

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Constables' Education and Training Board

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CONSTABLES' TRAINING BULLETIN

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MARCH 2008

New PCCD Website

The PCCD Website has been changed. The new website performs the same functions as the old website, but has been designed to be more user-friendly. Constables can still utilize the Personal Information Viewer, Online Registration, and the Constable Finder. The new website still contains informational items such as Title 42, Board Regulation, Training Bulletins, Annual Reports, and Training Program Forms.

NAVIGATING THE NEWLY-DESIGNED PCCD WEBSITE

1. Go to: www.pccd.state.pa.us
2. When the PCCD Home Page opens, click on "Criminal Justice."
Do not Login on the Home Page for constable information
3. Click on "Training and Certification."
4. Click on "Constables' Education and Training Program."
5. Sign In, as before, when prompted.

E-Mail Addresses

As the Constable Training Program moves forward with technological advances, many constables have found it easier and faster to communicate with PCCD via e-mail. In the future, PCCD will be using electronic communication more or more, in order to improve the Constable Information System. To register your e-mail address with PCCD, click on the PCCD website, select the Constable Personal Information Viewer, Sign In, and submit your e-mail address.

New Telephone Numbers and E-mail Addresses for PCCD Staff

Some of the telephone numbers published in the 2008 Constables' Training Schedule were not correct. The following telephone numbers and e-mail addresses *are* correct:

Don Horst: (717) 265-8551 - dhorst@state.pa.us

Craig Stone: (717) 265-8552 - crstone@state.pa.us

Sherry Leffler: (717) 265-8554 - sleffler@state.pa.us

Constables' Training Program: (717) 705-3693 -OR- Toll Free: (800) 692-7292

Job Task Executive Summary on PCCD Website

In June 2007, Caliber Associates, an IFC International Company, finished work and issued a Final Report on a Job Task Analysis for Pennsylvania Constables, culminating an eighteen-month project. A seven-page Executive Summary of the Job Task Analysis has been posted to the PCCD website, www.pccd.state.pa.us

AOPC Public Web Site

The Administrative Office of Pennsylvania Courts (AOPC) has a public website which can be used to assist constables in the performance of their duties. There have been numerous questions about the use of Commonwealth websites, such as JNet and CLEAN. But access to these websites and many other state websites is not within the purview of PCCD. It has been suggested that the use of the Public Web Portal shown below may help constables perform their duties. However, PCCD has no control over access to this website, nor can it provide technological support.

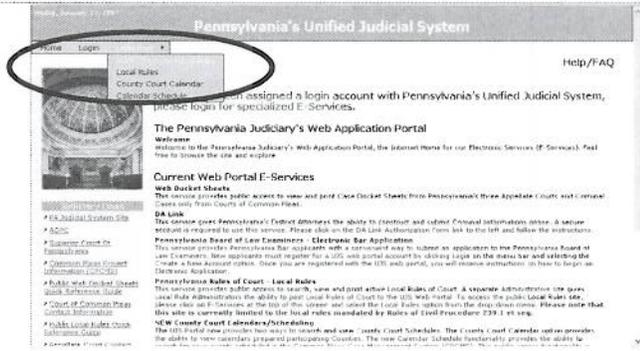
DO NOT CALL PCCD REGARDING AOPC PUBLIC WEB PORTAL USAGE
AOPC's Published Help Desk Number is (717) 795-2000

QUICK REFERENCE GUIDE TO WEB DOCKET SHEETS

Docket Sheets for all levels of court are available anywhere you have a connection to the **Internet** by using the Pennsylvania Unified Judicial System site.

Go to <http://ujportal.pacourts.us>

Click on the **Public Web Docket Sheets** option under E-Services to get started.



Select the court from which you want to view docket sheet information:

- Magisterial District Judge
- Philadelphia Municipal Court
- Court of Common Pleas
- Appellate Court



Select your search method, such as by Docket Number, Lower Court Docket Number, or Other Criteria. Other Criteria will allow you to search by a defendant's name.

NOTE: Search criteria will vary based on the court selected.

Search By: [Common Pleas Docket No](#) [Lower Court Docket No](#) [Other Criteria](#)

When searching by Other Criteria, enter all or part of the defendant's name and any combination of other search criteria such as Date of Birth, County, Docket Type and /or Case Category.

Click Search.

HINT: Your search results will be faster and more accurate when you provide more search criteria. For example, enter the defendant's last name, first initial, and the county of your search.

Search results appear in a grid below the Search and Clear buttons. Select either **Docket Sheet** or **Court Summary Information** from the Report dropdown. Click the **Select** hyperlink to view the selected report.

Docket Number	Filed	Court Summary Information	County	Party	Case Status
Select CP-13-OR-000019-2006	4/2/2006 4:21:00 PM	Common v. Johnson, Sylvia	Haver	Johnson, Sylvia	Closed
Select CP-43-OR-000029-2006	3/19/2006 1:05:00 PM	Common v. Johnson, Stacy Marie	Haver	Johnson, Stacy Marie	Closed
Select CP-43-OR-000029-2002	7/18/2002 1:21:00 PM	Common v. Johnson, Samuel	Haver	Johnson, Samuel P.	Adjudicated
Select CP-43-OR-000030-2001	3/28/2001 10:28:00 AM	Common v. Johnson, Sheila	Haver	Johnson, Sheila L.	Adjudicated
Select CP-43-OR-000048-2009	6/19/2009 1:32:00 PM	Common v. Johnson, Stephen	Haver	Johnson, Stephen Eppa	Adjudicated
Select CP-43-OR-000048-1997	5/30/1997 10:14:00 AM	Common v. Johnson, Sharon	Haver	Johnson, Sharon Diane	Closed
Select CP-43-OR-000108-1995	7/24/1995 11:28:00 AM	Common v. Johnson, Samuel	Haver	Johnson, Samuel P.	Adjudicated
Select CP-43-OR-000076-1993	6/14/1993 9:15:00 AM	Common v. Johnson, Samuel	Haver	Johnson, Samuel P.	Adjudicated

For a complete listing of Help topics, click the **Help/FAQ** link in the upper right corner.

Statements of Financial Interests Reminder

Chapter 11

Ethics Standards and Financial Disclosure

In the near future, the State Ethics Commission will be mailing forms to constables and deputy constables for the filing the Statements of Financial Interests. May 1 of each year is the deadline to file your disclosure information. Any questions regarding the information should be directed to the State Ethics Commission.

You may contact the State Ethics Commission at the following addresses and numbers:

Toll-free phone number: (800) 932-0936

E-mail at: ethics@state.pa.us.

State Ethics Commission

Web site: www.ethics.state.pa.us

P.O. Box 11470

Harrisburg, PA 17108-1470

Call for Instructor Applications

Instructors are hired and paid by the individual schools who employ them. The role of the Constables' Education and Training Board is to consider certifying those instructors who wish to become Act 44 certified and teach in the Constable Training Program. Since its inception, the Board has recognized that the duties of constables differ from those of other Law Enforcement and felt it would enhance the training program if more experienced constables became Act 44 Certified Instructors. To further this, the Board has encouraged constables who have no teaching experience, but wish to become instructors, to participate in Instructor Development Programs of at least 40 hours in length.

In 2000, PCCD developed its own Instructor Development Program, but interest waned after the first year. There is renewed interest in running this program again. The program will consist of 40 hours of instructor training, integrating constable-related subject material with adult education methodology. The week-long program will be probably conducted at PCCD in Harrisburg. One of the training delivery contractors must sponsor every individual certified constable or deputy constable for instructor training. Tuition is free. Those interested should contact one of the training delivery contractors.

P.O. Box 1167, Harrisburg, PA 17108-1167
Toll Free (800) 692-7292
FAX: (717) 783-7140
www.pccd.state.pa.us