



March 15, 1974

Allegheny County Government Study Commission

406 Jones Building Annex

311 Ross St.

Pittsburgh, Pa. 15219

Telephone: 355-5893, 355-5894

FINAL REPORT
OF THE
ALLEGHENY COUNTY GOVERNMENT STUDY COMMISSION
ITS FINDINGS AND RECOMMENDATIONS,
FISCAL REPORT
AND
PROPOSED HOME RULE CHARTER
FOR
ALLEGHENY COUNTY

MARCH 15, 1974

Government Study Commission Allegheny County, Pennsylvania

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TO THE CITIZENS OF ALLEGHENY COUNTY:

The following question will be placed on the
ballot May 21, 1974, for your approval:

"Shall the Home Rule Charter contained in
the report, dated March 15, 1974, of the
Government Study Commission, prepared in
accordance with the Home Rule Charter and
Optional Plans Law, be adopted by the
COUNTY OF ALLEGHENY?"

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GOVERNMENT STUDY COMMISSION
COUNTY OF ALLEGHENY

Elected November 7, 1972

ELECTED MEMBERS

Joseph A. James, Chairperson
Joseph R. Babish, Vice Chairperson
JoAnn Evans Gardner, Ph.D.
Robert E. Kennedy
John L. McManus
William E. Miller
Robert N. Peirce, Jr.

STAFF

Agnes R. Tuden, Executive Director
Victor J. Papale, Assistant Executive Director
Marilyn R. Osbourne, Assistant Executive Director
Barbara S. Leary, Administrative Assistant

VOLUNTEER STAFF

Arnold M. Horovitz, Esquire
Kenneth M. Simon

FINDINGS AND RECOMMENDATIONS

ORGANIZATION OF THE STUDY COMMISSION

The question to create a Government Study Commission for Allegheny County was placed on the November, 1972 ballot by unanimous action of the County Commissioners. At this election, the voters approved the formation of a Government Study Commission for Allegheny County by a majority of 2 to 1, and elected seven people on a non-partisan basis to serve on the Study Commission. The Study Commission members were sworn in on November 30, 1972.

THE CHARGE TO THE COMMISSION

Act 62, "The Home Rule Charter and Optional Plans Law" states: It shall be the function and duty of the Government Study Commission to:

- Study the form of government of the county;
- Compare it with other available forms under the laws of the State;
- Determine whether or not, in its judgment, the government of the county can be strengthened, made more clearly responsible or accountable to the people;
- Determine whether its operation could become more economical or efficient under a changed form of government.

THE STUDY PROCESS

In order to study the present form of county government, the Study Commission met with 65 officials, departments, agencies, bureaus, boards, authorities, committees and commissions of Allegheny County's government. In addition, in May and June the Study Commission held eleven public hearings

throughout the county and many interested citizens and groups presented testimony.

The Study Commission then entered the comparative phase of its work. A detailed analysis of a number of urban counties with populations and other characteristics similar to Allegheny County was made. Commission members went to four of these counties for personal consultation with county officials.

The final phase of the Study Commission's work was to debate and decide the many issues involved in the drafting of a Home Rule Charter for Allegheny County.

Each Charter provision was thoroughly discussed, and received approval by a majority vote of the Study Commission before being included in the Charter.

The preliminary draft of the Home Rule Charter was released in February, 1974 and nine more public hearings were held to receive comments, criticisms and suggestions on the Charter.

The Charter was completed after fifteen months and more than 350 hours of public sessions.

BRIEF EXPLANATION OF ACT 62

The Pennsylvania Constitution as amended in 1968 gave counties in Pennsylvania the right to study their local governments and to adopt Home Rule. Prior to that time, only the City and County of Philadelphia had been granted that right. The Pennsylvania General Assembly implemented this part of the Constitution in 1972 by passing Act 62, "The Home Rule Charter and Optional Plans Law".

Act 62 is an historic piece of legislation. This new law actually reverses the traditional relationship between the Commonwealth of Pennsylvania and counties choosing to exercise the authority granted them to adopt Home Rule.

Historically in Pennsylvania, counties can do only those things which the General Assembly specifically authorizes them to do. For Allegheny County these authorizations are primarily provided for in the Second Class County Code.

Home Rule places the primary responsibility for local decision-making in the hands of the people and their locally elected officials, rather than in the hands of the legislature in Harrisburg. It gives authority to a county to prepare, adopt and be governed by its own constitution, called a Home Rule Charter. If Allegheny County adopts the proposed Home Rule Charter, this Charter will replace the Second Class County Code as the basic law of the county.

Home Rule under Act 62 does not mean that Allegheny County is free to act independently in every area of county government. Act 62 limits the ties which a Home Rule Charter can sever and places specific restrictions on Home Rule counties. Among other things, Home Rule counties

- Cannot: affect the form, structure of powers of any city, borough or township;

- Cannot: invent new taxes;

- Cannot: regulate public schools;

- Cannot: reduce the pension and retirement benefits of any present or former county employee;

- Cannot: change the Election Code.

Under Act 62, Allegheny County will still be subject to the Election Code, the Local Government Unit Debt Act, the Local Health Administration Law, the Public Employees' Law, the Crimes Code and other state laws which are uniform and applicable throughout the Commonwealth.

CHARACTERISTICS OF ALLEGHENY COUNTY

Allegheny County is a large urban county, the center of the seven-county metropolitan area of southwestern Pennsylvania. With a population of 1,605,000 Allegheny County is Pennsylvania's second largest county. It is an area of great diversity, both geographically and in its people. There are large commercial and business centers, industrial areas, older suburbs and rapidly growing new suburbs, as well as rural and farming areas. With its 129 separate municipalities, there is a strong tradition of municipal independence and sturdy self-government, which is preserved by this Charter.

THE PRESENT SYSTEM OF COUNTY GOVERNMENT

Allegheny County is governed by a three member Board of County Commissioners. The County Commissioner and Row Officer system was established in Pennsylvania in pre-Revolutionary War days. Counties were then rural communities and were established to exercise a few limited functions.

The Row Officers were concerned with the keeping of court records (Prothonotary, Clerk of Courts, Register of Wills); with the enforcement of law and order (Sheriff, District Attorney, and Coroner); with the surveying of land (Surveyor); with the

recording of land titles (Recorder of Deeds); with selecting jurors for the courts (Jury Commissioners); and with the collection of and the accounting for monies (Treasurer and Controller).

The three County Commissioners had responsibility in the area of elections, road maintenance, property assessment and the care of prisoners and the poor. They were administrators of programs and policies designed and mandated by the State.

Over the past two centuries, this structure of government has been practically unchanged. (The office of Surveyor was eliminated in 1968). Some additional functions have been assigned to County Commissioners over the years; they sit as boards like the Institution District and the Board of Elections, and appoint members of other boards, authorities and commissions.

In addition, although the Commissioners are not directly responsible for the operation of the independent Row Offices and the Court, they are responsible for setting the overall fiscal policies of the county and for determining the priorities of operating and capital budgets for these agencies.

Thus the County Commissioners already had a variety of roles to fill when, after World War II, the responsibilities of county government began to increase rapidly. In 1950, for example, there were 54 agencies in Allegheny County's government; in 1973 there were 92.

THE CHANGING ROLE OF COUNTY GOVERNMENT

Since 1950, and particularly in the last decade, functions of county government have changed radically. Allegheny County's government is providing an ever-growing number of

functions and services to its citizens. The State requires that counties provide some of these new programs, but more often, the State gives Allegheny County permission to offer new services if it sees a need to.

Allegheny County has been quick to take advantage of these opportunities and now provides such services as airport facilities, solid waste disposal, health, community colleges, police training and model cities programs, to name a few.

In summary, in response to pressure for increased services, Allegheny County is now required to provide an ever-increasing and diversified array of programs, and the Board of County Commissioners has assumed greater and greater legislative responsibility.

SEPARATION OF POWERS

Because the county commission form places the three major functions of government--executive, legislative and administrative--in one three member body, a system of "checks and balances", a traditional feature of government in America, is not possible.

A study of the current budget process provides a good example. The County Commissioners prepare the budget as executives, then move to the other side of the table to approve the budget as legislators, and finally as administrators, they spend it.

There are other areas of Allegheny County's government where the development of checks and balances is not now possible.

The Board of Property Assessment, Appeals and Review is responsible both for making assessments and for hearing appeals against the assessments they themselves have made.

The Controller pre-audits county expenditures to ensure that no improper or illegal expenditure occurs, and then post-audits the same expenditures. There is little incentive for the Controller as post-auditor, to publicize errors which might have been made by the Controller as pre-auditor.

THE ADMINISTRATIVE BURDEN

The administrative burden of serving as executives, legislators and administrators is particularly heavy because about 70 of the county's agencies report directly to, or are appointed by the County Commissioners.

The centralization of administrative control is made difficult because of the number of offices headed by independently elected officials, whose duties are prescribed by state law.

For example:

- The elected Treasurer and Controller, and the appointed Directors of the Department of Planning and Development, Administration and Accounts and Statistics, all play a role in the fiscal administration of the county;
- State law mandates that the responsibility for maintaining land and related tax records be spread among four agencies: The Offices of the Recorder of Deeds and Controller, the Bureau of Deed Registry and the Board of Property Assessment, Appeals and Review;
- Although the courts of the county have been combined into one Court of Common Pleas, there are still three separately elected court clerks--the Prothonotary, the Clerk of Courts and the Register of Wills (who also has the title, Clerk of Orphans' Court). This means that the 10,000 notaries public in the county must file with three different clerks in three different offices in three different buildings.

The county personnel system is fragmented. The Court of Common Pleas and each of the ten Row Offices has its own personnel system. Under the Board of County Commissioners there are three other systems--civil service, a merit system and a third (by far the largest), the patronage system. Without state legislation or a Home Rule Charter it would not be possible for the county to consolidate these systems or permanently change the way employees are hired, promoted and discharged.

SURVEY OF OTHER COUNTIES

A survey of the form of government of the ten most populated urban counties in the United States that have charters, indicate that none have chosen to retain the plural county commissioner system. All of these counties have chosen to have separate administrative or executive officers and separate legislative bodies, each with distinct duties and responsibilities.

SUMMARY OF FINDINGS

The Study Commission found that the present commission form of government does not build in a process of independent evaluation or criticism of how programs or policies are formulated and carried out. Because the county commissioner system was not designed with a legislative or deliberative function in mind, the system does not anticipate the need for public dialogue on public policy; yet the County Commissioners are assuming greater and greater legislative responsibility.

The centralization of administrative matters is made more difficult by the large number of agencies reporting directly to the County Commissioners, and the number of independently elected officials and semi-autonomous agencies over which the County Commissioners have varying amounts of jurisdiction.

There is no single elected executive who is directly responsible for the management of county affairs.

RECOMMENDATIONS

HOME RULE

The decision of the Allegheny County Government Study Commission was that Allegheny County needed Home Rule. With Home Rule there is:

- Greater flexibility to respond to local needs without waiting for permission from the General Assembly;
- Greater freedom to design a form of county government which can permit modernization of the current system of county government;
- Greater opportunity for developing built-in safeguards and provisions for increased responsiveness of elected officials to the citizens of Allegheny County.

THE BOARD OF COUNTY REPRESENTATIVES

In selecting the form of government which would best suit the needs of Allegheny County now and in the future, the Study Commission concluded that Allegheny County needs a legislative body of its own.

With Home Rule, Allegheny County's officials can make decisions locally which were formerly made for us in Harrisburg. And these decisions can be made when they are needed, instead of waiting for the State Legislature to act, if it acts at all.

This full time legislative body will guarantee representation to every section of the county, so that the concern of the citizens and the priorities of the different areas of the county can be presented, deliberated and acted upon.

THE COUNTY EXECUTIVE

The Study Commission concluded that an executive, directly elected by all the voters, would best serve the interests of the citizens of Allegheny County.

The County Executive, elected directly by all of the voters, will have the power to act for the citizens when dealing with outside officials, will be accountable to the citizens for the day to day operations of county government and will be directly accountable to the public for the success or failure of all county programs.

CHECKS AND BALANCES

A system of checks and balances, a traditional safeguard of American government, is possible with two separate branches of government. The Study Commission carefully set up checks and balances in the Charter. Some of these are common to many governments, but others are new and reflect the concern of the Study Commission that one branch of government not be able to delay the orderly process of government as a whole:

- Ordinances proposed by the Board of County Representatives can be vetoed by the County Executive, but this veto can be over-ridden by a vote of five Representatives. The County Executive has an "item veto" on appropriation ordinances;
- The Board of County Representatives is authorized to employ a professional staff so they can thoroughly analyze legislative proposals. The staff size is limited, and a similar limitation is placed on the size of the staff of the County Executive;
- Legislative proposals of the County Executive must be publicly deliberated by the Board of County Representative is they are to become law;

- Appointments by the County Executive of departmental directors are subject to confirmation by the Board of County Representatives. But if the Representatives fail to act within a reasonable time, the appointment is automatically confirmed;
- The Board of County Representatives and the public are given ample time to evaluate the annual operating and capital budgets as proposed by the County Executive. But if the Representatives fail to adopt a budget before the end of the fiscal year, the proposed budget goes into effect so that essential county programs can continue;
- The County Executive may propose changes in departmental organization to the Board of County Representatives in order to meet changing needs, but these proposals cannot be delayed by the Representatives' inaction.

Other areas of checks and balances are provided in the Charter:

- The Controller will check the legality and effectiveness of county expenditures, but an outside auditor who reports to the Board of County Representatives will perform an independent post-audit;
- The responsibility for supervising the assessment of real property is removed from the new Board of Assessment Appeals, so that those who perform the assessment do not sit in judgment on their own decisions.

CITIZEN PARTICIPATION

An important feature in the successful operation of a checks and balances system is the opportunity for citizen participation in the governmental process. The Charter provides many such opportunities:

- Public hearings on all ordinances are required, with additional hearings on the capital and annual operating budgets;
- All meetings of the Board of County Representatives are open to the public, with a few narrow exceptions;
- Proposed budgets, audit reports and ordinances must be available to the public;

- A procedure for initiative and referendum has been included in the Charter;
- Public notification of board vacancies is required, so that interested groups and individuals can suggest persons to be nominated;
- The Board of County Representatives will hold an evening meeting in each of the Representatives' districts, so that citizens can more easily attend.

INTERGOVERNMENTAL RELATIONS

The powers, duties and responsibilities of the cities, boroughs, and townships within Allegheny County are protected by this Charter. The county is specifically authorized to continue to enter into voluntary agreements and to cooperate with municipalities, regional planning commissions and councils of governments.

A SIMPLER STRUCTURE OF ADMINISTRATION

The number of county units reporting directly to the County Commissioners has been cut in half. The functions of the Coroner, Jury Commissioners, Recorder of Deeds and Treasurer are incorporated into these new departments. All current county functions and programs will continue but many agencies performing similar or related functions are consolidated.

- Fiscal functions such as collection of taxes, assessment, deposit, investment and disbursement of funds are centered in the Department of Finance.
- The registration of land titles and recording of deeds, tax liens and real estate assessments are consolidated into a Department of Records Management.
- The many county programs dealing with human services: Mental Health/Mental Retardation, Kane Hospital, services for senior citizens and for children are brought together in a new Department of Human Services.

- The Study Commission was legally prohibited from abolishing, changing or consolidating existing authorities. The Charter does, however, restrict the creation of new authorities and requires an extraordinary vote of the Board of County Representatives to guarantee authority indebtedness.
- To attract and retain the most competent personnel, the Charter establishes a single personnel system based on merit and career principles and also includes a strong anti-discrimination clause. Present county employees automatically enter this career service and are protected by it from arbitrary dismissal.

ROW OFFICERS

The number of Row Officers is reduced from 11 to 4.

CONTROLLER

The Controller will continue to be the fiscal "watchdog" of the county; will prepare the official debt statement of the county; will make a performance audit of each county agency to determine the effectiveness and efficiency of county spending. All audits will be made available to the public.

COURT REGISTRAR

The new office of Court Registrar will perform the court record-keeping functions formerly exercised by the Prothonotary, the Clerk of Courts, and the Register of Wills, Clerk of Orphans' Court. The Court Registrar shall prepare comprehensive reports detailing all cases pending before and disposed of by the Court of Common Pleas.

DISTRICT ATTORNEY

The District Attorney will continue as the chief prosecuting officer of the county.

SHERIFF

The Sheriff retains present peace-keeping functions and

when requested, may respond to requests for assistance from local, county or state governments. The Sheriff will continue to serve court papers and to maintain security in the courts and in the prison.

WHAT HOME RULE WOULD MEAN

The people of Allegheny County have always been governed from a distance; First by the King of England then by the General Assembly in Harrisburg.

Under a Home Rule Charter, the people of Allegheny County will have local self-government for the first time.

Before me, the undersigned authority, personally
appeared the persons whose names are affixed hereto,
who being duly sworn or affirmed, according to law,
depose and say that the facts set forth in the
annexed financial report are true and correct.

Joseph H. Patrick
Robert E. Kennedy

John L. McManus

Robert A. Quinn

J. Ann Evans Gardner
William E. Miller

Joseph A. James

Sworn or affirmed to and subscribed before me this
15th day of March, 1974.

Jessie L. Hewlett

JESSIE L. HEWLETT, NOTARY PUBLIC
PENN HILLS TWP., ALLEGHENY COUNTY
MY COMMISSION EXPIRES MAR. 20, 1975
Member, Pennsylvania Association of Notaries



FINANCIAL STATEMENT

THE ALLEGHENY COUNTY GOVERNMENT STUDY COMMISSION

The financial statement presented below is a summary of the actual expenses and in-kind services incurred by the Allegheny County Government Study Commission during the period from November 30, 1972, through March 15, 1974.

With the exception of the in-kind services mentioned in items 3 and 4, all funds, goods, materials and services used by the Study Commission were provided by Allegheny County.

All bills and charges of any kind were paid for by Allegheny County in accordance with the County's regular fiscal procedures.

LIST OF EXPENDITURES

PERSONNEL

Regular Staff	\$37,865.44
Solicitor	4,500.00
Secretarial Assistance	267.50
COMMISSIONERS' AND STAFF EXPENSES	223.90
COMMISSIONERS' AND STAFF TRAVEL	2,325.28
POSTAGE	2,216.13
SUPPLIES AND PRINTING	7,972.86
RESEARCH AND STUDY MATERIALS	102.21
EQUIPMENT (LEASE AND PURCHASE)	2,453.41
TELEPHONE	1,555.27
MISCELLANEOUS	<u>44.68</u>
	\$59,526.68
Less: CREDIT IN POSTAL ACCOUNT	<u>222.76</u>
	\$59,303.92

IN - KIND SERVICES RENDERED

The County of Allegheny also provided the services listed in items 1 and 2. There is no way to estimate the value of these services, and they are therefore not carried in the above list of expenditures:

- 1) Office space and office furniture; graphic and duplicating services; clerical assistance; meeting facilities; and other administrative services.
- 2) In addition, in the early stages of the Study Commission's work, Allegheny County provided legal counsel and assistance.
- 3) Meeting facilities for public hearings were donated by:
 - Borough of Sewickley
 - City of McKeesport
 - Township of Harrison
 - Township of McCandless
 - Township of Mt. Lebanon
 - Monroeville Mall
 - Northway Mall
 - Carlynton School District
 - University of Pittsburgh
- 4) Special research reports were submitted to the Government Study Commission by:
 - Pennsylvania Economy League, Western Division
 - Nina Helbling
 - Joseph Kane

This statement does not include the cost of printing and distributing copies of the Final Report to the public, which will be incurred after the filing of this Report. A proposal for this service has been received from the Pittsburgh Press Company, at a cost not to exceed \$16,963.70.

1 ARTICLE I

2
3 NAME, BOUNDARIES AND POWERS
4

5 Section 101. NAME AND BOUNDARIES. Allegheny County, Pennsyl-
6 vania, shall hereafter be a Home Rule Charter County. It
7 shall continue to be a body corporate and politic. Its cor-
8 porate seal, boundaries and county seat shall be and remain as
9 they are at the time this Charter takes effect, unless other-
10 wise changed in accordance with law.

11 Section 102. POWERS. The County of Allegheny has, and may
12 exercise, any power and perform any function not denied by the
13 Constitution of the United States, the Constitution of Pennsyl-
14 vania, this Charter or the General Assembly at any time.
15 The county shall have and may exercise all powers and authority
16 of local self-government. The powers of the county under this
17 Charter shall be construed broadly in favor of the county,
18 and the specific mention of particular powers in this
19 Charter shall not be construed as limiting in any way the
20 general power of the county.

1 ARTICLE II

2
3 THE BOARD OF COUNTY REPRESENTATIVES

4
5 Section 201. COMPOSITION. The county legislature shall
6 consist of an elected governing body, the Board of County
7 Representatives. One member shall be elected from each
8 of seven districts, each district to be composed of compact
9 and contiguous territory as nearly equal in population as
10 practicable.

11 Section 202. POWERS AND DUTIES. The legislative
12 power of the county, including residual powers and
13 any powers now conferred or which may hereafter be
14 conferred on the county by amendment of the Pennsylvania
15 Constitution or by laws of the Commonwealth of Pennsyl-
16 vania, shall be exclusively vested in and exercised
17 by the Board of County Representatives, subject only
18 to the provisions of this Charter. The Board of County
19 Representatives shall be elected, shall organize and
20 shall function as provided in this Charter.

21 The Board of County Representatives shall have,
22 but shall not be limited to the following powers and
23 duties:

24 a. To make appropriations, levy taxes, borrow money,
25 adopt the budget and establish fees;

26 b. To adopt, amend and repeal an Administrative Code;

27 c. To approve by ordinance the acceptance of all gifts
28 and grants, from any source, on behalf of the county;

1 d. To require periodic and special reports from elected
2 officials;

3 e. To create authorities by a vote of five (5) members.

4 Section 203. ORGANIZATION. The Board of County Representa-
5 tives shall determine its rules of procedure and shall elect
6 a presiding officer from among its members. This officer
7 shall prepare the agenda, preside at meetings and shall
8 have the same rights, privileges and limitations as other
9 members of the Board of County Representatives.

10 Section 204. QUORUM AND MAJORITY ACTION. Except as other-
11 wise provided in this section, the presence of four (4)
12 members of the Board of County Representatives shall
13 constitute a quorum, but a smaller number present at any
14 meeting may adjourn from day to day and may compel the
15 attendance of absent members in such manner and under
16 such penalties as the Board of County Representatives
17 may, by ordinance, provide.

18 No business shall be conducted or vote taken except
19 in the presence of a quorum.

20 Except as otherwise provided in this Charter, no action
21 of the Board of County Representatives shall be binding
22 except upon four (4) affirmative votes; provided that
23 if the number of Representatives in office is reduced
24 to five (5) or less, action may be taken by majority
25 vote of the Representatives in office.

26 Except when abstentions are mandated by this Charter,
27 a vote of abstention shall be counted as a "no" vote.

1 Section 205. MEETINGS. For the purpose of transacting
2 public business, the Board of County Representatives
3 shall hold not less than forty-eight (48) regular weekly
4 meetings in each calendar year. No more than fourteen (14)
5 days may intervene between these meetings, and at least
6 one (1) meeting in each calendar year shall be held in
7 the evening in each of the districts from which the
8 Representatives are elected.

9 Agenda of regular meetings shall be made available
10 to the public at least forty-eight (48) hours prior to
11 any meeting, but the agenda may be amended when necessary.

12 All meetings and deliberations of the Board of
13 County Representatives shall be open to the public,
14 except that the Representatives may discuss, in ex-
15 ecutive session, matters pertaining to individually
16 named employees, matters of land acquisition, collective
17 bargaining agreements and the investigation and settle-
18 ment of suits and claims.

19 Section 206. ENACTMENT OF LEGISLATION. Acts of policy,
20 and acts which provide for raising revenue, appropriating
21 funds or borrowing money, and acts which provide a penalty
22 or establish a rule or regulation for the violation of
23 which a penalty is imposed, shall be by ordinance.

24 Routine and ministerial actions may be taken by resolu-
25 tion or motion.

26 A proposed ordinance may be introduced by any Rep-
27 resentative or by the Board of County Representatives

1 as a whole. Each proposed ordinance shall be submitted
2 in writing, shall be limited to one subject which shall
3 appear in the title and shall contain notice of the
4 effective date of the legislation. A proposed ordinance
5 may incorporate by reference all or part of technical
6 codes and acts of the General Assembly.

7 No proposed ordinance shall be adopted without a
8 public hearing after public notice. No proposed ordin-
9 ance shall proceed to a public hearing except after
10 written request entered by two (2) Representatives.
11 When such a request is entered, the public hearing
12 shall be held not less than ten (10) nor more than
13 ninety (90) days thereafter. Public notice of the date
14 and subject matter of the hearing shall be given at
15 least seven (7) days prior to the scheduled hearing.

16 After a public hearing, a proposed ordinance may
17 be finally enacted with or without amendment, except
18 that if an amendment constitutes a change in substance,
19 the proposed ordinance shall not be enacted until it is
20 reproduced as amended and proceedings held as if it were
21 a newly introduced ordinance.

22 All final actions in adopting ordinances, resolutions
23 or motions shall be by roll call vote, and the vote of each
24 Representative shall be recorded in the minutes of the
25 meeting.

26 Public notice, reciting the title and giving the
27 effective date of each ordinance, shall be given not more
28 than ten (10) days after adoption of the ordinance.

1 Section 207. STAFF. The Board of County Representatives may
2 appoint technical and professional staff. The total annual
3 compensation paid this staff shall not exceed the total
4 annual compensation paid the Board of County Representa-
5 tives, except as provided by ordinance adopted by a vote
6 of five (5) members of the Board of County Representatives.

7 Section 208. CONFIRMATION OF OFFICERS. The appointment
8 by the County Executive of officers shall be subject to
9 confirmation by the Board of County Representatives. The
10 Board of County Representatives shall hold a public hear-
11 ing not less than ten (10) days nor more than twenty (20)
12 days after the nomination by the County Executive. If the
13 Board of County Representatives fails to confirm or
14 reject such nomination within thirty (30) days after
15 submission, the nominee shall stand confirmed.

16 Section 209. RIGHT OF COUNTY OFFICERS TO SPEAK. Elected
17 officials, officers and heads of all boards shall have
18 the right to present their views to the Board of County
19 Representatives on any matters relating to their respective
20 administrative units.

1 ARTICLE III

2
3 THE EXECUTIVE

4
5 Section 301. COMPOSITION. There is hereby created the
6 elected office of County Executive. The County Executive
7 shall function as the chief executive and administrative
8 officer of the county and shall exercise those powers
9 and perform those duties required by this Charter or by
10 ordinance.

11 Section 302. POWERS AND DUTIES. The County Executive
12 shall exercise the executive power of the county and
13 shall be responsible for the good order and efficient
14 administration of those county affairs which are placed
15 in the charge or jurisdiction of the County Executive
16 by this Charter or by ordinance. The County Executive
17 shall have the following powers, duties and responsibilities:

18 a. To execute and enforce the provisions of this
19 Charter, the laws of the Commonwealth pertaining to
20 the government of the county and the ordinances of the
21 Board of County Representatives;

22 b. To supervise all county departments, as provided
23 in Article V;

24 c. To prepare and submit to the Board of County
25 Representatives the annual operating budget, the capital
26 improvements plan, the capital budget, the projected
27 operating budget and the budget message, as provided in
28 Article VII;

1 d. To recommend measures for legislative action to
2 the Board of County Representatives;

3 e. To provide any information concerning the executive
4 branch of county government which the Board of County
5 Representatives may require for the performance of its
6 duties;

7 f. To appoint the directors of all departments in the
8 executive branch;

9 g. To sign or cause to be signed on behalf of the
10 county, all contracts, agreements and other instruments;

11 h. To submit reports as provided in this Charter, or
12 as the Board of County Representatives may, by ordinance,
13 require;

14 i. To exercise such other powers and to perform such
15 other duties as are consistent with the provisions of
16 this Charter, as the Board of County Representatives
17 shall from time to time ordain;

18 j. To call special meetings of the Board of County
19 Representatives upon written notice sent to each member,
20 said notice to contain the time, place and purpose of the
21 special meeting.

22 Section 303. STAFF. The County Executive may appoint
23 technical and professional staff. The total annual com-
24 pensation paid this staff shall not exceed the total annual
25 compensation paid the Board of County Representatives,
26 except as provided by ordinance adopted by a vote of five (5)
27 members of the Board of County Representatives.

1 Section 304. EXECUTIVE VETO. Every proposed ordinance
2 adopted by the Board of County Representatives shall,
3 within three (3) days of passage, be presented to the
4 County Executive for approval. If the County Executive
5 approves, the County Executive shall sign it; but, if
6 not approved, it shall be returned with written reasons
7 for disapproval to the Board of County Representatives
8 within ten (10) days after the meeting at which such
9 ordinance was passed. The Board of County Representatives
10 shall proceed to a reconsideration thereof at a meeting
11 held within ten (10) days after the return of the proposed
12 ordinance.

13 If after reconsideration, five (5) members of the
14 Board of County Representatives shall vote to pass such
15 proposed ordinance, it shall become effective and shall
16 be enforced as if it had received the approval of the
17 County Executive.

18 If any such proposed ordinance shall not be returned
19 to the Board of County Representatives by the County
20 Executive with written reason for disapproval, it shall
21 likewise become effective and shall be enforced as if
22 it had been approved.

23 The County Executive may veto individual items in the
24 budget and appropriation ordinances. Each item or items
25 not vetoed shall become ordained, and each item or items
26 vetoed shall be subject to the same procedure as any other
27 proposed ordinance vetoed by the County Executive.

1 Section 305. ADVISORY BOARD ON AUTHORITIES. The County
2 Executive shall appoint an Advisory Board to study and
3 to recommend ways and means of absorbing existing Authori-
4 ties into county government. The Board shall deliver a
5 public report to the County Executive and to the Board of
6 County Representatives not later than two (2) years
7 following its organization.

1 ARTICLE IV

2
3 CHARTER OFFICIALS

4
5 Section 401. CHARTER OFFICIALS. The following officials
6 of the County of Allegheny shall be elected as provided
7 in Article X: The Controller; the Court Registrar; the
8 District Attorney and the Sheriff.

9 Section 402. POWERS AND DUTIES. Each official shall
10 supervise and control the Office, subject to the provi-
11 sions of Section 507, 508, 524 and 525 of this Charter.

12 Each official shall appoint a deputy, as provided in
13 Article X, and other personnel subject to the provisions
14 of Article VIII and the budget ordinance.

15 Each official shall exercise those powers and perform
16 those duties necessary for the proper function of the
17 Office and an additional duty shall be to prepare for in-
18 clusion in the Administrative Code an article which sets
19 forth the powers and the procedures to be used in the
20 performance of these duties.

21 THE CONTROLLER

22 Section 403. THE OFFICE OF AUDITS AND CONTROL. There
23 shall be an Office of Audits and Control, directed by
24 the Controller.

25 Section 404. POWERS AND DUTIES. Except as otherwise provided
26 in this Charter, the Controller shall exercise those powers
27 and perform those duties required by this Charter or by

1 ordinance. The Controller shall:

2 a. Pre-audit and record, using generally accepted
3 principles of accounting and auditing, fiscal transactions
4 of all county agencies receiving, disbursing or authorizing
5 the disbursement of county funds, and report, at least
6 monthly, to the Board of County Representatives, all
7 proposed fiscal transactions which have not met pre-audit
8 requirements, and the reasons therefor;

9 b. Conduct special post-audits of accounts which the
10 Controller has not pre-audited, upon the request of
11 the County Executive, the Board of County Representatives,
12 or upon the initiative of the Controller;

13 c. Recommend for adoption by ordinance, a uniform
14 accounting system for all county agencies and authorities;

15 d. Prepare and certify the statements of indebtedness
16 of the county;

17 e. Appoint a solicitor.

18 Section 405. PERFORMANCE AUDITS. The Controller shall
19 conduct performance audits of all county agencies and
20 authorities and of those associations and corporations,
21 public and private, which receive county funds to provide
22 a service or services which the county could perform
23 itself, whenever the Controller deems it necessary or is
24 directed to conduct such audits by the County Executive or
25 by the Board of County Representatives. In any event,
26 the Controller shall conduct the performance audits of
27 county agencies at least once every four (4) years.

1 Upon completion of each performance audit, the
2 Controller shall report and make recommendations to the
3 County Executive and to the Board of county Representatives
4 on ways to improve the efficiency or effectiveness of the
5 program, service or agency audited.

6 The performance audit function of the Controller
7 shall not abridge the power of the Board of County Repre-
8 sentatives to conduct performance audits.

9 COURT REGISTRAR

10 Section 406. OFFICE OF THE COURT REGISTRAR. There
11 shall be an Office of the Court Registrar.

12 Section 407. POWERS AND DUTIES. Except as otherwise
13 provided in this Charter, the Court Registrar shall have
14 all the powers granted to clerks of court, prothonotaries,
15 and registers of wills, clerks of orphans' court by
16 applicable law, by this Charter or by ordinance.

17 The Court Registrar shall publish a comprehensive
18 quarterly report of all cases pending before and the result
19 of all cases disposed of by the Court of Common Pleas.

20 Section 408. RESTRICTIONS. The Court Registrar shall not
21 be permitted to practice before the Court of Common Pleas
22 of the County of Allegheny.

23 DISTRICT ATTORNEY

24 Section 409. OFFICE OF THE DISTRICT ATTORNEY. There
25 shall be an Office of the District Attorney.

26 Section 410. POWERS AND DUTIES. Except as otherwise
27 provided in this Charter, the District Attorney shall

1 have all the powers granted to district attorneys by
2 applicable law, by this Charter or by ordinance.

3 Section 411. QUALIFICATIONS AND RESTRICTIONS. The
4 District Attorney and the Assistant District Attorneys
5 shall be admitted to practice before the Supreme
6 Court of the Commonwealth of Pennsylvania. They shall not
7 engage in the private practice of criminal law during
8 the period of their service in the Office nor shall
9 they maintain any affiliation or association with any
10 other person, firm or corporation by or through which
11 they receive any money or other benefit arising from
12 the practice of law in the criminal courts.

13 Section 412. DETECTIVES. County detectives shall be ex-
14 officio constables of the Commonwealth and shall have
15 all the powers and prerogatives conferred on police
16 officers by laws applicable to cities and counties of
17 the Commonwealth. County detectives may be instructed
18 by the District Attorney, after a criminal complaint has
19 been filed before a magistrate or upon request of a
20 grand jury or when directed by order of court, to make
21 investigations, obtain evidence and apprehend persons
22 in connection with such criminal case.

23 Section 413. DEPARTMENT OF PUBLIC SAFETY TO ASSIST DISTRICT
24 ATTORNEY. The County Executive shall, upon the request
25 of the District Attorney, assign to the Office of the
26 District Attorney from the Department of Public Safety,
27 such personnel to assist the District Attorney as the
28 County Executive deems necessary.

SHERIFF

Section 414. OFFICE OF THE SHERIFF. There shall be an Office of the Sheriff.

Section 415. POWERS AND DUTIES. Except as otherwise provided in this Charter, the Sheriff shall have those powers granted to sheriffs by applicable law and by common law necessary to perform the functions of the Office as set forth in Section 416 of this Charter.

Section 416. FUNCTIONS OF THE OFFICE. The Sheriff shall perform the following functions:

- a. Enforce judicial orders and decrees;
- b. Maintain security at county detention facilities;
- c. Maintain security in and about the courts of the county;
- d. Guard prisoners when they are not confined in county detention facilities;
- e. Perform other public safety and peace-keeping functions, subject to the provisions of Section 418 of this Charter.

Section 417. RESTRICTIONS. The Sheriff and the Deputy Sheriffs shall not engage in the private practice of law during the period of their service in the Office nor shall they maintain any affiliation or association with any other person, firm or corporation by or through which they receive any money or other benefit arising from the practice of law.

Section 418. JURISDICTION. It being the intent of this Charter to vest the general function of public safety and

1 peace-keeping in the Department of Public Safety, the Sheriff
2 shall not exercise such powers except when requested
3 to do so by a municipality or political sub-division
4 within the County of Allegheny, the County Executive
5 or the Governor of the Commonwealth of Pennsylvania.

6 Section 419. DEPUTY SHERIFFS. When performing the functions
7 of the Office, the deputy sheriffs shall be ex-officio
8 constables of the Commonwealth of Pennsylvania and shall
9 have all the powers and prerogatives conferred on police
10 officers by laws applicable to cities and counties of the
11 Commonwealth.

12 Section 420. DEPARTMENT OF PUBLIC SAFETY TO ASSIST THE
13 SHERIFF. The County Executive shall, upon the request of
14 the Sheriff, assign to the Office of the Sheriff from the
15 Department of Public Safety, such personnel to assist the
16 Sheriff as the County Executive deems necessary.

1 ARTICLE V

2
3 ADMINISTRATIVE AND DEPARTMENTAL ORGANIZATION

4
5 Section 501. SUPERVISION AND ORGANIZATION. All departments
6 shall be subject to the direction, supervision and control
7 of the County Executive. The County Executive shall appoint
8 a director for each department, subject to confirmation
9 procedures described in Article II.

10 Section 502. REORGANIZATION. The County Executive may
11 submit to the Board of County Representatives proposed
12 ordinances recommending changes in departmental organiza-
13 tion including the establishment or abolition of depart-
14 ments, and the assignment or reassignment of functions,
15 powers and duties among departments. If the Board of County
16 Representatives fails to adopt or to reject the proposed
17 reorganization ordinance within sixty (60) days after its
18 submission, said proposed ordinance shall be deemed
19 adopted as fully and to the same extent as if favorable
20 action thereon had been taken by the Board of County
21 Representatives.

22 Section 503. DUTIES OF DIRECTORS. The County Executive
23 shall recommend for inclusion in the Administrative Code,
24 articles prepared by each officer which set forth the
25 powers that each department expects to use and the manner
26 and procedures in which the duties of each department are
27 to be performed.

1 Section 504. FUNCTIONS OF DIRECTORS. Directors shall
2 manage their departments and supervise departmental per-
3 sonnel. They shall appoint, subject to the approval of
4 the County Executive and the provisions of Article VIII,
5 all departmental personnel. Directors shall exercise the
6 powers and perform the duties set forth by law, by this
7 Charter or by ordinance, and shall perform every pro-
8 fessional act incident to the office of director and as
9 may be required or authorized by the Administrative Code.

10 Section 505. REMOVAL OF DIRECTORS. Except as otherwise
11 provided in this Charter or by law, directors shall
12 hold office at the pleasure of the County Executive.
13 If a director is removed, the County Executive shall
14 notify the Board of County Representatives giving
15 written explanation of the reasons for such removal.

16 Section 506. TEMPORARY APPOINTMENTS. When the position
17 of director is vacant, the County Executive shall make
18 a permanent or temporary appointment to fill the position.
19 No temporary appointee shall serve for a period longer
20 than six (6) months, unless this period is extended
21 by action of the Board of County Representatives.

22 Section 507. COMMON ADMINISTRATIVE SERVICES. All county
23 agencies and authorities which receive funds appropriated or
24 approved by the Board of County Representatives shall
25 use the services and facilities of the county such as
26 but not limited to, legal, accounting, purchasing, data
27 processing and engineering, whenever the County Executive

determines that these services are available within the county government.

Section 508. COMMON ADMINISTRATIVE POWERS. The County Executive may recommend to the Board of County Representatives its adoption of uniform administrative procedures and regulations to be followed by all departments, offices and boards.

DEPARTMENTAL ORGANIZATION

Section 509.0. DEPARTMENT OF AVIATION. There shall be a Department of Aviation.

Section 509.1. POWERS AND DUTIES OF THE DEPARTMENT.

The Department of Aviation shall have the power and its duty shall be to:

Develop and manage the aviation facilities and programs of the county.

Section 510.0. DEPARTMENT OF COMMUNITY SERVICES.

There shall be a Department of Community Services.

Section 510.1. POWERS AND DUTIES OF THE DEPARTMENT.

The Department shall have the power and its duty shall be to:

Coordinate county participation in and funding of the following programs:

- a. Veterans' affairs;
- b. Consumer protection and advice;
- c. Library service;
- d. Citizens' information;
- e. Cultural and educational activities;

1 f. Agricultural and soil conservation services;
2 g. Promotion of industrial and commercial
3 development in the county;

4 h. Financial assistance and other aid to cities,
5 boroughs, townships and other political sub-divisions.

6 Section 511.0. DEPARTMENT OF CORRECTIONS. There shall
7 be a Department of Corrections, directed by a Warden.

8 Section 511.1. POWERS AND DUTIES OF THE DEPARTMENT.

9 The Department of Corrections shall have the power and
10 its duty shall be to:

11 a. Manage the Allegheny County Prison;

12 b. Provide for the health and safe keeping of and
13 programs for the training and rehabilitation of all
14 prisoners therein.

15 Section 512.0. DEPARTMENT OF FINANCE. There shall be
16 a Department of Finance.

17 Section 512.1. POWERS AND DUTIES OF THE DEPARTMENT.

18 The Department of Finance shall have all the powers
19 granted to treasurers and assessors by applicable law,
20 by this Charter or by ordinance, and its duty shall be to:

21 a. Collect and receive all taxes and other monies
22 due or receivable by the county and issue receipts therefor,
23 or authorize other county agencies to do so under condi-
24 tions prescribed by the Director;

25 b. Keep accurate and complete accounts of receipts
26 and disbursements;

27 c. Deposit monies in depositories authorized by
28 ordinance;

1 d. Invest county monies in accordance with the
2 provisions of the Administrative Code;

3 e. Disburse all payments for authorized expenditures;

4 f. Administer a system for the collection of municipal
5 tax claims and liens, as prescribed by applicable law;

6 g. Supervise the assessment of all real and personal
7 property in the county for tax purposes, as provided by
8 applicable law.

9 Section 513.0. DEPARTMENT OF HEALTH. There shall be
10 a Department of Health.

11 Section 513.1. POWERS AND DUTIES OF THE DEPARTMENT.

12 The Department of Health shall have the power and its
13 duty shall be to:

14 Develop and manage those programs and services
15 necessary for the protection of the public health,
16 as provided by law or by ordinance.

17 Section 514.0. DEPARTMENT OF HUMAN SERVICES. There
18 shall be a Department of Human Services.

19 Section 514.1. POWERS AND DUTIES OF THE DEPARTMENT.

20 The Department of Human Services shall have the power
21 and its duty shall be to provide or to coordinate separate
22 programs in the areas of:

23 Child care and development; service to senior citizens;
24 mental health and mental retardation; programs
25 formerly under the jurisdiction of the Allegheny
26 County Institution District (Kane Hospital, Child
27 Welfare); and other programs dealing with human services

1 as provided by applicable law, by this Charter or by
2 ordinance.

3 Section 514.2. ADVISORY BOARDS. There shall be an
4 advisory board for the Department of Human Services
5 and for the program of child care and development.

6 The members shall be appointed as provided in Article
7 VI, or according to law. Each advisory board shall:

8 a. Make recommendations on matters referred by
9 the County Executive, the Board of County Representa-
10 tives, the executive of the bureau concerned or as
11 deemed appropriate by the advisory board;

12 b. Consult and advise on matters pertaining to the
13 development of an annual plan of services and
14 estimate of expenditures, to be presented to the
15 County Executive and to the Board of County Repre-
16 sentatives for consideration in budgeting;

17 c. Promote better public understanding of the
18 programs and objectives of the bureau;

19 d. Suggest policies for the operation and de-
20 velopment of the bureau.

21 Section 515.0. DEPARTMENT OF LABORATORIES. There
22 shall be a Department of Laboratories.

23 Section 515.1. POWERS AND DUTIES OF THE DEPARTMENT.

24 The Department of Laboratories shall have the power
25 and its duty shall be to:

26 Perform scientific and technical tests in connection
27 with criminal investigations, and for such other purposes

1 as may be provided by ordinance.

2 Section 516.0. DEPARTMENT OF LAW. There shall be a
3 Department of Law, directed by the County Solicitor.

4 Section 516.1. QUALIFICATIONS. The County Solicitor
5 shall be admitted to practice before the Supreme Court
6 of the Commonwealth of Pennsylvania.

7 Section 516.2. POWERS AND DUTIES OF THE DEPARTMENT.

8 Except as otherwise provided in this Charter or by
9 ordinance, the Department of Law shall have the sole power
10 and its duty shall be to:

11 a. Represent the County of Allegheny in all court
12 proceedings;

13 b. Superintend, direct and conduct all legal
14 matters involving the county;

15 c. Render legal advice to county officials,
16 officers and boards, upon request.

17 Section 517.0. DEPARTMENT OF THE MEDICAL EXAMINER.

18 There shall be a Department of the Medical Examiner.

19 Section 517.1. QUALIFICATIONS. The Medical Examiner
20 shall be a doctor of medicine, eligible for certifi-
21 cation in forensic pathology by the American Board of
22 Pathology. Upon recommendation by the County Executive,
23 that the above qualifications unduly restrict the number
24 of available candidates for the position of Medical
25 Examiner, the Board of County Representatives may, by
26 ordinance, revise the above qualifications, but in no
27 instance may it adopt a qualification of less than a

1 Doctor of Medicine, who is certified in Anatomic Pathology
2 with at least three (3) years of experience in Forensic
3 Pathology and/or related Forensic Sciences.

4 Section 517.2. POWERS AND DUTIES OF THE DEPARTMENT.

5 The Department of the Medical Examiner shall have all
6 the powers granted to coroners and medical examiners by
7 applicable law, by this Charter or by ordinance, and its
8 duty shall be to:

9 Make any investigation and perform such scientific
10 tests as deemed necessary to determine the cause of death.

11 Section 518.0. DEPARTMENT OF PARKS, RECREATION AND
12 CONSERVATION. There shall be a Department of Parks,
13 Recreation and Conservation.

14 Section 518.1. POWERS AND DUTIES OF THE DEPARTMENT.

15 The Department of Parks, Recreation and Conservation
16 shall have the power and its duty shall be to:

17 Develop and manage the parks and recreational
18 programs and facilities, and the conservation facilities
19 programs of the county.

20 Section 519.0. DEPARTMENT OF PERSONNEL. There shall be
21 a Department of Personnel.

22 Section 519.1. POWERS AND DUTIES OF THE DEPARTMENT.

23 The Department of Personnel shall have the power and
24 its duty shall be to:

25 a. Administer the personnel system of the county
26 in accordance with the provisions of Article VIII;

27 b. Administer all records pertaining to the

1 personnel system;

2 c. Prepare a system of impartial standards for hiring
3 and promoting on a competitive basis, according to the
4 requirements established in Article VIII;

5 d. Prepare eligibility lists for appointment and
6 promotion, such eligibility to continue for one year
7 until exhausted or replaced by subsequent lists;

8 e. Develop training and career development programs
9 for county employees.

10 Section 519.2. DUTIES OF THE DIRECTOR. The Director
11 shall prepare, in consultation with the Personnel Board,
12 an article for inclusion in the Administrative Code
13 which shall set forth in detail the career service rules
14 and regulations, and the manner in which they shall be
15 administered. This article shall include:

16 a. A position classification and pay plan based
17 on similarity of duties performed and responsibilities
18 assumed, so that the same minimum qualifications may
19 reasonably be required and the same schedule of pay be
20 equitably applied to all positions in the same class;

21 b. Designation of probationary periods for each
22 class of employee;

23 c. A uniform employee grievance procedure;

24 d. A uniform furlough procedure, by job classification.

25 Section 520.0. DEPARTMENT OF PLANNING AND MANAGEMENT.

26 There shall be a Department of Planning and Management.

27 Section 520.1. POWERS AND DUTIES OF THE DEPARTMENT.

1 The Department of Planning and Management shall have all
2 the powers granted to county planning commissions and
3 departments by applicable law, by this Charter or by
4 ordinance, and its duty shall be to:

5 a. Prepare comprehensive plans for the development
6 of and improvements in the county;

7 b. Review all requests for the creation of positions
8 and make recommendations thereon to the County Executive;

9 c. Study departmental operations and make recommenda-
10 tions to the County Executive for the improved efficiency
11 and effectiveness of such operations;

12 d. Prepare the annual operating and capital budgets,
13 the capital improvements plan and the projected
14 operating budget, under the direction of the County
15 Executive.

16 Section 521.0. DEPARTMENT OF PROPERTY AND SUPPLIES.

17 There shall be a Department of Property and Supplies.

18 Section 521.1. POWERS AND DUTIES OF THE DEPARTMENT.

19 The Department of Property and Supplies shall have the
20 power and its duty shall be to:

21 a. Operate and maintain county buildings and
22 facilities;

23 b. Purchase or lease all materials, supplies,
24 furnishings, vehicles, equipment and services for
25 the county;

26 c. Maintain county furnishings, equipment and
27 vehicles;

1 d. Provide telephone, mail and messenger service.

2 Section 522.0. DEPARTMENT OF THE PUBLIC DEFENDER.

3 There shall be a Department of the Public Defender.

4 Section 522.1. QUALIFICATIONS AND RESTRICTIONS. The
5 Public Defender and the Assistant Public Defenders shall
6 be admitted to practice before the Supreme Court of the
7 Commonwealth of Pennsylvania. They shall not engage
8 in the private practice of criminal law during the
9 period of their service in the Department.

10 Section 522.2. POWERS AND DUTIES OF THE DEPARTMENT.

11 The Department shall have the power and its duty shall
12 be to:

13 Furnish legal counsel as provided by law or by
14 ordinance.

15 Section 523.0. DEPARTMENT OF PUBLIC SAFETY. There
16 shall be a Department of Public Safety. The Director
17 of Public Safety shall be the Director of Civil Defense
18 and the Fire Marshal.

19 Section 523.1. POWERS AND DUTIES OF THE DEPARTMENT.

20 The Department of Public Safety shall have the power
21 and its duty shall be to:

22 a. Maintain police and fire protection of county
23 facilities;

24 b. Provide police and fire training programs;

25 c. Offer supportive services to municipal police
26 agencies, including the coordination of public
27 safety communications systems;

1 d. Develop plans for coordinating county resources
2 in the event of a local, state or national disaster or
3 emergency.

4 Section 523.2. COUNTY POLICE. County police officers
5 shall be ex-officio constables of the Commonwealth of
6 Pennsylvania and shall have all the powers and pre-
7 rogatives conferred on police officers by laws applicable
8 to cities and counties of the Commonwealth, and as
9 specifically set forth in the Second Class County Code.

10 Section 523.3. GENERAL POWERS. Except for the powers
11 granted by this Charter to the Offices of the District
12 Attorney and the Sheriff, the Department of Public Safety
13 shall exercise the general police power of the county
14 government.

15 Section 523.4. MUNICIPAL JURISDICTIONS MAINTAINED.
16 Nothing in this Charter shall be construed to limit,
17 restrict or interfere with the powers or authority of
18 any city, borough, township or other political subdivision
19 in the provision of police or fire service.

20 Section 524.0. DEPARTMENT OF RECORDS MANAGEMENT.

21 There shall be a Department of Records Management.

22 Section 524.1. POWERS AND DUTIES OF THE DEPARTMENT.

23 The Department of Records Management shall have those
24 powers granted to recorders of deeds and registrars of
25 deeds by applicable law, by this Charter or by ordinance,
26 and its duty shall be to:

27 a. Develop and maintain a system for the recording

1 and registration of land titles and deeds, tax liens
2 and real estate assessments;

3 b. Govern the creation, maintenance, retention and
4 disposition of all county and court records;

5 c. Adopt rules embodying standards for all county
6 agencies to govern;

7 1. The care, custody and filing of county records;
8 their retention, transfer, disposition or preservation in
9 archives; the designation of equipment to house such
10 records;

11 2. The occasions, methods and kinds of equipment
12 to be used for the reproduction and duplication of county
13 records;

14 d. Design and approve all forms used by any county
15 agency in the exercise of its powers and the performance
16 of its duties;

17 e. Audit the record systems of all county agencies for
18 compliance with the rules and regulations of the Department.

19 Section 525.0. DEPARTMENT OF SYSTEMS AND COMPUTER SERVICES.

20 There shall be a Department of Systems and Computer Services.

21 Section 525.1. POWERS AND DUTIES OF THE DEPARTMENT.

22 The Department of Systems and Computer Services shall
23 have all the powers granted to commissions for the selec-
24 tion of jurors by applicable law, by this Charter or by
25 ordinance, and its duty shall be to:

26 a. Design and implement a management information
27 system;

1 b. Designate the occasions, methods and kinds of
2 data processing and computer equipment to be used
3 by any county agency;

4 c. Design, implement and evaluate, with the
5 advice of the Court of Common Pleas, a system for the
6 selection of jurors.

7 Section 526.0. DEPARTMENT OF WORKS AND CONSTRUCTION.

8 There shall be a Department of Works and Construction.

9 Section 526.1. POWERS AND DUTIES OF THE DEPARTMENT.

10 The Department of Works and Construction shall have the
11 power and its duty shall be to:

12 a. Design, construct, repair and renovate all
13 county buildings, facilities, roads and structures;

14 b. Operate county waste facilities.