appointed three times; or

3. the conditional applicant has been determined by the medical examination process to be unqualified.

Section 3. Physical Agility Test

- a) An applicant ~~selected from the sliding band~~ shall undergo a physical agility test approved by the Board for the purpose of assessing his or her ability to perform job-related physical activities.
- b) Before the applicant takes the physical agility test, the applicant must (i) sign a release and (ii) provide certification from a physician that he or she is medically fit to take the physical agility test.
- c) The method of scoring for the physical agility test shall be pass/fail. An applicant who does not achieve a passing grade shall be disqualified.

Section 4. Character Background Investigation

An applicant who passes the physical agility test shall undergo a background investigation conducted by the Fire Chief or his or her designees and/or the Department of Human Resources. The background investigation may include, without limitation, including the submission of fingerprints to the Central Repository for the Commonwealth of Pennsylvania and the Federal Bureau of Investigation and a criminal history check; interviews with people who have personal knowledge of the applicant; an investigation of the applicant's credit history; an investigation of the applicant's driving record; and an interview regarding the information collected during the background investigation. The appropriateness of the applicant for appointment to the position of firefighter shall be based on a consideration of the criteria set forth in Part V, Rule I, Sections 3 and 4.

Section 5. Conditional Offer of Employment

- a) If the applicant successfully completes the background investigation, the Board, upon written request from the Fire Chief, shall issue a memorandum certifying the selection of the applicant and authorizing the Department of Human Resources to send the applicant a conditional offer of appointment to the position of firefighter.
- b) After the applicant has received a conditional offer of employment, the applicant shall submit to a drug and alcohol screening, a physical examination, and a psychiatric and/or psychological examination, as provided in these Rules. The appointment of the applicant to the position of firefighter shall be contingent upon the applicant passing the drug and alcohol screening, the physical examination, and the psychiatric and/or psychological examination.

Section 6. Drug and Alcohol Screening

- a) The applicant shall undergo a drug and alcohol screening administered by a provider approved by the Board.
- b) An applicant who tests positive at any of the following levels shall be disqualified:

Alcohol level of 0.02 or greater

Initial urine drug screening is performed at the following detection sensitivities:

Amphetamine	1,000 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines (Valium)	300 ng/ml
THC (marijuana metabolite)	100 ng/ml
Cocaine metabolite	300 ng/ml
Methadone	300 ng/ml
Opiates	300 ng/ml
Phencyclidine	75 ng/ml
Propoxyphene (Darvon)	300 ng/ml

Confirmation by GC/MS is detected at the following levels (minimum reporting concentration):

Amphetamines	500 ng/ml
Methamphetamine	500 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
THC (marijuana metabolite)	20 ng/ml
Cocaine or cocaine metabolite	100 ng/ml
Methadone	100 ng/ml
Methaqualone	100 ng/ml
Opiates - Total	300 ng/ml
Codeine	150 ng/ml
Morphine	150 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	300 ng/ml

Section 7. Physical Examination

- a) The applicant shall be examined by a ~~Pennsylvania-licensed physician approved by the Board~~ physician or other qualified medical professional for the purpose of determining whether the applicant meets the following standards:
1. The applicant must possess the physical attributes required to perform the essential functions of a firefighter.
 2. The applicant must have 20/20 vision, with or without correction.
 3. The applicant must have normal depth and color perception.
 4. The applicant must be free of any visual abnormality which would interfere with his or her ability to perform the essential functions of a firefighter.
- b) The physician or other qualified medical professional shall report the results of the examination to the Department of Human Resources on a form approved by the Board. This form shall be maintained in the custody of the Department of Human Resources.

Section 8. Psychiatric and/or Psychological Examination

- a) The applicant shall be examined by a Pennsylvania-licensed psychologist or psychiatrist approved by the Board for the purpose of determining whether the applicant is mentally capable of performing the essential functions of a firefighter.
- b) The examination shall include the following elements:
 - 1. Interview and history. The psychologist or psychiatrist shall personally interview the applicant. The interview shall include a review of the applicant's personal, educational, employment and criminal history.
 - 2. Required testing. The psychologist or psychiatrist shall administer to the applicant the current standard form of the Minnesota Multiphasic Personality Inventory (MMPI).
 - 3. Other evaluation methods. The psychologist or psychiatrist may employ other appropriate evaluation methods which, in his or her discretion, are necessary in order to form a professional opinion regarding whether the applicant is mentally capable of performing the duties of a firefighter.
- c) The psychologist or psychiatrist shall report the results of the examination, including the evaluation methods employed, to the Department of Human Resources on a form approved by the Board. This form shall be maintained in the custody of the Department of Human Resources.

RULE IV Temporary Appointments

Temporary appointments may be made under the following circumstances:

- (a) When there are urgent reasons for filling a vacancy and there is no list of persons eligible for appointment after competitive examination, a temporary appointment may be made without examination. Such appointment may continue not longer than ten (10) days after the establishment of a suitable eligibility list and in no case shall it continue longer than three (3) months.
- (b) In case of riot or other public emergency, temporary appointments of Fire Fighters may be made without examination. Such appointments shall terminate as soon as the public emergency which led to the appointments is at an end.

RULE V Probation

All appointees shall serve a probationary period. At any time during the probationary period, the probationer may be dismissed for just cause in the manner provided in Section 10 of the Fire Civil Service Act applicable to Third Class Cities in Pennsylvania. If at the close of such probationary term the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he/she will not receive permanent appointment, whereupon his/her employment shall cease.

In order to be accepted as permanent employees, probationers must meet the requirements of the driving certification program established by the Allentown Fire Department and must maintain their Pennsylvania driving privileges during their employment.

PART VI : RULES GOVERNING PROMOTION OF FIRE FIGHTERS

RULE I Public Notice

The Mayor or his designee shall notify the Board of a vacancy in a position in the Allentown Fire Department to be filled by promotion, and request certification of an eligibility list in accordance with these Rules.

An announcement of the promotional testing, including the time and place of examination, information regarding the position to be filled, the requirements for that position, where applications may be obtained, and the deadline for filing those applications, shall be posted in Allentown City Hall and the City's fire stations.

RULE II Qualifications—Applicants for Promotion

- a) General Qualifications: The Board may refuse to examine an applicant or, after examination, may refuse to place an applicant on an eligibility list if the applicant:
 - 1) does not meet all of the eligibility requirements set forth in Part IV, Rule I.
 - 2) is physically disabled to the extent that he or she is unfit to perform the duties of the promotional position to which he or she seeks appointment;
 - 3) is addicted to intoxicating alcohol or drugs;
 - 4) has been found guilty of any crime involving immoral or disgraceful conduct related to his or her employment;
 - 5) has been dismissed from the public service for delinquency of duties or misconduct;
 - 6) has made a false statement of material fact or engaged in fraud or deception during the application and/or examination process for the promotional position to which he or she seeks appointment; or
 - 7) has failed to obtain a passing grade on three (3) prior examinations for the promotional position to which he or she seeks appointment.
- b) Experience: An applicant for a promotional position shall, as of the date on which the announcement of the promotional testing is posted, meet the following experience prerequisites:
 - 1) Fire Marshal: an applicant for the position of Fire Marshal shall have a minimum of five (5) years of experience in the Allentown Fire Department.
 - 2) Fire Lieutenant: an applicant for the position of Fire Lieutenant shall have a minimum of five (5) years of experience in the Allentown Fire Department.
 - 3) Fire Captain (Public Affairs):

- a. an applicant for the position of Fire Captain (Public Affairs) shall have a minimum of two (2) years of experience as a Fire Officer in the Allentown Fire Department; and
 - b. Upon appointment to the position of Fire Captain (Public Affairs), he or she shall acquire Fire Inspector I level certification within eighteen (18) months after appointment to this position.
- 4) Fire Captain (Suppression): an applicant for the position of Fire Captain (Suppression) shall have a minimum of four (4) years of experience as a Fire Lieutenant in the Allentown Fire Department, but may use a maximum of two (2) years of experience as a Specialist in order to meet this experience prerequisite.
- 5) Battalion Chief: an applicant for the position of Battalion Chief shall have a minimum of two (2) years of experience as a Fire Captain (Suppression) in the Allentown Fire Department.
- 6) Assistant Chief of Training:
 - a. an applicant for the position of Assistant Chief of Training shall have a minimum of two (2) years of experience as a fire officer in the Allentown Fire Department and be a Pennsylvania State certified suppression instructor; or
 - b. an applicant for the position of Assistant Chief of Training shall have a minimum of seven (7) years of experience as a firefighter in the Allentown Fire Department with grade seniority and be a Pennsylvania State certified suppression instructor.
- 7) Assistant Chief of Fire Prevention: an applicant for the position of Assistant Chief of Fire Prevention shall have a minimum of two (2) years of experience as a Fire Marshal in the Allentown Fire Department.
- 8) Deputy Fire Chief: an applicant for the position of Deputy Fire Chief shall have a minimum of two (2) years of experience as Captain of Public Affairs, Captain of Suppression, or Assistant Chief in the Allentown Fire Department.
- 9) Waiver: If the application period closes without any eligible applicants who meet the experience prerequisites, the Board may waive the experience prerequisites upon good cause shown.

Rule III General Examination Requirements

The Human Resources Department, in consultation with the Board, shall schedule all required examinations. An applicant who, without preauthorization from the Board, fails to present himself/herself for examination on the date, at the time, and in the place specified in the notice of examination shall be disqualified from the current promotional process.

Rule IV Examination Process for Fire Marshal; Fire Lieutenant; Fire Captain (Public Affairs); Fire Captain (Suppression); Battalion Chief; Assistant Chief of Training; and Assistant Chief of Fire Prevention

The examination process for the positions of Fire Marshal, Fire Lieutenant, Fire Captain (Public Affairs), Fire Captain (Suppression), Battalion Chief, Assistant Chief of Training, and Assistant Chief of Fire Prevention shall include a written examination representing fifty percent (50%) of the final score; a physical examination graded pass/fail; a command agility test representing thirty percent (30%) of the final score; and an oral examination representing twenty percent (20%) of the final score.

a) Written Examination:

- 1) Eligible applicants shall be notified of the date, time and location of the written examination by letter postmarked at least thirty (30) days prior to the written examination and sent by First Class Mail to the mailing address provided by the applicant.
- 2) The written examination shall be validated and administered by an outside vendor approved by the Board. The contents of the written examination shall be reviewed and approved by the Board.
- 3) The written examination shall be graded on a 100 point scale and an applicant must score seventy percent (70%) in order to continue in the application process. Applicants scoring less than seventy percent (70%) scores shall be disqualified.
- 4) Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their examination results, and each passing applicant shall be informed of the next step in the examination process.

b) ~~Physical Examination:~~

- ~~1) Every applicant who scored seventy percent (70%) or higher on the written examination shall undergo a general health physical examination by a licensed practicing physician approved by the Board.~~
- ~~2) The physical examination shall be graded pass/fail.~~
- ~~3) The applicant's vision must be correctable to 20/20 vision.~~
- ~~4) The report of physical examination shall be furnished on a form approved by the Board.~~
- ~~5) The applicant shall undergo a second physical examination at the time of appointment to the promotional position if more than one year has elapsed since the applicant's original physical examination.~~
- ~~6) Any reason given for failing the physical examination must be job related.~~
- ~~7) Within thirty (30) days after the administration of the physical examination, all applicants shall be given written notice of their examination results, and each passing applicant shall be informed of the next step in the examination process.~~

a) Command Agility Test:

- 1) Every applicant who scored seventy percent (70%) or higher on the written examination and passed the physical examination shall undergo a command agility test.
- 2) The command agility test covers operational situations and decision-making that is germane to the rank of the promotion with established metrics. The contents of the command agility test shall be reviewed and approved by the Board.
- 3) The command agility test shall be graded on a 100 point scale and an applicant must score seventy percent (70%) in order to continue in the application process. Applicants scoring less than seventy percent (70%) scores shall be disqualified.
- 4) Within thirty (30) days after the administration of the command agility test, all applicants shall be given written notice of their test results, and each passing applicant shall be informed of the next step in the examination process.

b) Oral Examination:

- 1) Every applicant who scored seventy percent (70%) or higher on the written examination, passed the physical examination, and scored seventy percent (70%) or higher on the command agility test shall be given an oral examination that will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing.
- 2) The contents of the oral examination shall be approved by the Board and shall involve questioning applicants on how they would handle situations relevant to firefighting and the promotional position to which the applicant seeks appointment.
- 3) The oral examination shall be conducted by a three-person oral examination panel approved by the Board. The oral examination panel shall consist of the Fire Chief or his designee and two current fire officials holding the rank of Assistant Chief or above from a City of the First, Second or Third Class (excluding the City of Allentown).
- 4) The Board may approve the use of additional oral examination panels if, in the discretion of the Board, it is impractical for one oral examination panel to evaluate all of the eligible applicants.
- 5) Within thirty (30) days after the administration of the oral examination, all applicants shall be given written notice of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

RULE V Examination Process for Deputy Chief

The examination for the position of Deputy Chief shall consist of an oral examination which shall be graded on a one hundred (100) point scale representing one hundred percent (100%) of the final score.

The contents of the oral examination shall be approved by the Board and shall involve questioning applicants on how they would handle situations relevant to firefighting and the promotional position to which the applicant seeks appointment.

The oral examination shall be conducted by a three-person oral examination panel approved by the Board. The oral examination panel shall consist of the Fire Chief or his designee and two current fire officials holding the rank of Assistant Chief or above from a City of the First, Second or Third Class (excluding the City of Allentown).

The Board may approve the use of additional oral examination panels if, in the discretion of the Board, it is impractical for one oral examination panel to evaluate all of the eligible applicants.

Within thirty (30) days after the administration of the oral examination, all applicants shall be given written notice of their oral examination and total overall scores, and each passing applicant shall be informed of the next step in the examination process.

RULE VI Creation of Eligibility List and Certified Eligibility List for Appointment

- a) Eligibility List: Upon completion of the examination requirements, the Board shall rank all passing applicants on a list with the applicant receiving the highest passing score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list.
- b) Certified Eligibility List for Appointment: The Board shall certify for each vacant promotional position the names of the three persons on the eligibility list who have received the highest average in the last preceding promotional examination held within the period of two years preceding the date of the request for the eligibility list. In the event of a tie score, preference shall be given to the applicant with the most seniority on the Allentown Fire Department's "Seniority List." If three names are not available, the Board shall certify the names remaining on the eligibility list.

RULE VII Appointment and Certification of Appointment

- a) Appointment: The mayor or his designee may fill a vacancy in a promotional position by making an appointment from the names certified, based solely on the merits and fitness of the applicants.
- b) Certification of Appointment: After an applicant has been appointed to a vacant promotional position, the Board, upon written request from the Mayor or his designee, shall issue a memorandum certifying the applicant for the position to which he or she has been appointed.

RULE VIII Probationary Period

- a) The applicant promoted to a promotional position shall serve ~~a six (6) month probationary period.~~ an eighteen (18) month probationary period. The probationary period may be extended for an additional six (6) months in the sole discretion of the Fire Chief. If a promoted officer is involuntarily demoted, he or she has the right to file a grievance in accordance with the Collective Bargaining Agreement between the City of Allentown and IAFF Local 302.

- b) If at the close of the probationary term the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he or she will not receive permanent appointment and will be returned to prior rank. The probationer may be returned to prior rank only for just cause.

PART VII : APPEALS

RULE I Notice of Appeal

An applicant aggrieved by his or her disqualification from the hiring or promotion process may appeal the disqualification to the Board by filing a written notice of appeal which:

- a) is filed with the Human Resources Department, City Hall, 435 Hamilton Street, Room 233, Allentown, PA 18101 no later than fifteen calendar days after the date on the written notice of disqualification (deemed filed on the postmark date if sent by regular mail); and
- b) is signed and dated by the aggrieved applicant.

RULE II Notice of Hearing

The Board shall provide the aggrieved applicant with written notice of the date, time and location of the hearing on the appeal.

RULE III Pre-Hearing Statement

The aggrieved applicant shall file a written pre-hearing statement which:

- a) is filed with the Human Resources Department, City Hall, 435 Hamilton Street, Room 233, Allentown, PA 18101 at least five (5) calendar days prior to the date of the hearing (deemed filed on the postmark date if sent by regular mail);
- b) is signed and dated by the aggrieved applicant;
- c) states the basis for the appeal; and
- a) includes any documentary evidence which the aggrieved applicant will submit at the hearing in support of the appeal.

RULE IV Waiver

An aggrieved applicant who fails to comply with the requirements of Part VII, Rules I and III shall be deemed to have waived the right to appeal his or her disqualification from the hiring or promotion process.

RULE V Hearing

The Board shall conduct the hearing on the aggrieved applicant's appeal in accordance with the procedures set forth in the Pennsylvania Local Agency Law.

RULE VI Decision

The Board shall render a written decision on the aggrieved applicant's appeal within forty-five (45) days after the conclusion of the last hearing before the Board.

PART VIII : ADOPTION OF RULES

THE CITY OF ALLENTOWN CIVIL SERVICE BOARD HEREBY ADOPTS THE FOREGOING RULES THIS 8th DAY OF APRIL, 2015.

The foregoing rules were approved by Allentown City Council on the 6th day of May, 2015, pursuant to Bill No. 25-2015.

Amendments adopted by the City of Allentown Civil Service Board on June 22, 2015, and approved by Allentown City Council on the 19th day of August, 2015, pursuant to Resolution No. 29102

Amendments adopted by the City of Allentown Civil Service Board on December 15, 2015, and approved by Allentown City Council on the 20th day of January, 2016, pursuant to Bill No. 2-2016.

Amendments adopted by the City of Allentown Civil Service Board on March 1, 2017, and approved by Allentown City Council on the 5th day of April, 2017, pursuant to Bill No. 14-2017.

Amendments adopted by the City of Allentown Civil Service Board on January 10, 2018 and March, 14, 2018, and approved by Allentown City Council on the 17th day of October, 2018, pursuant to Bill No. 69-2018.

Amendments adopted by the City of Allentown Civil Service Board on February 7, 2020 and approved by Allentown City Council on the 4th day of March, 2020 pursuant to Bill No. 12-2020.

Amendments adopted by the City of Allentown Civil Service Board on May 7, 2021 and approved by Allentown City Council on the 16th day of June pursuant to Bill No. 51-2021

Amendments adopted by the City of Allentown Civil Service Board on August 6, 2021 and approved by Allentown City Council on the 8th day of September pursuant to Bill No. 81-2021

Amendments adopted by the City of Allentown Civil Service Board on April 4th, 2025 and approved by Allentown City Council on the 16th day of April pursuant to Bill No. 42-2025