



CITY OF BETHLEHEM  
OFFICE OF THE CITY SOLICITOR

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INTER-OFFICE MEMORANDUM

To: Michael Colón, Council President

From: Matthew J. Deschler, Assistant Solicitor

Re: Amendments to Police-Related Civil Service Rules

Date: July 18, 2025

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Enclosed for Council's review and action is a proposed resolution to amend the Civil Service Rules relating to qualifications for promotion to the rank of lieutenant in the Police Department. The proposed rule change was recommended for approval in a 3-0 vote by the Civil Service Board at its regular meeting on July 1, 2025.

A handwritten signature in black ink that reads "Matt Deschler".

Matthew J. Deschler  
Assistant Solicitor

Cc: J. William Reynolds  
Chief Kott  
Deputy Chief Meixell  
Michelle Cichocki  
John F. Spirk, Jr.



**EXHIBIT "A"**

**Section 3: Promotional Examinations**

- (a) **Eligibility.** All applicants for promotions for civil service positions in the Police Department shall submit to an examination.
- i. All incumbent police officers with a minimum of five years' experience as Police Department officers as of the examination date shall be considered eligible to take the sergeant promotional examination.
  - ii. All incumbent sergeants in the Police Department who have a minimum of ~~two~~ years' **one year's** experience in their respective grade as of the examination date shall be considered eligible to take a lieutenant promotional examination.
  - iii. All incumbent lieutenants in the Police Department shall be eligible to take the captain promotional examination.
  - iv. All incumbent captains in the Police Department shall be eligible to take the deputy chief promotional examination.