

MINUTES OF THE WORKSHOP SESSION OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, June 2<sup>nd</sup>, 2020

I. Work Shop Session

At the request of Manheim Township Police Chief Tom Rudzinski, a “work shop” session of the Civil Service Commission ( “CSC” ) members was held at the Manheim Township Police Station; in order to tabulate, validate, and confirm candidate test rankings for promotion to the positions of Sergeant and Lieutenant within the Department.

II. Call to Order / Roll Call

The work shop session commenced at 1:04 P.M., with the following “CSC” members present: Civil Service Commission Chairman Jon Singer, Vice Chair Marsha DiBonaventuro, and Secretary Doug Schmuckle. Also in attendance, Manheim Township Police Chief Tom Rudzinski.

III. Old Business

Ranking of Police Department Promotional Candidates based on test results -- Preliminary background actions taken:

Chief Rudzinski requested a meeting of the “CSC” members, after receiving final test scores for both “written” and “oral” testing of the eligible promotion candidates; in order to *confirm, validate, and approve* candidate rankings based on those scores.

As per Section 6.03 of the Manheim Township Civil Service Commission ‘Rules and Regulations’, Police Department promotion candidates must be graded on both a ‘written’ and ‘oral’ examination; with a *combined* score utilized in the ranking of each candidate.

Chronological Order of Events:

February 11<sup>th</sup>, 2020 - Secretary Schmuckle was notified by Sean Molchany, Manager/Secretary of the Manheim Township Commissioners; requesting Civil Service Commission administer the required guideline procedures for candidate eligibility for positions of Lieutenant and Sergeant within the Manheim Township Police Department.

February 27<sup>th</sup>, 2020 - Chief Rudzinski posted notification of pending open positions, requesting interested qualified candidates return an application by March 9<sup>th</sup>, 2020 at 9:00 A.M. The announcement posting also provided date of the ‘written’ portion of the testing scheduled for Saturday, May 16<sup>th</sup>, 2020 commencing at 9:00 A.M.

March 10<sup>th</sup>, 2020 - Chief Rudzinski reported to Civil Service Commission the number of eligible candidates expressing interest in completing testing for the available positions. Chief Rudzinski received three ( 3 ) eligible applications for the position of Lieutenant, and ten ( 10 ) eligible applications for the position of Sergeant. Testing materials were ordered from Stanard & Associates for the exact number of eligible candidates submitting applications.

March 17<sup>th</sup>, 2020 - Civil Service Commission Secretary Schmuckle witnessed opening and confirmed receipt of the appropriate number of 'written' test materials received from Stanard & Associates for all eligible promotion candidates. Materials were resealed to be opened again on testing date.

May 1<sup>st</sup>, 2020 - ALL eligible Department promotion candidates were informed the 'oral' testing portion of the process would take place on May 20<sup>th</sup> and 21<sup>st</sup>, 2020.

May 13<sup>th</sup>, 2020 – Candidates informed of the schedule for each candidate 'oral' testing to be conducted on May 20<sup>th</sup> and 21<sup>st</sup>, 2020.

May 16<sup>th</sup>, 2020 - testing materials were unsealed by Secretary Schmuckle, and the 'written' portion of the promotion testing was conducted by Administrator Tim Ponessa; with "CSC" Secretary Schmuckle witnessing the testing. Following completion of the 'written' testing, ALL required procedures for re-sealing tests for return to Stanard and Associates for grading were followed.

May 20<sup>th</sup> & 21<sup>st</sup>, 2020 – 'Oral' testing of candidates takes place, with three ( 3 ) members of the Pennsylvania Chiefs of Police administering the testing. The three 'oral' testing scores as determined by these administrators, was then averaged to determine a final "oral" test score for each candidate.

May 28<sup>th</sup>, 2020 – Chief Rudzinski informs members of the "CSC" that all test scoring for both 'written' and 'oral' portions of the testing had now been received by his office, and tabulation of the results were available to be reviewed and authorized by "CSC" members. A meeting was scheduled for June 2<sup>nd</sup>, 2020 to complete this task.

June 2<sup>nd</sup>, 2020 – With all members of the Civil Service Commission present, results of the test scoring were verified, and computation of ranking results were completed; using a formula of 50% weighted level for both 'oral' and 'written' test results. Determined candidate rankings based on both test results, were then APPROVED and signed by Secretary Schmuckle of the Civil Service Commission. Chief Rudzinski will publish test results and test result ranking levels of candidates by June 3<sup>rd</sup>, 2020.

IV. Adjournment

Having completed request from Manheim Township Commissioners to administer required testing to determine eligibility ranking for positions of Lieutenant and Sergeant, and following all Policy and Procedure guidelines as outlined in Section 6 ( Sub. Sec 6.03 – General Requirements for Promotion of Police Officers ) of the Civil Service Rules and Regulations; workshop session was adjourned at 1:58 P.M., June 2<sup>nd</sup>, 2020.