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PART 1

ADMINISTRATIVE CODE

A. Short Title and Definitions

§1-101. Short Title.

This Part shall be known and may be cited as “The Administrative Code of Richland Township, Pennsylvania.”

(Ord. 103, 7/20/1976, §101)

§1-102. Definitions and Interpretations.

As used in this Part, these words and terms shall have the following meanings:

ADMINISTRATIVE — the function of carrying out the policies, ordinances or mandates of the Board of Supervisors.

ADVISORY — the function of gathering facts and making recommendations to the Board of Supervisors or to any other body designated by the Board.

BOARD — a body established under the provisions of the law or by a valid ordinance of the Township, on a permanent basis and for indefinite duration, to perform those functions of a judicial or a quasi-judicial nature that are specified in the ordinance creating the Board or the law governing it, and to be composed of three or more individuals, appointed by the Board of Supervisors for definite terms of office; provided, where a body falling within this definition of “board” shall, by law, be required to be designated as a “commission,” that fact shall be clearly stated in the ordinance creating or governing that “commission,” and that ordinance shall specify that that “commission” shall perform the functions of a “board” rather than a “commission.”

BOARD OF SUPERVISORS — the Board of Supervisors as provided for in the Home Rule Charter.

COMMISSION — a body established under the provisions of the law or by a valid ordinance of the Township, on a permanent basis and for indefinite duration, to perform those functions of an advisory or administrative nature that are specified in the ordinance creating the commission or in the law governing it, and to be composed of three or more individuals, appointed by the Board of Supervisors for definite terms of office; provided where a body falling within this definition of “commission” shall, by law, be required to be designated as a “board,” that fact shall be clearly stated in the ordinance creating or governing that “board,” and

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that ordinance shall specify that that “board” shall have only the authority of a “commission,” as defined in this Subsection.

COMMITTEE — a body serving for a designated period of time on an ad hoc and purely advisory basis, comprising three or more individuals appointed by the Board of Supervisors.

EMPLOYEES — be they uniformed or non-uniformed, shall be classified as either full-time or part-time. The benefits provided full-time employees shall be those as defined by the Board of Supervisors from time to time and/or as set forth in this Chapter. There shall be no benefits provided part-time employees unless same are specifically provided at the time of appointment or by specific subsequent action by the Board of Supervisors.

HOME RULE CHARTER — the Home Rule Charter of the Township of Richland, as approved by the electors of the said Township in May, 1974, with amendments, if any, thereafter lawfully adopted and approved.

JUDICIAL — the function of hearing and deciding cases or controversies arising from the application of ordinances, regulations or laws.

LAW — the Constitution and laws of the United States of America and the Commonwealth of Pennsylvania.

TOWNSHIP — the Township of Richland, Allegheny County, Pennsylvania.

In this Part, the singular shall include the plural; the plural shall include the singular; and the masculine shall include the feminine and the neuter.

(Ord. 103, 7/20/1976, §102; as amended by Ord. 234, 2/18/1987)

B. Administrative Departments

§1-110. Administrative Departments.

The Township shall have the following administrative departments which shall be structured in accordance with the Richland Township Table of Organization, §1-118 of this Part, and which is hereby incorporated as part of this Part, setting forth lines of communication that shall be followed by Township officials:

- A. Department of Administration.
- B. Department of Finance.
- C. Department of Inspections.
- D. Police Department.

- E. Public Works Department.
- F. Sanitary Sewerage Department.

(Ord. 103, 7/20/1976, §201)

§1-111. Duties of Heads of Departments.

Under the direction of the Board of Supervisors, each department head shall:

- A. Direct the performance of all duties and responsibilities of his department or its subordinate agencies as provided by statute and the Home Rule Charter, the Administrative Code or other ordinances of the Township and other duties not in conflict therewith as may be required by the Board of Supervisors.
- B. Be immediately responsible to the head of the Department of Administration and the Board of Supervisors for the effective administration of his department and all activities assigned to it.
- C. Subject to provisions of the Home Rule Charter and personnel regulations, appoint, suspend and remove all employees within their respective departments.
- D. Prescribe the internal organization of the department and the duties of subordinate officers and employees of the department with the approval of the Board of Supervisors.
- E. Assign functions, powers and duties of the subordinate officers and employees within the department and modify such assignments as needs appear.
- F. Supervise the work of the department through the provisions provided by this Administrative Code and such other organization units as the Director may find necessary or desirable and supervise and direct the work of the employees of the department.
- G. Provide, under the direction and with the approval of the Board of Supervisors, to any department or subordinate agency such service, labor, materials and equipment as may be requisitioned by such department or subordinate agency and, as its own facilities permit, through the procedures established by ordinance.
- H. Submit monthly and annual reports to the Board of Supervisors of the activities of their department and such other reports as the Board may require.

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- I. Maintain all departmental records.
- J. Be responsible for the proper custody and maintenance of all Township property and equipment used in their department.

(Ord. 103, 7/21/1976, §202)

§1-112. Department of Administration.

The Department of Administration shall be headed and supervised by the Secretary or his designate. The Department shall perform the administrative service functions for the Township, its departments and agencies not otherwise provided by the Home Rule Charter or the Administrative Code. The areas of responsibility of the Department of Administration shall include, but not be limited to, the following:

- A. Recording, filing, indexing and safekeeping of all proceedings of all Township boards, agencies and commissions.
- B. The maintenance of records and files of general application to Township operations, departments and agencies.
- C. Supervisions of personnel policies and practices as established by the Board of Supervisors.
- D. Administration of a centralized purchasing system for all departments and agencies.
- E. Development of the final aspects of the capital improvement and development programs of the Township.
- F. Preparation of the annual operating budget.
- G. Tabulation of all departmental reports.
- H. In addition to the duties and responsibilities as head of a department, the head of the Department of Administration shall be directly responsible for the efficient operation of all departments in the Township. As such, all department heads shall report to the head of the Department of Administration who shall be the single point of contact with department heads concerning all Township business. The head of the Department of Administration shall report directly to the Board of Supervisors.
- I. Any responsibility or function not assigned by this Administrative Code to any other department or agency.

(Ord. 103, 7/20/1976, §203)

§1-113. Department of Finance.

The Department of Finance shall be headed and supervised by the Treasurer. The Department shall act to promote, secure and preserve the financial and property interests of the Township in all cases where the duty is not expressly charged to any other department or officer. The areas of responsibility of the Department of Finance, to the extent consistent with general law, shall include:

- A. General supervision over all officers of the Township regarding the proper management of the fiscal concerns of their respective offices.
- B. Maintenance of separate and distinct records of all Township assets, property, trusts, debts owing to the Township and other resources whatsoever.
- C. Issuance of such financial reports as are deemed appropriate and necessary by the Board of Supervisors.
- D. Supervision over tax collection functions, except for such taxes that, pursuant to the ordinance governing the same and the Home Rule Charter, are collected by another office or officer.
- E. Performance of such other functions and duties as may be required by the Board of Supervisors.

(Ord. 103, 7/20/1976, §204)

§1-114. Department of Inspections.

The Department of Inspections shall include both the Zoning Officer and Building Inspector. The Township Zoning Officer shall be responsible for and shall perform all of the inspection duties of the Township. The areas of responsibility of the Department of Inspections shall include but not be limited to the following:

- A. Provide all zoning functions of the Township.
- B. Receive applications for permits and issue permits.
- C. In cooperation with the Township Police Department, investigate any reported violations of ordinances and take legal action when necessary and appropriate including citing violators of Township ordinances and representing the Township at magisterial hearings.
- D. Compile all information and prepare an agenda for the Zoning Hearing Board.

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- E. Accept applications for subdivisions, for zoning changes, for special exceptions, for variances and for challenges to be submitted to the appropriate board or commission making sure all the necessary materials are submitted and fees are paid.
- F. Act in an advisory capacity to the Zoning Hearing Board and Planning Commission.
- G. Maintain all records pertaining to zoning.
- H. Inspect all new construction to assure compliance with the BOCA Basic Building Code [Chapter 5] of the Township, as well as zoning and grading ordinances [See Chapters 5 and 27] and issue occupancy permits when the structure has met all the requirements of the Township.
- I. Inspect any damaged property within the Township to determine the degree of safety.
- J. Have custody of and maintain the registry of real estate in the Township and all Township maps, engineering plans, books and records.

(Ord. 103, 7/20/1976, §205)

§1-115. Police Department.¹

The Police Department shall be headed and directed by the Chief of Police and shall be composed of the following subordinate officers and classifications: lieutenant, sergeant, patrol officer and part-time policeman. The Police Department shall be regulated by the “Standard Operating Procedures/Rules and Regulations” adopted by the Township in May of 1975 [on file in the Township Office].

(Ord. 103, 7/20/1976, §206; as amended by Ord. 234, 2/18/1987)

§1-116. Public Works Department.

The Public Works Department shall be headed and supervised by the Foreman. The Department shall be responsible for all matters relating to the construction, maintenance and operation of the physical properties of the Township to the extent that such responsibilities are not expressly charged to any other department or office. The areas of responsibility of the Department of Public Works shall include:

¹ Editor's Note: The Township Police Department was disbanded 12/21/2005 by Ord. 409, said abolition effective as of 1/1/2006. Ord. 409 also provided that the Township join with the Townships of Pine and Marshall and the Borough of Bradford Woods as a participating member in the Northern Regional Police Department of Allegheny County.

- A. The administration, direction and supervision of the maintenance and construction of streets, sidewalks and bridges.
- B. The administration, direction and supervision of the maintenance and construction of storm sewers.
- C. The administration, direction and supervision of the maintenance of Township property.
- D. The administration, direction and supervision of the maintenance of parks, playgrounds and other recreational facilities of the Township.
- E. The administration, direction and supervision of snow and ice, control activities within the Township.
- F. Performance of such other functions and duties as may be required by the Board of Supervisors.

(Ord. 103, 7/20/1976, §207)

§1-117. Sanitary Sewerage Department.

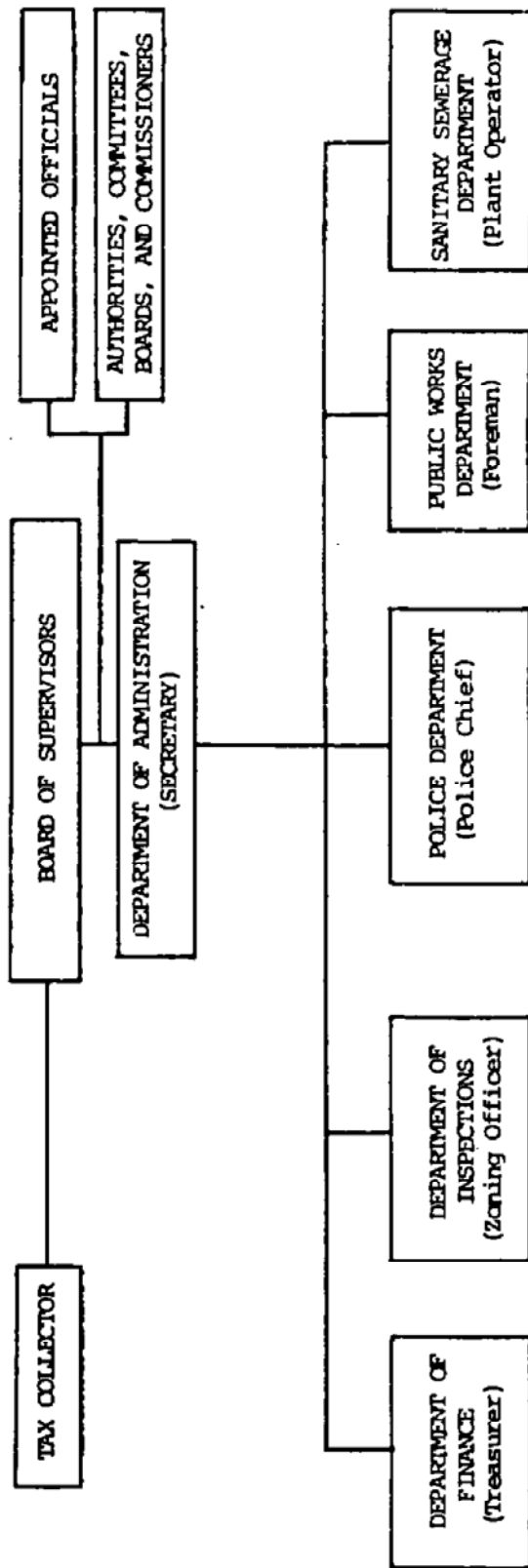
The Sanitary Sewerage Department shall be under the direction and supervisions of the Plant Operator who shall be responsible for all activities of the Sanitary Sewerage Department. The areas of responsibility of the Sanitary Sewerage Department shall include:

- A. Supervising and assisting in the operation and maintenance of the sewage treatment plants.
- B. Determining the proper volume of water flow through the plants.
- C. Determining the necessary chemicals and dosage sizes.
- D. Ordering and maintaining records of chemicals, reagents, tools and other supplies.
- E. Performance of such other functions and duties as may be required by the Board of Supervisors.

(Ord. 103, 7/20/1976, §208)

§1-118. Table of Organization

RICHLAND TOWNSHIP
TABLE OF ORGANIZATION



(Ord. 103, 7/20/1976)

§1-119. Appointment of Township Engineer.

The Township Engineer shall be appointed on a consulting basis and shall perform work as directed by the Board of Supervisors.

(Ord. 103, 7/20/1976, §301)

§1-120. Appointment and Duties of Assistant Treasurer.

1. Pursuant to the Township Charter, the Office of Assistant Treasurer of the Township is hereby created and established.
2. The Assistant Treasurer shall be appointed for an indefinite term by a majority of all of the members of the Board of Supervisors, shall serve at the pleasure of the Board of Supervisors and may be removed at any time by a majority vote of all of the members of the Board of Supervisors.
3. The Assistant Treasurer shall perform such duties and functions as may be assigned to him by the Treasurer. In case of the absence or disability of the Treasurer, the Assistant Treasurer shall perform all of the duties and exercise all of the powers of the Treasurer.

(Ord. 157, 7/15/1980)

§1-121. Expenses of Township Officials and Employees.

Elected or appointed Township officers, employees, and delegates, including members of the Board of Supervisors, shall be paid by the Township the actual expenses incurred, or in place of transportation expenses, mileage at a rate to be established by the Board of Supervisors, from time to time, when authorized by the Board of Supervisors to attend meetings, conferences, institutes and schools, in order to discuss and resolve the various questions arising in the discharge of the duties and functions of the respective officers, employees and delegates, and to provide uniform, efficient and economical methods of administering their Township duties.

(Ord. 103, 7/20/1976, §601)

§1-122. Definition and Establishment of Authorities.

1. "Authorities," as referred to in this Part, shall mean those bodies political and corporate created under the Municipality Authorities Act of 1935 and its amendments, the Municipality Authorities Act of 1945 and its amendments, and the Parking Authority Law and its amendments.

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2. Those Authorities that were established by the Township before the effective date of this Part or of which the Township became a member before the effective date of this Part, shall continue in existence, under the provisions of the enabling legislation under which they were created, as previously or in the future supplemented or amended, or any of those Authorities may be terminated as provided by law.

(Ord. 103, 7/20/1976, §401)

§1-123. Committees, Boards and Commissions.

1. Committees. The Board of Supervisors shall have the authority, at its discretion, to establish and appoint committees and to specify the purpose, functions and duration of existence of every committee, in the charge to that committee.
2. Boards and Commissions. Boards and commissions established before the effective date of this Part shall continue in existence subject to the right of the Board of Supervisors, by ordinance, to abolish any board or commission not required by law to be maintained, or where not in conflict with the law, to change the name, composition, tenure, functions, powers or duties of any existing board or commission. By ordinance, the Board of Supervisors shall have the authority to establish any new board or commission, and to specify its powers, duties and functions, and afterward, to modify the provisions of any ordinance governing any new board or commission. All members of boards and commissions shall be appointed by the Board of Supervisors.
3. Special Provisions Applicable to Committees, Boards and Commissions. In addition to any specific qualifications or requirements contained in the law or any ordinance applicable to a particular committee, board or commission, the following provisions shall apply to all committees, boards and commissions:
 - A. No member of a committee, board or commission shall receive any salary or other compensation for his services, but he shall be reimbursed by the Township for authorized expenses in connection with those services.
 - B. Every committee, board or commission established by ordinance, or required by law to be established, shall continue to be maintained for as long as the applicable law or ordinance remains in effect and has not been repealed.
 - C. The failure of any member of a committee, board or commission to attend three consecutive regularly scheduled meetings may be cause for removal by the Board of Supervisors.
4. Assignment of Committees, Boards and Commissions to Departments. The Board of Supervisors shall have authority to assign any committee, board or commission to a specific department for administrative purposes, unless the assignment is contrary to law.

5. Rules of Procedure Applicable to Boards and Commissions.
 - A. A quorum is a majority of the members of any board or commission who shall be present at any meeting where official action is to be taken.
 - B. Each board and commission shall provide for rules and regulations governing its operation. Such rules and regulations shall provide for the keeping of records pertaining to its duties, the conduct of meetings and public hearings and a periodic reporting to the Board of Supervisors. All such rules and regulations shall be approved by the Board of Supervisors, and not in contravention of any law or ordinance of the Township.

(Ord. 103, 7/20/1976, §§501-505)

PART 2

ELECTED OFFICIALS

A. Tax Collector

§1-201. Compensation.

1. It shall be the responsibility of the elected Real Estate Tax Collector of Richland Township to bill for and to collect current real estate, and street light taxes. Compensation for collection of these taxes shall be based on the number of taxable properties identified in the annual Township tax duplicate as prepared by Allegheny County. The rate of reimbursement per line of taxable property listed in the Township tax duplicate shall be \$2.90 for the years 2006 and 2007, and \$3.10 for the years 2008 and 2009 and thereafter until amended.
2. In addition, the elected Real Estate Tax Collector shall also be entitled to receive a commission of 5% of the face amount of the taxes collected, not to exceed a maximum of \$1,200 annually for unpaid real estate, and streetlights during the months of October, November and December. Said commission to be paid only provided that the Tax Collector, prior to October 15, mails to each unpaid taxpayer a notice of the status of their tax account, and advises the taxpayer that if not satisfied prior to the following December 31st, the account will be turned over to the Township Delinquent Real Estate Tax Collector for the filing of a municipal lien.
3. The elected Real Estate Tax Collector shall be compensated a flat fee of \$15 for each interim tax statement prepared for Richland Township.

(Res. 3-85, 2/5/1985; as amended by Ord. 278, 9/18/1991; by Ord. 297, 2/3/1993; by Ord. 337, 2/12/1997; by Ord. 370, 2/7/2001; and by Ord. 403, 2/2/2005)

§1-202. Collection of Delinquent Taxes.

1. The Tax Collector of Richland Township shall be empowered and required to collect from all taxpayers a penalty to the maximum rate as permitted by the laws of this Commonwealth (presently 10% for all real estate taxes not paid within four months of the tax notice) and for interest thereon at the maximum permissible rate as set forth from time to time by the Legislature.
2. The Tax Collector of Richland Township shall be empowered and required to collect from all taxpayers so assessed a penalty to the maximum rate as permitted by the laws of this Commonwealth presently or as established by the Legislature in the future for all street light or fire hydrant taxes not paid within four months of the tax notice and for interest thereon at the maximum permissible rate as set from time to time by the Legislature.

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(Res. 3-85, 2/5/1985; as amended by Ord. 278, 9/18/1991)

§1-203. Bond.

Subject to the approval of the Court of Common Pleas of Allegheny County, Pennsylvania, the bond to be filed by the Richland Township Tax Collector shall be in the amount of \$1,700,000 or 40% of the total collectable of the school districts total real estate tax.

(Res. 3-85, 2/5/1985; as amended by Ord. 278, 9/18/1991)

PART 3

PLANNING COMMISSION

§1-301. Planning Commission Established.

A Planning Commission, to be composed of five members, appointed as provided by law, is hereby created in and for the Township of Richland. The said Planning Commission shall perform all duties and may exercise all the powers conferred by law upon Township planning agencies; provided, the Planning Commission previously created in and for the said Township shall constitute the Planning Commission hereby created, and nothing herein shall affect the tenure of any of the members thereof, but any and all vacancies in the said Commission, hereafter occurring, shall be filled in the manner and for the term provided in the law governing township planning commissions in effect at the time of the happening of the said vacancy.

(Ord. 135, 11/21/1978)

PART 4

PARK AND RECREATION BOARD

§1-401. Establishment and Composition.

A Park and Recreation Board consisting of five residents of Richland Township is hereby established.

(Ord. 74, 8/22/1972, §1; as amended by Ord. 241, 12/16/1987)

§1-402. Terms of Members Appointed by Supervisors.

The members of the Township Parks and Recreation Board shall be appointed by the Supervisors and shall serve for terms of three years or until their successors are appointed, except that the members first appointed shall be appointed for such term that the term of not more than two members shall expire annually thereafter.

(Ord. 74, 8/22/1972, §2; as amended by Ord. 241, 12/16/1987)

§1-403. Fulfillment of Terms and Filling of Vacancies.

All persons appointed to the Township Park and Recreation Board shall serve their full terms unless they voluntarily resign or are removed by the Supervisors or the Township Park and Recreation Board for dereliction or neglect of duty. Vacancies in the Township Park and Recreation Board occurring otherwise than by expiration of term shall be for the unexpired term and shall be filled in the same manner as original appointments.

(Ord. 74, 8/22/1972, §3; as amended by Ord. 241, 12/16/1987)

§1-404. Election of Officers, Regulation of Conduct.

The members of the Township Park and Recreation Board shall elect their own chairman and secretary and select all other necessary officers to serve for a period of one year. The Board shall have the power to adopt rules and regulations for conduct of its business and removal of its Board members for dereliction or neglect of duty.

(Ord. 74, 8/22/1972, §4; as amended by Ord. 241, 12/16/1987)

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§1-405. Authority for Powers and Duties.

The Richland Township Park and Recreation Board shall have all of the powers and duties as set forth in the Richland Township Home Rule Charter or the laws of the Commonwealth provided for it.

(Ord. 74, 8/22/1972, §5; as amended by Ord. 241, 12/16/1987)

PART 5

MUNICIPAL AUTHORITY

§1-501. Intent to Organize Municipal Authority.

1. The Board of Supervisors of Richland Township hereby signifies its intent to organize an Authority under the provisions and authority granted by the Municipal Authorities Act of 1945, its amendments and supplements, and in furtherance of said intention the proper authorities of the Township are hereby authorized and directed to publish notice of its intention, together with a copy of the proposed Articles of Incorporation, and further to take all necessary steps to incorporate the said Richland Township Municipal Authority, including filing said Articles of Incorporation with the Secretary of the Commonwealth of Pennsylvania.
2. Articles of Incorporation. The Articles of Incorporation of the Authority are as follows:

ARTICLES OF INCORPORATION

RICHLAND TOWNSHIP MUNICIPAL AUTHORITY

To the Secretary of The Commonwealth:

The undersigned municipal authorities of Richland Township, Allegheny County, Pennsylvania, desiring that a body corporate and politic be incorporated under the Municipal Authorities Act of 1945, approved May 2, 1945, P.L. 382, do hereby certify:

- A. The name of the Authority shall be “The Richland Township Municipal Authority of Allegheny County, Pennsylvania.”
- B. The said authority is formed under the Municipal Authorities Act of 1945, approved May 2, 1945, as amended and supplemented.
- C. No other Authority has been organized under the provisions of the Municipal Authorities Act of 1945, nor under the Act approved June 28, 1935 (1935 P.L. 463).
- D. The name of the incorporating municipality is “Richland Township” in Allegheny County, Pennsylvania. The municipal authorities of Richland Township are: [Here followed the names and addresses of Township officials in office at the time of adoption of this Part].
- E. The names, addresses and terms of office of the first members of the Board of the Richland Township Municipal Authority are as follows: [Here followed the names, address and terms of office of the first Board of the Authority].

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3. Purpose. The Authority created hereunder shall be for the purpose of acquiring, holding, constructing, improving, maintaining and operating, owning or leasing as lessor or lessee, waterworks, water supply works or water distribution systems and in connection therewith to have and exercise all powers conferred under the Municipal Authorities Act of 1945 and its amendments.

(Res. 4/12/1954, §§1-3; as amended by Res. 25-85, 10/1/1985)

PART 6

[RESERVED]¹

¹ Editor's Note: Former Part 6, Police Pension Plan, adopted by Ord. 299, 5/5/1993, was removed from the Code. The Police Pension Plan was terminated on 12/31/2005. Ord. 409, adopted 12/21/2005, disbanded the Township Police Department and provided for the Township to join with other municipalities in the Northern Regional Police Department of Allegheny County. This ordinance also provided that the Richland Township police officers become members of the PMBW JPD Police Pension Plan and that the assets of the Richland Township Police Pension Plan be transferred to said PMBW JPD Police Pension Plan.

PART 7

GENERAL EMPLOYEE BENEFITS

§1-701. Full-Time General Employee.

1. “Full-time general employee” shall mean any employee who has been regularly appointed after serving a probationary period of 12 months, at the minimum full employment time of 40 hours per week who is not represented by a collective bargaining unit. This excludes any of our appointed members, who serve without pay, such as the Planning Commission, Municipal Authority and Zoning Hearing Board, who therefore are not subject to nor entitled to any benefits described in the following: Sick leave, death benefits, vacations, holidays, jury duty, etc. Also excluded is any employee not actually serving employment due to said employee receiving Workmen’s Compensation, unemployment compensation, extended vacation of more than five consecutive weeks, sick leave utilizing accumulated sick leave or vacation or a combination thereof of more than five consecutive weeks, any absence from work including leave of absence whether covered by sick leave or vacation or combination thereof. These excluded employees shall not be entitled to any further credit for sick leave, vacation pay, holidays, jury duty pay, death benefits or health and accident insurance except that employees on unemployment compensation will have their health and accident insurance premium paid for three months from their notice of lay-off and they and all other excluded employees shall have the right to continue as members of the Township’s health and accident insurance group if said excluded employee pays the cost of said insurance premium directly or through the Township.
2. Any person who is employed with the understanding that he or she is employed as a regular full-time employee, after serving a probationary period aforementioned and duly hired by the Board, shall be entitled to all fringe benefits. The beginning of the probationary period shall be used in computing eligibility for fringe benefits as provided.
3. In some instances, the Sanitary Sewer, Public Works and Police Department have in effect specific rules and regulations governing the operation of these departments, and in the event of any conflict of these general rules, the department’s labor agreements, rules and regulations shall prevail.
4. Any employee who is hired to serve the required probationary period of 12 months shall, immediately upon such hiring, be entitled to the benefits of the Township medical and hospital insurance plan then in effect, including any long-term disability coverage then in effect.

(Res. 69-3, 1/30/1969; as amended by Res. 77-9, 7/19/1977, §1; by Res. 80-10, 9/23/1980; and by Res. 83-15, 9/20/1983; and by Ord. 278, 9/18/1991)

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§1-702. Sick Leave.

1. Sick leave is earned at the rate of 2 1/2 days for each quarter of the calendar year beginning with January, April, July and October while an employee is employed as a "full-time employee" as defined in §1-701. Sick leave shall not be considered as a privilege which the employee may use at his discretion, but shall be allowed only as necessary due to the actual sickness or disability of the employee. When absent for more than three working days, the employee shall be required to file a physician's certificate unless his department head has personal knowledge of the employee's sickness or disability.
2. Unused sick leave may be accumulated up to a total of 100 days. Fifty percent of this accumulated sick leave, if not used for illness, may be used as "time off" to provide earlier retirement. In the instance of use of accumulated sick leave as "time off" to provide for earlier retirement, the employee, during the period of use of the accumulated sick leave shall not be considered as a full-time employee pursuant to the provisions of §1-701, above, for purposes of accruing additional benefits, as specified. For purposes of pension calculation the retirement date shall be the last day the employee physically works, notwithstanding the fact that no right of collection of said pension is available until the sick leave accumulation has been used up and paid periodically as normal pay periods by the Township.
3. In case of resignation or dismissal, the sick leave accumulated time will be forfeited.
4. Compensation while absent on sick leave will be paid for this period of time, provided the immediate superior or the Township Secretary has been notified prior to the beginning of the shift.
5. An employee receiving sick leave with pay, who simultaneously receives accident and sickness disability benefits from the Township's hospital and group insurance policy, or Workmen's Compensation shall receive only the difference in such compensation to equal his regular pay. Such additional payments shall not be made if injury or illness results from negligence on the part of the employee.
6. An employee receiving sick leave with pay, and at the same time receiving Workmen's Compensation shall receive for the duration of such disability, not exceeding six months, the total which together with such compensation shall equal his regular pay. Such additional payment shall not be paid for injuries received because of negligence on the part of the employee injured. In case of failure of an employee to report within 24 hours any injury sustained by him, it shall be presumed that such injury resulted from his own negligence. Any of the above cases, which upon occurrence, may dispute said provisions previously stated, shall be reviewed by the Board and Township Solicitor upon a written request to them through the Township Secretary and their decision shall be final. Any employee injured on any other gainful employment outside of their regular Township employment shall not be eligible to paid sick leave. Any employee found abusing the sick leave privileges shall be subject to dismissal.

(Res. 69-3, 1/30/1969; as amended by Res. 80-10, 9/23/1980; by Res. 81-2, 2/17/1981, and by Res. 83-15, 9/15/1983)

§1-703. Vacations.

1. Each full-time employee shall receive a vacation with pay during the period from January 1 through December 31 (vacation year) for vacations earned during the preceding calendar year (credit year) in accordance with the following:

Length of Service Completed	Amount of Vacation Time
1 year	5 days
2 years	10 days
5 years	15 days
15 years	20 days
25 years	25 days

2. For each day of vacation, an employee shall receive his regular, straight time hourly rate multiplied by 8. A week's vacation shall consist of five working days or 40 hours pay at the employee's straight time hourly rate. An employee shall be eligible to take his initial five days of vacation only after he has completed his first full year of employment.
3. All vacation leave shall be earned in advance and must be taken during the calendar year and may not be accumulated from year to year. All eligible employees shall submit their vacation requests for scheduling no later than April first of the same vacation year. The time at which an employee shall take his vacation shall be determined by the department head with due regard for the wishes of the employee and particular regard for the needs of the department. Should any employee leave the service of the Township before completing the required one year of service, he or she will receive no vacation pay. An employee who has served over 12 months shall be paid for any unused vacation due him when he leaves the Township service, provided he meets all the above provisions. Any vacation time not taken by an employee during the calendar year will be lost and wages will not be paid in lieu of vacation time. In the year of termination or retirement each employee shall be entitled to the number of vacation days as he or she shall have earned represented by the number of months during the year of retirement he or she was a full-time employee. That fraction of the year of full time service shall be multiplied with the number of days said employee would have been entitled to receive as vacation leave should he or she have worked the entire year to determine the actual days of vacation leave due. In the instance where more days of vacation leave have been taken by said terminated or retiring employee than he or she is entitled to, the Township shall have the right to charge said account of the employee for reimbursement to the Township.

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(Res. 69-3, 1/30/1969; as amended by Res. 72-8, 9/26/1972; by Res. 77-14, 9/20/1977, §1; by Res. 80-10, 9/23/1980; by Res. 83-15, 9/20/1983; and by Ord. 278, 9/18/1991)

§1-704. Death Benefits.

In case of a death of any regular full-time Township employee having at least one year of continuous service, the deceased employee's designated beneficiary shall be given one full month's pay from the date of the death occurrence, plus compensation for any vacation time due or remaining in the fiscal year. All full-time regular employees shall file, in writing to the Township Secretary, the names of the beneficiary or beneficiaries. This benefit is in addition to the group life insurance carried by the Township. The deceased employee's beneficiary shall also be paid for those days of the deceased employee's unused and accumulated sick leave up to a maximum of 100 days.

(Res. 69-3, 1/30/1969; as amended by Res. 77-9, 7/19/1977, §2; and by Res. 80-10, 9/23/1980)

§1-705. Leaves of Absence.

Any leaves of absence, with or without compensation, shall be requested in writing by the employee and will not be granted without approval of the department head. Written conditions of such leave shall be on file with the Township Secretary. Absence without leave shall be without pay and subject to disciplinary action.

(Res. 69-3, 1/30/1969)

§1-706. Holidays.

1. All regular full-time general Township employees and probationary personnel shall be entitled to the following holidays with pay: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Day and the employee's birthday. Compensatory time off at the rate of 1 1/2 times the number of hours worked shall be provided for work done on these days. When a holiday falls on a Saturday, the preceding Friday shall be considered the legal holiday. Should the holiday fall on Sunday, the following Monday shall be considered the legal holiday. Holidays occurring during vacation or sick leave shall not be charged against such leave.
2. Regular full-time Township employees shall also be entitled to two personal days per year as holidays. Should an employee be ending his or her probationary period between January 1st and April 30th of any given year, he or she shall receive two personal days during the balance of the year. Should the probationary period end between May 1st and August 31st of any given year, then he or she shall receive

one personal day during that year. Probationary personnel ending their probationary period on September 1st or later will not receive a personal day that year.

(Res. 69-3, 1/30/1969; as amended by Res. 72-8, 9/26/1972; by Res. 80-10, 9/23/1980; by Res. 83-15, 9/20/1983; and by Ord. 278, 9/18/1991)

§1-707. Hours of Work.

1. Each department head shall schedule the employees of his department for normal working hours where shifts are in use. A copy of the schedule shall be kept on file in the department and each department head shall designate the day of the week when each workweek begins and ends. Each department shall keep a record of the hours worked daily by the employees. The normal workweek of each department shall consist of 40 hours, but each department head may offer overtime as deemed necessary by him in the proper administration of his department. Such overtime may be offered on a paid or compensatory time basis. On a paid basis, each employee will be paid at the rate of 1 1/2 hours for every hour of overtime worked. On the compensatory time basis, the employee will earn compensatory time, hereinafter referred to as "comp time" at the rate of 1 1/2 [hour] for every hour of overtime worked. Comp time is defined as paid time-off earned as a result of working overtime previously without being paid for same. Each employee may compile comp time to a maximum of 240 hours, which would be equal to working 160 hours of overtime without receiving pay for same. All such compilation of comp time must be reduced to zero before each year end.
2. At retirement, all comp time compiled by each employee shall be paid to him or her, in cash, at his or her then present rate of pay, and shall not otherwise be used to extend his or her period of active service or employment.

(Res. 69-3, 1/30/1969; as amended by Res. 26-85, 10/15/1985; and by Res. 5-86, 2/4/1986)

§1-708. Jury Duty.

Should an employee be subpoenaed to serve on any jury, he shall be paid at his regular rate, less any monies received for such jury service.

(Res. 69-3, 1/30/1969)

§1-709. Resignation.

Any employee desiring to resign must present his resignation to the department head who will forward same to the Township Secretary. The resignation must be submitted in sufficient time to allow the department head to make proper replacement. Any employee failing to give such proper notice shall forfeit all benefits accrued under these rules. Sufficient notice shall be construed to be not less than five days.

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(Res. 69-3, 1/30/1969)

§1-710. General Behavior.

Any employee holding a position in the Township service shall fulfill to the best of his ability the duties of his office or position. He should, by his behavior, endeavor to prove himself worthy of the esteem due his position. In his official capacity, the employee or officer shall pursue the common good, be impartial, and so that his impartiality be not impaired, shall not engage in any activity or enterprise inconsistent, incompatible or in conflict with his duties as a Township employee. You are expected to be ambassadors of the Township and not spreaders of gloom, untruths or derogatory remarks concerning their employers, superiors and fellow employees. All such complaints or dissatisfactions are to be handled through the channels provided in the previous pages. If you are not satisfied with your employment and working conditions, you are requested to secure your pay and termination of employment from the Secretary when your department head signs the order.

(Res. 69-3, 1/30/1969)

§1-711. Standard Work Rules.

1. Any violation of the following rules may result in immediate termination.
 - A. Stealing of Township property or property of others.
 - B. Theft of services by use of the Township's time and/or property for personal gain.
 - C. Sleeping on duty.
 - D. Insubordinate acts resulting in:
 - (1) Willful damage to or destruction of Township property, or the property of others.
 - (2) Disobeying a supervisor's oral or written directive.
 - E. Violation of safety rules or taking part in any activity, including fighting, which could create a safety hazard to oneself or others.
 - F. Possession/use of intoxicating beverages, non-prescribed drugs or related illegal controlled substances.

- (1) Consumption of intoxicating beverages, non-prescribed drugs, or related illegal controlled substances on Township or in Township-owned vehicles.
 - (2) Reporting for duty under the influence of intoxicating related illegal controlled b rages non-prescribed drug substances
 - (3) Possession of intoxicating beverages, non-prescribed drugs, or related illegal controlled substances on Township property on in Township-owned vehicles.
- G. Possession of firearms or other deadly weapons on Township property, except for fully authorized employees.
- H. Providing entrance or access to Township facilities or property to unauthorized persons.
- I. Release of information to unauthorized persons without proper approval or correspondence.
- J. Falsifying Township records, reports, documents.
- K. Providing false information to a supervisor or member of management.
- L. Failure to report off duty for three consecutive days (abandonment of position).
- M. Failure to report to duty in a declared state of emergency situation without a compelling reason for absence. A state of emergency may be declared by the Chairman of the Board of Supervisors or his designate.
- N. Sexual harassment. Any unwelcome verbal or physical conduct of a sexual nature which interferes with an employee's ability to perform his or her duties or which creates an offensive work environment.
- O. Solicitation or acceptance of any gift, gratuity or other form of compensation of any value whatsoever by an employee which results from the performance of any duties/responsibilities associated with employment by the Township.
2. Any violation of the following rules or combination of rules may result in progressive discipline; reprimand, suspension, discharge.
- A. Leaving an assigned work area without authorization or a valid reason.
 - B. A demonstrated pattern of inefficiency in the performance of the job assignments.

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- C. Any act of negligence which results in a failure to complete assigned tasks or responsibilities in a timely and/or unsatisfactory manner.
 - D. Insubordination of any nature or type other than specified Subsection (1)(D) of this §1-711 including, harassment, use of profane, obscene, insulting words or gestures toward the public or any Township employee.
 - E. Discourteous conduct toward the public.
 - F. Horseplay or disorderly conduct.
 - G. Repeated tardiness or absenteeism without a valid reason.
 - H. Failure to report off duty for illness, illness in family, or emergency, at least 1/2 hour prior to reporting time except for extenuating circumstances. Call-off times as stated in this §1-711 may be adjusted at each facility in order to comply with each location's functional requirements. Notifications of such adjustments shall be clearly provided to all affected employees by the facility's supervisor.
 - I. Failure to submit, at the Township's request, a doctor's certificate or to be examined by a Township-designated physician at the Township's expense in the following circumstances:
 - (1) When an employee is absent due to sickness of three or more consecutive days.
 - (2) When an employee who has developed a pattern of abusing sick leave is absent for one or more days.
 - (3) When an employee who has had at least six periods of sick leave usage in the preceding 12 months is absent for one or more days. A period of sick leave usage shall be defined as one, or a portion thereof, or more consecutive days in which an employee is in paid or unpaid sick leave status.
 - J. Failure to report for scheduled overtime on a weekend or prior to or after a holiday when posted at least 36 hours in advance.
 - K. Failure to submit a current telephone number whereby an employee can be reached, provided an employee has a phone.
 - L. Failure to exhibit ordinary personal hygiene, where failure reasonably threatens the employee's relations with the public or other employees by creating an unhealthy or offensive working environment.
3. When an employee is formally charged with criminal conduct which is job-related and/or affects the public's trust and confidence in the employee and/or Township

government, the department head will immediately render a preliminary determination to either:

- A. Allow the employee to continue to perform duties pending the outcome of the departmental investigation and final administrative determination.
 - B. Reassigning the employee to other, less sensitive duties pending the outcome of the departmental investigation and final administrative determination.
 - C. Suspend the employee without pay pending the outcome of the departmental investigation and final administrative determination.
 - D. In making the preliminary determination, the following factors will be considered:
 - (1) The nature, weight, basis and source of the criminal charges against him or her.
 - (2) The employee's explanation, if available.
 - (3) The extent to which the criminal charges and alleged conduct and surrounding circumstances may affect the public's trust and confidence in the employee, and in the Township government.
 - E. Following the preliminary determination, the department head will conduct a comprehensive investigation to determine what, if any, disciplinary action is appropriate. Although this investigation will be more thorough than the preliminary determination, it will not be intended to establish the employee's guilt or innocence of the formal criminal charge. Any disciplinary action taken will take into account the same factors used in making the preliminary determination, and will not be dependent upon the legal outcome of the criminal charges.
4. These specified work rules as stated in this §1-711 are established to set forth the most obvious and the most standard of personnel workrelated violations; however, work habits or an act that is not consistent with management's expectations will be addressed by management's inherent right to operate an efficient operation through discipline up to and including termination of employment.

(Res. 16-88, 10/19/1988)

§1-712. Grievance Procedure.

1. Should there be any dispute or difference between any full-time general employee and the Township, such grievance shall be reduced to writing within five working days from the date of the alleged occurrence and submitted to the immediate su-

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pervisor or department head. The following procedure shall be used to adjust the same.

- A. Step One. The grievance shall take up the complaint or grievance with the immediate supervisor or department head. The immediate supervisor or department head shall respond in writing within five working days of receiving the grievance.
 - B. Step Two. In the event no agreement is reached at step 1, the grievant may file a written appeal to the Township Secretary. The Township Secretary will then meet with the grievant and attempt to adjust the grievance within five working days from the date the grievance is presented. The Township Secretary shall respond to the grievance, in writing, within five working days of the discussion.
 - C. Step Three. In the event no agreement is reached at step 2, the grievant may appeal the grievance to the Board of Supervisors by notifying the Township Secretary of his intention to appeal. Such appeal must be in writing, and made within five working days after the decision is issued in step two. The Board of Supervisors will consider the grievance in Executive Session at its next regularly scheduled meeting and issue its response to the grievance, in writing, within five working days of the discussion of the grievance.
2. Time limitations provided for in this Section may be extended at the mutual agreement of the grievant and the employer. Any grievance not timely presented for deposition at step 1, or any answer not timely appealed shall be deemed waived and final unless otherwise mutually agreed in writing. A grievance not answered within the time limit set forth herein shall be considered denied at that step. The term "working days" shall exclude Saturdays, Sundays and days designated as holidays.

(Res. 69-3, 1/30/1969; as amended by Ord. 278, 9/18/1991)

§1-713. Bereavement Pay.

1. When an employee is absent due to death in his immediate family, he shall be paid a maximum of three days' earnings at his straight time hourly rate. Such three days must include the day of the funeral. No payment will be made for any of the three days which is a day which the employee would not ordinarily be scheduled to work or occurs during the employee's vacation. A member of the immediate family shall be considered as the employee's mother, father, wife, husband, children, brother, sister, mother-in-law or father-in-law, and the employee's foster parents, foster children, step-parents or step-children if such individuals had been living in a family relationship with the employee.

2. In the event of the death of an employee's grandparent, aunt, or uncle, an employee will be granted the day of the funeral off with pay if such is the employee's regular scheduled workday and the employee attends the funeral.
3. The intent of these provisions shall be to protect an employee against a loss in earnings. For example, the maximum of three days in the event of death in the family is not a guarantee of three days off.

(Res. 69-3, January 30, 1969, Paragraph 16, as added by Resolution 73-13, 8/28/1973; and amended by Ord. 278, 9/18/1991)

§1-714. Time Cards and Usage of Time Clocks.

The following policy is hereby established for the use of time cards and time clocks by the employees of the Public Works and Sanitary Sewage Departments:

- A. Federal law requires that accurate records be kept of the hours worked by all Township employees. For this purpose, the Township issues time cards to all hourly employees at the beginning of each pay period. An employee's time card thus serves as the only official means of computing and paying the employee's earnings.
- B. All employees must utilize the time clocks at assigned buildings and punch their own time cards. Under no circumstances shall an employee punch another employee's time card. Doing so will result in the application of discipline as prescribed in the Township's Standard Work Rules. Work hours shall be detailed in the current agreement between Teamsters Local No. 205 and Richland Township. Time cards are to be punched at the start of each shift, but not more than 10 minutes prior to the beginning of each shift. Time cards are also to be punched out during unpaid lunch periods and back in following these lunch periods. Employees are to punch their time cards out as soon as possible after their scheduled quitting time, unless requested and authorized to work overtime, and not more than five minutes after the end of the scheduled shift.
- C. If employees are entitled to paid breaks or rest periods during their regular shift, time cards are not to be punched for these periods. The nonuse of breaks or rest periods does not alter the scheduled shift.
- D. If employees neglect or are unable to punch their time cards, or if they punch their time cards incorrectly, their supervisor must be notified as soon as possible. Errors relating to time cards occurring at the beginning or during a shift must be reported to the supervisor no later than the end of the shift. Errors relating to time cards occurring at the end of a shift must be reported to the supervisor no later than the beginning of the employee's next scheduled work shift. The supervisor must then enter the correct time and initial the entry. All time cards must be signed by the employee and the

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respective supervisor at the end of each pay period, and at such time, the supervisor will also approve by means of an initial any appropriate sick leave, vacation or other leave time granted and taken by the employee during the pay period.

- E. Employees shall not leave their work areas or assignments unless released from duty by their supervisor. Unless directed otherwise by their supervisor, employees must punch their time cards out at the time they are released from duty.
- F. Employees who report to work after the beginning of a shift must punch their time card and report immediately to their supervisor in order to receive their work assignment.

(Res. 26-91, 11/6/1991)

PART 8

NONUNIFORMED EMPLOYEE PENSION PLAN¹

§1-801. ICMA Money Purchase Plan.²

¹ Editor's Note: The "Richland Township General Employees Pension Plan," as enacted by Res. 12-86, 8/19/1986; and amended by Res. 15-87, 9/16/1987, has been amended and restated by the "Revised Plan for General Employees of Richland Township," established by Res. 15-92, 6/17/1992.

² Editor's Note: The ICMA Money Purchase Plan is included as Exhibit B at the end of this chapter.

PART 9

FIREMEN'S RELIEF ASSOCIATION

§1-901. Designation of Firemen's Relief Association.

The Richland Volunteer Fire Relief Association and the Valencia Volunteer Fire Relief Association provides services to Richland Township.

(Res. 24-1985, 10/1/1985)

§1-902. Allocation of Funds from Auditor General.

Richland Township has received an allocation from the State Auditor General representing the Township's share of the 2% tax levied on foreign fire insurance premiums. This allocation is based equally on the Township's population and the market value of the Township's real estate.

(Res. 24-1985, 10/1/1985)

§1-903. Distribution of Funds.

The Richland Board of Supervisors authorizes the distribution of the Township's allocation as follows:

- A. Richland Volunteer Fire Relief Association – 75%.
- B. Valencia Volunteer Fire Relief Association – 25%.

(Res. 24-1985, 10/1/1985)

PART 10
SCHEDULE OF FEES

§1-1001. Fees.

All fees are hereby fixed as follows:

**CHAPTER 6 – CONDUCT, PART 5, LICENSING AND REGULATING ADULT BUSI-
NESSES AND EMPLOYEES (§6-505)**

- A. Application for adult business license \$100
- B. Annual adult business license (new or renewal) \$50
- C. Annual adult business employee license (new or renewal) \$15

CHAPTER 13 – LICENSES, PERMITS AND GENERAL BUSINESS REGULATIONS

- A. Transient retail merchant (§13-105) \$175 application fee, plus \$15 per person per day, payable to the Northern Regional Police Department of Allegheny County
- B. Mechanical amusement devices (§13-403) \$200 per machine or apparatus

(1) Payment of all fees shall be due at the time of the application for the annual license or upon the installation of any machine subsequent to the filing of the initial application. Payments not received within 30 days from either of these occurrences shall be considered delinquent, and a late fee of \$35 per machine shall be charged, and any discounts that may apply shall be voided.

(2) Failure to apply for a license and pay the fee established herein shall result in the imposition of the penalty provisions specified in §13-406.

CHAPTER 14 – MOBILE HOMES AND MOBILE HOME PARKS (§14-102)

- Park operator’s license fee \$15
- Mobile home inspection fee \$15 initial inspection
\$15 each additional inspection

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CHAPTER 15 – MOTOR VEHICLES AND TRAFFIC

Heavy hauling permit (§15-303) \$50

CHAPTER 16 – PARKS AND RECREATION (§16-102)

A. Ballfield fees. Each person, entity or organization desiring to use the ballfields in the Municipal Park shall comply with the following:

- (1) File an application for use with the Township Secretary in the form attached hereto.¹
- (2) Comply with all conditions for use as appear on the application for use or face forfeiture of the rights of use.
- (3) Pay the following fees for use as established by this Part:

	Per Slot for Season	Per Event
(a) Group comprised of between 75% and 100% of Richland residents	No charge	No charge
(b) Group comprised of between 50% and 74% of Richland residents	\$50	\$20
(c) Group comprised of between 25% and 49% of Richland residents	\$65	\$25
(d) All other groups	\$210	\$40
(e) Tournaments		\$100 per day, plus a \$100 security de- posit

B. Barn rental and malt beverage permit fees:

Permit Type	Township Residents and Nonprofit Groups		Nonresidents and Businesses	
	Fee &	Deposit	Fee &	Deposit
Malt beverage/wine	\$25	\$500	\$75	\$600
Barn usage				
Saturdays, Sundays and holidays	\$250	\$100	\$355	\$100
Fridays (excluding holidays)	\$150	\$100	\$255	\$100

¹ Editor's Note: The form for the application for use is on file in the Township offices.

Permit Type	Township Residents and Nonprofit Groups		Nonresidents and Businesses	
	Fee &	Deposit	Fee &	Deposit
Monday - Thursday (excluding holidays)	\$75	\$100	\$135	\$100

C. Shelter fee:

	Resident	Nonresident	Security Deposit
Shelter A	\$75	\$150	\$75
Shelters B, C, D and E	\$25	\$125	\$25

CHAPTER 18 – SEWERS

A. Willow Run and Crouse Run:

Location	Type	Fee
Hampton Township	Capacity fee	\$1,188.18
Richland Township	Connection fee	\$1,055.00
	Customer facilities fee	\$65.00
	Capacity fee	\$191.00
	Collection fee	\$414.00
	Tap-in fee	<u>\$2,913.18</u>

B. Deer Creek:

Location	Type	Fee
Allegheny Valley Joint Sewer Authority	Capacity fee	\$1,500.00
Deer Creek Drainage Basin Authority	Tapping fee	\$1,300.00
Richland Township	Connection fee	\$1,055.00
	Customer facilities fee	\$65.00
	Capacity fee	\$191.00
	Collection fee	\$414.00
	Total tap-in fee	<u>\$4,525.00</u>

C. The gallons per EDU are to be based upon an estimation of the maximum monthly average daily consumption of the proposed applicant, and 208 gallons.

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D. §18-805. Municipal Lien, Zoning Certification and Tax Verification Letters.

- (1) A request for a municipal lien, zoning certification or tax verification letter must be accompanied by a valid sanitary sewer certification and the following fees, which shall be delivered at least seven days before such letters are to be provided:

Municipal lien letter	\$25
Zoning certification letter	\$10
Tax verification letter	\$10 per year

- (2) The Township shall from time to time have the authority to change the fees required for the issuance of such letters by resolution, which shall be adopted from time to time by the Board of Supervisors of the Township.

- (3) Where requested by a property owner or his agent, and subject to time availability as determined solely by the Township Secretary, the Township may issue municipal lien, zoning certification and tax verification letters on two day's notice upon the payment of a priority service fee of \$10 in addition to the fees set forth above.

E. Part 8 – Certification of Sanitary Sewer Prior to Sale or Mortgage of Real Estate, §18-811. Rules and Regulations:

Sewer certificate fee	\$30
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CHAPTER 21 – STREETS AND SIDEWALKS (§§21-101 and 21-202)

Driveway permit fee	\$25
Street excavation permit fee	As per Exhibit A, Schedule of Fees for Highway Occupancy Permits ¹

CHAPTER 25 – FORESTRY – TIMBER HARVESTING PRACTICES

Timber harvesting operation fee	\$50
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¹ Editor's Note: Exhibit A is included at the end of this chapter.

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Amendments to Zoning Ordinance	\$300, and costs incurred by the Township exceeding said fee less a \$100 administrative cost
All other Act 247 appeals to Board of Supervisors	\$300, and costs incurred by the Township exceeding said fee less a \$100 administrative cost

*Applicant shall deposit with the Township an amount estimated to be sufficient to fully pay the advertising costs. Any excess funds deposited shall be refunded.

Subdivision and land development review and inspection

1 to 3 Lots	\$75 base fee, plus \$250 in escrow amount Any additional costs or fees incurred by the Township for engineering, legal or other consultant reviews in excess of the initial escrow amount
4 Lots or More:	\$75 base fee, plus \$500 in escrow amount Any additional costs or fees incurred by the Township for engineering, legal or other consultant reviews in excess of the initial escrow amount
Storm management plan review	\$300 deposit, plus any costs or fees of the Township Engineer or Solicitor exceeding the review fee, less Township administrative costs of \$50

*Where a building permit has been issued for new construction, said fee shall be considered paid.

INTERMUNICIPAL LIQUOR LICENSE TRANSFERS

Application fee (nonrefundable)	\$300
Deposit for advertising and stenographic costs	\$200

(Res. 1-00, 1/6/1998; as amended by Res. 12-00, 11/15/2000; by Res. 2-01, 2/7/2001; by Res. 3-01, 2/7/2001; by Res. 1-02, 1/16/2002; by Res. 1-03, 1/6/2003; by Res. 1-2006, 1/3/2006; by Res. 7-2006, 3/1/2006; Res. 9-2006, 3/15/2006; by Res. 13-2006, 5/17/2006; by Res. 1-2007, 1/2/2007; and by Res. 1-2008, 1/7/2008)

PART 11

**RIGHT TO OBTAIN RESTITUTION OF WORKER'S COMPENSATION PAID TO
TOWNSHIP POLICE OFFICERS AND/OR EMPLOYEES AS A RESULT OF
CRIMINAL ACTIVITY FROM THE CRIMINAL OFFENDER**

§1-1101. Purpose and Intention.

This Part is adopted to establish the right to obtain restitution of worker's compensation paid to Township police officers and/or employees as a result of criminal activity from the criminal offender and to aid in compensating victims for harm directly caused by an offender, to decrease the cost of workers' compensation insurance in order to minimize taxes to the residents of the Township, to minimize losses sustained by the Township through Workers' Compensation payments which occur as a direct result of criminal conduct inflicted upon its police officers and/or Township employees by criminal offenders and to obtain restitution for losses sustained by the Township, its police officers and/or Township employees as the direct result of criminal conduct resulting in personal injury to police officers and/or Township employees in the performance of their official duties.

(Ord. 348, 3/18/1998, §1)

§1-1102. Definitions.

CRIME — any offense punishable under 18 Pa.C.S. or 75 Pa.C.S.

OFFENDER — any person, except a victim, who criminally causes personal injury to the person or property of another as a direct result of a crime and who is adjudged guilty of an offense punishable under 18 Pa.C.S. or 75 Pa.C.S.

PERSONAL INJURY — actual bodily harm directly resulting from crime.

POLICE OFFICER — any person duly employed by the Township who is by law given the power to arrest when acting within the scope of the person's employment.

RESTITUTION — the return of property of the victim or payments in cash or the equivalent thereof pursuant to an order of a court.

VICTIM — any Township police officer or Township employee who suffered injuries to his person or property as a direct result of the crime. The term "victim" specifically includes the Township and any insurance company that has compensated the victim for loss under an insurance contract.

TOWNSHIP — the Township of Richland.

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(Ord. 348, 3/18/1998, §2)

§1-1103. Requirements of Offenders.

When required as a condition of probation or parole, offenders convicted of a crime, wherein a Police Officer and/or Township employee suffered injury to property or personal injury directly resulting from the crime, shall make restitution in the amount of the value of the loss sustained by the victim, the Township or an insurance company, as ordered by the sentencing court.

(Ord. 348, 3/18/1998, §3)

§1-1104. Duties of Police Officers and/or Township Employees.

1. Request for Information of Loss. When a Township Police Officer or Township employee who has suffered personal injury receives notification from the District Attorney's office of a pending trial for the offender, the victim who suffered personal injury shall request the Township Secretary to provide to the victim the monetary value of the loss sustained by the Township and the Township's insurance carrier.
2. Reporting. If the offender is convicted of a crime which resulted in person injury to the Township Police Officer or employee, the victim shall inform the Assistant District Attorney prior to sentencing of the loss sustained by the victim, the Township and the Township's insurance carrier so that restitution may be ordered by the court pursuant to 18 Pa.C.S. §1106(c).
3. Preservation of Private Remedies. No judgment or order or restitution shall debar the Township or any police officer or employee who sustained person injury, by appropriate action, to recover from the offender as otherwise provided by law, provided that any civil award shall be reduced by the amount paid under this Part.

(Ord. 348, 3/18/1998, §4)

§1-1105. Duties of the Township Secretary.

1. Notification of Value of Township Loss. Upon request from a Township Police Officer or employee who has suffered person injury directly resulting from a crime, the Township Secretary shall provide to the requesting victim the monetary value of the loss sustained by the Township and the Township's insurance carrier.
2. Value of Loss. Value of Township loss shall include, but not be limited to: medical expenses, amount of medical expenses not covered by the Township insurance carrier, amount of compensation received by the police officer or employee during

absence from duty caused by the offender and the amount of compensation paid to the victim not reimbursed by the insurance carrier of the Township, as a direct result of the offender's crime.

(Ord. 348, 3/18/1998, §5)

PART 12

**COLLECTION OF TAX, TAX CLAIM, TAX LIEN, MUNICIPAL CLAIM AND
MUNICIPAL LIEN ATTORNEY FEES AND CHARGES**

§1-1201. Short Title.

This Part shall be known as the “Tax, Tax Claim, Tax Lien, Municipal Claim and Municipal Lien Attorney Fees and Servicing Charges, Expenses and Fees Ordinance.”

(Ord. 394, 6/16/2004, Art. I)

§1-1202. Expenses Approved.

1. Title Search. In any enforcement proceeding, the actual cost of a title search in an amount not to exceed \$250 shall constitute a reasonable expense for each title search necessary for the initiation of each proceeding and compliance with Pa.R.C.P. §3129. The sum not to exceed \$50 shall constitute a reasonable expense for each bringdown or update of the title search in connection with entry of judgment, issuance of execution, listing for sale or other action.
2. Actual out-of-pocket expenses in connection with any enforcement action, such as for postage, non-Sheriff's service of process, investigation of the whereabouts of interested parties and other necessary expenses shall constitute reimbursable expenses as part of each claim recovered.

(Ord. 394, 6/16/2004, Art. II)

§1-1203. Attorney Fees Approved.

1. Flat Fee Matters. The following schedule of attorney fees is hereby adopted and approved as reasonable attorney fees pursuant to Act 1 and Act 20 for all matters described, which fees shall be awarded to the Township, its agents, counsel or assigns in each action initiated pursuant to the Act for the collection of unpaid claims. The property owner's obligation to pay the full amount of the flat fee for each phase of each action shall accrue upon the initiation of any aspect of each phase. The full amount of each flat fee for each prior phase of the proceeding shall carry over and be due on a cumulative basis together with the flat fee for each subsequent phase.
 - A. Filing or Municipal Claim. The sum of \$150 shall constitute reasonable attorney fees for the preparation and filing of a municipal claims as defined under the Act.

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- B. Preparation and Service of Writ of Scire Facias or Complaint in Assumpsit as Provided in the Act. The sum of \$450 shall constitute reasonable attorney fees for the initiation of each proceeding and shall include preparation and filing of the Praeceptum for Writ of Scire Facias or Complaint in Civil Action, Sheriff's direction for service, notice to pursuant to Pa.R.C.P. §237.1 and the preparation and filing of the Praeceptum to Settle and Discontinue the proceeding. The above does not include:
- (1) Federal Tax Liens, Judgments and Mortgages. Where there are Federal tax liens, Federal judgments, Federal mortgages or other record Federal interests, the sum of \$200 shall constitute reasonable attorney fees for all matters necessary to properly notify and serve the United States with all required additional notice and the presentation of related motions to Court.
 - (2) Alternative Service of Legal Pleadings. In the event that a Special Order of Court is necessary to serve original process or any other pleading, notice, court order or other document, the following amounts shall constitute reasonable attorney fees as follows:
 - (a) Investigation of defendant(s) whereabouts and preparation of affidavit of diligent search; \$100.
 - (b) Preparation and presentation of motion for alternative service, and delivery of the order of Court, along with appropriate directions to the Sheriff for service; \$200.
- C. Entry of Judgment. The sum of \$225 shall constitute reasonable attorney fees in connection with entry of judgment which shall include preparation and filing of the praecipe to enter judgment, notices of judgment, affidavit of non-military status and the praecipe to satisfy judgment.
- D. Writ of Execution – Sheriff's Sale of Property or Execution upon Assumpsit Judgment. The sum of \$700 shall constitute reasonable attorney fees for preparation of all documents necessary for each execution upon any judgment pursuant to the Act. This sum shall include the preparation and filing of the Praeceptum for Writ of Execution, all Sheriff's documents, preparation and service of notices of Sheriff's sale, staying the writ of execution and attendance at one Sheriff's sale.
- (1) Postponements. The sum of \$100 shall constitute reasonable attorney fees for each continuance of Sheriff's sale at the request of the defendant.
- E. Sale Pursuant to §31 of the Act, 53 P.S. §7281. The sum of \$700 shall constitute reasonable attorney fees for the sale of property pursuant to §31 of the Act, 53 P.S. §7281, including preparation and service of necessary docu-

ments, court appearances, attendance at sale and preparation of proposed schedule of distribution of the proceeds realized from such sale.

- F. Sale Pursuant to §31.1 of the Act, 53 P.S. §7282. The sum of \$500 shall constitute reasonable attorney fees for a sale of property pursuant to §31.1 of the Act, 53 P.S. §7282, including the preparation of necessary documents, service, court appearances and the preparation of proposed Sheriff's Schedule of Distribution.
 - G. Installment Payment Agreement. The sum of \$150 shall constitute reasonable attorney fees for the preparation of each written installment payment agreement.
 - H. Motions. The sum of \$200 shall constitute reasonable attorney fees for the preparation, filing and presentation of motions, other than for alternative service, which shall include, but are not limited to, motions to reassess damages, motions to amend caption, motions to continue the Sheriff's sale.
2. Hourly Rate Matters. The following schedule of attorney fees is hereby adopted and approved as reasonable attorney fees pursuant to Act 1 and Act 20, which fees shall be awarded to the Township, its agents, counsel or assigns as compensation in all contested matters, and in all other matters not specifically referenced in Subsection (1) above, undertaken in connection with the collection of claims:
- A. Senior Attorneys (practicing law for 10 years or more) \$185 per hour.
 - B. Junior Attorneys (practicing law for less than 10 years) \$160 per hour.
 - C. Paralegals \$100 per hour.
 - D. Law Clerks \$65 per hour.

Each as recorded and charged in units of 1/10th of an hour for all time devoted to enforcement and collection of the Township's claims. Counsel, whether duly employed or duly appointed by the Township, its agents or assigns, shall not deviate from this fee schedule absent a subsequent ordinance amending the same. Hourly rate matters include, but are not limited to, any matters where any defense, objection, motion, petition or appearance is entered in any phase of any proceeding by or on behalf of any defendant or other interested party.

(Ord. 394, 6/16/2004, Art. III)

§1-1204. Procedure.

- 1. Required Notice. The notice required by the Act, as amended, 53 P.S. §7106, shall be provided in accordance therewith and shall be incorporated into an appropriate delinquency notice or notices sent by the Township, its agent, counsel or assigns.

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2. Fees to be Accrued and Claims to be Filed. Fees shall accrue for all efforts in collection after the 30th day after the notice, or after the 10th day of any required second notice under the Act, as amended, 53 P.S. §7106, on all accounts referred to counsel for enforcement. Fees accumulated as a result of enforced collection shall be certified by duly appointed counsel for the Township authorized to pursue collection of claims pursuant to the Act, or by counsel for the Township's agents or assigns and, if not collected in due course with the debt as by voluntary payment, shall be included in any claims filed on behalf of the Township or by its agents or assigns in the course of enforcement including any claims originally filed with the Prothonotary, any claims filed with the Sheriff or in any other claims filed or statements provided where attorney fees are due.
3. The amount of fees determined as set forth above shall be added to and become part of the claim or claims in each proceeding as provided by the Act and as provided herein.

(Ord. 394, 6/16/2004, Art. IV)

§1-1205. Servicing Charges, Expenses and Fees Approved.

1. The following schedule of charges, expenses and fees (hereinafter collectively referred to as "servicing fees") is hereby approved and adopted by the Township pursuant to §§1,2 and 3 of the Act of May 16, 1923, as amended, 53 P.S. §§7101, 7103 and 7106, which amounts are the direct result of each person's or property's failure to pay claims promptly. The servicing fees established, assessed, and collected hereunder shall be in addition to the record costs, §1-1203 Attorney Fees and §1-1202. Expenses associated with legal proceedings initiated by or on behalf of the Township to collect its claims.
2. Servicing of a claim or claims may result in voluntary payment without the initiation of enforcement proceedings. It is the intent of this Section to pass the cost of servicing on to the delinquent person or property as part of each claim. The recovery of servicing fees established herein shall not be contingent upon the initiation of enforcement proceedings. However, such servicing fees are due even where enforcement proceedings are initiated. The purpose of this Section is to pass the cost and expense associated with delinquent collection on to the delinquent person or property and to make the Township whole on all claims collected.
3. Schedule. The following schedule of fees shall constitute reasonable and appropriate servicing fees for each indicated service. The servicing fees shall be added to and become part of the Township's claims, together with the face, penalties, interest, costs and attorney fees and shall be payable in full before the discharge or satisfaction of any claim. The schedule of fees is separate and distinct from any amounts imposed by the Sheriff, Prothonotary, Court or any other public office in connection with the collection of the Township's claims.

- A. Assignments: \$5 per claim.
- B. Filing tax liens: \$5 per item.
- C. Satisfactions: \$5 per claim.
- D. Tax claim revivals (i.e., S&A): \$10 per claim.
- E. Act I/Act 20 Compliance: \$35 per case.
- F. Filing municipal claim and filing municipal claim revivals: \$15 per claim.
- G. Municipal claim/short title examination: \$35 per claim.
- H. Sheriff sale claim certificates: \$50 per case.
- I. Claim certifications: \$10 per year.
- J. Servicing including staffing, computers, office space, telephones, equipment and materials: For all delinquent and liened taxes, tax liens, municipal claims (filed or unfiled) and municipal liens: 10% of gross collections
- K. Postage and Court costs: actual cost

(Ord. 394, 6/16/2004, Art. V)

§1-1206. Effective Date and Retroactivity.

1. This Part shall take effect on the date of enactment set forth below and with respect to attorney fees pursuant to §§1-1203 and 1-1204 shall apply to all taxes, tax claims, tax liens, municipal claims, municipal liens, Writs of Scire Facias, judgments or executions filed on or after December 19, 1990, or as otherwise provided by law.
2. In no event shall the Township's right to charge and collect reasonable attorney fees pursuant to §1-1203 of this Part be impaired by the fact that any claim may also include an attorney commission of 5% for claims filed prior to December 19, 1990. Any attorney fees assessed and collected under this or any prior ordinances pursuant to Act 1 shall be in addition to any 5% commission previously included in any claim or judgment thereon.
3. Attorney fees and expenses incurred in pending enforcement proceedings prior to the effect date of this Part, pursuant to a prior ordinances adopted under Act 1, but not collected, shall remain due and owing in accordance therewith, and shall be incorporated in any future statement, claim, pleading, judgment or execution. Attorney fees and expenses in any pending or new action incurred after the effec-

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tive date of this Part shall be incurred, charged and collected in accordance with the schedules and procedures set forth in this Part.

4. The charges, expenses and fees set forth in §1-1205 of this Part relate to all unpaid claims in favor of the Township, its agents and assigns, and shall be retroactive to the date of each claim.

(Ord. 394, 6/16/2004, Art. VI)

§1-1207. Assignments.

The Township assigns the provisions of this Part to any assignee of its claims unless the assignment limits the assignee's ability to collect such amounts. The Township and its duly authorized agents and their counsel shall retain all rights to charge reasonable attorney fees, charges, expenses and fees in accordance with the provisions of this Part in actions commenced under the Act and for servicing any claims retained by the Township.

(Ord. 394, 6/16/2004, Art. VII)

PART 13

INTERNET USE AND E-MAIL USE POLICY

A. Internet Use Policy

§1-1301. General Principals.

1. The Township encourages the use of electronic communications by its employees. Although access to information and information technology is essential to the mission of the Township, use of the Internet is a revocable privilege. Conformance with acceptance use, as expressed in this policy statement, is required at all times.
2. Internet communications to and from Township employees are presumed to be work-related. Township computers and any data stored in them, other than confidential police records, are the property of the Township and may be accessed at any time by authorized officials of the Township. Employees should not expect privacy in the use of Township computers.
3. At a minimum, users of Internet services provided by the Township are expected to:
 - A. Make a responsible effort to inform themselves of the Internet Use Policy and acceptable and unacceptable uses on the Internet in general. The burden of responsibility is on the user to inquire as to acceptable and unacceptable practices prior to use. In general, if you can't discuss openly in a public forum your use of the internet, consider it prohibited. Compliance with acceptable-use restrictions is mandatory.
 - B. Use Township-provided Internet services for Township related activities only and not for personal purposes.
 - C. Respect the legal protection provided by copyrights and licenses to programs and data.
 - D. Respect the privileges of other users.
 - E. Respect the integrity of computer systems connected to the Internet.
 - F. Know and follow the generally accepted etiquette of the Internet. For example, use civil forms of communication and avoid being drawn into "flame wars."
 - G. Avoid uses of the Internet that reflect poorly on the Township of Richland.

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4. Users must remember that the Township's general policies set forth in the Township's Standard Work Rules and Manual for Police relating to employee conduct, ethics, etc. apply to the use of electronic communication systems provided by the Township.

(Res. 2-03, 1/6/2003)

§1-1302. Specifically Acceptable Uses.

1. Communication and information exchange directly related to the mission, charter or work tasks of the Township.
2. Communication and information exchange for professional development, to maintain currency of training or education or to discuss issues related to the user's Township activities.
3. Applying for or administering grants, contracts and financial accounts for the Township.
4. Use for advisory, standards, research, analysis and professional society activities related to the user's Township-related tasks and duties.
5. Announcement of new Township regulations, ordinances, procedures, policies, rules, services, information or activities.
6. Any other Township administrative communications not requiring a high level of security.
7. Communications incidental to other acceptable use, except for illegal or specifically unacceptable uses.

(Res. 2-03, 1/6/2003)

§1-1303. Specifically Unacceptable Uses.

1. Use of the Internet for any purposes which violate any Federal, State or local law.
2. Use for any for-profit activities unless specific to the charter or mission of the Township or duties of the employee.
3. Use for purposes not directly related to the charter or mission of the Township or work tasks of the employee.
4. Use for private business, including commercial advertising.

5. Use for access to and distribution of patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated or patently offensive representations or descriptions of masturbation, excretory functions or lewd exhibition of genitals, or material sent or received in violation of the Protection of Children Against Sexual Exploitation Act of 1977, as amended, 18 U.S.C. 2252.
6. Use for access to, distribution or playing of computer games that have no bearing on or relation to the Township's mission. Some games that help teach, illustrate, train or simulate Township-related issues may be acceptable.
7. Use of Township provided Internet services so as to interfere with or disrupt network users, services or equipment.
8. Intentionally seeking out information on, obtaining copies of or modifying files or other data which are confidential or privileged under Federal, State or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.
9. No intentional copy is to be made of any software, electronic file, program or data using Township-provided Internet services without a prior, good faith determination that such copying is, in fact, permissible. Any efforts to obtain such permission must be documented.
10. Intentionally seeking information on, obtaining copies or of modifying files or data belonging to others without authorization of the file owner. Seeking passwords of others or the exchange of passwords is specifically prohibited with the exception of the computers used in the police department, the Township Secretary shall be given a list of all passwords used at each Township-provided computer.
11. Users intentionally representing themselves electronically as others unless explicitly authorized to do so by those other users. Users shall not circumvent established policies defining eligibility for access to information or systems.
12. Intentionally developing programs designed to harass others, infiltrate a computer or computer system and/or damage or alter the software components of same.
13. Use for fund raising or public relations activities not specifically related to Township activities.

(Res. 2-03, 1/6/2003)

§1-1304. Additional Guidelines.

1. Computer Viruses on Downloaded Software. Any software not provided by the Township should be checked for viruses prior to use.

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2. Use by Contractors. Contractors and other non-Township employees may be granted access to Township-provided Internet services at the discretion of the Township Secretary, or Chief of Police.
3. E-mail Security. Unencrypted electronic mail sent or received on the Internet cannot be expected to be secure.
4. Large File Transfers. The Internet connections are a shared resource through lines dedicated to specific groups of computers. While routine electronic mail and file transfer activities should not adversely impact other users on the same line, large file transfers and intensive multimedia activities could impact the ability of other users to access the Internet. Users contemplating transfers over three megabytes (approximately two diskettes) per transfer or interactive video activities should schedule such transfers or activities so as not to interfere with other users. Employees must obtain prior authorization from the Township Secretary or Chief of Police prior to downloading any interactive video.
5. Disclaimers. Users should avoid being drawn into “discussions” where disclaimers such as “this represents my personal opinion and not that of my department, Board of Supervisors or the Township of Richland.” When using the Internet services provided by the Township, users need to be cognizant of the fact that they are representing the Township of Richland.

(Res. 2-03, 1/6/2003)

§1-1305. Procedures.

When an instance of non-compliance with this policy is discovered or suspected, procedures will be instituted in accordance with the Township’s Standard Work Rules or Manual for Police and applicable laws. Remedies may include, but not be limited to, the following:

- A. Verbal or written reprimand.
- B. Suspension of the employee’s Internet privilege.
- C. Suspension of the employee with or without pay.
- D. Termination of the employee.
- E. Criminal or civil prosecution where Federal or State laws have been broken.

(Res. 2-03, 1/6/2003)

- B. E-Mail Use Policy

§1-1311. General Guidelines.

1. The Township encourages the use of electronic communications by its employees. Although access to information and information technology is essential to the mission of the Township, use of E-mail is a revocable privilege. Conformance with acceptable use, as expressed in this policy statement, is required at all times.
2. E-mail communications to and from Township employees are presumed to be work-related. Township computers and any data stored in them are the property of the Township and may be accessed at any time by authorized officials of the Township. Employees should not expect privacy in the use of Township computers.
3. At minimum, users of E-mail services provided by the Township are expected to abide by the following guidelines:
 - A. Official Business. All E-mail messages generated by Richland Township must be for the sole purpose of enhancing the Township's mission, or related to the overall activities of the Township. Personal use of Township E-mail services is strictly prohibited.
 - B. Ownership. All information and messages that are created, sent, received or stored on the Township's E-mail system are the sole property of the Township, regardless of whether the information or message is related to business or personal matter.
 - C. E-mail Review. All E-mail is subject to the right of the Township to monitor, access, read, disclose and use such E-mail without prior notice to the originators and recipients of such E-mail. E-mail may be monitored and read by authorized personnel for the Township for any violations of law, breaches of Township policies, communications, harmful to the Township or for any other reason.
 - D. Prohibited Content. E-mails may not contain statements or content that are libelous, offensive, harassing, illegal, derogatory or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual or religious slurs or jokes are prohibited. Sexually explicit message or images, cartoons or jokes are prohibited.
 - E. No Presumption of Privacy. E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through E-mail. The use of passwords does not guarantee security.
 - F. Message Retention and Creation. Employees should be careful in creating E-mail. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system or be forwarded to an unin-

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tended recipient. The Township also may be required to produce E-mail in litigation.

- G. Major Pitfall. There is a tendency by computer users to treat E-mail communications casually. Messages frequently take on a conversational tone-punctuation and grammar are overlooked. Employees must recognize this pitfall. Unlike a spoken word, E-mail messages are always recorded and may be available in litigation, disciplinary action and other like environments. Never say things in E-mail that you would never put in formal correspondence. Lastly, if any one of your E-mail messages was disclosed at the next public meeting, could you defend and justify it?

ACKNOWLEDGMENT E-MAIL AND INTERNET USE POLICIES

I hereby acknowledge that I have reviewed and agree to abide by the Township's E-mail and Internet use policies. I further acknowledge that all electronic communications whether stored on Township computers, or in paper form, are the sole property of the Township, and the use thereof shall be for official business only, and I consent to the monitoring and interception of any and all E-mail messages and any Internet data which I may retrieve, store and/or generate.

Signature

(Res. 2-03, 1/6/2003)