

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Constables' Education and Training Board

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CONSTABLES' TRAINING BULLETIN

NUMBER 81

OCTOBER 2015

Mandatory Weapon Information

Beginning with the 2016 firearms enrollments, all constables and deputy constables will be required to either select their weapon information that is currently registered in the Constables' Certification, Education and Training System (CCETS) from a list OR select the weapon information from the drop down lists when enrolling into 2016 firearms classes.

If a weapon's make and model are not displayed in the drop down lists, please contact your regional contact person listed on page 4.

This mandatory information is necessary so that Program Staff can remove duplicate, erroneous or outdated weapon information that was converted to CCETS.

2016 ID Cards

In December 2015, PCCD will mail new certification cards to all constables who have maintained their certifications by successfully completing continuing education during 2015, 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, 2015. 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 or this change can be made in CCETS.

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 2015.

It is expected that the 2016 training schedule will be available approximately the week of November 23, 2015. **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.**

If you have not done so already, please make sure to register as a user in the Constables' Certification, Education and Training System (CCETS). Do not wait until the 2016 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.** Program Staff must approve the registration prior to logging into CCETS.

To complete the First Time User Registration 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. The standard registration forms can be found online and are included with the printed training schedule. The fax and address information for the training delivery contractor contact is also included in the printed training schedule. **Do not mail or fax training forms to PCCD.** Enrollment questions should be referred to the appropriate regional training delivery contractor. Constables cannot enroll 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, Dee Beiter – (267) 468-8331 and FAX (267) 468-8660

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929 and FAX (724) 357-4090

Western Region: Penn State-Fayette Campus, Todd Brothers – (724) 430-4114 and FAX (724) 430-4113

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 Program will be offering these certifications through the Optional Training Course in 2016. 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.

Re-election/Election Certificates and Appointment Orders

In order to ensure continued, uninterrupted certification, if you are re-elected or elected in November 2015, 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.

Basic Firearms Enrollment

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 check will be performed. If the individual 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 individual 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.

2016 Board Meeting Schedule

The 2016 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 2016 meeting dates are February 11, May 12, August 11 and November 10, 2016. All CETB meetings are open to the public and constables are welcomed and encouraged to attend.

The last 2015 CETB meeting will be held on November 19, 2015 beginning at 10:00 a.m. at PCCD's Offices in Harrisburg.

Lapses in Certification and Enrollment in Continuing Education Classes

If a constable's or deputy constable's certification has lapsed more than two years, but less than five years, they will be permitted 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 not allow a constable or deputy constable to enroll in a continuing education class if there is a lapse of more than two years in their certification.

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: Tracy Clouser, (717) 265-8552, tracclouse@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