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EAST FALLOWFIELD TOWNSHIP

Board of Supervisors Meeting Agenda
November 10, 2026 at 6:30 PM

NOTE: BOARD OF SUPERVISORS MEETINGS ARE NOW LIVESTREAMED TO OUR YOUTUBE CHANNEL: https://www.youtube.com/@eastfallowfieldtownship

1. Call to order, silent meditation, and pledge of allegiance.

2. APPROVAL OF MINUTES

   a. October 27, 2026 Board of Supervisors Meeting Minutes

      PROPOSED MOTION: I make a motion to approve the October 27, 2026 Board of Supervisors meeting minutes as presented.

3. TREASURER'S REPORT

   a. Payment Authorizations

      PROPOSED MOTION: I make a motion to approve the Payment Authorizations for the period of October 28, 2026 through November 10, 2026 in the total amount of $340,834.86, as presented.

4. MANAGER'S REPORT

   a. Second Presentation of 2027 Budget (Informational)

   b. Advertisement of 2027 Budget

      PROPOSED MOTION: I make a motion to authorize the advertisement of the availability of the 2027 budget.

   c. Authorization of PECO Green Region Grant Application

      PROPOSED MOTION: I make a motion to authorize Township staff to apply for the 2026 PECO Green Region Grant for trees in the amount of $5,000.

5. POLICE DEPARTMENT

   a. Approval of Administration of Training Policy Update

      PROPOSED MOTION: I make a motion to approve the updated Administration of Training Policy, as presented.

   b. Approval of Property & Evidence Control Policy Update

      PROPOSED MOTION: I make a motion to approve the updated Property & Evidence Control Policy, as presented.

c. Approval of Vehicle Pursuits and Forcible Stopping Policy Update

PROPOSED MOTION: I make a motion to approve the updated Vehicle Pursuits and Forcible Stopping Policy, as presented.

d. Approval of Automated License Plate Readers Policy Update

PROPOSED MOTION: I make a motion to approve the updated Automated License Plate Readers Policy, as presented.

e. Approval of Written Directive System Policy Update

PROPOSED MOTION: I make a motion to approve the updated Written Directive System Policy, as presented.

6. HISTORICAL COMMISSION

a. Appointment of Robert Beck to the Historic Commission

PROPOSED MOTION: I make a motion to accept the appointment of Robert Beck to the Historic Commission for the term ending December 31, 2026.

Joe McCormick	Chairman	2025 to 2029
Sue Monaghan	Secretary	2022 to 2026
Connie McLaughlin	Member	2025 to 2029
Jennifer Carling	Member	2022 to 2026
Clarence Rhoades, III	Member	2022 to 2026
Chad Peterson	Member	2022 to 2026
Rania Larsen	Member	2024 to 2028
VACANT	**Member**	**2022 to 2026**
Pam Jaccard	Member	2024 to 2028

7. OLD BUSINESS

8. NEW BUSINESS

9. PUBLIC PARTICIPATION - 20 minutes

10. ADJOURNMENT

The agenda is finalized 24 hours before the regular meeting.

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING

October 27, 2026 UnApproved Minutes

Members Present:
Wilson Lambert, Chair
Robert Sparr, Vice Chair
Katja DiRado, Member
Deborah Stoff, Member
Al Wright, Member

Township Staff Present:
Scott Swichar, Township Manager
Dave Hindman, Township Treasurer
Anja Twite, Township Secretary
Chad Osborn, Police Chief
Mike Crotty, Township Solicitor

Draft

1. CALL TO ORDER, SILENT MEDITATION, PLEDGE OF ALLEGIANCE

Chair Lambert called the meeting to order at 6:31p.m.

2. EXECUTIVE SESSION

An executive session was held on October 27, 2026 to discuss legal matters.

3. APPROVAL OF MINUTES

a. October 13, 2026 Board of Supervisors Meeting Minutes

MOTION: Supervisor DiRado made a motion to approve the October 13, 2026 Board of Supervisors meeting minutes as presented. Vice Chair Sparr seconded.

VOTE: 5-0

4. FIRE DEPARTMENTS & DEPARTMENT OF EMERGENCY SERVICES

a. September Westwood Fire Company Fire Chief's Report submitted for Board and resident review.
b. September Westwood Fire Company EMS Report submitted for Board and resident review.
c. September Modena Fire Company Fire Chief's Report submitted for Board and resident review.
d. September Modena Fire Company Fire Chief's Report – East Fallowfield Calls Only submitted for Board and resident review.
e. September Modena Fire Company EMS Report submitted for Board and resident review.

5. SUMMARY BY APPLICABLE BOARD LIAISON

a. Township Office – Chair Lambert

b. Police Department – Supervisor Wright

c. Public Works Department – Supervisor Wright

d. Emergency Services and Fire Marshal – Vice Chair Sparr
Vice Chair Sparr reported that a meeting was held regarding emergency services funding needs.

e. Planning Commission – Supervisor Stoff
Supervisor Stoff reported that the Commission reviewed several ordinances.

f. Historical Commission – Supervisor DiRado

g. Park and Recreation – Vice Chair Sparr
Vice Chair Sparr reported that Trunk or Treat was successful. Parks & Recreation Committee Chair Teri Dickinson announced that 315 pounds of donated food had been delivered to the food bank.

h. Environmental Advisory Committee (EAC) – Supervisor DiRado

6. TREASURER'S REPORT

a. September 30, 2026 Treasurer's Report

MOTION: Chair Lambert made a motion to approve the September 30, 2026 Treasurer's Report as presented. Supervisor DiRado seconded.

VOTE: 5-0

b. Payment Authorizations

MOTION: Chair Lambert made a motion to approve the Payment Authorizations for the period of October 14, 2026 through October 27, 2026, in the total amount of $220,201.45, as presented. Supervisor Wright seconded.

It was noted that the payment to the SPCA represented the Township's annual contract payment for 2027.

VOTE: 5-0

7. MANAGER'S REPORT

a. Approval of CDL hourly wage Increase

MOTION: Supervisor Wright made a motion to approve the hourly CDL salary increase from $25.00 to $27.00. Vice Chair Sparr seconded.

Township Manager Swichar explained that the expenditure was for snow plowing services and noted the need to offer a competitive rate.

VOTE: 5-0

b. First Presentation of Budget (Informational)

Draft

Township Manager Swichar presented the proposed 2027 budget, noting that no real estate tax increase is proposed for the General Fund or Fire/EMS Fund. There is no tax increase proposed in the General Fund for ninth consecutive year and that the trash fee will remain at $450. The budget includes a projected deficit, increased employee healthcare costs, transfers to the Capital and Municipal Building Funds and the use of fund balance reserves and grants to support capital and operational needs.

Mr. Swichar also reviewed the Township's fire and EMS funding, including a request for additional subsidies to support paid firefighter staffing at local fire companies due to ongoing volunteer recruitment challenges and increasing service demands. Frank Dowlin, Modena Fire Company Chief, and John Sly, Westwood Fire Company President, discussed regional funding disparities, the transition toward paid emergency services, and capital equipment replacement needs. The Board directed staff to prepare a letter to South Coatesville Borough advocating for increased municipal support of Modena Fire Company.

A revised budget will be presented in November, with final adoption anticipated in December.

8. LEGAL

a. Adoption of Ordinance No. 2026-05 – Amendment to Chapter 18B, Connection to Public Sewers Required

MOTION: Supervisor Wright made a motion to adopt Ordinance No. 2026-05, amending Chapter 18b, Municipal Sewer Systems Section 18b-102.1, Connection to Public Sewers Required. Supervisor Stoff seconded.

Township Solicitor Crotty summarized that the ordinance applies to failed on-lot systems located within 150 feet of a sewer line when the systems cannot be repaired. It was also noted that system certifications are not required to be performed by a specific company.

VOTE: 5-0

b. Consideration to Advertise the Proposed Data Center Ordinance

MOTION: Supervisor Stoff made a motion to authorize advertisement of a proposed Zoning Ordinance amendment regarding Data Centers. Supervisor Wright seconded.

Township Solicitor Crotty provided an overview of the proposed ordinance and explained that it will next be reviewed by the Chester County Planning Commission. He noted that data centers would only be permitted on 50+ acre lots within the Township's O/I Zoning District.

VOTE: 5-0

a. Proposed Residential Rental Ordinance (Informational)

Township Solicitor Crotty provided an overview of the proposed ordinance and noted that input had been received from the Township's Zoning Code Officer, Rich O'Brien. He stated that the ordinance includes an inspection checklist, which will be forwarded to the Planning Commission for review.

b. Coatesville Area School District – Permanent Construction Easement Agreement

It was noted that information remains outstanding.

c. Conditional Use Hearing for 6 IMS Drive (Verizon Wireless) on November 24, 2026 (Informational)

Township Solicitor Crotty explained that the Zoning Hearing Board has approved a variance for the project and confirmed that neighboring property owners had been notified of the proposal.

9. PARKS & RECREATION REPORT

a. No Report Submitted

Parks & Recreation Committee Chair Teri Dickinson announced that the fall park cleanup has been scheduled for November 14.

b. East Fallowfield Township Holiday Tree Lighting is December 5, 2026 at 6:00 p.m.

10. PLANNING COMMISSION

a. A report was submitted

b. Appointment of Karen Beasley as Planning Commission Alternate Member

MOTION: Supervisor Stoff made a motion to appoint Karen Beasley as Alternate Planning Commission Member for the term ending December 31, 2027. Vice Chair Sparr seconded.

It was noted that Ms. Beasley was interviewed by the Planning Commission.

VOTE: 5-0

Guido Giuntini	Chair	2026 to 2029
Charles Read	Vice Chair	2023 to 2026
Deloin Scotton	Member	2023 to 2026
Deborah Stoff	Member	2024 to 2027
Jerry Dickinson	Member	2024 to 2027
Sue Monaghan	Member	2026 to 2029
TJ Berlin	Member	2026 to 2029
Karen Beasley	**Alternate**	**2024 to 2027**

11. POLICE DEPARTMENT

a. September 2026 Report for Board and Resident Review

b. Approval of Legal Process Policy Update

MOTION: Supervisor Wright made a motion to approve the updated Legal Process policy, as presented. Chair Lambert seconded.

VOTE: 5-0

c. Approval of Authorized Weapons & Ammunition Policy Update

Draft

MOTION: Supervisor DiRado made a motion to approve the updated Authorized Weapons & Ammunition policy, as presented. Chair Lambert seconded.

VOTE: 5-0

d. Approval of Response to Resistance Policy Update

MOTION: Chair Lambert made a motion to approve the updated Response to Resistance policy, as presented. Supervisor DiRado seconded.

VOTE: 5-0

e. Approval of New Artificial Intelligence Policy

MOTION: Supervisor Wright made a motion to approve the Artificial Intelligence policy, as presented. Chair Lambert seconded.

Supervisor DiRado expressed concern about the use of facial recognition as the sole means of identification. Police Chief Osborn confirmed that facial recognition would not be used as the sole basis for identification.

VOTE: 4-0 (Supervisor DiRado abstained)

f. Conditional Offer Letter of Employment for Part-Time Police Officer

MOTION: Supervisor Wright made a motion to tender a conditional offer of employment to Joseph Devlin to serve as part-time police officer, subject to a satisfactory background investigation pursuant to Act 57. Chair Lambert seconded.

VOTE: 5-0

12. PUBLIC WORKS DEPARTMENT

a. September Road Department Report Submitted for Board and Resident Review

13. HISTORICAL COMMISSION

a. No report submitted

14. ENVIRONMENTAL ADVISORY COUNCIL

a. No report submitted

15. OLD BUSINESS

There was no old business.

Draft

16. NEW BUSINESS

There was no new business.

17. PUBLIC PARTICIPATION

Township resident Shane Cloyd asked questions regarding the status of the permitting software, the projected shortfall in the 2026 legal budget line item, the $200,000 budget deficit, next year's trash collection rate, fire volunteer staffing increases, and police vehicle usage/fleet size.

Township resident Teri Dickinson expressed concern regarding the lack of respect displayed by some individuals during meetings.

18. ADJOURNMENT

MOTION: Vice Chair Sparr made a motion to adjourn the Supervisors Meeting at 8:43 PM. Supervisor Wright seconded.

VOTE: 5-0

Respectfully Submitted,

Anja Twite
Township Secretary

Draft

	Type	Date	Num	Due Date	Aging	Open Balance
Aflac						
	Bill	10/25/2026	529271	11/09/2026		232.62
Total Aflac						232.62
Allan Myers						
	Bill	10/29/2026	30-00322644	11/08/2026		651.13
Total Allan Myers						651.13
American United Life Insurance Company						
	Bill	10/17/2026	G00620709-10/17/2026	10/27/2026	9	966.36
Total American United Life Insurance Company						966.36
Brandywine Valley SPCA						
	Bill	10/31/2026	Oct26-08	11/10/2026		713.84
Total Brandywine Valley SPCA						713.84
Chester County Public Safety Training Cam						
	Bill	10/14/2026	26-0519	10/24/2026	12	400.00
	Bill	10/23/2026	26-0531	11/02/2026	3	400.00
Total Chester County Public Safety Training Cam						800.00
Chris Boyle Law Enforcement Consulting, L						
	Bill	11/05/2026	1834	11/15/2026		1,287.00
Total Chris Boyle Law Enforcement Consulting, L						1,287.00
Cleaning for Cures, LLC						
	Bill	10/28/2026	3891	11/07/2026		300.00
Total Cleaning for Cures, LLC						300.00
CompNet, Inc.						
	Bill	10/31/2026	15616	11/30/2026		500.00
	Bill	10/31/2026	15617	11/30/2026		1,098.00
Total CompNet, Inc.						1,598.00
David Heiser's Inc.						
	Bill	10/26/2026	31757	11/05/2026		94.00
Total David Heiser's Inc.						94.00
Eagle Point Gun						
	Bill	10/23/2026	224851	11/02/2026	3	2,397.74
Total Eagle Point Gun						2,397.74
Finish Line Home Services						
	Bill	10/27/2026	3724	11/06/2026		345.00
Total Finish Line Home Services						345.00
Hatt's Industrial Supplies, Inc.						
	Bill	10/20/2026	3215679	10/30/2026	6	11.99
	Bill	10/21/2026	3215818	10/31/2026	5	13.99
Total Hatt's Industrial Supplies, Inc.						25.98
Law Offices of John S. Carnes. Jr.						
	Bill	08/26/2026	8/26/26-1640Goosetow	09/05/2026	61	1,114.50
	Bill	11/05/2026	9/16/26-6 IMS Drive	11/15/2026		1,676.55
Total Law Offices of John S. Carnes. Jr.						2,791.05
Momar, Inc.						
	Bill	10/29/2026	PSI700256	11/28/2026		922.24
Total Momar, Inc.						922.24
NAPA Auto Parts {Coatesville}						
	Bill	10/30/2026	161720	11/09/2026		115.80
	Bill	11/05/2026	162143	11/15/2026		904.60
	Bill	11/05/2026	162140	11/15/2026		340.73
Total NAPA Auto Parts {Coatesville}						1,361.13
Paymerang, LLC.						
	Bill	10/31/2026	IN-022624	11/10/2026		100.00
Total Paymerang, LLC.						100.00
PECO {12000} Twp Bldg						
	Bill	10/22/2026	6978912000-10/22/26	11/01/2026	4	517.77
Total PECO {12000} Twp Bldg						517.77
PECO {73000} Police Bldg						
	Bill	10/26/2026	5946073000-10/26/26	11/05/2026		240.47
Total PECO {73000} Police Bldg						240.47
PECO {99000} Park						
	Bill	10/26/2026	7417999000-10/26/26	11/05/2026		155.08
Total PECO {99000} Park						155.08
Pennsylvania American Water						
	Bill	11/05/2026	220039004224-11/5/26	11/15/2026		250.28
Total Pennsylvania American Water						250.28
Petroleum Traders Corporation						
	Bill	10/27/2026	2233840	11/06/2026		473.85
	Bill	11/02/2026	2235641	11/12/2026		236.22

East Fallowfield TEast Fallowfield Township - General Fund
Payment Authorization Detail
October 28 through November 10, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Total Petroleum Traders Corporation						710.07
Primo Brands - Office						
	Bill	10/21/2026	16J0435869060	10/31/2026	5	21.86
Total Primo Brands - Office						21.86
Semperon Corporation						
	Bill	11/01/2026	SEMP-13172	11/11/2026		210.22
	Bill	11/01/2026	SEMP-13008	11/11/2026		380.12
Total Semperon Corporation						590.34
Teamsters Health & Welfare Fund						
	Bill	11/01/2026	02531-001 -Dec 2026	11/11/2026		7,487.40
Total Teamsters Health & Welfare Fund						7,487.40
Viking Termite & Pest Control, LLC.						
	Bill	11/01/2026	904677715	11/11/2026		87.20
Total Viking Termite & Pest Control, LLC.						87.20
Wiggins Shredding, Inc.						
	Bill	11/03/2026	0010587	11/03/2026	2	665.00
Total Wiggins Shredding, Inc.						665.00
TOTAL						**25,311.56**

East Fallowfield Township - Fire.EMS Fund
Payment Authorization Detail
October 28 through November 10, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Pennsylvania American Water { Hydrants}						
	Bill	11/03/2026	210029592567-11/3/26	11/13/2026		3,884.10
Total Pennsylvania American Water { Hydrants}						3,884.10
TOTAL						**3,884.10**

East Fallowfield Township - Trash Fund
Payment Authorization Detail
October 28 through November 10, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
A & H Equipment Company						
	Bill	10/28/2026	D26519	11/27/2026	8	834.39
Total A & H Equipment Company						834.39
A.J. BLOSENSKI INC						
	Bill	11/01/2026	2966693W360	11/11/2026	4	74,705.12
Total A.J. BLOSENSKI INC						74,705.12
A.J. BLOSENSKI INC - 5005						
	Bill	11/01/2026	2963117W360	11/01/2026	4	1,185.00
Total A.J. BLOSENSKI INC - 5005						1,185.00
Chester County Solid Waste Authority						
	Bill	10/22/2026	80318	11/01/2026	14	5,658.84
	Bill	10/31/2026	80393	11/10/2026	5	7,295.38
Total Chester County Solid Waste Authority						12,954.22
New Holland Autocare						
	Bill	10/21/2026	FTCS540167	10/31/2026	15	219.95
Total New Holland Autocare						219.95
TOTAL						**89,898.68**

East Fallowfield Township - Liquid Fuels Fund
Payment Authorization Detail
October 28 through November 10, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
Allan Myers						
	Bill	10/30/2026	30-00322790	11/09/2026		232.49
	Bill	10/30/2026	30-00322658	11/09/2026		232.49
	Bill	11/02/2026	30-00322871	11/12/2026		290.42
Total Allan Myers						755.40
Gap Power						
	Bill	10/23/2026	2160542	11/02/2026	3	512.73
Total Gap Power						512.73
Guttman Energy						
	Bill	10/28/2026	R26155160	11/27/2026		286.18
	Bill	10/28/2026	R26155164	11/27/2026		208.57
Total Guttman Energy						494.75
Hatt's Industrial Supplies, Inc.						
	Bill	10/21/2026	3215818	10/31/2026	5	119.85
	Bill	10/22/2026	3215961	11/01/2026	4	29.97
Total Hatt's Industrial Supplies, Inc.						149.82
PECO {21007} NEW75000						
	Bill	10/26/2026	3858675000-10/26/26	11/05/2026		72.84
Total PECO {21007} NEW75000						72.84
Pipe Xpress, LLC						
	Credit	10/23/2026	143828			-4,816.00
	Bill	10/16/2026	143696	10/26/2026	10	4,816.00
	Bill	10/20/2026	143731	10/30/2026	6	2,841.00
Total Pipe Xpress, LLC						2,841.00
Weaver Mulch LLC						
	Bill	10/22/2026	687017	11/01/2026	4	76.90
Total Weaver Mulch LLC						76.90
TOTAL						**4,903.44**

East Fallowfield Township - Capital Fund
Payment Authorization Detail
October 28 through November 10, 2026

		Type	Date	Num	Due Date	Aging	Open Balance
	G&B Construction Group, Inc.						
		Bill	11/03/2026	EFLWT80006 - #1	11/13/2026		216,719.10
	Total G&B Construction Group, Inc.						216,719.10
TOTAL							**216,719.10**

East Fallowfield Township - Park Recreation Fund
Payment Authorization Detail
October 28 through November 10, 2026

		Type	Date	Num	Due Date	Aging	Open Balance
	K2Awards						
		Bill	11/03/2026	K2A343286	11/18/2026		117.98
	Total K2Awards						117.98
TOTAL							**117.98**

East Fallowfield Township - Escrow Fund
Payment Authorization Detail
October 28 through November 10, 2026

	Type	Date	Num	Due Date	Aging	Open Balance
TOTAL						**0.00**

East Fallowfield Township - Interim Payments
PAYMENT AUTHORIZATION DETAIL
October 28 through November 10, 2026

Type	Num	Date	Name	Account	Paid Amount
				Total Interim Bills Paid	**0.00**

East Fallowfield Township
Total of All Bills Paid October 28 through November 10, 2026

TOTAL ALL BILLS	**$**	**340,834.86**

TOWNSHIP of EAST FALLOWFIELD

2027 Proposed Budget

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 General Fund Budget

Account #	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
GENERAL FUND INCOMES							
301.10 · Real Property Taxes - Current	$ 818,623	$ 820,816	$ 827,511	$ 820,129	794,910	820,000	$ 818,585
301.11 · Real Property Taxes - Fire/EMS		$ -					
301.20 · Real Property Taxes - Prior Year	$ 81,368	$ 80,000	$ 77,869	$ 80,000	37,614	75,666	$ 74,000
301.24 · Real Property Taxes - Collect Fee	$ (11,501)	$ (10,000)	$ (12,548)	$ (13,000)	(10,809)	(13,000)	$ (13,700)
310.10 · Real Estate Transfer Tax	$ 194,106	$ 140,000	$ 195,221	$ 152,150	121,223	215,000	$ 165,000
310.20 · Earned Income Tax—Current	$ 1,678,790	$ 1,674,000	$ 1,714,720	$ 1,700,000	917,413	1,720,000	$ 1,700,000
310.24 · Earned Income Tax—Collector Fee	$ (20,570)	$ (20,758)	$ (20,930)	$ (20,740)	(10,917)	(20,468)	$ (20,230)
310.25 · ChesCo. Tax Collection Comm.Fee	$ (233)	$ -	$ (3,904)	$ (3,043)	(2,424)	(4,300)	$ (3,300)
310.50 · Local Services Tax—Current	$ 31,846	$ 27,500	$ 34,816	$ 35,000	18,563	35,000	$ 38,000
310.54 · Local Services Tax-CollectorFee	$ (382)	$ (341)	$ (425)	$ (427)	(221)	(417)	$ (452)
321.60 · Contractor Registration		$ -					
321.61 · Peddler Permit	$ 390	$ -	$ 300	$ -	150	150	$ 100
321.801 · Comcast Franchise Fee	$ 59,448	$ 60,000	$ 54,662	$ 55,000	25,661	50,833	$ 45,000
321.802 · Verizon Franchise Fee	$ 75,918	$ 72,000	$ 73,151	$ 73,000	34,375	68,000	$ 63,500
321.90 · Cable Tower Fee	$ 300	$ 300	$ 300	$ 300	300	300	$ 300
322.50 · Street Opening Permit	$ 5,146	$ 4,000	$ 7,463	$ 3,600	2,295	5,200	$ 3,000
322.90 · Miscellaneous Permits	$ 10	$ -					
331.11 · Vehicle Code Violations	$ 1,084	$ -					
331.12 · Violations Ordin/Statues/Etc	$ 10,608	$ 12,000	$ 15,203	$ 12,000	6,922	12,000	$ 12,000
331.13 · State Police Fines	$ 3,792	$ 4,000	$ 3,609	$ 3,000	1,860	3,000	$ 3,000
341.01 · Interest on Checking	$ 170,290	$ 80,000	$ 149,437	$ 90,000	52,090	100,000	$ 60,000
342.53 · Royalties from Cell Tower	$ 48,810	$ 50,000	$ 53,437	$ 50,000	25,900	51,860	$ 50,000
351.12 · FEMA Grant-Emerg Disaster Relie	$ 2,285	$ -					
354 · State Capital & Operating Grant - Other	$ 2,019	$ -					
354.02 · Public Safety		$ -					
354.03 · PennDot -Winter Services Agree		$ -					
354.15 · Recycling/Act 101		$ -					
355.01 · PURTA	$ 2,906	$ 2,000	$ 3,172	$ 3,009		3,395	$ 3,000
355.05 · General Municipal Pension Syste	$ 104,827	$ 80,000	$ 111,655	$ 112,746		122,268	$ 107,803
355.07 · Foreign Fire Insur Tax		$ -		$ -			
357.01 · County Grants		$ -					
361.31 · Prelim/Final SALDO Plan Fees	$ 776	$ -					
361.34 · Hearing Fees	$ 1,500	$ 1,500	$ 9,000	$ 1,500	6,000	7,500	$ 3,000
361.50 · Sale of Maps and Publications		$ -					
361.74 · Postage		$ -	$ 8				
361.80 · Grass Cutting or Chipping Srvc		$ -	$ 240	$ -			
362.100 · Police Services	$ 283	$ 500	$ 916	$ 500	820	1,900	$ 600
362.105 · Special Police Services	$ 2,520	$ 500	$ 550	$ 500			$ -
362.11 · Police Reports - Copies	$ 1,320	$ 500		$ 500			$ -
362.41 · Building Permits	$ 147,586	$ 120,000	$ 440,453	$ 110,000	71,087	125,000	$ 95,000
362.42 · Stormwater Management Permits	$ 4,237	$ 2,000	$ 2,048	$ 1,000	3,051	6,500	$ 2,000
362.50 · Burning Permit	$ 520	$ 400	$ 530	$ 400	130	300	$ 300
364.90 · Trash - Dumpster	$ 177	$ -	$ (6)	$ -			
364.91 · Scrap / TV Disposal		$ -		$ -			
364.92 · Sale of Trash/Leaf Bags		$ -		$ -			
364.93 · Hazardous Waste Rebate	$ 1,350	$ 1,350	$ 1,350	$ 1,200	1,350	1,350	$ 1,350
389.00 · Miscellaneous Revenue	$ 3,551	$ 2,500	$ 47,521	$ 1,000	16,241	17,640	$ 1,000
389.10 · Insurance Refund	$ 24,286	$ 5,000	$ 56,506	$ -	3,252	3,252	$ -

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 General Fund Budget

Account #	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
391.10 · Sale of Fixed Assets	$ 6,369	$ -	$ 9,801	$ 2,000	2,025	9,125	$ 5,000
392.01 · Transfer From GF Balance		$ -		$ -			
392.18 · Transfer From Capital Projects		$ -		$ -			
395 · Refunds of Prior Year Expend		$ -	$ 506	$ -	1,000	1,000	$ -
Revenue from Operations		$ 3,209,768		$ 3,271,323			$ 3,213,856
Use of GF Reserves		$ 867,265		$ 1,231,677			$ 605,582
Total Revenue	**$ 3,454,355**	**$ 4,077,033**	**$ 3,854,141**	**$ 4,503,000**	**2,119,859**	**3,418,054**	**$ 3,819,438**
GENERAL FUND EXPENSES							
Administration							
400.105 · Salaries	$ 12,500	$ 12,500	$ 12,340	$ 12,500	5,868	12,118	$ 12,500
400.192 · FICA/Medicare	$ 956	$ 956	$ 944	$ 956	449	927	$ 956
400.352 · Liability Insurance		$ -					
400.460 · Conferences/Training	$ 1,480	$ 1,000	$ 767	$ 1,000	395	1,500	$ 2,000
401.110 · Manager - Salary	$ 139,615	$ 140,400	$ 140,400	$ 144,612	64,800	145,314	$ 151,127
401.197 · 457 Plan	$ 2,700	$ 2,808	$ 2,808	$ 2,892	1,296	7,266	$ 7,556
401.315 · Health/Dental - Employee Contri	$ (2,058)	$ (1,900)	$ (1,982)	$ (1,982)	(915)	(1,982)	$ (1,982)
401.317 · Other Costs	$ 1,143	$ -	$ 100				
402.311 · Annual Audit Fee	$ 10,000	$ 11,000	$ 10,920	$ 11,500	11,025	11,025	$ 11,500
402.315 · Health/Dental - Employee Contri		$ -					
403.430 · Tax Collection Committee Fee		$ -					
404.310 · Legal Services	$ 91,601	$ 120,000	$ 137,407	$ 272,000	53,003	96,004	$ 115,000
404.314 · Special Legal - Unions	$ 84	$ 30,000	$ 575	$ 15,000	3,532	3,532	$ 10,000
405.110 · Admin Assistant - Wages	$ 28,063	$ 33,527	$ 31,495	$ 32,832	14,644	53,447	$ 100,533
405.112 · Treasurer - Salary	$ 90,602	$ 96,408	$ 95,511	$ 97,850	45,392	98,337	$ 102,258
405.115 · FT Admin - Wages	$ 56,331	$ 108,150	$ 52,322	$ 128,916	24,959	31,540	$ 46,800
405.182 · Salaries & Benefits for Trash Program	$ (27,178)	$ (38,884)	$ (38,884)	$ (39,827)		(39,827)	$ (42,728)
405.187 · Admin Medical Opt Out 50%	$ 8,579	$ 9,698		$ -			$ -
405.192 · FICA/Medicare	$ 24,413	$ 29,696	$ 24,092	$ 30,922	11,114	$ 25,141	$ 30,655
405.194 · Unemployment Compensation	$ 3,144	$ 1,000	$ 1,082	$ 1,075	355	440	$ 1,075
405.195 · Workers' Compensation	$ 824	$ 1,000	$ 1,305	$ 1,370	1,372	2,040	$ 2,142
405.196 · Health/Dental Insurance	$ 65,346	$ 98,685	$ 117,972	$ 193,044	67,924	129,229	$ 185,323
405.197 · Pension	$ 15,152	$ 21,279	$ 6,308	$ 22,283	8,466	$ 17,168	$ 19,259
405.198 · Life / AD&D	$ 655	$ 798	$ 667	$ 880	355	710	$ 745
405.199 · STD/LTD	$ 1,584	$ 1,019	$ 1,653	$ 2,689	958	1,927	$ 2,059
405.315 · Employee Medical Contrib	$ (2,014)	$ (9,102)	$ (6,228)	$ (13,652)	(3,602)	(8,438)	$ (12,355)
405.316 · Aflac Insurance		$ -					
405.317 · Aflac Insurance - Employee Cont		$ -					
405.353 · Surety & Fidelity - Bonding	$ 379	$ 4,000	$ 9,695	$ 5,239	368	5,239	$ 5,501
406.198 · Transitional Reinsurance Fee		$ -					
406.210 · Office Supplies	$ 3,640	$ 3,000	$ 2,968	$ 3,250	938	2,200	$ 3,000
406.215 · Postage	$ 2,526	$ 1,500	$ 2,477	$ 2,490	181	2,000	$ 2,733
406.310 · Payroll and Check Writing Service	$ 4,518	$ 6,500	$ 4,816	$ 5,025	3,020	6,500	$ 7,053
406.311 · Consultant/Bookkeeping Help	$ 8,000	$ 5,000	$ 7,500	$ -		0	$ -
406.317 · Other Services/Charges	$ 1,626	$ 2,000	$ 3,988	$ 2,615	900	3,219	$ 3,000
406.318 · PEMA/FEMA Expenses		$ -					
406.321 · Telephone	$ 3,203	$ 2,500	$ 2,317	$ 2,400	1,159	2,350	$ 2,460
406.324 · Mobile	$ 1,076	$ 1,500	$ 989	$ 1,020	392	864	$ 832
406.341 · Advertising	$ 4,206	$ 5,000	$ 3,893	$ 4,320	2,361	4,250	$ 4,500
406.342 · Printing/Newsletter	$ 1,176	$ 3,000	$ 983	$ 1,000	502	1,012	$ 1,100

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 General Fund Budget

Account #	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
406.352 · Liability Insurance	$ 5,845	$ 7,350	$ 6,383	$ 6,702	6,850	6,850	$ 7,495
406.384 · Rent - Copier/Postage Meter	$ 2,847	$ 3,000	$ 2,676	$ 2,676	1,609	3,163	$ 3,108
406.391 · Credit Card Processing Fees	$ 1,391	$ 1,200	$ 754	$ -		0	$ -
406.392 · Bank Fees	$ 25	$ 100	$ 460	$ 900	488	987	$ 1,080
406.393 · Late Fees	$ 55	$ -			3	3	$ -
406.420 · Dues/Memberships/Subscriptions	$ 5,498	$ 5,000	$ 5,812	$ 6,005	4,926	5,600	$ 5,800
406.450 · Codification/Transparency	$ 2,705	$ 15,000	$ 995	$ 13,000	1,045	3,050	$ 9,000
406.454 · Document Digitization		$ 2,000	$ 650	$ 5,000	650	650	$ 2,500
406.460 · Meetings and Education	$ 11,937	$ 12,000	$ 7,747	$ 11,725	3,838	7,000	$ 9,000
406.520 · Community Donation	$ 9,000	$ 9,000	$ 9,000	$ 9,000		9,000	$ 9,000
407.325 · Internet Fees	$ 4,486	$ 4,000	$ 4,351	$ 4,763	2,276	4,778	$ 5,040
407.452 · Contracted IT Service	$ 14,677	$ 14,000	$ 15,758	$ 26,000	7,130	16,205	$ 13,000
407.453 · Computer Repairs/Maint/Equip	$ 339	$ 1,000	$ 974	$ 1,000	2,050	2,350	$ 2,300
407.454 · Website	$ 119	$ -					
407.455 · Email Hosting	$ 23	$ -	$ 23	$ 25	24	24	$ 30
407.456 · Software/Web Applications	$ 1,071	$ 2,000	$ 1,366	$ 1,510	1,559	3,976	$ 2,235
408.313 · Engineering Services	$ 26,108	$ 19,000	$ 18,154	$ 20,000	9,454	35,000	$ 20,000
409.236 · Building Supplies	$ 1,732	$ 1,500	$ 780	$ 1,000	894	1,500	$ 1,500
409.351 · Property Insurance	$ 1,573	$ 1,500	$ 2,126	$ 2,231	1,024	2,050	$ 2,153
409.361 · Electricity	$ 4,462	$ 4,250	$ 6,892	$ 6,600	3,161	6,519	$ 6,900
409.362 · Gas	$ 3,792	$ 7,000	$ 6,209	$ 6,000	5,985	6,800	$ 7,200
409.373 · Building Repair/Maintenance	$ 4,330	$ 4,000	$ 4,741	$ 4,790	2,412	4,914	$ 5,020
409.430 · Taxes	$ 7,384	$ 8,000	$ 7,731	$ 8,102	799	7,970	$ 8,369
Total Administration	**$ 663,271**	**$ 824,939**	**$ 734,782**	**$ 1,081,249**	**377,389**	**743,439**	**$ 895,332**
Police							
410.110 · Chief - Salary	$ 112,828	$ 114,618	$ 123,545	$ 134,928	62,159	134,813	$ 144,373
410.112 · FT Officer - Salaries	$ 440,606	$ 441,514	$ 424,742	$ 463,635	218,334	447,048	$ 465,073
410.114 · Admin Assistant - Wages	$ 31,437	$ 28,325	$ 28,909	$ 29,744	15,873	31,442	$ 31,037
410.115 · PT Officer - Wages	$ 154,489	$ 137,719	$ 134,222	$ 161,598	37,463	99,734	$ 107,926
410.171 · Leave - Vacation	$ 54,421	$ 54,957	$ 39,656	$ 57,710	1,209	57,710	$ 57,483
410.172 · Leave - Holiday	$ 56,027	$ 41,955	$ 78,025	$ 52,758	29,066	65,000	$ 67,754
410.173 · Leave - Jury Duty		$ -					
410.176 · Leave - Personal	$ 20,176	$ 17,481	$ 20,573	$ 18,357	5,189	18,357	$ 17,095
410.177 · Leave - Sick	$ 26,235	$ 19,963	$ 22,060	$ 21,714	11,487	21,714	$ 11,013
410.178 · Leave - Kelly Time/Old Contr OT	$ 44,902	$ 45,452	$ 46,033	$ 47,729	34,813	47,729	$ 47,724
410.180 · Overtime Pay	$ 26,493	$ 20,600	$ 23,523	$ 21,000	18,287	40,252	$ 39,005
410.181 · Court Overtime Pay	$ 16,968	$ 16,480	$ 11,819	$ 13,896	5,462	10,834	$ 11,917
410.182 · Special Detail - Prof. ERT	$ 3,000	$ 3,000	$ 3,300	$ 3,630	3,630	3,630	$ 3,630
410.184 · Sick Pay Buy-Back	$ 16,540	$ 15,000	$ 28,144	$ 15,000	0	15,000	$ 25,698
410.187 · Medical Opt Out - 50%	$ 20,142	$ 20,000	$ 19,977	$ 23,033	10,834	25,689	$ 38,721
410.188 · 457 Plan			$ 3,745	$ 4,048	1,868	4,048	$ 4,331
410.192 · FICA/Medicare	$ 77,314	$ 71,838	$ 75,828	$ 81,174	33,895	77,672	$ 81,459
410.194 · Unemployment Compensation	$ 1,813	$ 5,000	$ 3,329	$ 3,010	1,125	1,260	$ 3,225
410.195 · Workers' Compensation	$ 37,654	$ 39,900	$ 38,104	$ 39,981	35,028	54,464	$ 52,131
410.196 · Health/Dental Insurance	$ 229,332	$ 239,769	$ 243,405	$ 282,616	140,748	270,430	$ 243,005
410.197 · Pension	$ 52,940	$ 86,969	$ 115,349	$ 85,217	33,708	118,925	$ 91,997
410.198 · Life / AD&D	$ 3,161	$ 3,479	$ 3,116	$ 3,319	1,580	3,161	$ 3,319
410.199 · STD/LTD	$ 3,893	$ 3,111	$ 4,551	$ 5,105	2,548	5,096	$ 5,355
410.210 · Office Supplies	$ 819	$ 2,000	$ 1,430	$ 2,000	696	2,000	$ 2,000

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 General Fund Budget

Account #	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
410.215 · Postage	$ -	$ 50	$ 40	$ 50		50	$ 50
410.220 · Operating Supplies	$ 905	$ 2,500	$ 1,303	$ 2,500	238	2,500	$ 2,500
410.224 · Medical Supplies	$ 377	$ 500	$ 802	$ 1,000	363	1,000	$ 1,000
410.225 · Laboratory / Testing Supplies	$ 1,958	$ 2,500	$ 2,500	$ 2,198	1,590	2,120	$ 2,800
410.231 · Vehicle Fuel - Gasoline	$ 13,078	$ 17,500	$ 14,871	$ 17,000	7,243	15,750	$ 16,538
410.236 · Building Supplies	$ 588	$ 1,000	$ 383	$ 800	270	600	$ 750
410.238 · Clothing and Uniforms	$ 3,488	$ 7,000	$ 6,226	$ 6,000	7,466	8,000	$ 10,000
410.242 · Ammunition	$ 4,250	$ 5,000	$ 4,207	$ 5,000		5,000	$ 6,500
410.261 · Vehicle Equipment	$ 250	$ 2,000	$ 1,983	$ 2,000	204	2,000	$ 2,800
410.315 · Health/Dental - Employee Contri	$ (11,854)	$ (11,988)	$ (11,901)	$ (14,131)	(6,522)	(13,522)	$ (12,150)
410.316 · Aflac Insurance	$ 1,927	$ 1,927	$ 1,927	$ 1,927	964	1,927	$ 1,927
410.317 · Aflac Insurance - Employee Cont	$ (2,002)	$ (1,927)	$ (1,927)	$ (1,927)	(890)	(1,927)	$ (1,927)
410.318 · Other Services & Charges	$ 3,636	$ 6,000	$ 2,664	$ 4,000	3,993	5,390	$ 6,510
410.319 · Other	$ -	$ -		$ -			
410.321 · Telephone	$ 3,436	$ 4,500	$ 4,339	$ 4,500	2,171	4,480	$ 4,700
410.324 · Mobile Phones	$ 705	$ 900	$ 2,107	$ 1,740	1,437	1,675	$ 1,700
410.325 · Internet		$ -		$ -			
410.338 · Court Parking	$ 70	$ -		$ -			
410.351 · Property Insurance	$ 1,869	$ 1,995	$ 2,823	$ 2,964	1,419	2,838	$ 2,980
410.352 · Liability Insurance	$ 19,706	$ 23,600	$ 20,495	$ 21,520	20,475	20,475	$ 21,500
410.355 · Auto Insurance	$ 12,680	$ 13,650	$ 16,736	$ 16,142	10,706	16,604	$ 17,604
410.361 · Electricity	$ 2,583	$ 2,250	$ 2,586	$ 2,800	1,184	2,813	$ 2,953
410.362 · Gas	$ 902	$ 1,500	$ 1,490	$ 1,650	1,042	1,600	$ 1,680
410.366 · Water	$ 2,197	$ 1,000	$ 568	$ 840	403	816	$ 900
410.373 · Building Repair/Maintenance	$ 1,750	$ 3,000	$ 2,379	$ 3,700	780	1,650	$ 2,500
410.374 · Vehicle/Equipment Repair	$ 19,468	$ 20,000	$ 26,167	$ 18,000	21,164	27,000	$ 18,000
410.384 · Copier Rent	$ 3,369	$ 2,750	$ 3,204	$ 3,250	1,337	2,338	$ 2,800
410.420 · Dues/Memberships/Subscriptions	$ 619	$ 2,000	$ 4,867	$ 5,100	5,034	5,050	$ 5,325
410.450 · CODY-Contracted Svs/Other Software	$ 3,291	$ 27,835	$ 27,002	$ 27,750	20,857	27,000	$ 28,000
410.452 · Contracted IT	$ 4,647	$ 5,000	$ 9,513	$ 8,400	3,480	7,068	$ 7,500
410.454 · Computer Repair/Maint/Equip	$ 2,125	$ 3,000	$ 2,754	$ 3,000	2,025	2,600	$ 3,000
410.460 · Meetings and Education	$ 6,412	$ 17,000	$ 8,917	$ 17,000	1,340	6,500	$ 7,000
410.735 · Interest - Vehicles		$ -		$ -			
410.461 · Comm Relations	$ 423	$ 1,000	$ 326	$ 1,000	122	500	$ 1,000
Total Police	**$ 1,534,044**	**$ 1,592,171**	**$ 1,652,734**	**$ 1,736,975**	**814,900**	**1,715,901**	**$ 1,721,710**
Planning/Zoning							
413.210 · Office Supplies		$ -	$ 20	$ 20	11	11	$ 25
413.270 · Code Enforcement Software		$ 12,500		$ 12,500	10,300	10,300	$ 10,300
413.310 · Code Enforcement/Zoning Srvcs	$ 68,141	$ 66,000	$ 260,173	$ 71,500	44,059	86,250	$ 61,750
413.454 · UCC Permit Fee	$ 1,211	$ 2,500	$ 1,395	$ 2,500	279	1,000	$ 1,250
414.110 · Zoning Hearing Board Wages	$ 500	$ 1,500	$ 900	$ 300	500	1,475	$ 600
414.192 · FICA/Medicare	$ 38	$ 115	$ 69	$ 23	38	$ 113	$ 46
414.247 · Planning Commission Budget	$ 480	$ 2,500		$ 2,000		0	$ 2,000
414.248 · Historic Commission Budget	$ 779	$ 2,500		$ 2,000		0	$ 2,000
414.249 · Environmental Advisory Commission (E							$ 2,000
414.310 · ZHB Court Reporter	$ 540	$ 2,500	$ 1,162	$ 400	471	993	$ 700
414.314 · Legal Service	$ 1,435	$ 5,000	$ 9,046	$ 1,500	2,383	4,700	$ 3,000

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 General Fund Budget

Account #	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
414.315 · PC Legal Service	$ -	$ -		$ -			
414.317 · Court Reporter	$ -	$ 2,000		$ -			
414.318 · Other	$ -	$ 250		$ -			
414.341 · Advertising	$ 408	$ 2,000	$ 2,406	$ 550	692	1,820	$ 1,000
414.420 · Dues & Memberships	$ 480	$ 1,000		$ 250		0	$ 250
414.460 · Meetings and Education	$ -	$ 500	$ 320	$ 500		0	$ 500
Total Planning/Zoning	**$ 74,012**	**$ 100,865**	**$ 275,491**	**$ 94,043**	**58,732**	**106,662**	**$ 85,421**
Animal Control							
422.450 · SPCA	**$ 10,364**	**$ 12,000**	**$ 9,819**	**$ 17,000**	**3,903**	**15,000**	**$ 14,951**
ACT 537							
429.313 · ACT 537 - Engineering	$ 6,052	$ 5,000	$ 938	$ 5,000	1,555	5,000	$ 5,000
429.314 · ACT 537 - Legal	$ -	$ 1,000		$ 1,000	0	500	$ 2,500
Total ACT 537	**$ 6,052**	**$ 6,000**	**$ 938**	**$ 6,000**	**1,555**	**5,500**	**$ 7,500**
Public Works							
430.110 · Foreman - Salary	$ 58,343	$ 54,318	$ 51,909	$ 56,147	31,597	60,768	$ 61,701
430.112 · FT Road Crew - Salaries	$ 172,619	$ 165,667	$ 192,801	$ 215,756	102,182	213,752	$ 227,151
430.116 · PT - Road Crew		$ 37,670					
430.117 · PT - Snow Plowers	$ 2,215	$ 10,000	$ 4,774	$ 7,500	4,594	7,500	$ 7,500
430.118 · PT - Summer Grass Cutters	$ 11,268	$ 20,000	$ 22,118	$ 21,000	3,509	22,274	$ 24,480
430.171 · Leave - Vacation	$ 13,342	$ 3,570	$ 9,957	$ 12,184	5,303	14,882	$ 15,478
430.172 · Leave - Holiday	$ 12,093	$ 8,569	$ 11,879	$ 12,483	6,061	12,675	$ 13,182
430.176 · Leave - Personal	$ 1,744	$ 714	$ 884	$ 1,320	796	1,320	$ 1,664
430.177 · Leave - Sick	$ 6,085	$ 7,141	$ 7,340	$ 11,799	5,675	11,799	$ 12,482
430.180 · Foreman - Overtime Pay	$ 8,035	$ 6,000	$ 6,899	$ 10,670	3,311	5,500	$ 6,458
430.181 · FT Road Crew - Overtime Pay	$ 15,634	$ 12,000	$ 16,784	$ 20,414	6,992	10,623	$ 17,228
430.182 · Salaries & Benfits for Trash Program	$ (33,218)	$ (63,869)	$ (63,869)	$ (81,483)		(81,483)	$ (87,695)
430.187 · Union Negotiated Retro-Pay		$ -					
430.192 · FICA/Medicare	$ 22,333	$ 24,912	$ 24,179	$ 28,249	12,662	$ 27,624	$ 29,630
430.194 · Unemployment Compensation	$ 1,422	$ 3,850	$ 1,693	$ 2,215	637	827	$ 1,763
430.195 · Workers' Compensation	$ 25,399	$ 26,250	$ 25,068	$ 26,303	23,142	35,928	$ 34,296
430.196 · Health/Dental Insurance	$ 83,616	$ 92,250	$ 85,307	$ 88,035	43,815	88,739	$ 92,469
430.197 · Pension	$ 12,935	$ 15,750	$ 16,571	$ 20,446	8,643	$ 19,879	$ 21,321
430.198 · Life / AD&D	$ 258	$ 427	$ 843	$ 542	258	516	$ 542
430.199 · STD/LTD	$ 689	$ 1,194	$ 3,091	$ 1,996	1,006	2,011	$ 2,112
430.210 · Office/Shop Supplies	$ 4,045	$ 2,500	$ 4,127	$ 2,500	907	2,500	$ 2,500
430.220 · Operating Supplies	$ 3,355	$ 2,500	$ 2,402	$ 1,000	362	1,000	$ 1,000
430.224 · Medical Supplies	$ 40	$ -	$ 53	$ 250	35	250	$ 250
430.231 · Vehicle Fuel - Gasoline	$ 10,683	$ 10,000	$ 10,954	$ 13,260	4,454	10,500	$ 11,025
430.238 · Clothing/Uniform	$ 1,440	$ 1,440	$ 1,440	$ 1,440	1,900	1,900	$ 1,900
430.242 · PA One Call	$ 354	$ 350	$ 332	$ 480	191	410	$ 450
430.246 · Street Signs	$ 230	$ 500	$ 2,802	$ 1,500	1,104	2,450	$ 2,500
430.250 · Repair/Maintenance Supplies	$ 4,944	$ 2,000	$ 1,457	$ 2,000	1,396	3,800	$ 2,500
430.260 · Small Tools/Minor Equipment	$ 2,407	$ 5,505	$ 5,308	$ 6,000	3,976	6,000	$ 6,000
430.315 · Health/Dental - Employee Contri	$ (8,312)	$ (9,450)	$ (8,268)	$ (8,868)	(3,993)	(8,485)	$ (9,247)
430.316 · Aflac Insurance	$ 1,097	$ 1,097	$ 1,097	$ 1,097	548	1,097	$ 1,097
430.317 · Aflac Insurance-Employee Contr	$ (1,139)	$ (1,097)	$ (1,013)	$ (1,097)	(506)	(1,097)	$ (1,097)

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 General Fund Budget

Account #	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
430.318 · Other Services & Charges	$ 2,980	$ 2,000	$ 6,902	$ 4,373	4,027	4,650	$ 5,025
430.324 · Mobile Phones	$ 828	$ 1,200	$ 904	$ 945	418	840	$ 882
430.351 · Property Insurance	$ 9,679	$ 6,825	$ 9,658	$ 10,141	4,651	9,303	$ 9,768
430.352 · Liability Insurance	$ 5,427	$ 6,825	$ 5,927	$ 6,223	5,921	5,921	$ 6,217
430.355 · Auto Insurance	$ 14,631	$ 15,750	$ 19,535	$ 20,512	13,342	21,475	$ 22,549
430.372 · Vehicle-Repair/Maintenance	$ 11,741	$ 12,500	$ 11,710	$ 12,500	8,661	12,000	$ 12,500
430.373 · Building-Repair/Maintenance	$ 1,058	$ 1,000	$ 2,390	$ 1,500	2,618	3,000	$ 4,200
430.374 · Equipment-Repair/Maintenance	$ 5,030	$ 7,500	$ 33,916	$ 10,000	10,110	17,000	$ 15,000
430.420 · Dues & Memberships	$ 180	$ 250	$ 130	$ 200		200	$ 200
430.460 · Meetings and Education	$ 1,293	$ 1,000		$ 1,000		500	$ 500
430.735 · Capital Purchases - Interest		$ -		$ -			
430.740 · Capital Purchases		$ -		$ -			
Total Public Works	**$ 486,803**	**$ 496,608**	**$ 529,987**	**$ 542,533**	**320,305**	**550,347**	**$ 577,481**
Road Maintenance/Repair							
438.372 · Road Improvements	**$ 2,401**	**$ 1,000**	**$ 300**	**$ 1,000**	**7,116**	**7,200**	**$ 2,500**
MS4							
446.313 · MS4 Engineering	$ 9,647	$ 20,000	$ 5,660	$ 15,000	1,691	5,500	$ 8,000
446.314 · MS4 Legal	$ 28	$ -		$ -			
446.317 · MS4 Permit Compliance	$ -	$ 10,000	$ 2,500	$ 5,000	2,500	2,900	$ 2,500
Total MS4	**$ 9,675**	**$ 30,000**	**$ 8,160**	**$ 20,000**	**4,191**	**8,400**	**$ 10,500**
Park & Recreation							
454.247 · Park & Rec Commission Budget		$ -		$ -	0		$ -
454.371 · Park Maintenance	$ 2,905	$ 4,000	$ 3,465	$ 4,200	1,954	3,708	$ 4,045
Total Park & Recreation	**$ 2,905**	**$ 4,000**	**$ 3,465**	**$ 4,200**	**1,954**	**3,708**	**$ 4,045**
Refunds/Transfers							
491 · Refunds of Prior Year Revenues		$ -			0		
492.01 · Transfer to General Fund-Reserv		$ -			0		
492.18 · Transfer to Capital Funds	$ 400,000	$ 1,000,000	$ 1,000,000		0		$ 250,000
492.XX - Transfer to Municipal Building Funds		$ -		$ 1,000,000	0	1,000,000	$ 250,000
492.35 · Transfer to Liquid Fuels		$ -	$ 1,908		1,299	1,299	
Total Refunds/Transfers	**$ 400,000**	**$ 1,000,000**	**$ 1,001,908**	**$ 1,000,000**	**1,299**	**1,001,299**	**$ 500,000**
Total Expenses	**$ 3,189,526**	**$ 4,067,582**	**$ 4,217,872**	**$ 4,503,000**	**1,591,344**	**4,157,456**	**$ 3,819,439**
Excess of Revenues over Expenditures	**$ 264,830**	**$ 9,450**	**$ (363,732)**	**$ 0**	**528,515**	**(739,401)**	**$ (0)**

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 Fire/EMS Fund Budget

Account #	Approved 1.25 Fire & 0.50 EMS 2024-Budget	FY 2024 Actual	2025-Budget	FY 2025 Actual	2026-Budget	06/30/26 Act	FY 2026-Proj	2027-Budget
Fire/EMS Revenues								
301.11 · Real Property Taxes - Fire/EMS	$ 715,934	$ 714,459	$ 748,140	$ 725,110	$ 747,513	699,985	715,000	$ 716,262
341.02 · Interest on Checking	$ -	$ 9,067	$ 5,000	$ 25,479	$ 20,000	13,536	25,000	$ 20,000
355.07 · Foreign Fire Insur Tax	$ 51,232	$ 53,349	$ 51,232	$ 57,649	$ 57,650		56,425	$ 55,000
Use of Fund Balance								$ 40,770
Total Fire/EMS Revenues	**$ 767,166**	**$ 776,875**	**$ 804,372**	**$ 808,238**	**$ 825,163**	**713,520**	**796,425**	**$ 832,032**
Fire/EMS Expenditures								
411.110 · Salaries/Wages	$ 1,378	$ 1,378	$ 1,378	$ 1,378	$ 1,378	142	486	$ 689
411.192 · FICA/Medicare	$ 105	$ 105	$ 105	$ 105	$ 105	11	$ 37	$ 53
411.194 · Unemployment Compensation	$ 20		$ -	$ 22	$ 30	7	7	$ -
411.195 · Workers' Compensation	$ 21,048	$ 17,849	$ 25,000	$ 12,425	$ 20,000		20,000	$ 18,000
411.231 · Vehicle Fuel - Gasoline	$ 7,000	$ 7,084	$ 7,000	$ 1,615	$ 3,000		500	$ 500
411.238 · Clothing and Uniforms	$ -		$ -					
411.242 · Supplies	$ -		$ -	$ 89	$ 100		100	$ 100
411.317 · Other Services & Charges	$ -		$ -					
411.324 · Mobile Phones	$ 725	$ 601	$ 600	$ 658	$ 660	76	76	$ -
411.363 · Hydrant Service	$ 30,000	$ 32,387	$ 31,000	$ 35,221	$ 37,009	17,573	38,722	$ 46,800
411.374 · Vehicle Repair	$ -		$ -		$ -			$ -
411.420 · Dues and Memberships	$ 350	$ 175	$ 350	$ 225	$ 350		225	$ 250
411.460 · Meetings and Education	$ -		$ -					
411.540 · Subsidy to Fire Companies	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	150,689	301,378	$ 451,378
411.541 · Subsidy to Volunteer Associatons	$ 51,232	$ 53,349	$ 51,232	$ 57,649	$ 57,650		56,425	$ 55,000
411.542 · Subsidy to EMS Companies	$ 182,108	$ 182,108	$ 182,108	$ 182,108	$ 182,108	91,054	182,108	$ 182,108
411.543 · Capital Expenditures - Modena	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000		23,955	$ 23,955
411.544 · Capital Expenditures - Westwood	$ -	$ -	$ -		$ 85,299	87,032	87,032	$ -
411.545 · Capital Expenditures -Reserve	$ 53,200	$ -	$ 53,200		$ (32,099)		$ (33,832)	$ 53,200
411.492 · Operating Expenditures - Reserve	$ 100,000	$ -	$ 132,398		$ 149,573			$ -
Total Fire/EMS Expenditures	**$ 767,166**	**$ 615,037**	**$ 804,371**	**$ 611,495**	**$ 825,163**	**346,583**	**677,219**	**$ 832,032**
Excess Revenues over Expenditures	**$ (0)**	**$ 161,837**	**$ 0**	**$ 196,743**	**$ 0**	**366,937**	**119,206**	**$ (0)**

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 Trash Fund Budget

Account #	Approved 2024-Bud @ $450	2024-Actual	2025-Bud @ $450	2025-Actual	2026-Bud @ $450	6/30/2026- Act	FY 2026-Proj	2027-Bud @ $450
TRASH INCOME								
341.01 · Interest on Checking	$ 3,000	$ 10,924	$ 7,000	$ 29,929	$ 25,000	$ 15,399	$ 30,000	$ 25,000
354.15 · Recycling/Act 101	$ 5,000	$ -	$ -	$ 4,702	$ 4,500		$ -	$ -
364.30 · Trash - Current Year	$ 1,190,700	$ 1,252,053	$ 1,234,800	$ 1,271,110	$ 1,245,102	$ 1,224,481	$ 1,265,000	$ 1,245,948
364.31 · Trash - Prior Year	$ -	$ 6,102	$ 2,000	$ 2,802	$ 2,500	$ 5,265	$ 5,265	$ 2,500
364.36 · Portnoff Notice Fee Collection	$ 1,000	$ 1,547	$ 1,500	$ 2,577	$ 750	$ 4,854	$ 5,738	$ 1,500
364.33 · Trash - Next Year	$ -	$ 350	$ -		$ -			$ -
364.34 · Trash - $5 Late Fees	$ 250	$ 149	$ -		$ -			$ -
364.35 · Trash Certifications	$ -	$ -	$ -		$ -			$ -
364.37 · Interest on Collections	$ -	$ -	$ -		$ -			$ -
364.50 · Recyclable Sales	$ -	$ -	$ -		$ -			$ -
364.90 · Trash - Dumpster	$ 250	$ 645	$ 250	$ 588	$ 250	$ 455	$ 855	$ 350
364.91 · Scrap / TV Disposal	$ -	$ -	$ -		$ -	$ 417	$ 682	$ 250
364.92 · Sale of Trash/Leaf Bags	$ -	$ -	$ -		$ -			$ -
364.93 · Hazardous Waste Rebate	$ -	$ -	$ -		$ -			$ -
392.XX · Use of Reserves	$ 32,789	$ -	$ -		$ -			$ 49,939
Total Revenue	**$ 1,232,989**	**$ 1,271,769**	**$ 1,245,550**	**$ 1,311,708**	**$ 1,278,102**	**$ 1,250,871**	**$ 1,307,540**	**$ 1,325,487**
TRASH EXPENSES								
427.112 · Trash Personnel Costs Public Works	$ 60,396	$ 60,396	$ 47,244	$ 50,862	$ 64,888		$ 64,888	$ 69,836
427.112 · Trash Benefits Costs Public Works		$ -	$ 13,308	$ 13,007	$ 16,594		$ 16,594	$ 17,860
427.112 · Trash Administration Costs		$ -	$ 30,411	$ 30,411	$ 31,141		$ 31,141	$ 33,572
427.112 · Trash Admin Benefits Costs		$ -	$ 8,473	$ 8,473	$ 8,686		$ 8,686	$ 9,156
427.227 · Trash Bags for Residents	$ -	$ -	$ -		$ -			
427.246 · Reserves for Refuse Contingencies	$ -	$ -	$ -		$ -			$ -
427.310 · Trash Invoicing/Education	$ -	$ -	$ -		$ -			$ -
427.314 · Collection Notice Expense	$ -	$ 594	$ 600		$ -			$ -
427.317 · Hazardous Waste Collection	$ 2,000	$ 2,976	$ 2,500	$ 3,821	$ 3,000		$ 4,000	$ 4,000
427.319 · TV / Tire / Dumping Fees / Bulk Tras	$ -	$ -	$ -	$ 3,806	$ 27,410	$ 1,365	$ 2,910	$ 5,000
427.367 · Trash/Recycling Hauling Service	$ 727,176	$ 766,632	$ 778,256	$ 778,425	$ 832,528	$ 416,090	$ 832,180	$ 890,702
427.368 · Trash Tipping Fees	$ 250,000	$ 204,122	$ 225,000	$ 236,997	$ 256,854	$ 119,240	$ 248,441	$ 260,863
427.369 · Recycling Processing/Marketing	$ 30,000	$ 14,448	$ 30,000	$ 19,664	$ 25,000	$ 11,274	$ 22,750	$ 25,000
427.374 · Vehicle Repairs/Fuel	$ 10,000	$ -	$ 10,000		$ 10,000		$ 2,500	$ 7,500
427.390 · Bank Charges	$ -	$ -	$ -		$ -			$ -
427.420 · Reycling Authority Membership	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
492.000 · Surplus added to Reserves	$ 118,628	$ -	$ 97,758		$ -			$ -
492.XXX · Transfer to Capital	$ 32,789	$ 31,452	$ -		$ -			$ -
Total Expenses	**$ 1,232,989**	**$ 1,082,620**	**$ 1,245,550**	**$ 1,147,465**	**$ 1,278,102**	**$ 549,969**	**$ 1,236,091**	**$ 1,325,488**
Excess of Revenues over Expenditures	**$ (0)**	**$ 189,149**	**$ -**	**$ 164,243**	**$ (0)**	**$ 700,902**	**$ 71,449**	**$ (0)**

EAST FALLOWFIELD TOWNSHIP

Fiscal Year 2027 Liquid Motor Fuels Fund Budget

Account #	Approved 2024-Budget	2024 Actual	2025-Budget	2025 Actual	2026-Budget	06/30/26	FY 2026-Proj	2027-Budget
LIQUID FUELS REVENUE								
355.02 · Liquid Fuels Tax	$ 285,545	$ 291,389	$ 286,070	$ 290,410	$ 280,327	$ 285,977	$ 285,977	$ 286,602
355.03 · State Turnback Allocation	$ 29,440	$ 28,120	$ 28,120	$ 29,440	$ 29,440	$ 29,440	$ 29,440	$ 29,440
341.01 · Interest on Checking	$ 100	$ -	$ -	$ 5,294	$ 4,000	$ 2,520	$ 5,000	$ 3,500
351.12 · FEMA Grant-Emerg Dis. Relief	$ -	$ -	$ -		$ -	$ -		$ -
354.03 · Winter/Severe Winter Agree	$ 35,462	$ 43,149	$ 43,459	$ 65,869	$ 40,000	$ -	$ 74,386	$ 43,000
389.00 · Miscellaneous Revenue	$ -	$ -	$ -		$ -	$ -		$ -
392.01 · Transfer from General Fund	$ -	$ -		$ 1,908.00	$ -	$ -		$ -
392.02 Transfer from Capital Fund		$ -	$ 75,000		$ -	$ -		$ -
392.35 · Transfer from Liquid Fuels Balance	$ 84,053	$ -	$ 25,601		$ -	$ -		$ -
Total Revenue	**$ 434,600**	**$ 362,657**	**$ 458,250**	**$ 392,920**	**$ 353,767**	**$ 317,937**	**$ 394,803**	**$ 362,542**
LIQUID FUELS EXPENSES								
430.232 · Diesel Fuel	$ 12,000	$ 8,889	$ 12,000	$ 9,550	$ 11,000	$ 5,361	$ 10,000	$ 11,000
430.260 · Small Tools/Minor Equipment	$ -	$ 685	$ 5,000	$ 3,195	$ -	$ -		$ -
430.310 · Fuel Pump Repair	$ -	$ -	$ -		$ -	$ -		$ -
430.317 · Other	$ 500	$ -	$ -		$ -	$ -		$ -
430.384 · Rental of Machinery /Equipment	$ -	$ -	$ -	$ 1,328	$ -	$ -	$ 513	$ 1,000
430.735 · Interest - Capital Purchases	$ -	$ -	$ -		$ -	$ -		$ -
430.740 · Capital Purchases	$ -	$ -			$ -	$ -		$ -
432.221 · Road Salt	$ 40,000	$ 43,777	$ 45,000	$ 95,813	$ 50,000	$ 85,312	$ 90,000	$ 65,000
432.310 · Snow Removal Contractors	$ -	$ -	$ -		$ -	$ -		$ -
433.220 · Traffic Control Devices/Signs	$ -	$ 2,514	$ -	$ 1,772	$ -	$ -		$ -
434.361 · Street Lights - Electricity	$ 1,200	$ 1,275	$ 1,250	$ 1,567	$ 1,505	$ 802	$ 1,616	$ 1,700
436.371 · Storm Drain Repairs	$ -	$ 2,075	$ 5,000	$ 2,157	$ 3,000	$ -	$ 6,500	$ 8,000
437.245 · Shop Supplies	$ -	$ -	$ -		$ -	$ -		$ -
437.372 · Vehicle-Repair/Maintenance	$ 900	$ 10,543	$ 10,000	$ 11,095	$ 10,000	$ 1,065	$ 7,500	$ 10,000
437.374 · Equipment-Repair/Maintenance	$ -	$ 12,379	$ 10,000	$ 7,668	$ 10,000	$ 6,271	$ 11,500	$ 10,000
437.375 · Mower-Repair/Maintenance	$ -	$ -	$ -		$ -	$ -		$ -
438.220 · Aggregate {Asphalt/Stone/Etc}	$ 30,000	$ 8,466	$ 20,000	$ 16,212	$ 20,000	$ 476	$ 5,000	$ 10,000
438.310 · Highway/Shoulder - Maintenance	$ -	$ -	$ -	$ 500	$ 22,000	$ -	$ 22,000	$ 5,000
439.371 · Road Paving/Improvements	$ 350,000	$ 385,888	$ 350,000	$ 323,889	$ 226,262	$ 7,767	$ 225,000	$ 240,842
491.00 · Refund of Prior Years Revenue	$ -		$ -		$ -	$ -		$ -
Total Expenses	**$ 434,600**	**$ 476,491**	**$ 458,250**	**$ 474,746**	**$ 353,767**	**$ 107,052**	**$ 379,629**	**$ 362,542**
Excess of Revenues over Expenditures	**$ (0)**	**$ (113,834)**	**$ -**	**$ (81,825)**	**$ (0)**	**$ 210,885**	**$ 15,173**	**$ -**

EAST FALLOWFIELD TOWNSHIP

Fiscal Year 2027 Parks & Recreation Fund Budget

Account #	Approved 2024-Budget	2024-Actual	2025-Budget	2025-Actual	2026-Budget	06/30/26	FY 2026-Proj	2027-Budget
PARK & RECREATION INCOME								
322.05 · Concert in the Park Sponsors	$ 12,000	$ 12,250	$ 12,000	$ 12,750	$ 12,000	$ 9,250	$ 12,750	$ 12,000
322.06 · Concert in the Park Vendors	$ -	$ 430	$ 430	$ 90	$ -	$ 30	$ 185	$ -
341.01 · Interest on Checking	$ 2,000	$ 2,872	$ 1,750	$ 6,299	$ 4,250	$ 3,042	$ 6,000	$ 5,000
367.20 · Park & Rec - Fee in Lieu of	$ -		$ -		$ -	$ -		$ -
Use of Reserves	$ 45,000		$ -		$ 63,750	$ -		$ 23,600
Transfer from General Fund	$ -		$ -		$ -	$ -		$ -
Donations - ECA		$ 4,500	$ 700		$ -	$ -		$ -
Memorial Park Bench			$ 4,000		$ -	$ -		$ -
367.14 · Pavillion Rental	$ 750	$ 1,150	$ 750	$ 1,200	$ 750	$ 850	$ 1,550	$ 750
357.01 · Grants	$ -		$ 40,000	$ 34,500	$ -	$ -		$ -
Total Revenue	**$ 59,750**	**$ 21,202**	**$ 59,630**	**$ 54,839**	**$ 80,750**	**$ 13,172**	**$ 20,485**	**$ 41,350**
PARK & RECREATION EXPENSES								
Landscaping/Shade Tree	$ 1,000	$ 2,790	$ 1,500	$ 2,010	$ 1,250	$ 3,085	$ 3,500	$ 3,000
Playground Equipment	$ 1,000		$ 26,267	$ 16,676	$ -	$ 458	$ 458	$ 1,000
ECA expenses from Donations			$ 700		$ -	$ -		$ -
Park - Public Bathroom	$ -		$ -		$ -	$ -		
New Pavillion	$ -		$ -		$ -	$ -		$ -
Pond cleanup project 2026					$ 50,000		$ 16,431	$ -
Pond Maintenance								$ 6,000
2027 Park Upgrades:								
Canopy								$ 500
Kiosks 2x								$ 3,000
Shed								$ 7,500
Traffic Cones								$ 750
Sign								$ 500
Supplies							$ 500	$ 500
Engineering	$ -		$ -		$ -	$ -		$ -
454.25 · Tag's Memorial Garden	$ 10,000	$ 4,390	$ 1,500	$ 760	$ 1,000	$ -	$ 500	$ 500
454.27 · Park & Rec Commission Budget	$ 2,000	$ 1,465	$ 2,000	$ 5,949	$ -	$ 620	$ 572	$ 600
Professional Services (open space plan)	$ 30,000	$ 15,133	$ -	$ 6,250	$ 6,000	$ 100	$ 100	$ -
Lighting	$ 5,000	$ 4,332			$ -	$ -		$ -
Park Benches	$ -	$ 255	$ -	$ 1,789	$ -	$ 155	$ 155	$ -
454.493 · Concert in the Park	$ 10,000	$ 9,869	$ 12,000	$ 10,309	$ 12,000	$ 10,238	$ 8,400	$ 12,000
454.49 · Park Events Other	$ -	$ 2,810	$ 1,250	$ 8,859	$ 9,000	$ 4,481	$ 5,000	$ 5,000
454.37 - Restroom Maintenance	$ 2,250	$ 934	$ 1,500	$ 1,048	$ 1,500	$ 39	$ 500	$ 500
492.000 · Surplus added to Reserves	$ -		$ 12,913		$ -	$ -		$ -
Surveillance Cameras	$ -		$ -		$ -	$ -		$ -
Internet (cameras)	$ -		$ -		$ -	$ -		$ -
Total Expenses	**$ 61,250**	**$ 41,978**	**$ 59,630**	**$ 53,650**	**$ 80,750**	**$ 19,175**	**$ 36,116**	**$ 41,350**
Excess of Revenues over Expenditures	**$ (1,500)**	**$ (20,776)**	**$ -**	**$ 1,188**	**$ -**	**$ (6,003)**	**$ (15,631)**	**$ -**

EAST FALLOWFIELD TOWNSHIP
Fiscal Year 2027 Capital Fund Budget

Account #	Approved 2024-Budget	2024-Acutal YE	2025-Budget	2025-Actual	2026-Budget	6/30/2026 2026-Actual	2026-Projected	2027-Budget
CAPITAL PROJECTS INCOME								
Beginning Balance	$1,000,000	$1,287,525	$1,410,143	$1,765,343	$2,052,887	$2,246,758	$ 2,246,758	$1,827,390
341.01 · Interest on Checking	$5,000	$36,317	$20,000	$46,254	$57,000	$32,163	$ 60,000	$55,000
354.00 · Commonwealth of PA Grant	$0	$210,677	$0	$5,388	$0	$0	$ -	$0
387.00 · Contributions from Private Source	$ -		$ -			$ 5,000.00	$ 5,000	
387.XX - DCED Reimb Grant- Mortonville Rd	$ -		$ 891,000			$ -	$ -	
387.XX - DCED Reimb Grant- Mortonville Bridge					$ 300,000			$ 300,000
387.XX - DCED Reimb Grant Local Share - Mortonville Bridge								$ 475,000
387.XX - Chester County Conservation District Grant- Mortonville Bridge						$ 100,000	$ 100,000	$ 150,000
387.XX - DCED Reimb Grant- Sawmill Road Culvert					$ 250,000			$ 250,000
387.XX - DCED Reimb Grant-Fuel Pump	$ 56,328		$ -		$ 56,328	$ -	$ 56,328	
387.XX - Grant - Newlinville Traffic Calming	$ 250,000		$ 250,000		$ 250,000	$ -	$ -	$ 250,000
387.XX - Grant - DCED LSA for Generator								$ 30,000
387.XX - Grant - HUD Comminity Project Funding - Municipal Building Project								$ -
387.XX - DCNR Grant - Park Expansion								$ 250,000
387.XX - CC Conservation Preservation Partnership Grant - Park Expansion								$ 218,200
391.10 - Sale of Fixed Assets	$ 20,000		$ 20,000			$ -	$ -	
392.xx · Use of Reserves (beginning balance)	$ 480,892		$ 482,941		$ 762,661	$ -	$ -	$ 55,389
392.xx · Transfer from General Fund - For Capital Projects	$ 151,235	$ 400,000	$ 1,000,000	$ 1,000,000		$ -	$ -	$ 250,000
392.xx · Transfer from General Fund - For Municipal Building Project					$ 1,000,000		$ -	$ -
392.xx · Transfer from Trash Fund	$ 32,789	$ 31,452	$ -			$ -	$ -	
392.xx · Transfer from Park/Rec Fund	$ -		$ -			$ -	$ -	
Total Revenue	**$ 996,244**	**$ 678,446**	**$ 2,663,941**	**$ 1,051,642**	**$ 2,675,989**	**$ 137,163**	**$ 221,328**	**$ 2,283,589**
CAPITAL EXPENSES PROJECT EXPENSES								
Surveys, Studies, Digitization, Printing	$ 31,650	$ 3,100	$ 5,000	$ 9,549	$ 12,000	$ -	$ -	$ 15,600
Municipal Building Architecture and Engineering								$ -
Software and Services	$ -		$ -			$ -	$ -	
Computers - Revolving schedule 5 years	$ 5,000		$ 5,200		$ 4,000	$ -	$ 4,000	$ 4,000
Recycling containers	$ -	$ (189)	$ -			$ -	$ -	
Code Enforcement Software & Equip	$ 30,000		$ 30,000	$ 12,800	$ -	$ -	$ -	$ -
Township Vehicles - Lease Options	$ 22,530		$ 13,600			$ -	$ -	
Police Vehicles - 2019 Lease Options	$ -		$ -			$ -	$ -	
Machinery and Equipment	$ -		$ 92,675	$ 222,364	$ 100,000	$ -	$ 100,000	$ 144,000
Police Vehicle - 2023 Purchase Option	$ -		$ -			$ -	$ -	
Police Vehicle - Purchase Option	$ 60,000		$ 68,000	$ 64,658	$ 66,750	$ 65,995	$ 65,995	$ 78,000
Fuel Master / Fuel Pump System	$ 80,000		$ -	$ 70,215		$ -	$ -	
Newlinville Traffic Calming	$ 275,000	$ 33,092	$ 200,000	$ 23,248		$ 1,880	$ 1,880	$ 250,000
Newlinville Master Plan	$ -		$ -			$ -	$ -	
Sawmill Culvert Replacement	$ 125,000	$ 18,894	$ 335,000		$ 335,000	$ -	$ 265,000	$ -
Repairs & Maint - Hwys	$ -	$ 9,842	$ 910,113	$ 126,573	$ 990,380	$ 12,294	$ 87,294	$ 1,160,000
Principle repayment on DCED Loan	$ 9,958	$ 29,980	$ 10,159	$ 12,667	$ 10,363	$ 5,156	$ 10,363	$ 7,910
Interest Expense on DCED Loan	$ 693	$ 539	$ 493	$ 647	$ 288	$ 170	$ 288	$ 79
F550 (2023) GMC 3500 Dump Truck (2024)	$ 212,113	$ 69,169	$ -			$ -	$ -	
F-250 w/ plow, salt spreader - 2026					$ 68,000	$ 68,548	$ 68,548	
Township Website	$ 20,000		$ 25,000		$ 25,000	$ -	$ -	$ 25,000
Public Works Equipment Requests	$ 21,690	$ 3,328	$ -	$ 4,795	$ 39,000	$ -	$ 5,000	$ 49,000
Public Works Garage Door Repairs						$ 7,120	$ 7,120	$ 5,000
Police Dept Equipment Requests	$ 16,610	$ 28,387	$ -	$ 17,324	$ 25,208	$ 5,032	$ 25,208	
Twnshp Bldg Feasability Study	$ 75,000	$ 4,488	$ 12,050			$ -	$ -	
Township LED sign in the Park	$ -		$ -			$ -	$ -	$ 45,000
Park Expansion Project								$ 500,000
Server for Police Department	$ -		$ -			$ -	$ -	
Server for Administration Department	$ 11,000		$ 12,000			$ -	$ -	
Traffic Speed signs	$ -		$ -			$ -	$ -	
Updated Computer Systems for Police	$ -		$ -	$ 5,388.41		$ -	$ -	
Prelim/Final Subdivision Land Develop Plan	$ -		$ -			$ -	$ -	
Transfer to Liquid Fuels Fund			$ 75,000			$ -		
Capital Projects - Park - Partial Grant Reim	$ -		$ -			$ -	$ -	
Added to Reserve								
Added to Reserve - Township Building Project					$ 1,000,000			
Total Expenses	**$ 996,244**	**$ 200,628**	**$ 1,794,289**	**$ 570,228**	**$ 2,675,989**	**$ 166,195**	**$ 640,696**	**$ 2,283,589**
Excess of Revenues over Expenditures	**$ (0)**	**$ 477,818**	**$ 869,652**	**$ 481,415**	**$ (0)**	**$ (29,032)**	**$ (419,368)**	**$ -**

EAST FALLOWFIELD TOWNSHIP
FISCAL YEAR 2027 MUNICIPAL BUILDING BUDGET

Account #	2026-Budget	6/30/2026 2026-Actual	2026-Projected	2027-Budget
CAPITAL PROJECTS INCOME				
Beginning Balance	$0	$0	$ -	$1,000,000
Interest Income	$0			$30,000
387.XX - Grant - HUD Community Project Funding - Municipal Building Project				$ 550,000
392.xx · Transfer from General Fund - For Municipal Building Project	$ 1,000,000		$ 1,000,000	$ 250,000
392.xx · Transfer from Trash Fund		$ -	$ -	
392.xx · Transfer from Park/Rec Fund		$ -	$ -	
Total Revenue	**$ 1,000,000**	**$ -**	**$ 1,000,000**	**$ 830,000**
CAPITAL EXPENSES PROJECT EXPENSES				
Municipal Building Architecture and Engineering				$ 550,000
Added to Reserve - Township Building Project	$ 1,000,000			$ 280,000
Total Expenses	**$ 1,000,000**	**$ -**	**$ -**	**$ 830,000**
Excess of Revenues over Expenditures	**$ -**	**$ -**	**$ 1,000,000**	**$ -**

peco AN EXELON COMPANY

20 YEARS

GREEN REGION OPEN SPACE PROGRAM

administered by Natural Lands

2026 GRANT ROUND PROGRAM GUIDELINES

Purpose:

Recognizing that open space in our communities is crucial to the quality of our lives, PECO has committed to supporting municipalities, recreational authorities, and non-profits in southeastern Pennsylvania with their ongoing efforts to preserve, protect, and improve public spaces and increase our collective tree cover. PECO designed the PECO Green Region Open Space Program to assist local communities in these efforts by providing funding for some expenses not otherwise covered by state or county programs. ***Underlying the Green Region Program is PECO's endorsement of enhancing tree cover and equitable access to the outdoors through deliberate planning for open space protection as a means to encourage the wisest use of scarce resources.***

Application Deadline: 5:00 PM, Friday, November 13, 2026

Applications:

- The PECO Green Region Grant Application, as well as Program Guidelines, can be accessed through the Natural Lands website at **natlands.org/peco**, or through the PECO website at **https://www.peco.com/SafetyCommunity/Environment/Pages/OurInitiatives.aspx**.
- All grant applications must be submitted through the PECO Green Region Open Space Program online application portal. User names and passwords do not expire and can be utilized from one grant round to the next.
- **Please format all attachments to the application as PDFs or JPEGs.**

Eligible Applicants:

- Any township, borough, city, or regional recreational authority ***within PECO's service territory*** **in Bucks, Chester, Delaware, Montgomery, or York Counties**. Eligible applicants must receive gas and/or electric service from PECO. Please check with the PECO Green Region Program Administrator if you are unsure if your municipality is eligible.
- **Incorporated non-profit organizations within the City of Philadelphia**, including neighborhood organizations such as "Friends" groups, but exclusive of religious organizations unless programs are non-denominational.
- PECO does not provide grants to individuals.
- Recipients of PECO Green Region funding awards from the 2025 Round are ineligible to apply for the 2026 Round. Recipients of PECO Green Region funding awards from the 2024 Round and prior are eligible to apply to the 2026 Round once their prior award is officially closed out.

Eligible Projects and Expenses:

- Improving open space owned by municipalities, organizations, or regional recreational authorities, not including property owned by the Commonwealth of Pennsylvania. Funds may be used for habitat improvements, such as improving or installing woodlands, riparian buffers, and meadows. Funds may also be used for the installation of capital improvements for passive recreation, such as ADA accessibility improvements, trails, boardwalks, kiosks, observation platforms, and installation of LED and energy efficient lighting. Fund expenditures may also include planning costs or fees for consultants, such as landscape architects, park designers, botanists, and engineers.
- For the purposes of this program, passive recreation refers to activities that place minimal stress on a site's resources and as a result provide ecosystem service benefits, such as improved water and air quality.
- Developing or updating open space plans and feasibility studies. Expenses may include consultant fees, costs associated with obtaining public input (hall rental, advertising, etc.), and publication costs.
- Acquisition (by purchase or donation) of parcels of land to be used for open space. Expenses may include purchase costs, legal or consultant fees, surveying, environmental assessments, and appraisals.
- Acquisition (by purchase or donation) of conservation easements (also known as "development rights"). Eligible expenses may include purchase costs, legal or consultant fees, surveying, environmental assessments, and appraisals.
- In an effort to expand tree canopy in southeastern Pennsylvania, PECO encourages applicants to incorporate tree plantings into their application's project proposal, including details such as number and species of trees to be planted. While such endeavors are not a required element of the grant application, Review Committee members will look favorably upon their inclusion in the application.

Ineligible Projects and Expenses:

- Staff time for municipal, organizational, or regional recreational authority employees for any aspect of the project.
- Contractor and/or consultant fees for preparing grant applications.
- Relocation of owner/tenant, condemnation, or building repair/demolition.
- Parking lots, except for ADA improvements and/or installation or upgrades to LED lighting.
- Expenses not directly related to the use or access of land for open space and/or passive recreation. For example, construction of a public works storage facility.

Grant Amounts and Timing:

- Grants are awarded in amounts **up to $10,000** and may be used to fund **up to 50%** of the project, with 50% or greater of project expenses covered by cash match.
- Applications will only be accepted electronically through the online application portal, which can be accessed through **natlands.org/peco**.
- **Applications must be submitted by 5:00 PM on Friday, October 30, 2026.**
- The municipality, non-profit organization, or regional recreational authority must have a source of funds, or be in the process of obtaining funds, to match or exceed the amount requested from the PECO Green Region Program. Matching funds must be in cash and must not be in-kind materials or services. Municipal or staff salaries may not be used as matching funds.
- Grant recipients are expected to **fully expend the grant funding within 18 months** of fund disbursement. Grant recipients must communicate in writing with the PECO Green Region Program Administrator if unforeseen circumstances cause a delay in meeting this deadline.
- Retroactive reimbursement for costs accrued after the application deadline but before the disbursement of grant funds may be allowed on a case-by-case basis. All requests for such reimbursement should be communicated in writing to the PECO Green Region Program Administrator.
- Within two months of the grant being fully expended, grant recipients must **submit a Final Report** and supporting documentation to the PECO Green Region Program Administrator to formally close out the grant. Grant recipients must communicate in writing with the PECO Green Region Program Administrator should unforeseen circumstances cause a delay in meeting this deadline.
- Grant recipients failing to meet these deadlines and/or to communicate in writing with the Program Administrator about the need for a deadline extension will be expected to return unspent funds to the PECO Green Region Program.
- Grant recipients may apply for an additional PECO Green Region grant once their grant award is closed out AND at least one regular (not anniversary) grant round has passed since the application submission date of the awarded project.

Grant Conditions:

- The property and/or facility location of the project must be open to the general public and promote equal access to nature for all communities.
- If grant funds are used for acquisition of an interest in land, recipients must demonstrate that a restrictive covenant, deed restriction, conservation easement, or similar instrument will be recorded against the property stating that the property must be held in perpetuity for open space purposes.
- During the grant period, award recipients will agree to participate in press conferences or events, to be quoted in PECO literature describing the program, and to identify PECO as a funder in any materials produced to explain or promote the funded project. Draft versions of all promotional materials (press releases, articles, brochures, etc.) must be submitted to the PECO Green Region Program Administrator for approval before use.
- Within two months of the final expenditure of grant funds, the recipient will submit the Final Report form summarizing the work accomplished with the grant. Accompanying the Final Report will be an explanation justifying the use of the grant funds, backed by documentation of invoices, cancelled checks, etc., as necessary for the awarded project. Grant recipients will not be eligible to apply for additional PECO Green Region funding until a completed Final Report form is submitted and approved by the Program Administrator.
- Award recipients agree to acknowledge the use of PECO Green Region funds for the project. Wording will be supplied by PECO. If needed, 7.5" x 5.75" aluminum signs will be provided.

Review Committee:

Complete and eligible applications will be reviewed and evaluated by a committee comprised of county government officials, members of the region's non-profit land conservation community, and PECO representatives. Final decisions on award recipients and funding amounts will remain at the discretion of PECO.

Administrator:

Natural Lands, a private non-profit land conservancy with a more than 60-year history of protecting open space in southeastern Pennsylvania and the surrounding region, is the administrator of the PECO Green Region Open Space Program. Please address any questions to:

Kyle Rose, PECO Green Region Program Administrator
Natural Lands
1031 Palmers Mill Road
Media, PA 19063
610-353-5587, ext 211
krose@natlands.org

EAST FALLOWFIELD TOWNSHIP POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject: Administration of Training		**Number of Pages:** 8
Issue Date: 11/10/2026	**Expiration Date:** Until Amended or Rescinded	**Distribution List:** All Sworn Personnel
Authorized By: Chief Chad Osborn		**Signature:**

ADMINISTRATION OF TRAINING

PURPOSE

The purpose of this policy is to establish training standards and an efficient method for scheduling and assigning personnel to authorized training programs.

POLICY

It is the policy of this Department to provide quality training opportunities and to ensure the most effective and economical use of all training programs, personnel, and resources. The East Fallowfield Township Police Department believes that training provides for employees who are better prepared to act decisively and correctly in a broad spectrum of situations and circumstances.

PROCEDURE

I. Department Administration Of Training

A. The Chief of Police shall be responsible for managing the department's training function.

B. Assignments to Training Programs

1. The Chief of Police or their designee shall arrange for all employees to attend the required training.

2. Scheduled attendance is mandatory. If, for some reason, an employee is unable to attend training due to illness or a family emergency, they must follow the standard call-off procedures.

3. All personnel will adhere to all training academy guidelines and those of any private training entity. All personnel will adhere to all appearance guidelines of the

department, training academy guidelines, as well as those of any private training entity.

4. The employee assigned to training is responsible for bringing any equipment required to participate in the training program. This includes department-issued equipment or items needed for documentation purposes, such as writing tools, forms, reading materials, or paper.

C. Training Requests

1. Employees shall submit their request for training in writing through the Chain of Command. This request shall include all pertinent information, including but not limited to training location, dates, and costs.

2. The employee submitting a request for training will be advised in writing or via email of the approval or denial of the requested training.

D. Training Records

1. The Chief of Police or their designee shall be responsible for maintaining and updating training records for **ALL** employees. The Chief of Police or their designee shall update the training records by utilizing and/or a combination of the following training recordkeeping systems to include, but not limited to, a manual filing system for issued certifications or rosters or through computerized records contained in PowerDMS.

2. For each training the department conducts, the following records shall be maintained:

   a) Course content or lesson plans;

   b) Instructor(s) and training authority;

   c) Name of all attendees; and

   d) Performance of individual attendees and tests or other performance measures, if used.

3. To ensure that the training conducted by the department is consistent with the training goals and the training needs of the employees, all lesson plans shall be submitted to the Chief of Police for review.

4. Training records shall be maintained in accordance with the Pennsylvania Museum Commission Retention Schedule.

II. Municipal Education And Training Act Requirements

A. The Municipal Education and Training Act (MPOETC) requires law enforcement agencies in the Commonwealth to comply with certain training and in-service mandates as determined by law and regulation of the Municipal Police Officers Education and Training Commission (MPOETC). The East Fallowfield Township Police Department shall maintain compliance with the requirements of the Pennsylvania Municipal Police Officers Education and Training Commission, as amended (53 Pa.C.S.A. Section 2161, et seq.) in regard to municipal police officer training and agency responsibility.

III. Recruit Training

A. Newly sworn officers are required to have completed the mandated Act 120 Basic Police Training at a state-certified academy or regional training center as per the Pennsylvania Municipal Police Officer Education and Training Commission. Officers must have successfully completed all requirements and have received their Municipal Police Officer Certification Number prior to being assigned to the Field Training Program.

1. This will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest.

B. The training program, as developed by the Pennsylvania Municipal Police Officers Education and Training Commission, is based on a job task analysis of the position of a police officer in Pennsylvania. The commission ensures the training center uses a testing and evaluation system designed to measure competency in the skills, knowledge, and abilities required of a police officer.

C. Additionally, the East Fallowfield Township Police Department requires the following initial training:

1. Lethal and less lethal training.

a) Officers shall demonstrate satisfactory skill and proficiency of all agency-authorized lethal and less lethal weapon(s) before approval is granted to carry and/or use such weapon(s) both on and off duty.

b) This training shall be evaluated by a certified instructor.

c) Training and qualification shall be documented for each authorized weapon.

2. Field training as required in the Field Training Policy.

3. Initial training on stopping techniques and the prohibition of immobilization devices.

4. Initial training in the operation of Temporary Holding Areas to include the use of fire suppression and other emergency equipment.

5. Training on the following policies:

a) Response to Resistance (to include use of force, deadly force, and de-escalation);

b) Duty to intervene;

c) Fair and Impartial Policing; and

d) Vehicle Pursuits.

6. Initial training on biased-based policing issues.

7. Personnel authorized to operate police vehicles shall receive initial training in safe police vehicle operations, in a manner determined by the Department.

8. Initial training to recognize and respond to suspected mentally ill persons.

9. Initial training to utilize MVR equipment and make audio recordings or video recordings.

10. Initial training to ensure familiarization with the Protection of Victims of Sexual Violence or Intimidation Act.

11. Personnel authorized to use an ALPR system shall complete initial training prior to receiving system access or using the system, in a manner determined by the Department.

12. Personnel shall receive initial training on the Department's artificial intelligence policy. The training shall address the proper use of Department-approved, CJIS-certified systems, if applicable, and the security concerns associated with non-approved or non-CJIS-certified applications.

D. All initial PLEAC-required training will be documented on the PLEAC Initial Training Checklist by the Field Training Officer (FTO) and submitted to the Chief of Police upon completion of the FTO program.

IV. In-Service Training

A. The East Fallowfield Township Police Department requires:

1. Every police officer employed by the department must complete in-service training as required by the Municipal Police Officers Education and Training Act.

a) The Municipal Police Officers Education and Training Commission will issue a renewal certificate only to police officers who have satisfied the mandatory in-service training requirements set forth in the Municipal Police Officers Education and Training Act (§203.52, relating to mandatory in-service training courses). Certification shall be renewed every two (2) years.

b) If reasons exist that an officer is unable to comply with the annual in-service requirements, the department will file a show-of-cause document with the Municipal Police Officers Education and Training Commission requesting additional time for the officer to comply with the in-service training requirements.

2. Additionally, all sworn personnel of the department will complete in-service training, to minimally include:

a) At least annually, personnel shall demonstrate satisfactory skill and proficiency through a practical evaluation with all agency-authorized lethal and less-lethal weapons they are authorized to use. Each evaluation shall be conducted by an instructor certified in the specific weapon or weapon system being evaluated;

(1) Training and qualification shall be documented for each authorized weapon.

b) At least annually, personnel shall receive practical in-service training in empty-hand control, arrests, post-arrest positioning, defensive techniques, and other hands-on skills.

c) Training on the following policies:

(1) Annually

(a) Response to Resistance (to include use of force, deadly force, and de-escalation);

(b) Fair and Impartial Policing; and

(c) Duty to intervene.

(2) Once Per Accreditation Cycle

(a) Vehicle Pursuits.

d) Personnel authorized to operate police vehicles shall receive refresher training in safe police vehicle operations, in a manner determined by the Department, at least once per accreditation cycle.

e) CPR certification and first-aid as required.

f) Annual legal updates training.

g) In-service training at least once every three years in the operation of the Temporary Holding Areas to include the use of fire suppression and other emergency equipment.

h) Annual training on bias based policing issues.

i) Annual mental health training and if applicable, training on mental health statutes or Department policy changes provided within 90 days or as required by statute.

j) For each special stopping technique authorized by the Department, in-house practical training shall be conducted at least once every three years as part of the training required by this policy. Practical training shall be conducted by a Department-approved instructor and shall include hands-on instruction and practice concerning proper application, operational limitations, safety considerations, and required post-use procedures. Additional practical training shall be conducted when:

(1) A new or materially revised stopping technique is authorized;

(2) Applicable law, Department policy, or manufacturer instructions materially change;

(3) A supervisor or instructor identifies a deficiency in an employee's knowledge or performance; or

(4) A review of an incident involving a stopping technique indicates that remedial training is appropriate.

k) Familiarization training on the Protection of Victims of Sexual Violence or Intimidation Act (Title 42 Chapter 62A04) for all officers.

3. All personnel shall demonstrate satisfactory skill and proficiency as applicable on any newly implemented weapon or weapon system before approval is granted to carry and/or such weapon or weapon system on duty and if applicable off duty.

4. Lastly, sworn personnel will maintain all training requirements as mandated by the Municipal Police Officers Education and Training Commission (MPOETC).

5. Every civilian employee of the East Fallowfield Township Police Department shall attend job-related training relative to their duties and responsibilities or anticipated duties & responsibilities.

6. Every employee (sworn and non-sworn) of the East Fallowfield Township Police Department shall receive training on any new policy directly affecting their position. All affected personnel shall receive training on any revised policy if:

    a) The policy is related to any accreditation standard, and/or

    b) The policy creates a substantial change in departmental procedures.

    Note: Modifications that do not change how an employee would operate or do not relate to any accreditation standard will not trigger required training.

V. Accreditation Training

A. All employees shall receive training to provide basic familiarization with what accreditation is and its role within the organization. This training will be conducted during the year leading to initial accreditation and to all newly hired agency personnel within 30 days of employment or within 30 days of completing the initial training academy.

VI. Remedial Training

A. Upon the recommendation of a supervisor or Department instructor, employees will be assigned to attend remedial training sessions when they:

1. Consistently demonstrate a lack of skill, knowledge, or ability in job task performance.

2. Has received disciplinary action that mandates remedial training.

3. Fails to maintain proficiencies as mandated by MPOETC or by Department policy.

B. When a deficiency is recognized, the evaluating supervisor or instructor will send an email to the Chief of Police identifying the area of deficiency and requesting remedial training. Within 30 days of receiving such an email, the Chief of Police of their designee will schedule training designed to strengthen the deficient area, taking into account resources available, scheduling, and immediate need.

C. Failure to properly participate in the remedial training and/or demonstrate improved performance can result in progressive discipline.

VII. ICS Training

A. All personnel shall receive ICS training appropriate to their level of responsibility.

B. Frontline supervisors and above shall complete a documented training exercise once per accreditation cycle.

VIII. Specialized In-Service Training

A. The following is a limited list of specialized assignments/positions within the Department, and the corresponding training that is the minimum recommended for the officer selected.

1. Firearms Instructor

a) Firearms Instruction Training.

b) Refresher training as needed to maintain certification.

2. Field Training Officer

a) Field Training Officer's Training.

b) Refresher training at least once every three years.

3. Department Instructor

a) Specialized Courses that the officer will be instructing (per course).

b) Refresher training as needed to maintain certification.

4. Accreditation Manager

a) Accreditation Manager Training.

5. Canine

a) All canine teams (dog and handlers) shall:

(1) Completed a basic training program that includes instruction in basic working dog skills, along with the applicable specialty skills, and team training with the assigned handler.

(2) Be evaluated and approved by a trainer operating with the approval of one of the organizations identified in Act 60 of 2022.

(3) Participate in a minimum of 16 hours of monthly maintenance training (within the parameters set by Act 60 of 2022).

b) This department shall maintain records of all basic maintenance training and evaluations, successful or unsuccessful, for the duration of the canine unit's service, plus five years.

6. Tactical Team Member

a) If assigned to/or participating in the regional Emergency Respons Team (includes negotiators), the officer shall:

(1) Successfully complete entry-level basic training prior to assuming those duties.

(2) Minimally, quarterly throughout the year, following the completion of entry-level basic training, the police officer shall complete in-service training and/or readiness exercises as determined by the team commander or supervisor.

7. Specialized Vehicles

a) If assigned to a specialized vehicle, the police officer shall:

(1) Successfully complete entry-level training prior to assuming those duties.

(2) At least once during the accreditation period, following the completion of entry-level basic training, all personnel assigned to agency-specialized vehicles shall complete in-service training in a manner determined by the Chief of Police**.**

8. Unmanned Aircraft System (Drone)

a) All officers assigned as UAS operators are required to successfully complete entry-level training prior to assuming duties as a UAS operator.

(1) Entry-level training shall be conducted by the department or through a contracted service. It shall include a review of the department's specific UAV and area consideration for the department's operating area.

b) Officers must obtain and maintain an FAA Remote Pilot Certificate (Part 107).

(1) Any operator whose FAA certificate expires shall immediately notify their supervisor.

9. Internal Affairs Function

a) Any Department member who is responsible for conducting an internal investigation must receive the appropriate training in methods and best practices for conducting these investigations.

IX. Promotion Training

A. All newly promoted sworn and civilian personnel shall be provided with the requisite training needed to accomplish their new assignments, responsibilities, and tasks.

EAST FALLOWFIELD TOWNSHIP POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject: Property and Evidence Control		**Number of Pages:** 24
Issue Date: 11/10/2026	**Expiration Date:** Until Amended or Rescinded	**Distribution List:** All Sworn Personnel
Authorized By: Chief Chad Osborn		**Signature:** 

PURPOSE: The purpose of this policy is to provide a standardized procedure regarding the documenting and handling of evidence and property that comes into the possession of the East Fallowfield Township Police Department. The procedures set forth are to ensure that the integrity of evidence and property are accurately maintained.

POLICY: The property and evidence control function shall provide for the security and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property in the custody of the East Fallowfield Township Police Department. This is critically important in supporting investigations, helping to guarantee successful prosecution at criminal/civil trials, facilitating the timely return of property to its rightful owners, and establishing this agency's reputation as an honest, reputable agency worthy of the public's confidence and trust. It is important that the property and evidence control function of the East Fallowfield Township Police Department maintain strict measures for the receipt, handling, security, and disposition of property.

DEFINITIONS

Alternate Evidence/Property Custodian - A member or law enforcement officer who assists the evidence/property custodian in daily activities involving the evidence/property management system.

Chain of Custody - The continuity of the custody of physical evidence or property from the time of original collection to final disposal, which may be introduced in a judicial proceeding.

Evidence/Property Custodian - A East Fallowfield Township Police member accountable for control and maintenance of all evidence/property accepted by or stored in the East Fallowfield Township evidence/property room.

Physical Evidence - Any substance or material found or recovered in connection with a criminal investigation.

Evidence/Property - Any item held as evidence or found or recovered by any person, which comes into the possession of an East Fallowfield Township Police Officer.

Evidence/Property Room - Facilities utilized by the East Fallowfield Township Police Department to store evidence and property.

Property Inventory Log - A secured file used to store the original Property/Evidence Records.

Audit - Selected individual records adequate to ensure compliance. In the case of irregularity in the evidence/property process, refer to the Evidence Irregularity Audit Table as provided by the Pennsylvania Law Enforcement Accreditation Commission (PLEAC.)

Inspection - Review of the physical condition and records of the evidence/property storage area(s).

Inventory - Review of reasonable, representative groups of records to ensure standard compliance.

PROCEDURE:

I. COLLECTION AND PRESERVATION OF EVIDENCE

A. Administration

1. The East Fallowfield Township Police Department has qualified personnel available on a 24-hour basis to process crime scenes, vehicle crash scenes, or other investigation scenes.

    a. If necessary, notification shall be made to the Chester County Criminal Investigations Division.

    b. When assisted by another agency, the officer/detective in charge will coordinate the proper identification, collecting, processing, and preservation of evidence to include the documented transfer of custody that occurs in the field.

2. When identifying, collecting, processing, and preserving physical evidence in the field all personnel shall adhere to the following procedures:

    a. Secure and isolate the scene;

    b. Conduct a systematic search for evidence while keeping within the boundaries of constitutional requirements and current criminal procedures;

c. Photograph and/or video record the evidence prior to collection. This process provides the courts with a visual depiction of the scene;

d. Sketch the scene, as needed.

3. Each item of evidence/property must be marked and packaged with one or more features to facilitate identification in court regardless of whether the case results in a judicial process.

4. Collect and package physical evidence so that each item is placed in a separate bag, envelope, box, or another appropriate container (s), avoiding cross-contamination.

5. The size, type, and condition of the evidence/property will dictate how the item(s) should be packaged. The packaging should be able to prevent or retard contamination or decomposition, provide security, and facilitate storage, subsequent retrieval, and eventual disposition/disposal.

B. **Duties and Responsibilities**

1. Responsibilities of the Chief of Police

a. The Chief of Police is responsible for the overall management of evidence and property for the East Fallowfield Township Police Department.

1) The Chief of Police will designate the evidence/property custodian and the alternate evidence/property custodian.

2) The Chief of Police will meet with the evidence/property custodian in January and June of each year to gather disposable evidence and oversee its proper destruction.

2. Responsibilities of Evidence/Property Custodian

a. The evidence/property custodian is responsible for the daily operation of the property and evidence function. The duties of the evidence/property custodian are:

1) Be accountable for control of all evidence and property stored in the evidence/property room.

2) Maintain a clean, orderly, and secure evidence/property room and all associated storage areas. Take necessary steps to ensure the evidence and property is protected from damage, deterioration, or theft.

3) When present, the evidence/property custodian will restrict entry into all secured areas, only allowing unaccompanied entry to the alternate evidence/property custodian.

4) Remove all evidence and property from the temporary lockers and ensure all evidence and property is stored in designated areas.

5) Upon removing evidence and property from the temporary lockers, the Evidence/Property Custodian shall enter all evidence or property into the agency's Records Management System (RMS). The following information shall be included for all items of evidence or recovered property:

   a) The name of the officer submitting the evidence collected for processing or storage;

   b) The date and time of every transaction/transfer;

   c) The name of the officer receiving the evidence;

   d) The reason for the transaction/transfer;

   e) The name and location of any laboratory and/or agency where the evidence was transferred;

   f) The type of examination(s) requested or the reason for the transfer of the evidence.

   g) Description of the item (including make, model, or serial number, if any); and

   h) The circumstances by which the evidence/property came into the department's possession; and

   i) The incident number.

6) Print and affix the RMS evidence bar code to the outside of the paper bag and/or paper wrap.

7) Complete the appropriate forms for analysis request for the Pennsylvania State Police Laboratory or private laboratories. These forms will accompany evidence and be securely attached to that property.

8) Maintain separate areas of added protection and control for the storage of money, jewelry, weapons, narcotics, major crime evidence, and dangerous substances.

9) Maintain refrigeration facilities for storage of perishable items and evidence needing refrigeration.

10) Ensure that all logs and related reports reflect the location, details, and status of all evidence/property at all times so as

to preserve the chain of custody up to and including the release.

11) Ensure proper identification and authorization of those requesting evidence or property prior to releasing that evidence or property.

12) Ensure all evidence and property will be returned, destroyed, or otherwise legally disposed of within six months after legal requirements have been satisfied.

13) Maintain and request all appropriate equipment, forms, and facilities needed for the efficient operation of the evidence/property function.

3. Responsibilities of the Alternate Evidence/Property Custodian

a. In the event the evidence/property custodian is not available, the alternate evidence/property custodian will assume the duties and responsibilities of the evidence/property custodian.

4. Responsibilities of Recovering Officers

a. Any East Fallowfield Township Police Officer finding, recovering, investigating, or reporting on any items to be confiscated, stored, or held, will be the recovering officer. The recovering officer will take the following steps after the recovery of any evidence or property:

1. The recovering officer shall, when possible, check evidence and property against National Criminal Information Center (NCIC) and the Commonwealth Law Enforcement Assistance Network (CLEAN) records.

2. The recovering officer who is submitting evidence or recovered property shall package the evidence or recovered property in appropriate packaging material that will protect and preserve the property in a state that is safe and will maintain its evidentiary value.

3. The recovering officer shall place the evidence/property into designated temporary evidence/property lockers as soon as practical. The temporary evidence/property lockers shall then be secured.

4. The recovering officer shall note the date and time of submission into temporary evidence/property lockers in the incident report.

II. PROPERTY AND EVIDENCE CONTROL

A. Administration and Operations

1. All personnel receiving evidence and recovered property into the custody and control of the East Fallowfield Township Police Department shall ensure that:

   a. All evidence/property is placed under the control of the evidence/property function by the recovering officer prior to the end of his/her shift and recorded into the Department's RMS as soon as possible by noting the date and time of placement into temporary evidence in the incident report. In the event the recovering officer is incapacitated or otherwise incapable of accomplishing this before his/her shift ends, the duty supervisor shall designate another officer to complete this action. Full documentation of the transfer of custody of the evidence/property and the reason for such transfer must be noted in all related reports to reflect the location, details, and status of all evidence/property so as to preserve the chain of custody at all times. Exceptions to immediate documentation may include:

      1) Search Warrant service with mass amounts of property the search warrant receipt shall serve as the chain of custody form until logged into the system.

      2) Mass arrests where property is properly packaged and secured until officers are available.

B. Packaging and Labeling Prior to Storage

1. All evidence/property small enough shall be packaged based upon recommendations of the Pennsylvania State Police Laboratory, Federal Bureau of Investigations Laboratory, or another authoritative forensic source for the item packaged prior to storage.

2. Evidence that consists of several objects should be packaged in separate containers or wrapped individually. Each package should be clearly marked with an appropriate label, tag, or marking.

3. If the item is small or easily damaged, seal it in an appropriate protective container and mark the container for identification.

4. Proper packaging is essential to protect evidence from loss, cross-transfer, contamination, and/or deleterious change.

   a. Evidence shall be placed in a container specifically constructed for that purpose and sealed. A container is properly sealed only if its contents cannot readily escape and only if entering the container results in obvious damage/alteration to the container or its seal. Evidence that cannot be placed in a container because of size or special packaging instructions shall have an evidence label or tag attached. The area to be examined must be protected from loss or deleterious change.

   b. The investigating officer shall seal the evidence bag and/or container opening and then place evidence integrity tape over the complete opening. The investigating officer shall sign his/her name on the evidence tape and also include the date and time the evidence was sealed into the evidence container along with the Incident Number. Evidence will not be accepted by the evidence/property custodian without the evidence bag and/or container being properly sealed.

5. Any items that are to be sent for forensic testing or may be turned over to another agency must be packaged separately. Items to be returned to an owner shall be packaged separately from items that will not be returned. Digital photo discs also need to be separated and can be secured with evidence tape across the case.

C. **Extra Security Measures for Handling Exceptional, Valuable, or Sensitive Items**

1. Exceptional, valuable, or sensitive items of property taken into this department's control shall be handled and stored as described herein. The valuable, exceptional, or sensitive property includes items such as cash, securities, jewelry, antiques, controlled substances, and firearms. These items shall be provided with enhanced security or storage measures to include, but are not limited to, locking cabinets within the evidence/property room.

   a. <u>Cash and Securities</u>

      1) At least one additional officer should verify cash and securities totals. Cash and securities shall be placed in tamper-proof packaging to safeguard against tampering.

b. Controlled Substances

1) Controlled substances must be packaged separately from any other evidence seized during the precipitating event and should be marked and packaged in accordance with the Pennsylvania State Police Laboratory. Controlled substances shall be placed in tamper-proof packaging to safeguard against substitution.

2) A sample of leaves from live marijuana plants should be dried and placed in a paper evidence bag or manila envelope.

3) Pills, capsules, and small baggies need to be counted and weighed prior to packaging, with amounts noted on the evidence report and the packaging. Employees or other officers will not remove narcotics or suspected narcotics from the evidence packaging once they are sealed.

c. Firearms

1) Firearms shall be rendered safe prior to packaging and storage. Firearms should be marked and packaged in accordance with the Pennsylvania State Police Laboratory. A search of CLEAN/NCIC shall be conducted, if possible. Firearms shall be placed in tamper-proof packaging to safeguard against tampering.

2) Ammunition should be kept separate from the weapon. If bullets are to be sent to the laboratory, each bullet or casing shall be wrapped separately in tissue paper and placed in individual envelopes, pillboxes, or plastic bottles.

d. Jewelry and Antiques

1) Jewelry and antiques shall be marked, packaged, and placed in tamper-proof packaging to safeguard against substitution.

e. Blood, Urine, DNA, and Other Perishable Evidence

1) Blood, urine, DNA, and other perishable evidence must be marked and packaged in accordance with the Pennsylvania State Police Laboratory. Blood, urine, DNA, and other perishable evidence shall be promptly secured in an evidence refrigerator.

2. Particular care shall be taken in the following:

a. Combustible Liquids

1) Combustible evidence/property such as gasoline, paint thinner, etc., shall normally be disposed of in accordance with the appropriate handling of hazardous materials. However, if there is a specific reason to retain such evidence, combustible materials shall be packaged in airtight containers, such as fresh paint cans, and marked as to the contents. Officers should use the safest method of transportation available if it becomes necessary to transport any type of combustible liquid.

2) All combustible liquids taken into custody as evidence shall be stored in the temporary/permanent storage facilities located in the department's evidence/property shed on site.

b. Bio-Hazardous Materials

1) Potentially bio-hazardous materials such as hypodermic syringes, bloodstained materials, and evidence relating to sexual assaults require particular care and handling. All appropriate blood-borne pathogen precautions should be adhered to including, but not limited to, the use of sterile gloves, sharps containers for syringes, and the placement of biohazard stickers on a prominent location on the exterior of the evidence container.

2) Such substances include but are not limited to items that may have been exposed to or contaminated by the transmission of communicable diseases, hazardous chemicals, waste products, explosives, or highly combustible products.

3) Any bio-hazardous materials should be double bagged in secure bags, taped, or secured by adhesives (never stapled), and labeled as bio-hazardous material.

4) Soaked clothing should be dried in the evidence storage shed before being bagged.

a) Specimens containing wet stains of blood or other biological fluids should be placed in separate leak proof containers, such as plastic bags, at the scene and labeled with a biohazard label. The specimens should then be transported to the evidence storage shed as soon as possible where they can be removed from the plastic bags and air-dried over paper sheets. Once the specimens have been completely dried, they should be placed in separate bags and labeled with biohazard labels. The paper

bags and paper sheets should be retained and submitted with the evidence.

5) All sharp instruments such as knives, razors, scissors, or broken glass should be encased before being enclosed into the evidence bag and the exterior of the envelope should indicate that a sharp object is enclosed.

c. Explosive Devices

1) Under no circumstances will explosive devices be brought into the police headquarters. All explosive devices, including fireworks and firecrackers, shall be stored in the temporary/permanent evidence storage facilities located in the department's evidence/property shed on site. Explosive devices such as dynamite, hand grenades, blasting caps, etc. shall be properly inspected by the appropriate authorities and rendered harmless prior to placement in the department's evidence/property shed on site.

2) Unexploded ordnance shall not be handled. The officer shall contact the appropriate Bomb / Explosive Ordinance Disposal Unit via the Chester County Police Radio to take custody of the explosives for proper storage and disposal. Particular care must be taken to minimize the risk of unintended detonation.

3) Items of an evidentiary nature, upon being rendered safe and released to this department by the appropriate bomb squad, shall be properly tagged and packaged for submission.

d. Digital Photography

1) Definitions

a) Archived Image: The long-term storage of an image captured on a camera. Long-term storage of digital photography will primarily be completed via

Department Server Storage. However, Compact Disc-Recordable CD's or Digital Versatile Disc-Recordable DVD are also acceptable. Long term storage of conventional images will be completed by securing the original prints and negatives.

b) Capture: The process of recording an image.

c) CD-R (Compact Disk Recordable): A compact disc which cannot be written over or changed once data has been stored.

d) Cloud Based: Applications, services or resources made available to users on demand via the internet from a cloud computing provider's servers.

e) Digital Images: An image that is stored in numerical form.

f) Disk: A disk used to save/store computerized data.

g) DVD: Digital Video Disc, a storage device for digitized recordings of audio and visual media.

h) Evidence Photographs: Evidence photographs are those photographs intended to be used as evidence in a criminal proceeding. These photographs are subject to a chain of custody and are additionally governed by the East Fallowfield Township Police's property and evidence procedures.

i) Information Photographs: Informational photographs are those photographs taken by digital equipment which is used for informational, administrative or intelligence-type purposes.

j) Original Copy: The original copy of any photograph taken will be the first copy of said image which is transferred and/or to Department Server Storage, CD-R, DVD-R, USB drive, or other storage media approved by the Chief of Police or his designee. The original copy will be marked "original" by the investigating officer. The storage media will also be marked with the original East Fallowfield Police incident number, date, officer's initials, and evidence tag number (if applicable).

k) Working/Copy: An accurate and complete reproduction of an original CD-R which contains primary images. These images may be stored on a CD-R, DVD-R, USB drive, or other storage media approved by the Chief of Police or his designee. The working copy will be marked "copy" by the investigating officer. The storage media will also be marked with the original East Fallowfield Police incident number, date, officer's initials, and evidence tag number (if applicable).

l) Removable Storage Cards: Removable storage medium capable of storing multiple digital images. Removable Storage Cards may include, but are not limited to, Compact Flash cards, Smartmedia Cards, micro-SD cards or other like storage devices.

m) Sharing: The action of providing access to the digital evidence management system for the purpose of viewing specified digital evidence only.

n) Still Images: Evidence Photographs or Information Photographs captured by the use of an approved photography device.

o) Upload: Transfer from one computer or another digital device to memory of another device, typically one that is larger or remote from the user.

p) Video Images: Evidence, information or general photography captured by the use of multiple frame digital or conventional photography devices.

q) Web-Based Application: Any program that is accessed over a network connection using HTTP protocol rather than existing within a device's memory.

2) The following steps will be taken when handling still images.

a) Only those cameras that are authorized by the Chief of Police shall be used to take digital photographs.

i. Personal electronic devices (cell phones, cameras) are not authorized to be used to photograph and/or transmit incident-related information.

ii. Officers are permitted to utilize the Axon Capture application on their personal electronic devices to take digital photographs and record video evidence.

b) All photographs taken will remain the property of the East Fallowfield Township Police Department. No photographs will be taken, printed, downloaded, or distributed for any officer's personal use.

c) When dealing with evidence photographs, no alterations or obliteration of any primary images will

be allowed. Once a primary image is taken, it is not to be deleted for any reason.

d) When dealing with information photographs, any photographs taken and determined to be photographically faulty, may be deleted at the scene. Photographically faulted images include, but are not limited to, those that are out of focus, reflect flash failure, display objects blocking the lens, inadvertent pressing of the exposure button or are blurred due to the movement of the subject or camera. When utilizing departmental cameras with Smartmedia Cards or Compact Flash cards, all digital images shall be, as soon as possible, transferred to Department Server Storage, a CD-R/DVD, or other approved storage media for permanent storage. If a CD-R/DVD is utilized, the first copy of these images shall be considered the “original copy.” The original copy will be marked "original" by the investigating officer. The storage media will also be marked with the corresponding East Fallowfield Police incident number, date, officer’s initials, and evidence tag number (if applicable).

e) Once primary images are uploaded to Department Server Storage or archived on a CD-R, DVD-R, USB drive, or other storage media approved by the Chief of Police or his designee, images on the original removable storage card may be deleted.

f) In cases where an officer takes evidence photographs, in addition to the original copy, all officers may create a working copy. The working copy shall also be stored on a CD-R, DVD-R, USB drive, or other storage media approved by the Chief of Police or his designee. The working copy will be marked “Copy" by the investigating officer. The storage media will also be marked with the corresponding East Fallowfield Police incident number, date, officer’s initials, and evidence tag number (if applicable). This working copy shall be stored in the case file.

g) Separate storage media shall be used for each criminal investigation. The photographer will not place multiple crime scenes or evidence from different cases on the same storage media.

h) All archived images shall be maintained and stored in accordance with East Fallowfield Township

Police policy regarding evidence retention.

i) Members of the Investigation Division may retain working copy images on an approved storage media outside of the case file and secured in the detective's office for the purposes of follow-up investigations and intelligence gathering. Once these images are no longer necessary for the purposes of case follow-up, they should be deleted.

3) The following steps will be taken for digital image enhancements.

a) Digital images may be enhanced using software approved by the Chief of Police. Enhancement of evidence photographs will be accomplished utilizing the working copy of images and not the original copy. The enhancement will never occur to the original copy.

b) If any image enhancement or manipulation is made, a Supplemental Report must be prepared documenting the procedures utilized. The Supplemental Report must provide the following information:

i. The program was utilized to enhance or publish the images.

ii. Date and time the images were enhanced or published.

iii. Any enhancements to the images made during the publishing should be recorded in the report along with an explanation of why an enhancement was conducted.

c) All enhanced or manipulated images used will be saved to an approved storage media.

d) Processing to improve the image quality will be limited to those used with traditional negative-based processing:

i. Sharpen focus.

ii. Correct contrast/brightness.

iii. Correct color balance.

iv. Enlarge or crop an image or part of it.

e) Traditional enhancement techniques include brightness and contrast adjustment, color balancing, cropping, and dodging. Brightness adjustment is used when the image is too bright or too dark. Color balancing is the adjustment of the color components of an image. Contrast adjustment is used when an image lacks sufficient contrast. Dodging will have the same effect as brightness adjustment but is used in a localized area.

f) Under no circumstances will an enhanced image be substituted for the original image.

4) The following steps will be taken when handling video images.

a) Only those cameras authorized by the Chief of Police shall be used to capture video images.

b) All video images will be archived via Department Server Storage or on Department issued storage media.

c) All images will remain the property of the East Fallowfield Township Police Department. No images will be taken, printed, downloaded, or distributed for any Officer's personal use. When dealing with evidentiary recordings, no alterations or obliterations of any primary images will be allowed. Once a primary image is recorded, it is not to be deleted for any reason. When dealing with information recording, any recording taken and determined to be photographically faulty, may be deleted at the scene. Photographically faulty recordings include, but are not limited to, those that are out of focus, reflect lighting failure, display objects blocking the lens, etc.

d) Videotapes and DVDs containing evidentiary recordings will be secured into evidence in accordance with Departmental policy. Working copies may be made of the recording, but the original recordings will be preserved indefinitely as evidence. This includes the tapes and DVDs used by the Patrol Division for the in-car camera systems. Informational and general recordings may be transferred to other media if it is advantageous to the Officer investigating the case.

5) The following steps will be taken when disseminating images.

a) The East Fallowfield Township Police Department Evidence Custodian will be the sole point of release of all original images to any entity or individual inside or outside of the East Fallowfield Township Police Department. Officers may release images to the Chester County District Attorney's Office for the purposes of case/trial discovery. All other image dissemination shall occur through the Department Evidence Custodian. Any and all dissemination shall be documented in the incident report.

c) All requested prints or duplicate images for any law enforcement agency, non-law enforcement agency, or citizen will be authorized by the Chief of Police or his designee.

6) Body-worn camera digital evidence

a) All Body-Worn Camera audio and video will be uploaded via the Motorola/Watchguard Docking Station and stored on Motorola/Watchguard Server Storage via Video Manager EL Cloud. This storage method meets the requirements outlined by the Pennsylvania Bulletin, Federal Bureau of Investigation Criminal Justice Information Services (FBI CJIS) Policy, and Commonwealth Law Enforcement Assistance Network (CLEAN).

b) Only the Chief of Police can access stored audio and video footage, as to maintain Chain of Custody.

c) Body-Worn Camera media shall be maintained for a minimum of one (1) year after all legal requirements have been satisfied for arrests or criminal investigations. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of the criminal justice agency.

D. **Submitting Evidence to Laboratory for Analysis**

1. The evidence/property custodian(s) or designee shall be responsible for the submission of evidence to the laboratory for analysis, whenever possible. When the evidence/property custodian is not available to transport the evidence to the laboratory, personnel conducting the transport shall sign for the evidence to ensure proper chain of custody. The transfer of evidence to the laboratory shall take place as soon as practicable.

2. When submitting evidence to the laboratory, the evidence/property custodian or designee responsible for the delivery of evidence to the

laboratory shall ensure that the proper documentation accompanies the evidence when transmitted to the laboratory.

a. Pennsylvania State Police Laboratory

1) Prelog

a) The application is administered and maintained by the Pennsylvania State Police. This web-based application provides a means for the East Fallowfield Police Department personnel to pre-log evidence prior to delivery to the Pennsylvania State Police Laboratory.

b) The pre-logging process has five basic steps:

i. Entry of basic case information;

ii. Entry of names associated with the case (victim, suspect and location);

iii. Entry of items for analysis by the Laboratory;

iv. Creation of an electronic submission to the Laboratory;

v. Printing of the electronic Prelog Request for Forensic Analysis (PRFA) or "packing" slip that will accompany the evidence to the laboratory.

2) Drug Evidence

a) Due to the prevalence and health risk of highly potent opioid-based drugs, it is strongly recommended that drug evidence, particularly when in powder form, be sealed in suitably sized plastic bags prior to packaging in a paper evidence envelope. This is for the safety of all individuals who handle the evidence.

b) Accurate counts of drug evidence dosage units must be documented on the Prelog Request for Laboratory Analysis.

3) General Information

a) All laboratory visits to drop off or pick-up evidence should be scheduled with the laboratory Evidence

Technician. This expedites the evidence-receiving and evidence/return process and decreases wait times for law enforcement.

b) Evidence must be picked up within thirty days of completion due to limited storage space. Failure to do so jeopardizes an agency's access to future laboratory service until the completed evidence is retrieved.

b. Federal Bureau of Investigations Laboratory

1) When evidence is being submitted to the Federal Bureau of Investigations Laboratory, the appropriate documentation required by the laboratory shall accompany the evidence. Personnel shall be guided by the U.S. Department of Justice's Handbook of Forensic Science.

3. The method for packaging and transferring of evidence to the Pennsylvania State Police Laboratory shall be consistent with the Pennsylvania State Police Laboratory Manual.

4. The method for packaging and transferring of evidence to the Federal Bureau of Investigations' Laboratory shall be consistent with the U.S. Department of Justice's Handbook of Forensic Science.

5. The methods for packaging and transferring of evidence to any other laboratory used by the East Fallowfield Township Police Department shall be in accordance with that laboratory's requirements.

6. Chain of Custody

a. When evidence is transported to the laboratory, the evidence/property custodian will be responsible for updating all related reports to reflect the location, details, and status of all evidence/property so as to preserve the chain of custody at all times.

b. When evidence is returned from the laboratory, the evidence/property custodian will be responsible for updating all related reports to reflect the location, details, and status of all evidence/property so as to preserve the chain of custody at all times.

7. All laboratory results shall be properly documented.

a. If the laboratory results are received in writing:

1) The investigating officer shall complete a supplemental report for the Incident Report and attach a copy of the

laboratory results to the report. After supervisory approval, the supplemental report and laboratory results shall become part of the investigative file and shall be kept in a secure filing system.

b. If the laboratory analysis is completed by the Pennsylvania State Police Laboratory:

1) The investigating officer will receive an email indicating that the analysis has been completed. It is the responsibility of the officer to log into the system and obtain the laboratory results and a copy of the User Fee (invoice for laboratory analysis).

E. **Effort to Identify and Notify the Owner/Custodian of Recovered Property in the Department's Custody**

1. Any confiscated property or item no longer of value as evidence will be promptly returned to the owner if ownership is known or can be determined (provided it is not contraband). The evidence/property custodian will not dispose of evidence/property until all court appeals have been exhausted or until directed by appropriate authority. An owner may request that the evidence/property be released by submitting a written request directed to the evidence/property custodian.

2. The recovering officer may attempt immediate contact/notification to the property owner on found property not associated with a criminal matter. Contact/Notification efforts shall be documented in the narrative of the report. These efforts may be, but are not limited to:

a. CLEAN / NCIC search of serial numbers, if any.

b. Search of department's record management system for reports of loss.

F. **Release of Evidence/Property**

1. Temporary and Final Release of Evidence/Property

a. When evidence/property is released from the evidence/property room/storage for court, laboratory analysis, review, or final disposition, including destruction or return, the evidence/property custodian will ensure that all logs and related reports reflect the location, details, and status of all evidence/property at all times so as to preserve the chain of custody up to and including the release.

b. In the case of release of evidence for court purposes laboratory analysis, or review, the requesting officer shall make prior arrangements at least forty-eight (48) hours in advance whenever possible.

c. The evidence/property custodian will not make final disposition on any item of evidence/property unless authorized to do so by law, other competent authority, and/or the Chief of Police. The evidence/property custodian shall ensure that all logs and related reports reflect the location, details, and status of all evidence/property at all times so as to preserve the chain of custody up to and including the release.

2. Return of Firearms Relinquished under Protection from Abuse Orders

a. When an owner claims that the PFA has been vacated or expired and requests that the relinquished firearms, other weapons, or ammunition be returned, the Evidence Custodian will be responsible for ensuring the following conditions are met prior to returning the property:

1) The firearms, other weapons or ammunition relinquished must not be evidence of a crime;

2) The owner must not be otherwise prohibited by applicable Federal or State law, or other condition, including, but not limited to, bail, from taking possession of the firearms, other weapons or ammunition seized; and

3) The owner must have been given a recent clearance by the PSP Instant Check System (PICS). Regardless of any paperwork presented by the owner, the property shall not be returned until PICS indicates full clearance. This information shall be noted in the incident report.

3. Disposition of Evidence/Property

a. When an article is no longer needed for evidentiary purposes, all evidence, with the exception of firearms and contraband, shall be returned to its lawful owner unless title to the evidence is transferred to the jurisdiction by Court Order or the lawful owner fails to claim the evidence. In such cases, the East Fallowfield Township Police Department may, as permitted by state law;

1) Destruction - Shall be performed by the evidence/property custodian or the alternate evidence/property custodian and will be witnessed by one other police officer;

2) Evidence and contraband that is unlawful for anyone to possess will be disposed of by Court Order when necessary.

3) Firearms and other non-drug contraband shall be physically destroyed unless the firearm is required by state law to be returned to its owner.

4) The Escheat Division of the Pennsylvania Department of Revenue shall be contacted when there is a question concerning the proper disposal of unclaimed property.

5) Unclaimed property is regulated by PA State Law P.L.248, enacted on December 9, 1982 (72 PS ss. 13011), which requires unclaimed or abandoned property coming into the possession of municipalities and their police agencies be turned over to the Pennsylvania Dept. of Revenue. If the property has a known owner, the dormancy period is three (3) years. If the property does not have a known owner, the dormancy period is one (1) year. *This dormancy period begins from the date the case was adjudicated, not inventoried by the police department.*

b. Nothing in this general order is intended to require that a law enforcement officer retain evidence in circumstances where such evidence would ordinarily be destroyed, returned to its rightful owner, forfeited, or otherwise disposed of pursuant to existing law, other competent authority, and/or Chief of Police.

C. Property acquired by the Department through asset forfeiture proceedings and/or through the civil process function shall be accounted for in Department records and disposed of pursuant to legal authority.

III. EVIDENCE/PROPERTY ROOM/AREA MANAGEMENT

A. All in-custody and evidentiary property shall be stored in the following designated, secure rooms, facilities and/or areas under the direct control of the evidence/property function with access limited to authorized personnel. Authorized personnel for access to the long-term evidence/property storage and enhanced security or storage measures shall be the evidence/property custodian(s).

1. An evidence/property room within the East Fallowfield Township Police Department. The room shall be locked at all times and no individual will be allowed to enter or remain in the room unless accompanied by authorized personnel.

a. The room shall provide enhanced security or storage measures to include, but not limited to locking cabinets within the evidence/property room. These enhanced security storage measures shall be secure at all times with access limited to authorized personnel.

b. The room shall also contain the DNA Refrigerator.

2. An evidence/property storage shed. The cage shed shall be locked at all times and only evidence/property custodians will have access to the shed.

a. The shed shall be used to store bicycles, lawnmowers, trimmers, and similar landscaping equipment too large or unsafe to be stored in the evidence/property room.

B. The East Fallowfield Township Police Department will have secure storage provided for the temporary storage of evidence/property when the evidence/property room is closed or otherwise unavailable to include, but not limited to:

1. Locking evidence refrigeration units.

2. Located within the Temporary Storage closet are multiple sized gun lockers which shall be used for the temporary storage of evidence/property. In the event all of the lockers are occupied, evidence/property may be placed in main area of the closet. The closet door shall than be secured with the equipped padlocks. and locking evidence refrigerator(s) or locking refrigeration units.

3. Located within the Department are two decommissioned cells which have been equipped with padlocks for the temporary storage of items unable to be secured in the interior evidence lockers (too large for interior storage). Officers will secure the lock restricting access to only the evidence/property custodians who will transfer the item to the evidence/property storage cage.

a. These cells are to only be used for the temporary storage of large items. The lodging of arrestees/prisoners in this area is strictly prohibited.

4. Once evidence/property has been placed into the temporary evidence/property storage location and secured/locked, access shall only be available to the evidence/property custodians.

5. If temporary lockers, refrigerator, or areas are at capacity or if the size or composition of the evidence/property makes it impossible to adequately secure the evidence/property, an evidence/property custodian shall be notified to respond and take custody of the evidence/property.

C. **Administrative and Emergency Access:** Access by personnel other than an authorized Evidence/Property Custodian shall be limited to an administrative inspection authorized by the Chief of Police or an exigent circumstance requiring entry before a Custodian or Alternate Custodian can reasonably respond. Exigent circumstances may include an immediate threat to safety, risk of evidence loss or destruction, a security or facility emergency, or an urgent legal requirement.

1. The Chief of Police shall maintain a written list of personnel authorized to use the administrative or emergency-access procedure. Authorized access shall be limited to the Chief of Police and specifically designated command personnel.
2. A duplicate key or access card shall be secured outside the evidence room in a locked key-control cabinet or safe. The key or access card shall be

enclosed in a numbered, tamper-evident envelope or container. Access to the cabinet or safe shall be restricted to approved personnel. If electronic access is used, each person shall use an individually assigned credential, and the system shall record the person, date, and time of entry. Shared access codes shall not be used.

3. Whenever practical, administrative or emergency entry shall be made by an approved person accompanied by a second agency employee who serves as a witness.
4. Each use of the administrative or emergency-access procedure shall be documented. The record shall include:
    a. The name of each person entering and any accompanying witness;
    b. The date and time of entry and exit;
    c. The reason and authority for entry;
    d. The key, access card, electronic credential, or numbered seal used;
    e. The areas accessed and any evidence or property examined, handled, moved, or removed, including applicable case or property numbers; and
    f. Confirmation that the room was secured upon exit.
5. The Evidence/Property Custodian and Chief of Police or designee shall be notified as soon as practical following any use. If the Chief of Police made the entry, the Alternate Custodian or another designated command officer shall also be notified.
6. The used emergency key envelope or container shall be replaced and secured with a new numbered tamper-evident seal.

C. All motor vehicles that are being seized for evidence shall be taken to the Flings Towing's secured evidence garage.

D. The chain of custody shall be documented at all times. Once evidence/property has been placed into designated temporary or long-term storage evidence, the evidence module system shall reflect at a minimum:

1. The location where the evidence/property is located.

2. The status of the evidence/property held by the department.

3. The date and time of movement into the evidence/property room or secured area.

4. The receiving evidence/property custodian shall examine the evidence module system entry and logs for completeness in accordance with this and any other general order procedure of the department.

E. The evidence/property custodian(s) shall be held strictly accountable to the Chief of Police for the safety and security of the evidence card access/keys in their possession and shall not be loaned/disclosed to another or shall not be temporarily used by another.

1. Lost/misplaced card/key fobs: If evidence card/keys are lost, a complete and detailed report shall be submitted in writing to the Chief of Police. Locks

to the affected evidence storage areas will be changed/re-keyed within 72 hours.

2. Duplication of keys: No duplicate "evidence" keys/cards will be made without written authorization from the Chief of Police.

F. Inspections/inventory/audits/records

1. In order to maintain a high degree of evidentiary integrity over department-controlled evidence/property, the following documented events shall be completed:

a. **Annual Inspection**

1) An inspection to determine adherence to procedures used for the control of evidence/property by the person responsible for the evidence/property control function or his/her designee. A report will be submitted to the Chief of Police on the findings.

b. **Inventory**

1) An inventory of evidence/property shall occur:

a) Whenever the person responsible for the evidence/property control function is assigned to and/or transferred from that position the inventory shall be conducted jointly by the newly designated property custodian and a designee of the Chief of Police to ensure that records are correct and properly documented. A report will be submitted to the Chief of Police on the findings noting any discrepancies.

c. **Audit**

1) An audit in compliance with the *Evidence Irregularity Audit Table* when there is reason to believe that evidence has been tampered with, or if the evidence/property custodian has been removed for any irregularities. A report will be submitted to the Chief of Police on the findings noting any discrepancies.

d. **Annual Audit**

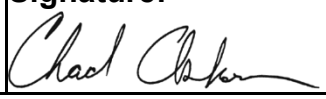
1) An annual audit of evidence/property held by the department shall be conducted by a supervisor/commander not routinely or directly connected with control of evidence/property. A report will be submitted to the Chief of Police on the findings noting any discrepancies.

e. **Unannounced Inspection**

1) An unannounced inspection of evidence/property storage areas shall be conducted as directed by the Chief of Police at least annually. A report will be submitted to the Chief of Police on the findings.

EAST FALLOWFIELD TOWNSHIP POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject: Vehicle Pursuits and Forcible Stopping		**Number of Pages:** 12
Issue Date: 11/10/2026	**Expiration Date:** Until Amended or Rescinded	**Distribution List:** All Sworn Personnel
Authorized By: Chief Chad Osborn		**Signature:** 

PURPOSE

Pursuits of suspected or known criminal offenders can expose innocent citizens, police officers, and the fleeing subject to serious risk. Deciding whether to pursue a motor vehicle is among the most critical decisions made by police officers. It is a decision that must be made quickly and under difficult and unpredictable circumstances. The primary purpose of this policy is to provide officers guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend offenders. Vehicle pursuits require officers to exhibit a high degree of common sense and sound judgment.

POLICY

It is the policy of this East Fallowfield Township Police Department to follow all Federal and Commonwealth laws regarding pursuits of vehicles. Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Due to the dynamic nature of vehicle pursuits, this policy is meant to provide a foundation of decision-making for officers to evaluate the circumstances specific to each event.

Vehicle pursuit situations are not predictable, and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably known at the time of the pursuit.

In accordance with Title 75 §6342(e), this policy will be held Confidential and not released by the Department.

DEFINITIONS

Vehicle Pursuit: An active attempt by a police officer operating a police vehicle to stop a moving vehicle whose operator is attempting to avoid apprehension through evasive driving tactics including increasing speed, ignoring audible and visual signals to stop, and/or violating motor vehicle laws.

Roadblock: Any method, restriction, or obstruction, utilized or intended for the purpose of preventing free passage of motor vehicles in order to effect the apprehension of a fleeing vehicle. The exception to this is the use of authorized tire deflation devices.

Paralleling: The act of following a pursuit by driving on a nearby street in the same general direction as the pursuing vehicles.

Primary Unit: The police vehicle that initially becomes involved in a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).

Failure to Yield: The actions of a vehicle operator who does not stop or respond to audible and visual signals to stop. Generally, the vehicle operator continues to travel forward at or below the speed limit, observes traffic control devices and other motor vehicle laws, and does not change the direction of travel in an evasive manner.

Forcible Felony: Although not defined by Pennsylvania statute, the term Forcible felony includes the crimes of murder, voluntary manslaughter, rape, robbery, kidnapping, involuntary deviate sexual intercourse, arson endangering persons, aggravated assault causing serious bodily injury, or any other felony which involves the use or threat of physical force or violence against any individual.

Secondary Unit: Any police vehicle, which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

Support Units: Police vehicles that are in the general area of the suspect vehicle to assist in legal intervention or arrest procedures.

Termination of Pursuit: Disengagement of pursuing police units by turning off all emergency equipment and resuming the speed limit or stopping. This term shall not mean physical intervention to stop the offender's vehicle.

PROCEDURES

I. Restrictions on Pursuits

A. Pursuits are authorized under the following circumstances:

1. An occupant of the vehicle has committed or is attempting to commit a forcible felony;

2. When the necessity of immediate apprehension outweighs the level of danger created by the pursuit.

a. This causation cannot be a transient event (e.g., passing a school bus, driving at a high speed through a work zone, etc.). By nature, the threat to

others is over when the action is complete and pursuit by police creates additional threats above what has already occurred.

B. Even under the circumstances listed in Section I (A), officers must consider the risk a vehicle pursuit will present to uninvolved motorists. When determining whether to pursue a vehicle, officers must consider the following:

1. Number of motorists and pedestrians in the area who could be placed at risk;

2. Time of day, pursuits occurring during a time when there is a high level of business, school, or other activities are deemed to be more hazardous than those occurring during periods of low traffic;

3. Current weather conditions which could adversely affect vehicle control;

4. Road conditions;

5. Location of pursuit (i.e., school zone, construction zone, residential area);

6. Capabilities of the Department vehicle;

7. Offender's demonstrated willingness to increase recklessness to avoid apprehension;

8. Whether the offender is known to police and could be apprehended at a later time;

9. Known presence of other subjects inside the fleeing vehicle such as children.

C. If a pursuit is initiated under these guidelines, officers must continuously evaluate the circumstances regarding the pursuit. If circumstances change which make continuing the pursuit too dangerous the pursuit must be terminated immediately.

D. Officers shall not pursue a vehicle for vehicle code violations. Even under the circumstances where an offender is driving recklessly, apprehension via a pursuit has a high likelihood of increasing the recklessness of the operator who fails to yield to police. Once it is clear to an officer that a subject will not yield, and the only justification for the stop is a summary offense, continued attempts to follow or stop the offender are prohibited.

E. Officers are prohibited from pursuing anyone operating the following:

1. Motorcycle;

2. All-Terrain Vehicle (ATV) (a.k.a.: quad or four-wheeler);

3. Dirt bikes.

F. Officers are prohibited from the following:

1. Pursuing the wrong way on a divided roadway or limited access highway;

2. Pursuing the wrong way on a one-way street;

3. Passing or overtaking the fleeing suspect vehicle;

4. Forcing the pursued vehicle into parked cars, off the roadway, or into other obstacles;

5. Duplicating reckless or hazardous driving maneuvers committed by the fleeing vehicle.

G. Officers may not be involved in a pursuit if:

1. They have a prisoner in their vehicle;

2. Have a non-law enforcement officer in their vehicle;

H. Officers are prohibited from the following forcible stopping techniques unless deadly force is authorized:

1. Boxing in and/or heading off a violator's vehicle;

2. Roadblocks;

3. Ramming or using their vehicle to make any intentional physical contact with the fleeing vehicle.

I. Use of Firearms during pursuits:

1. Officers shall not discharge a firearm at, or from, a moving vehicle except as the ultimate measure of self-defense or the defense of another when the subject is

employing deadly force. The Department policy on Response to Resistance shall be strictly followed.

2. Firing a weapon to strictly disable a vehicle is prohibited.

3. In every incident, the officer shall consider the location of vehicular and pedestrian traffic and the potential hazard to innocent persons when considering the use of a firearm.

4. The use of firearms during pursuits shall be governed by the provisions of 18 Pa. C.S. Section 508 relating to the use of firearms in Law Enforcement.

II. Initiating a Pursuit

A. While an offender's intention to flee may not be known to an officer, to reduce the likelihood of a pursuit, officers shall try to reduce the distance to the offender's vehicle before activating audible and visual signals. This shall only be done if officers can do so in accordance with the vehicle code.

B. Once an officer attempts to stop the offender's vehicle, the officer shall continuously utilize audible and visual signals until the vehicle complies or attempts to stop the vehicle are terminated.

C. An officer's determination to initiate and continue a pursuit shall be made after considering the following factors:

1. Roadway, weather, and environmental conditions;

2. Population density along with current motor vehicle and pedestrian traffic;

3. Relative performance capabilities of their vehicle and the vehicle being pursued;

4. Time of day (cognizant of school's arrival and dismissal times and rush hour traffic times);

5. The seriousness of offense or danger presented by the offender.

D. There will be an unknown period of time between an officer's order to yield (audible and visual signals), and recognition of an offender's refusal to comply. Depending on circumstances specific to each incident, officers must provide sufficient time for a driver to recognize the order to stop and act in a safe manner. This period of time where it may yet be unclear if the driver will yield shall not be deemed a pursuit. While the officer is following the vehicle with audible and visual signals, recognition and determination of a pursuit may

not occur until the offender makes an overt attempt to avoid apprehension such as, but not limited to:

1. Increasing speed;

2. Making evasive maneuvers with their vehicle;

3. Attempting to place other uninvolved vehicles between them and the police vehicle.

E. Situations where officers attempt to stop a vehicle, the driver refuses to comply, and the officer, recognizing the offender's refusal, ceases attempts to stop the vehicle shall not be deemed a pursuit. These instances shall be deemed a failure to yield and documented in an incident report.

F. Officers may encounter times when the driver of a vehicle, either through willful refusal or lack of awareness, does not comply with an order to stop and continues operating in the same manner and direction as they were prior to the officer's command to stop. While these circumstances may not be considered a pursuit, officers must still exercise sound decision-making in determining whether to continue following with audible and visual signals to attempt to affect the stop. While these situations do not have the characteristic higher speed and reckless nature of a pursuit, officers must be aware that extended operations with audible and visual signals may also affect other drivers unaware of the officer's intent to stop the suspect vehicle. In these instances, officers shall consider:

1. If the registration is known, attempting to contact the driver at their residence;

2. Following the vehicle without audible and visual warnings;

3. Contacting other officers to assist with following or identifying the subject.

III. Primary Unit Responsibility

A. Upon determination of an offender's intent to flee, the primary pursuing officer shall notify via radio the following:

1. Location and direction of travel;

2. Description of the vehicle and registration;

3. Reason for the pursuit;

4. Speed of the pursuit;

5. Current traffic conditions including pedestrian traffic;

6. Number of known occupants;

7. Identity or description of vehicle occupants;

8. Any additional pertinent information known to the officer.

B. As needed to keep additional officers and supervisors informed of the pursuit and its location, the primary officer shall continue to broadcast the pursuit's:

1. Location and direction of travel;

2. Speed of the pursuit;

3. Current traffic conditions including pedestrian traffic.

C. As the pursuit continues, the primary pursuing officer shall continue to evaluate the conditions encountered and the risk of continued pursuit. If at any time, the conditions known to the officer create unnecessary risks, the pursuit shall be terminated.

D. Officers are permitted to initiate a pursuit with marked vehicles and unmarked vehicles which are equipped with audible and visual signals. If the pursuit is initiated by an unmarked vehicle, that vehicle shall relinquish the Primary Unit position upon arrival of a marked unit in the pursuit.

IV. Secondary Unit Responsibility

A. Upon notification of a pursuit, a secondary unit shall respond to assist in the pursuit by following the primary vehicle at a safe distance.

B. As there shall only be one secondary unit, coordination between responding officers and supervisors/OIC will be required to identify and assign this unit.

C. Once the secondary unit has joined the pursuit, they shall notify via radio that they are involved and taking over communication requirements listed in III.B above.

D. If requested by the primary unit, or assigned by a supervisor/OIC, the secondary unit may take over the position and responsibility of the primary unit. This shall only be accomplished through direct coordination with both the primary and secondary units.

V. Support Units

A. Generally, only two vehicles shall be involved in the direct pursuit of a fleeing vehicle. If based on circumstances specific to a pursuit, additional units are required, they may be

assigned as needed by a supervisor/OIC. These circumstances may include, but are not limited to:

1. Number of offenders known to be in the fleeing vehicle;

2. Presence of weapons in the fleeing vehicle;

3. Need for specially trained officers such as canine.

B. Outside of those additional units assigned to the pursuit, all other law enforcement vehicles shall be deemed support units.

C. Support units may respond in the direction of the pursuit but are prohibited from:

1. Joining the pursuit;

2. Paralleling the pursuits.

3. Responding without reasonable prudence to traffic and laws;

VI. Supervisor Responsibilities

A. Upon initiation of a pursuit, the supervisor/OIC shall acknowledge via radio their approval for the pursuit or direction to terminate the pursuit.

B. Upon acknowledgment of the pursuit, the supervisor/OIC shall be responsible for:

1. Monitoring and/or engaging in the pursuit, when practical, to provide on-scene supervision;

2. Exercising management and control of the pursuit in-person or via radio;

3. Directing by radio communication so no more than the number of required police units needed are involved in the pursuit;

4. Directing the pursuit to be terminated if, in their judgment, it is unjustified to continue the pursuit;

5. Requesting or canceling support from additional agencies as required;

6. Proceeding to the termination point of the pursuit to provide guidance and necessary supervision.

C. In evaluating whether to allow a pursuit to continue, the supervisor/OIC shall consider all the decision factors listed in Section: I - Restrictions on Pursuits, in addition to evaluating the current resources available to handle all requirements of the pursuit. In instances where there are not sufficient resources (e.g., high potential a secondary unit will be unavailable to assist), the supervisor/OIC shall terminate the pursuit.

D. The supervisor/OIC shall also consider the availability of support from other agencies and air support.

VII. Communication Center Responsibilities

A. Upon being notified of a pursuit, the communications center will ensure that the supervisor is notified of the circumstances.

B. They will also ensure that radio traffic on the pursuit channel is limited to allow priority radio calls from units involved.

C. Additionally, as needed the communications will also:

1. Record location and direction of the pursuit to aid other responding units;

2. Notify surrounding jurisdictions if a pursuit may enter their area of responsibility;

3. Attempt to identify vehicle owner and/or occupants based on information provided by responding units;

4. Assist as possible with any additional requests from involved units.

VIII. Terminating Pursuits

A. Any officer involved in the pursuit, any officer with firsthand knowledge of a potential danger (e.g., road closure, approaching pedestrian traffic, etc.), and any Department supervisor/OIC have the authority to terminate a pursuit.

B. The authority to terminate a pursuit has no basis on the rank of the officers involved. (i.e., An officer can terminate the pursuit of a supervisor if necessary)

C. When the order is given to terminate a pursuit, all units involved shall stop, deactivate their audible and visual signals, and announce their position over the radio.

1. After the point of termination, further travel in the direction of the fleeing vehicle outside the flow of normal, lawful traffic is prohibited.

D. Pursuits may be terminated for any of the following reasons:

1. The risk to the public, officers, or subject fleeing is greater than the need to apprehend the suspect;

2. The offender's identity has been reasonably established and further investigation is possible to apprehend the subject;

3. Pursuing officers have lost sight of the fleeing vehicle;

4. Mechanical failures of a pursuing vehicle;

5. Loss of radio communications.

IX. Reinstating a Pursuit

A. Once a pursuit has been terminated any additional attempt to apprehend the vehicle must meet the requirements stipulated in this policy.

B. Additionally, the officer reinstating the pursuit must have articulable reasons to believe the subject will now yield to an order to stop. Merely locating the vehicle which had already fled a pursuit is not sufficient reason to reinstate a pursuit.

1. If additional circumstances have been determined (e.g., subjects intend to commit a forcible felony) the pursuit may be reinstated for these reasons.

C. A supervisor/OIC must re-authorize the reinstatement of the pursuit. The prior authorization before the termination of pursuit is no longer valid.

X. Pursuits into Another Jurisdiction

A. Pursuits must receive authorization to continue outside of this jurisdiction. Consideration to continue a pursuit should be given to:

1. Potential for loss of radio communications;

2. Risk from the unfamiliarity with another jurisdiction;

3. Communications difficulties such as pursuits into another County or State.

B. When a pursuit leaves this Department's jurisdiction the supervisor/OIC or secondary unit shall ensure that the agency responsible for jurisdiction is notified of the pursuit.

C. Officers from this Department shall remain as primary and secondary units in the pursuit and shall not request additional units from the other jurisdiction if additional units have not already been authorized.

D. If at any point pursuing units (Primary and Secondary) lose radio communication with the communication center and/or a supervisor/OIC, the pursuit shall be terminated.

XI. Pursuits into this Jurisdiction by Another Agency

A. When being alerted that a pursuit is entering this jurisdiction, a supervisor/OIC shall immediately request details of the pursuit including:

1. Reason for the pursuit;

2. Number of units involved in the pursuit;

3. Specific request from the pursuing agency.

B. No East Fallowfield Township Police Department officer shall engage in a pursuit from another agency without direct authorization from a supervisor/OIC. A request from an outside agency is not sufficient authorization.

C. Authorization to join a pursuit shall only be granted if all stipulations of this policy are met, including but not limited to:

1. Section I - Restrictions on pursuits;

2. Limiting the number of pursuing vehicles as directed by this policy;

D. If an officer or supervisor is aware of potential risk, (e.g., school dismissal, road closure, large public gathering), authorization shall not be granted to join the pursuit and this information shall be relayed at once to the pursuing agency.

E. If authorization for East Fallowfield Township Police Department officers to assist in the pursuit has been given, it shall only apply to pursuit within this jurisdiction. Authorization to leave this jurisdiction while involved in another agency's pursuit must be expressly provided by a supervisor/OIC.

1. Continuing a pursuit in this manner shall only be done if there would be a great undue risk to other officers (e.g., leaving a single officer to pursue).

2. This risk must be weighed against the justification for the pursuit and the need to apprehend the offender. The authorization shall not be given to pursue in an unjust pursuit.

XII. Reporting and Review of Pursuits

A. Any officer who is involved in a pursuit shall complete a Pennsylvania Police Pursuit Report in addition to an incident report detailing their actions and a Departmental Pursuit Review form.

B. A supervisor will review all three reports for accuracy and ensure Departmental policy was adhered to during the pursuit.

C. Following supervisory review, the complete Pursuit After Action Review form shall be submitted through the Chain of Command and reviewed by the Chief of Police or their designee.

D. Any deficiencies or concerns discovered by the supervisor will be documented and referred to the Chief of Police for disposition.

E. Upon review, the Chief of Police or their designee shall submit the Police Pursuit Report form to the Pennsylvania State Police as required by statute.

XIII. Training

A. Officers must receive initial training and have subsequent in-house refresher training at least once every three years on the following:

1. Review of this policy;

2. Review of any changes to case law or statutes;

3. Review of immobilization devices and stopping techniques.

EAST FALLOWFIELD TOWNSHIP POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject: Automated License Plate Readers (ALPR)		**Number of Pages:** 4
Issue Date: 11/10/2026	**Expiration Date:** Until Amended or Rescinded	**Distribution List:** All Sworn Personnel
Authorized By: Chief Chad Osborn		**Signature:**

PURPOSE

The purpose of this policy is to provide officers and employees with guidance on the application and use of license plate readers (LPRs), the associated user access system, and the management of LPR data.

POLICY

Automated License Plate Readers (LPRs) are effective intelligence-gathering tools that officers and detectives can use to monitor potential criminal activity or investigate reported crimes. Due to the extensive nature of the information gathered, restrictions and guidance are necessary to ensure the proper use of these tools and data. It is the policy of the East Fallowfield Police Department that all employees with access to LPR data, both live and historical, review this policy and adhere to its stipulations.

DEFINITIONS

Automatic License Plate Reader / License Plate Reader (ALPR/LPR): An ALPR system consists of one or more Department-authorized fixed, mobile, portable, or networked cameras and associated hardware, software, databases, and interfaces used to capture and convert images of registration plates and vehicles, together with associated date, time, location, direction-of-travel, and vehicle-characteristic information, into searchable data.

ALPR Administrator: The designated individual responsible for the overall administration, management, and oversight of the Automated License Plate Reader (ALPR) program.

Hot List: A user-generated, department-generated, or system-generated collection of license plate numbers that prompts an alert to users.

VIPR: An independent company the Township has contracted with to maintain the Township's LPRs and provide access to the images and data collection. *Additional or alternative service providers may be utilized at the discretion of the Township.

PROCEDURES:

I. General

A. Department personnel may only deploy, access, or use Department-authorized LPR systems provided through the approved ALPR Service Provider.

B. Only officers who have been issued system logins are authorized to access the LPR system. Officers are not permitted to share login credentials or log in to allow access for unauthorized users.

C. Before receiving system access or using an LPR system, personnel shall complete initial training in a manner determined by the Department. **[PLEAC 2.10.1(c)]**

D. Use of the LPR system is restricted to law enforcement purposes only. Permitted uses include:

1. Monitoring traffic for potentially stolen vehicles, unregistered vehicles, or wanted subjects;
2. Searching for wanted subjects;
3. Researching suspect vehicles from potential or reported crimes;
4. Investigating suspicious vehicles;
5. Amber Alerts;
6. Silver Alerts;
7. Other documented law enforcement purposes authorized by law and this policy.

E. Officers shall not use the LPR system for any personal or non-law enforcement purpose, including attempting to locate, monitor, or research a vehicle unrelated to an official investigation or Department-authorized activity. All access and queries are logged, and officers must be able to relate any search or data collection to a (agency name) Police assignment or concern.

II. Data Collection

A. Data Collection and Use

1. Ownership of ALPR information and the Department's authority to access, use, share, retain, or delete that information shall be governed by applicable law and the applicable service, licensing, or data-sharing agreements. Access to information collected by another agency or a commercial provider does not, by itself, confer ownership or authority to control retention or deletion within the source

system. Regardless of ownership, copies downloaded, printed, or otherwise preserved by Department personnel shall be maintained in accordance with this policy, applicable law, and Department records-retention and evidence requirements.

2. When the Department uses a cloud-based ALPR service, the provider shall securely host, maintain, and process Department data as provided in the executed service agreement. The service provider's rights and responsibilities concerning data ownership, access, processing, use, disclosure, and deletion shall be governed by applicable law and the executed service agreement.

3. ALPR data may include a registration plate image or number, vehicle images and characteristics, and associated date, time, location, direction-of-travel, camera, and system metadata. Because this information can be associated with an identifiable person through other records or systems, it shall be treated as sensitive law-enforcement information. When ALPR information alone or in combination with other information constitutes personally identifiable information, Criminal Justice Information, criminal history record information, criminal intelligence information, or investigative information, it shall be handled in accordance with the laws, security requirements, retention rules, and Department policies applicable to that information.

4. The ALPR system is not intended to capture audio or biometric identifiers. Any Criminal Justice Information or criminal history record information introduced through hot lists, CLEAN/NCIC/JNET integrations, query results, case identifiers, exports, or other connected records shall be protected in accordance with the FBI CJIS Security Policy, Pennsylvania's Criminal History Record Information Act, and Department policy. The applicability of other statutory or regulatory camera and data-handling requirements shall be determined from the system's actual capabilities and applicable law.

5. Authorized personnel may conduct ALPR searches and analysis for a legitimate, documented law-enforcement purpose. The scope of the search or analysis shall be reasonably related to that purpose. Personnel shall obtain a warrant, court order, or other legal process when required by law.

6. ALPR data shall only be accessed, searched, downloaded, or exported by authorized personnel when reasonably related to a legitimate and documented law-enforcement purpose. The user shall record the applicable case, incident, CAD, intelligence, or administrative reference number and a brief statement of purpose..

B. Data Retention, Preservation, and Disclosure

1. ALPR information retrieved, printed, downloaded, or otherwise preserved by Department personnel for an investigation, enforcement activity, or other official purpose shall be associated with the applicable investigative file, Records Management System (RMS) report, or other official Department record and retained in accordance with applicable law and approved records-retention schedules. ALPR information subject to a legal hold or court order shall be

preserved for the period required by the hold or order, notwithstanding any routine deletion schedule.

2. Retention of data held by the ALPR service provider on behalf of the Department shall be governed by applicable law, the Department's approved retention requirements, and the applicable service agreement.

3. Retention of source data accessed through another agency or private entity shall be governed by applicable law and the source's retention requirements and any applicable access agreement. Personnel shall promptly preserve relevant ALPR information before routine deletion using an approved export or preservation function, including available source images and associated date, time, location, and record identifiers.

4. To the extent ALPR information documents a transaction or activity of the Department and is created, received, or retained in connection with Department business, it shall be managed as a Department record regardless of whether it is stored by the Department or a contracted service provider. A public record held by a contractor that directly relates to a governmental function may be considered a public record of the Department under 65 P.S. § 67.506(d). Whether a particular ALPR record is publicly accessible or subject to disclosure shall be determined under the Pennsylvania Right-to-Know Law, the Criminal History Record Information Act, applicable investigative, intelligence, privacy, and security exemptions, other applicable law, and legal review.

5. The Department is not required to create a report, summary, analytic product, or data compilation that does not already exist in response to a public-records request; however, existing records shall be preserved, searched, and produced when required by applicable law.

III. System Access

A. Users may access the LPR system through Department-approved equipment, including approved personally owned devices, using Department-approved applications, configurations, and encrypted connections. Personally owned devices shall comply with Department information-security requirements and any applicable CJIS requirements.

B. Each user shall access the system using unique credentials and multifactor authentication. Access shall be limited according to job duties and reviewed at least annually. Access shall be reviewed and adjusted when a user's duties or assignment change and promptly suspended or revoked when a user separates, no longer requires access, or is suspected of misuse.

C. The Department may authorize personnel to conduct system searches and receive alerts on approved mobile devices through standing approval. Approval shall identify the permitted applications, notification methods, and any restrictions on alert content or display. Camera-based collection and downloading or storing ALPR information outside the approved application shall require specific Department authorization. All approved

uses shall comply with Department information-security requirements and any applicable CJIS requirements.

IV. Validating and Updating System Data

A. Hot List

1. An officer may add a vehicle to a Department-maintained hot list only for a documented law-enforcement purpose. Unless otherwise approved as provided below, Department-maintained hot-list entries shall be assigned an expiration date based on the anticipated law-enforcement need. Automatic expiration shall be enabled where supported by the system. Where automatic expiration is unavailable, the originating officer or ALPR Administrator shall ensure that the entry is removed or deactivated when the established period expires.

a) The entry, approval, revalidation, and removal requirements in this subsection apply to locally created entries under the Department's control. Entries supplied through NCIC or another agency or shared source shall be maintained by the originating authority under the applicable system rules or agreement.

b) An entry without a scheduled expiration date, including an "unlimited" or equivalent setting, requires written approval from a Department supervisor.

c) Regardless of the expiration setting, the originating officer shall review and revalidate each entry that remains active at least every 30 days. The officer shall document the continuing law-enforcement need and the date of revalidation in the approved ALPR system or associated Department record. Entries lacking a continuing justification or the required review shall be promptly removed or deactivated.

2. A user adding a vehicle to a Department-maintained hot list shall document the registration plate and state, vehicle description when known, information source and reliability, specific law-enforcement purpose, associated case or incident number, entering user, date entered, and expiration or review date. This information may be maintained collectively in the approved ALPR system and the associated Department incident or investigative record, provided the records are linked by the applicable case or incident number and collectively contain the required information.

3. The entering officer shall notify the ALPR Administrator through Department email or an approved system workflow and identify the entry and associated record containing the reason, reference number, and expiration or review date. An approved system notification providing access to this information satisfies this requirement.

4. The originating user shall review entries under the user's control as required by this subsection, promptly remove or deactivate any entry that is no longer supported by

a law-enforcement need, and document extensions, revalidations, and removals in the approved system or associated Department record.

5. The ALPR Administrator shall:

    a) Maintain or ensure access to auditable records of current and historical Department-maintained hot-list entries, including the required documentation, approvals, extensions, revalidations, and removal or deactivation dates. Existing system records may satisfy this requirement when they capture the required information and remain accessible for the applicable retention period. Any required information not captured by the system shall be maintained in the associated Department record.

    b) Verify that expired or unsupported Department-maintained hot-list entries are removed or deactivated.

B. An ALPR alert is an investigative lead. Officers shall not initiate a vehicle stop or other enforcement action solely on an unverified alert. Before taking enforcement action based on an alert, officers shall verify the registration plate and issuing state against available images or observations of the vehicle, review the relevant vehicle information and detection time and location, and confirm the current status and reason for the listing through the appropriate information system or originating agency, including CLEAN/NCIC or JNET when applicable. Officers shall establish a lawful basis for the action; placement on an investigative hot list alone does not authorize a vehicle stop.

C. If an ALPR alert indicates a potential violent-felony match involving a vehicle or wanted person, the officer shall promptly notify Dispatch by radio so that additional field units can respond for backup. The officer shall identify any unconfirmed information and continue verification of the alert.

D. The ALPR Administrator shall conduct documented quarterly audits of hot-list entries and random samples of user queries, exports, external sharing, and administrative changes, using available system logs and associated Department records. The Administrator shall also review every system-flagged emergency exception or authorized override, where applicable. Suspected misuse shall be reported to the Chief of Police or designee.

V. Access and Use of Privately Owned ALPR Systems

A. Privately owned ALPR systems may capture data within the Township, and their footage or data can be valuable for law enforcement investigations. Access to such systems must be guided by lawful and ethical standards that respect the privacy and property rights of the system owners.

B. East Fallowfield Police Department personnel may request access to privately owned ALPR systems for legitimate law enforcement purposes on a case-by-case basis.

1. Any access to a privately owned ALPR system and any information retrieved shall be documented in the officer's report. The documentation shall identify the system owner or source, date and time of access, requesting and accessing personnel,

case or incident number, specific purpose, search criteria, and a summary of the information reviewed, downloaded, or received.

C. Data retrieved from a privately owned ALPR system shall be treated as sensitive investigative material and shall be subject to the same purpose, access, security, retention, disclosure, and audit requirements that apply to Department ALPR data. Department personnel shall not share credentials supplied by a private system owner.

D. Officers must ensure that the data retrieved is only used for the specific purpose outlined in the request affiliated with an official law enforcement investigation and not for any unauthorized or unrelated activities.

1. Officers are strictly prohibited from using data from privately owned ALPR systems for personal or non-law enforcement purposes.

E. Formal Agreements

1. The East Fallowfield Police Department recognizes that some private businesses within the Township operate ALPR systems that can provide valuable assistance in investigations.

2. Any ongoing or routine access to ALPR systems operated by private businesses shall be governed by a formal Memorandum of Understanding (MOU) or other written agreement.

3. The agreement shall identify authorized users and systems and address the scope and duration of access, permissible uses, query documentation, data ownership and control, security, credential management, retention and deletion, external sharing and redisclosure, audit access, security-incident notification, termination of access, and secure return or deletion of data.

EAST FALLOWFIELD TOWNSHIP POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject: Written Directive System		**Number of Pages:** 3
Issue Date: 11/10/2026	**Expiration Date:** Until Amended or Rescinded	**Distribution List:** All Sworn Personnel
Authorized By: Chief Chad Osborn		**Signature:**

PURPOSE: The purpose of this policy is to establish a standard and format for written policies in the East Fallowfield Township Police Department and to provide for the proper preparation, indexing, and distribution so that all personnel concerned are kept informed of new and revised policies and procedures.

POLICY: It shall be the policy of the East Fallowfield Township Police Department to compile and maintain a comprehensive written directive system to assure the effective and efficient operation of the Department. The written directive system is the foundation upon which daily procedures are established and serve to establish uniformity, accountability, and clarity within the Department.

DEFINITIONS

Policy: Formal written directives issued by the Chief of Police that provide employees with a clear understanding of the expectations and guidelines relating to the performance of their duties.

Directives: A written order issued by the Chief of Police that is used to announce a temporary policy or procedure concerning a specific event and is usually time sensitive.

Personnel Order: A written order issued by the Chief of Police relating to the matters involving department personnel including but not limited to: the hiring of personnel, assignment of personnel, promotion, demotion, suspension, dismissal, resignation, or retirement from the Department.

Memorandum: A written communication of, or request for, information that is directed to one or more department members. It is a less formal method of communication, originating from any member of the Department. Memos do not affect

operational or administrative policy and procedure. They are intended solely for the exchange of information or administrative requests.

PROCEDURE

I. Authority to Issue Written Directives

A. The Chief of Police has the sole authority to issue, modify, or approve policies, directives, and personnel orders for the department.

1. In their absence, the Chief of Police may grant another member of the department the authority to issue, modify, or approve policies, directives, and personnel orders.

II. Storage of Written Directives

A. Written directives shall be maintained via electronic format, accessible to all personnel, on PowerDMS.

III. Distribution

A. Upon employment, a copy of the written directive system shall be issued to newly employed personnel via PowerDMS. All personnel must acknowledge receipt and the responsibility to review and understand all policies. Any questions regarding policies shall be addressed with the recruit's Field Training Officer or promptly directed to a supervisor.

B. New or newly revised written directives will be disseminated to all personnel through PowerDMS. Upon receiving notification of a policy update or change, employees of the Department shall electronically sign receipt of acknowledgment via PowerDMS software. This signature acknowledges the receipt of a policy and the responsibility to review and understand the policy. Any questions regarding the policy are to be promptly directed to a supervisor.

C. Employees shall not make copies, distribute copies or release any written directive to anyone who is not a member of the East Fallowfield Township Police Department without the prior written approval of the Chief of Police. Copies for personal reference are permissible.

IV. Index, Purging, Updating, And Revising Written Directives

A. The Accreditation function is responsible for managing the written directive system; including the indexing, purging, updating, and revising of the manual.

B. Written directives shall reflect authorization by the Chief of Police or by the person or position authorized to issue or approve the directive. Authorization may be documented by physical signature, electronic signature, approval through PowerDMS workflow, or another agency-approved method that clearly identifies the approving authority.

1. Revising and Updating Policies

a) All policies will be reviewed annually by the Chief of Police or their designee.

b) If any policies are found to need revisions, they will be amended and placed in a formal workflow via PowerDMS for approval.

c) Any department employee may request a change in a written directive when an operational need has been identified that would warrant the modification by submitting a request through the established chain of command.

2. Indexing

a) Each policy shall be maintained alphabetically via PowerDMS.

b) Each directive shall be indexed using the preface EFPD followed by the year and a consecutive number (ex. EFPD2023-4)

3. Purging

a) All policies, directives, and personnel orders shall indicate an effective date and remain in effect until rescinded. Once canceled, outdated written directives shall be archived in PowerDMS.

V. Review of Proposed or Revised Written Directives

A. Department personnel wishing to develop or propose a revision to an existing written directive shall prepare a draft and forward it through the chain of command to the Chief of Police.

B. The proposed directive, revision, or rescission will be forwarded to the Accreditation Manager to ensure that any changes align with and do not compromise accreditation standards.

C. The proposed directive, revision, or rescission directives will be reviewed by the Chief of Police who will make any necessary changes to ensure the directives conform to department direction.

D. The proposed directive will then be finalized and approved via a workflow in PowerDMS.

VI. Training

A. All affected personnel shall receive training on any new policy.

B. All affected personnel shall receive training on any revised policy if:

1. The policy is related to any accreditation standard, and/or

2. The policy creates a substantial change in departmental procedures.

a) Modifications that do not change the way an employee would operate or do not relate to any accreditation standard will not trigger required training.

East Fallowfield Township Board and Commission Application

Name: Robert Beck Telephone: [redacted]

Address: [redacted] Date: 9/4/26

Email Address: [redacted] @ [redacted]

Years as a Township Resident: 26 Occupation: Retired

Background/Interests: I am recently retired from a career in Financial Analysis for a series of companies. Currently, I am about remodel my historic barn. I also hike and swim most days.

Please check the board(s) or commission(s) that you would be willing to serve on:

[ ] Park and Recreation Commission
[ ] Planning Commission
[ ] Zoning Hearing Board
[ ] Agricultural Security Commission
[✓] ~~Historic~~ Commission
[ ] Environmental Advisory Committee (EAC)
[ ] Municipal Building Committee

The above boards typically meet on a monthly basis or twice monthly. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

☑ ~~Yes~~ ☐ No ☐ Seasonally – from _____ to _____

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

I have an interest in old buildings and structures. In addition, I am interested in how the structures fit in with their history and what it was like when they were built.

Concerns for the Township; if any:

[1] Please attach a resume and/or letter of interest