

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Constables' Education and Training Board

James E. Russo
Board Chairman

Joseph Cabraja
Board Vice-Chairman

John S. Anderson
Charles G. Benhayon
John M. Gallaher



Walter M. Phillips, Jr., Esq.
Chairman, PCCD

Carl J. Anderson
Executive Director, PCCD

Stephen Spangenberg
Director
Bureau of Training Services

CONSTABLES' TRAINING BULLETIN

NUMBER 49

APRIL 2004

Additional Basic Training Class

Since November 2003, Constables' Training Division staff of the Pennsylvania Commission on Crime and Delinquency (PCCD) has registered over 420 new individuals. Many of these are newly elected or appointed constables and deputy constables who are interested in attending Act 44 Basic Training. Because of this, another basic training class has been added:

Mercyhurst College - Meadville Campus
July 9 through August 1, 2004
Friday, 6 pm - 10 pm, Saturday and Sunday, 8 am - 5 pm
Class ID NW0304

On-Line Enrollment and Data Review

The Pennsylvania Commission on Crime and Delinquency (PCCD) has made access to the Constables' Information System (CIS) available from the PCCD website. The system security standards have been reviewed by PCCD information technology personnel and other sources. A constable's personal information can be accessed only after the constable has properly identified himself during the process to sign-in to the CIS system.

Constables can now enroll for training via the Internet. A constable can search the training schedule by region and type of training, select a class, and enroll in it on-line. When a class is full, the system will close that class and only accept enrollments from the waiting list. A constable will also be able to cancel his or her enrollment for one class and enroll in a different class simultaneously. The system will not allow a constable to enroll in more than one class of a particular type at any given time. The system will build class rosters and automatically move the first person from the waiting list to the class roster when another constable cancels his or her enrollment. It will also track who has cancelled out of a class.

Highlights of the New System for the Constable User

Please Note: All of the following features are accessible only to registered constables.

Constable Sign-In Page: Enter your last name, your Certification Number, and the last four digits of your Social Security Number. You must be registered with PCCD, but do not have to be certified to sign-in and access information this way. If you do not have a Certification Number, use the Temporary Access Number assigned to you when you registered with the PCCD. Once signed-in, you will be able to view the following information in the Constables' Information System (CIS): your personal information (address, phone number, term dates, etc.), insurance information, certification information, grades history, and the status of enrollment in any training class. You will be able to submit changes to your personal data. PCCD staff will review any change requests before accepting them into the CIS.

Personal Information Page: This screen brings up your basic information: term dates, certification dates, address, phone numbers, etc. Click on the "Update My Information" link to submit changes to your personal information.

Constable/Deputy Constable Record Form: When you click on "Update My Information," this screen will appear. It will allow you to submit changes to your basic information. PCCD staff will review it in comparison with what is currently in the database and decide whether or not to accept it. If the new information is substantially different from the old, PCCD staff will contact you to verify it.

Insurance Information Page: This will allow you to view what insurance information PCCD has in its database, based upon the most recent information PCCD has received from your county Clerk of Court's office. Note: In the lower left-hand corner is the date and time the PCCD last updated your insurance information.

Current Class Enrollment Page: This screen will show any training that you are currently registered for, regardless of whether you enrolled on-line or you sent a paper form to the school. If you are currently enrolled in a class, CIS will allow you switch to another class that has a vacancy. Anytime that occurs, the system will update the appropriate class roster and notify the school of an enrollment transfer. You can also cancel enrollments on-line.

Constables' Training Schedule: This screen will allow you to search the entire training schedule, select a class, electronically enroll in it, and receive a confirmation.

Reminder: Training is on a first-come, first-served basis.

Statement of Financial Interests Reminder

The deadline for filing your Statement of Financial Interests is May 1, 2004. For forms or more information, please contact the State Ethics Commission toll-free at 800-932-0936, or e-mail at ethics@state.pa.us. In addition, the Ethics Commission has a website, which can be found at www.ethics.state.pa.us.