

# PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

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## CONSTABLES' TRAINING BULLETIN

NUMBER 62

APRIL 2009

### Statements of Financial Interests Reminder Ethics Standards and Financial Disclosure

Constables and deputy constables are required by law to file their Financial Interest Statements directly with the State Ethics Commission by May 1 of each year that they hold public office as well as for the year after they leave office. Financial Interest Statement forms are available from the State Ethics Commission, county boards of elections and borough and township managers' offices throughout the Commonwealth.

To request a form or if you have any questions, you may contact the State Ethics Commission directly at the following addresses and numbers:

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

E-mail at: [ethics@state.pa.us](mailto:ethics@state.pa.us).

State Ethics Commission  
P.O. Box 11470  
Harrisburg, PA 17108-1470

Web site: [www.ethics.state.pa.us](http://www.ethics.state.pa.us)

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### Maintaining Current Insurance Information with County Clerk of Courts' Office

Act 1994-44, specifically 42 Pa. C.S.A. §2942(b), provides that any constable or deputy constable who fails, neglects or refuses to maintain a current insurance policy as required, or to file proof thereof with the Clerk of Courts, shall cease automatically to be certified to perform judicial duties upon the expiration of the policy of which proof has been filed with the Clerk of Courts. In order to ensure uninterrupted constable certification, it is essential that every constable files with the county Clerk of Courts a new certificate of insurance.

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

## Constable Addresses on AOPC Forms

The Administrative Office of Pennsylvania Courts (AOPC) has access to the addresses currently listed in the Constable Information System (CIS). Constables should be aware that if their home address is listed in the CIS, this address will show on civil paperwork generated by the minor judiciary offices from the AOPC System. If a constable doesn't want their home address to show on this paperwork, they should provide PCCD with an alternate address. Keep in mind that this would be the address where the constable's ID card would be sent to.

Constables have 15 days to change their personal information to stay in compliance with Pennsylvania Code Title 37 §431.11. To view the address currently listed in CIS or to make changes to personal information, go to the PCCD website at [www.pccd.state.pa.us](http://www.pccd.state.pa.us). For detailed instructions on accessing CIS, see page three of this Bulletin.

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## Update on Constables' Liability Insurance

The following list contains contact information for insurance companies/agencies that are currently offering professional liability insurance to constables and deputy constables. This list contains the information available as of the date of this bulletin and may not be all-inclusive. You may be able to purchase professional liability insurance through your own insurance agent. **Publication of this list does not imply endorsement by the Pennsylvania Commission on Crime and Delinquency, or the Constables' Education and Training Board.**

E. R. Munro and Company - (412) 281-0673, extension 136

W. N. Tuscano Agency Inc. - (800) 442-8063.

Walter Olshanski Insurance - (724) 695-1490

Pennsylvania State Constables' Association members - (800) 424-7827

Brokerage Professionals - (610) 566-4920

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## Telephone Numbers and E-mail Addresses for PCCD Staff

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

Sue Lanza: (717) 265-8552 - [glanza@state.pa.us](mailto:glanza@state.pa.us)

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

Constables' Training Program: (717) 705-3693

OR

Toll Free: (800) 692-7292, Option 1 and then Option 5

# Online Enrollment and Personal Information Review

## NAVIGATING THE PCCD WEBSITE

1. Go to: [www.pccd.state.pa.us](http://www.pccd.state.pa.us)
2. When the PCCD Home Page opens, click on "Criminal Justice" on the left side of the Home Page  
**Do not Login on the PCCD Home Page**
3. Click on "Training and Certification."
4. Click on "Constables' Education and Training Program."
5. Click on "Constable Personal Information Viewer" to change personal information.
6. Click on "Constable Training Calendars and Online Registration" to enroll in a class.
7. Sign In by using your last name, last four digits of your Social Security Number and your certification number when prompted.

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 of signing-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 online. When a class is full, the system closes that class and only accepts enrollments from the waiting list. A constable is also able to cancel his or her enrollment for one class and enroll in a different class simultaneously. The system does not allow a constable to enroll in more than one class of a particular type at any given time. The system builds class rosters and automatically moves the first person from the waiting list to the class roster when another constable cancels his or her enrollment.

## Highlights of the PCCD Website 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 PCCD. Once signed-in, you are 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 are able to submit changes to your personal data. PCCD staff reviews 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 appears. It allows you to submit changes to your basic information. PCCD staff reviews it in comparison with what is currently in the database and decides 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 allows 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 PCCD last updated your insurance information.

**Current Class Enrollment Page:** This screen shows any training that you are currently registered for, regardless of whether you enrolled online or you sent a paper form to the school. If you are currently enrolled in a class, CIS allows you switch to another class that has a vacancy. Anytime that occurs, the system updates the appropriate class roster and notifies the school of an enrollment transfer. You can also cancel enrollments online.

**Constables' Training Schedule:** this screen allows 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.

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## **Low Quantities of Ammunition**

There is currently a shortage and/or low quantities of ammunition for handguns. We would encourage constables to purchase their duty ammunition for firearms training several months in advance of the basic, annual or advanced firearms class. Constables should have at least 120 rounds of duty ammunition available for training; 60 rounds to qualify and if needed, 60 additional rounds to re-qualify if failure on first attempt. Constables will not be permitted to qualify if they do not have enough duty ammunition available at the time of the qualification course. **PCCD will not provide the qualification ammunition.**

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## **Office of Constable Incompatible with Private Detective's License**

Constables should be aware that an individual who is a licensed private detective may not hold the office of constable.

**As cited in Stanley v. Court of Quarter Sessions of the Peace of Philadelphia County, 204 Pa. Super. 29, 201 A.2d 287; 1964 Pa. Super., which has not been overturned or modified to date, determined that the holding of a private detective's license is incompatible with the holding of the office of constable.**

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## Re-election - New Term Dates

Many constables will stand for re-election in the fall of 2009. **In order to ensure continued, uninterrupted certification**, if you are re-elected in November, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via mail or FAX to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency, PO Box 1167, Harrisburg PA 17108-1167; FAX (717) 783-7140.

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## No-Show Policy

- A person who registers for basic, continuing education, or firearms training and does not attend all or part of the training, without providing proper notice of withdrawal to the training delivery contractor, will receive a failing grade of zero for any and all classes missed.
- Proper notice of withdrawal will be a written notice, received by the training delivery contractor at least seven days in advance of the training start date.
- The school director may use discretion regarding emergencies, extenuating circumstances, and taking into account the positive or negative record of previous attendance of the constable when deciding whether to sanction non-attendance by submitting zero grades.

