

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Constables' Education and Training Board

Fred J. Contino, Jr.
Board Chair

Adam M. Kisthardt
Board Vice-Chair

A.R. DeFilippi
Rodney D. Ruddock
Julie G. Sokoloff
Harry C. Walsh
William C. Wenner



Mark R Zimmer
Chairman, PCCD

Linda Rosenberg
Executive Director

John Pfau
Manager
Bureau of Training Services

CONSTABLES' TRAINING BULLETIN

NUMBER 78

OCTOBER 2014

Constable Protection From Abuse (PFA) Order Survey

Attached to this Constables' Training Bulletin is a Constable Protection From Abuse (PFA) Order Survey that we are requesting that all constables and deputy constables complete and return to PCCD by December 31, 2014. This survey will be used by Penn State-Fayette Campus to assist them in developing the curriculum for the 2016 Continuing Education subject of Domestic Abuse. The completed surveys can be returned to PCCD by FAX at 717-783-7140; by email to whower@pa.gov, or by mail at PO Box 1167, Harrisburg, PA 17108-1167. Thank you in advance for your assistance!

2015 ID Cards

In December 2014, PCCD will mail new certification cards to all constables who have maintained their certifications by successfully completing continuing education during 2014, by having a valid term of office, and by filing current professional liability insurance information with their county clerks of courts. Ample allowance will be made for normal mailing time, so constables should receive their new cards before the old ones expire on December 31, 2014. To ensure that cards are mailed to the correct address, any constable who has recently changed his address should report that change to Program Staff immediately.

Title 37 §431.11 Registration: A person shall register with the Board for certification by submitting information such as mailing address and telephone number, Social Security number, date of birth and office held or sought. A constable shall set forth the beginning date and expiration date of the term of office held, and provide documentary evidence of election or appointment. A registrant shall inform the Board of a change to registration information within 15 days of the change.

Training Cycle

Constables are reminded that the current training cycle ends in October 2014.

It is expected that the 2015 training schedule will be available around the week of November 24, 2014. **ALL TRAINING COURSES ARE ON A FIRST-COME, FIRST-SERVED BASIS.** Courses are also limited in size. Those course limits are strictly enforced, so it is important to register early. In order to ensure uninterrupted certification, constables should enroll in training courses as soon as possible. **Enroll early. Online enrollment is best.**

Please make sure to register early in Constables' Certification, Education and Training System (CCETS). Do not wait until the 2015 classes are open for enrollment to register for CCETS. If you register early in CCETS, you can then familiarize yourself with the system and how to enroll in classes, view training history, view and change personal information and share information with other certified constables and deputy constables. **You must be a registered CCETS User to enroll into classes online.**

To complete the First Time User Registration or to enroll for 2015 training online go to:
www.pccdcis.pa.gov/CCETS/Login.aspx.

Online enrollment is secure and fast, and is confirmed immediately. Enrollment can also be accomplished by mailing or faxing a completed standard registration form directly to the training delivery contractor. **Do not mail or fax training forms to PCCD.** Registration questions should be referred to the appropriate regional training delivery contractor. Constables cannot register for training courses by calling or mailing PCCD, please contact the appropriate regional training delivery contractor.

Training Delivery Contractor Contact Information:

Eastern Region: Temple University, Sabrina Herrington – (215) 204-3909

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929

Western Region: Penn State-Fayette Campus, Todd Brothers – (724) 430-4114

Chemical Aerosol and Expandable Baton

Please note that the certifications for both OCAT Oleoresin Capsicum (OCAT) and the Monadnock Expandable Baton (MEB) are only valid for three (3) years after issue. Be sure to check your certification cards to determine when your certification will expire. The Training Program will be offering these certifications through the Optional Training Course in 2015. The Optional Training Course will include the 4-hour Chemical Aerosol block as well as the 4-hour Expandable Baton block. Participants **must** complete all 8-hours of instruction. Participants **will not** be permitted to pick and choose which segment to complete. One Optional Training Course will be offered in the East, Central and West regions.

Infectious Diseases

If you have any questions regarding Infectious Diseases, you may visit the Centers for Disease Control and Prevention's website at www.cdc.gov. An Infectious Diseases course was presented during the 2009 Continuing Education Training Course; however, to obtain current information on Infectious Diseases it is recommended that you visit the CDC Website.

Basic Firearms Enrollment

Beginning January 1, 2015, Program Staff must conduct a criminal history background check on any individual who is interested in enrolling in a 40-hour Basic Firearms Course, see Section 431.42 below. During the 80-hour Basic Training Course, the attendee will be asked if they are interested in attending the 40-hour Basic Firearms Course. If so, they will need to complete PCCD Form 214 in its entirety. The Training Delivery Contractors will forward the completed forms to Program Staff and a criminal history will be performed. If the attendee is eligible to attend, their profiles will reflect that they have a valid background check on file and they will be eligible to enroll in the 40-hour Basic Firearms Course after they become certified. If the attendee is not eligible, they will be notified by Program Staff of their ineligibility to enroll into the 40-hour Basic Firearms Training Course.

§ 431.42. Eligibility for firearms qualification.

A constable holding certification who is 21 years of age or older and who is not precluded under State or Federal law from possessing or using a firearm may enroll in a firearms qualification course.

Lapses in Certification and Enrollment in Continuing Education Classes

If a constable's or deputy constables' certification has lapsed more than two years, but less than five years, constables and deputy constables will be allowed to enroll in continuing education classes only if current professional liability insurance is on file with PCCD. This Board Policy has been in effect since January 1, 2011. The Constables' Certification, Education and Training System (CCETS) will enforce this Board Policy.

Changing Your Preferred Correspondence Method and Mailing Address Information in CCETS

Below is where a constable or deputy can add or change a mailing address, email address or phone number.

Personal Information

Title:

Gender:

First Name: John

Date of Birth: 07/07/1970

Middle Name:

Age: 44

Last Name: Doe

SSH: 123-45-6789

Suffix:

Mailing Address

Address Line 1: 123 Broad St

[Add a Business Address](#)

Address Line 2:

City: Malvern

State: Pennsylvania

Zipcode: 19355

No Show Policy

A person who registers for basic, continuing education, optional, or any 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 modules missed and will have to repeat that training. A notification shall be deemed timely if it is delivered to the director of the school or his or her designee no later than seven calendar days prior to the class start date. The school may assess a failing grade for all or part of the training course, if the constable fails to provide timely notification or to show good cause. The school director or his or her designee may use discretion regarding emergencies and extenuating circumstances when deciding whether to sanction non-attendance by submitting zero grades.

A constable or deputy constable who is deemed a "No Show" for basic, continuing education, optional, or any firearms training shall bear the financial responsibility for the additional training course in the same training year or in the next training year. This policy became effective with the publication of the Board's Regulation changes on March 8, 2014.

If you have an emergency prior to the class start date, please contact the appropriate Training Delivery Contact listed above. **Please do not contact PCCD Staff to enroll, withdraw or transfer training classes.**

Class Payment Changes for 2015

All class payments for no-shows or failures will need to be submitted to PCCD two weeks prior to the class start date of the rescheduled training class. If it is determined that an individual must pay to attend a subsequent training class, they will be notified by Program Staff when the grades are processed for the no-show or failure. The individual can enroll into another training class; however, **if payment is not received by PCCD, two weeks prior to the class start date, that individual will be removed from the enrollment roster for the rescheduled training class.** All checks for class payments should be made payable to "PCCD."

Re-election/Election Certificates and Appointment Orders

In order to ensure continued, uninterrupted certification, if you are re-elected or elected in November 2014, 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. If you are a constable or deputy constable who has been newly-appointed or re-appointed, you must forward a copy of your new appointment order signed by the President Judge of the Court of Common Pleas, to the address above.

Liability Insurance

Act 49 states 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 County Clerk of Courts. In order to ensure uninterrupted constable certification, it is essential that every constable file a new certificate of insurance with the County Clerk of Courts before the current insurance policy expires.

Shared Information in CCETS

The Shared Information page is how a constable can choose to share as much or as little personal contact information to other certified constables and deputies. Only current CCETS users will be able to see this information. A constable can change this shared information at any time.

Constables' Certification, Education and Training System (CCETS) Home Constable Training

Today is:
Wednesday, July 09, 2014

Constable
John Doe
Constable Information
Commissioners
Training
Maintain Shared Information
View Constables

Username: jdoe54
10027

Please note that the personal information that you choose to share will only be accessible by certified constables and deputy constables through the secure Constables' Certification, Education and Training System (CCETS). This shared personal information will not be made a part of any public webpage, such as the external "Constable Finder". Users can choose to share some, all, or none of their personal information. Users can also choose to disable this feature at anytime.

Even if you choose to not share your personal information through this secure information sharing section, your personal information may be subject to the Pennsylvania Right to Know Law.

Save

Information Sharing Settings

Do you wish to share your personal information? No, I do not wish to share my information

General Information

Constable Type Constable
Gender Male

Addresses

Mailing Address
123 Broad St., Malvern 19355 Share

Business Address
N/A

Phone Numbers

Work
(810) 555-1212 Share

E-mail Addresses

Work
jdoe54@gmail.com Share

© 2001-2014 Pennsylvania Commission on Crime and Delinquency. All Rights reserved. Unauthorized Access Prohibited. www.pcccd.org/ccets pw2.0.183 v1.3.127 Support: CCETS@pcccd.org

Contact Information at PCCD

If you have questions regarding certification, insurance, or where to send your election certificate or appointment order

THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT

WESTERN PA: Armstrong, Allegheny, Beaver, Butler, Cambria, Clarion, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, McKean, Somerset, Venango, Washington, Warren, and Westmoreland Counties

Your contact person is: Wayne Hower, (717) 265-8551, whower@pa.gov

CENTRAL PA: Adams, Bedford, Blair, Cameron, Centre, Clearfield, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Schuylkill, Snyder, Tioga, Union, and York Counties

Your contact person is: Kathy Clarke, (717) 265-8552, kclarke@pa.gov

EASTERN PA: Berks, Bradford, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Pike, Sullivan, Susquehanna, Wayne, and Wyoming Counties

Your contact person is: Sherry Leffler, (717) 265-8554, sleffler@pa.gov

Users are able to add a "Mailing Address" and a "Business Address" to their "Personal Information." The user's "Mailing Address" will be transmitted to the Administrative Office of Pennsylvania Courts (AOPC) and will be included on any paperwork generated by the minor courts. If a user also adds a "Business Address" in CCETS, the "Business Address" will then be transmitted to AOPC rather than the "Mailing Address."

Users are able to select their "Preferred Correspondence Method." The system will automatically default to "US Mail." If "US Mail" is selected then all correspondence will be sent to that user via US Mail. If a user would prefer to receive confirmation letters, Training Schedules and Training Bulletins by email, then the "Preferred Correspondence Method" should be set to "Email." A valid email address must be entered on the Personal Information screen. Multiple email addresses can be entered into CCETS; however, the email will be sent to the first email address that is listed in the System.

The "Preferred Correspondence Method" can be changed at any time under the "Personal Information," once the user's registration is approved by PCCD. If "Email" was originally selected and now the user would like to change it to "US Mail," that change can be made at any time.

Contact Information

Primary Phone Number:
Phone Type: Work
Phone Number: (610) 655-1212
Extension:
[Add a Phone Number](#)

Primary Email Address:
Email Type: Work
Email Address: jdoe54@mail.com
[Remove](#)
[Add an Email Address](#)

Preferred Correspondence Method: Email

2015 Board Meeting Schedule

The 2015 Constables' Education and Training Board (CETB) meeting schedule has been finalized and all Board meetings will be held at PCCD's Offices, 3101 N. Front Street, Harrisburg, PA 17110 beginning at 10:00 a.m. The 2015 meeting dates are February 19, May 14, August 13 and November 19, 2015. All CETB meetings are open to the public and constables are welcomed and encouraged to attend. Program Staff are continuing to work on utilizing WebEx for recording and broadcasting the Board meetings. We are hopeful to have remote access available for the Board meetings in 2015.

Constable Protection From Abuse (PFA) Order Survey

Please Note: We are in the process of developing a course to review PFAs, as well as discuss the new Sexual Violence Victim Protection Order that will go into effect on July 1, 2015. We are asking that you fill out this survey and return it to PCCD no later than December 31, 2014. Return completed surveys to PCCD by fax at 717-783-7140; by e-mail to whower@pa.gov; or by mail at P.O. Box 1167, Harrisburg, PA 17108-1167. Thank you for your assistance.

1. During my tenure as a constable I have served Protection from Abuse (PFA) Orders.

- Yes No

If you answered "Yes" to Question #1 please continue with questions 2 to 9. If not you can stop here.

2. Approximately how many PFAs have you served in your tenure as a constable?

- 1 - 5 6 - 10 11 - 20 21+

3. Approximately how many PFAs have you served in the last year?

- 1 - 3 4 - 5 6+

4. Did you serve the PFAs with assistance?

- Never Sometimes Always

5. If you served the PFAs with assistance, who provided the assistance? (check all that apply)

- Constable Deputy Sheriff Police Officer PA State Trooper
 Other

6. When you served the PFAs, was the plaintiff present?

- Never Sometimes Always

7. Did the PFA Order require firearms to be confiscated?

- Never Sometimes Always

8. If firearms were confiscated, were you assisted by a ____? (check all that apply)

- Constable Deputy Sheriff Police Officer
 PA State Trooper Other _____ Not Assisted

9. If you confiscated firearms, to whom did you release the firearms?

- Constable Deputy Sheriff Police Officer
 PA State Trooper Other _____

Comments: