

**SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD**

**Minutes of the December 4, 2014 Meeting**

Members Present

Carmen Deluca  
David M. Godfrey  
Mark Kellam  
Eric Weaknecht  
Kevin Wevodau  
Amy S. Withrow

Members Absent

Todd A. Martin  
Ronald C. Nagle  
Wayne E. Nothstein

Commission Staff Present

Norma Hartman  
Doug Hummel  
Bob Merwine  
Don Numer  
Lisa Osman  
John Pfau  
Deborah Williams

Others Present

Pennsylvania State University  
Michael Ecker  
Robert Stonis

Pennsylvania State University – Fayette  
Kirk Hessler  
Ted Mellors

Temple University  
Anthony Luongo  
Christie Willard

PA Sheriffs' Association  
Beth Appleby  
Robert Wollyung

Philadelphia Office of the Sheriff  
Angelinel Brown  
Monte Guess  
Ben Hayllar  
Sean Reilly  
Tony Payton Jr.

Others  
Kurt Rice

The December 4, 2014 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Chairman Carmen DeLuca, at 9:02 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 North Front Street, Harrisburg, Pennsylvania 17110.

Mr. Don Numer, PCCD, introduced new Board member, Mr. Kevin Wevodau. Mr. Wevodau was appointed to replace Ms. Linda Dale Hoffa, as the representative of the Attorney General, Ms. Kathleen Kane. He is the Director of the Bureau of Criminal Investigations for the Attorney General's Office.

Mr. Numer informed the SDSETB that Mr. Don Zettlemyer, Director of the Penn State Justice and Safety Institute retired. The University is in the process of searching for his replacement. Mr. Numer expressed his appreciation for Mr. Zettlemyer's commitment to the Board and the training academy.

Mr. Numer informed the SDSETB regarding the death of Ms. Karen McStravock, Temple University. Mr. Numer acknowledged her dedication to our continuing education program, administered by Temple University.

Mr. Numer informed the SDSETB that Sheriff Todd Martin was unable to attend the meeting due to a family commitment. He was anxiously awaiting the birth of his grandchild. In addition, Mr. Numer announced that he recently became a grandfather.

Chairman DeLuca asked if there were any questions concerning the minutes from the September 16, 2014 meeting. He stated that if there were no questions, then he would entertain a motion to approve the minutes.

Lieutenant David Godfrey made a motion to approve the minutes from the September 16, 2014 meeting. Ms. Amy Withrow seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Weaknecht, Wevodau, and Withrow

Voting Nay: None

Chairman DeLuca asked Ms. Norma Hartman, PCCD, to provide the SDSETB fiscal report. Ms. Hartman reviewed the first quarter fiscal report for the state fiscal year 2014-2015, period ending September 30, 2014. The balance from the previous year was \$8,617,503.87. Fee collections as of September 30, 2014 was \$1,462,081.30. The total estimated funds available as of June 30, 2015 was \$12,662,503.87. The total expenditures was \$1,743,965.68 which included \$264,195.32 in reimbursements to counties. The total expenditures and commitments was \$11,748,201.98 which included \$615,773.31 in administrative costs. The fund balance as of September 30, 2014 was \$914,301.89.

Chairman DeLuca asked if anyone had any questions regarding the fiscal report. He stated that he would entertain a motion to approve the fiscal report.

Lieutenant Godfrey made a motion to approve the SDSETB first quarter fiscal report for state fiscal year 2014-2015, ending September 30, 2014. Deputy Mark Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Weaknecht, Wevodau, and Withrow

Voting Nay: None

Chairman DeLuca referred to Mr. Numer to report on the training account projections. Mr. Numer referenced page 18 of the SDSETB meeting packet. He explained that through fiscal year 2017-2018, it is projected that revenue will decrease each year. Yearly expenditures continue to exceed yearly revenue, causing the fund balance to continue to decrease. Mr. Numer stated that staff predicted a few years ago that expenditures would begin to exceed revenue. Mr. Numer explained that the Commonwealth Comptroller's Office and Treasury Department wants the SDSETB to report that funding is available and/or projected to be available to enter into future contracts. Mr. Numer explained that we may need to consider entering into shorter length contracts. Mr. Numer stated that in the short term we are able to continue providing the required training and some optional training. Based on projected expenditures and revenue, the SDSETB should have funds available through the 2017-2018 fiscal year.

Mr. Numer stated that all sheriffs with the exception of two have been entered into the Deputy Sheriffs' Information System (DSIS). They all have been issued certification numbers. Mr. Numer stated that some sheriffs have already attended training. Mr. Numer stated that a new Sheriff and Deputy Sheriff Information System (SDSIS) is being developed. The new training information system will have increased functionality for staff and sheriffs. The new system was scheduled to be completed sometime in 2015.

Mr. Numer informed the SDSETB that the Policy Workgroup had a meeting on October 23, 2014. The meeting focused on developing policies in accordance with the amended Training Act that became effective September 9, 2014. Mr. Numer stated that the Workgroup provided excellent input and guidance in developing new policies. Mr. Numer explained that he needs to meet with our legal staff to discuss incorporating policy provisions for addressing certification revocations and an appeals process. After meeting with the legal staff, a draft policy will be created to be reviewed by the Policy Workgroup. After the Workgroup reviews the proposed policy, the SDSETB will review and consider for adoption. The proposed policy would need final approval by the PCCD.

Mr. Numer stated that the previous SDSETB approved policy revisions will be reviewed for approval at the December PCCD meeting. These revisions included changes to the requirements for reimbursement requests, changes in the requirements for acceptance to

the Waiver Training Program, and changes to training requirements for deputies returning to employment.

The Waiver Training curriculum was revised and will be implemented beginning in January 2015. All waiver training attendees will be required to complete two on-line courses. These courses are: Comprehensive Legal Updates and Flying Whiled Armed. Deputies will not be certified until they complete the Waiver Training and the on-line classes. Training Bulletins will be issued explaining the policy changes and training requirements. Mr. Numer stated that he will address the changes with the January 2015 waiver class.

Mr. Numer referred to page 19 of the meeting packet. He explained that the chart lists the Merit trainings and Supervisory courses that are offered. At the September 16, 2014 meeting the SDSETB decided to limit the number of Train the Trainer classes offered in an effort to reduce costs. The SDSETB approved offering one per year of each of the following classes: Basic Instructor Development, Court Security Instructor Certification, Firearms Instructor Certification, Patrol Rifle Instructor Certification, Firearms Instructor Re-Certification, and Patrol Rifle Instructor Re-Certification. Mr. Numer stated that minimum enrollments will determine if a class would be taught.

Mr. Numer recommended that four Active Shooter Courses be offer per year. Mr. Numer recommended that on-line Legal Updates continue to be offered, as well as the optional on-line courses. He recommended that one Basic Supervisor course be offered per training cycle. Mr. Numer recommended that three Advanced Supervisor classes be offered per training cycle. This was due to sheriffs being required to attend training. Mr. Numer recommended that a continuing education course be developed that would only be for sheriffs.

Lieutenant Godfrey made a motion to approve the recommendations for the course offerings provided on page 19 of the meeting packet. Deputy Mark Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Weaknecht, Wevodau, and Withrow

Voting Nay: None

Mr. Douglas Hummel, PCCD, reviewed the list of Time Waivers approved by the Training Supervisor. Time extensions were approved for Deputy Matthew Crenko, Lehigh County and Deputy John Langan Jr., Juniata County. This was for informational purposes and did not require SDSETB action.

Mr. Hummel reviewed the list of Partial Training Waiver Applications approved by the Training Supervisor. This was for informational purposes and did not require SDSETB action. Mr. Hummel explained that these waivers are in accordance with the Training Policy.

Mr. Hummel reviewed the instructor applications submitted by the Pennsylvania State University for Mr. Michael P. Ecker Jr., Professional Development, Officer Safety, Crisis Intervention, Investigations, Criminal Law, Security, Firearms, and Motor Vehicle Code; Mr. Jay T. Schreffler, Professional Development; and Sheriff Mark C. Steelman, Security, Civil Law, Officer Safety, and Professional Development. Mr. Hummel reviewed the instructor application submitted by Temple University for Mr. Thomas J. Roccograndi, Criminal Law, Civil Law, Security, Firearms, Officer Safety, Crisis Intervention, and Professional Development. He stated that the contractors were present to answer any questions.

Deputy Kellam asked why the SDSETB is experiencing an increase in instructor applications. Mr. Numer explained that with the large classes, more instructors are needed to assist with courses such as: Firearms, Security, and Defensive Tactics. Most current instructors maintain full time jobs in addition to teaching in our programs. Instructor availability is sometimes an issue.

Deputy Kellam made a motion to approve the instructor applications. Lieutenant Godfrey seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Weaknecht, Wevodau, and Withrow

Voting Nay: None

Mr. Hummel reviewed the Time Waiver Request submitted by Sheriff Richard Keuerleber, York County, for Deputy Daryl A. Harang. Deputy Harang failed the Defensive Tactics course while attending class B-14-03. He is required to return and retake the course. Sheriff Keuerleber requested the time extension so Deputy Harang could continue to work until his return in the spring of 2015. Mr. Numer explained that the Policy does not support a time waiver for Deputy Harang. Mr. Numer was informed that Sheriff Keuerleber would only serve in an administrative capacity. Lieutenant Godfrey confirmed that Deputy Harang would not carry a weapon or badge. Ms. Withrow stated that the letter granting a time waiver would need to specify Deputy Harang's duty limitations.

Sheriff Eric Weaknecht made a motion to approve the time extension for Deputy Daryl A. Harang with the stipulation that Deputy Harang only be permitted to serve in an administrative role. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Kellam, Weaknecht, Wevodau, and Withrow

Voting Nay: None

Abstained: Godfrey

Chairman DeLuca asked for the report on Basic Training. Mr. Robert Stonis, Penn State University, explained that the increase in instructor applications was due to the larger classes and the need to support to new Waiver Training Curriculum that will be implemented in January 2015. Mr. Stonis reminded everyone that graduation was scheduled for Friday, December 19, 2014. He extended an invitation for all to attend.

Chairman DeLuca asked for the report on the Curriculum Development Contract. Mr. Ted Mellors, Penn State Fayette, stated that the new Wavier Training Curriculum was completed and delivered to Penn State for implementation in January 2015. In addition, the revisions to the 2015 Basic Training were completed, to include new videos for the Cultural Diversity course. Mr. Mellors stated that the 2015 on-line courses were complete. He stated that his staff had been developing the continuing education training modules for the 2015-2017 training cycle. A meeting to review the continuing education curriculum will be scheduled for June 2015.

Chairman DeLuca asked for the report on the Continuing Education Delivery Contract. Mr. Anthony Luongo, Temple University, thanked Mr. Numer for recognizing Ms. McStravock for her dedication to the program. He thanked the SDSETB for their support in approving the instructor applications. Mr. Luongo stated that the distance learning courses for 2014 were near completion. Ms. Christie Willard stated that continuing education classes were being offered in Philadelphia. Ms. Willard commended the support and cooperation from Inspector Paris Washington, Philadelphia Office of the Sheriff.

Deputy Kellam asked Mr. Luongo about the recent emails that were sent to those deputies enrolled in on-line training. Mr. Luongo explained that each deputy has a quest account through Temple University to access the on-line training. He stated that those accounts expire at the end of the year and when a deputy registers for classes in the next year, his/her account would be reactivated. Ms. Withrow asked if the SDSETB is given a report on the number of deputies that complete on-line training. Ms. Willard stated that Mr. Luongo prepares a report on the number of deputies that register and complete on-line training at the completion of each training cycle. Mr. Numer stated that approximately 40 deputies completed the optional on-line trainings in 2013. This does not account for all the deputies that attended Basic Training, whom are required to take on-line training.

Mr. Numer welcomed the representatives from the Philadelphia Office of the Sheriff. Deputy Angelinel Brown, Deputy Monte Guess, and Chief Deputy Administrator of Finance, Ben Hayllar were present. Mr. Numer stated that staff invited the Philadelphia Office of the Sheriff to attend a SDSETB meeting to discuss training concerns they have. Mr. Numer stated that he had just received the proposed talking points the previous day. Mr. Hayllar requested for the ability to train their deputies at the Philadelphia Police Academy, using the same curriculum as taught at the academy at Penn State. Mr. Hayllar stated that they are in the process of a major hiring campaign. He said they will probably hire over 100 deputies to staff their new family court facility. Mr. Hayllar stated that the required training in State College is a hardship, especially on their female candidates. He

said that they have lost employees due to the length of time away from home. In addition, having the deputies trained close to home would allow for the sheriff to utilize their services if needed. Mr. Hayllar explained that the deputies could have been available to assist in providing security at a recent demonstration.

Mr. Hayllar stated that the Philadelphia Police Academy has qualified instructors. He stated that any courses that could not be taught in Philadelphia, would require the deputies to attend the training offered by Temple University or Penn State. Mr. Hayllar stated that reimbursement costs associated with lodging, meals, and travel would be decreased by approximately \$4,000 to \$5,000.

Mr. Numer stated that 84 deputies were hired during the past two years. He asked if the 84 new hires are included in the projected 100 new employees mentioned earlier in the meeting. Mr. Hayllar stated that including the 84 new deputies they would be at approximately 100 new employees by the Spring. Mr. Numer stated that prior to this year, an average of eight deputies attended Basic Training each year. Mr. Numer stated that once the mass hiring is complete and all have completed training, then future numbers would be a concern for the SDSETB.

Mr. Numer asked if the Philadelphia Office of the Sheriff envisioned the SDSETB to pay the Philadelphia Police Academy to conduct the training. Mr. Hayllar stated that the expectation would be that the SDSETB would reimburse the Sheriff's Office for the training. He stated that reimbursements would be less because there would not be reimbursements for lodging, meals, and travel. Mr. Numer asked if there would be costs associated with class instruction and facilities. Mr. Hayllar stated that there would be costs associated with the training. Mr. Hayllar stated that they would seek reimbursement to the level the SDSETB would approve.

Mr. John Pfau, PCCD, stated that the savings in not needing to provide reimbursement for lodging, meals, and travel would not offset the training costs to operate a second academy. Mr. Pfau stated that our legal office would need to review eligible reimbursements since the Training Act specifies eligible reimbursement costs to include salary and travel.

Lieutenant Godfrey asked Mr. Hayllar why the county does not just send deputies to Act 120 Training and then to our Waiver Training. Mr. Hayllar stated that he did not know the reason. Mr. Numer stated that the SDSETB would not reimburse the county for sending a deputy to Act 120 Training.

Deputy Kellam stated that hiring Act 120 certified individuals would decrease the need to attend the 19-week Basic Training Academy.

Mr. Bob Merwine, PCCD, asked if the Philadelphia Police Academy instructors would obtain SDSETB certification to teach our curriculum. Mr. Hayllar stated that the police academy instructors are certified. Mr. Numer stated that they are not certified by the

SDSETB. Mr. Hayllar stated that they would need to become certified and they would teach the SDSETB curriculum.

Mr. Numer stated that if the SDSETB wants to consider the request, he recommended that more information is needed. To many issues need to be investigated prior to a decision. Chairman DeLuca directed staff to gather more information regarding the request and report the findings to the SDSETB.

Chairman DeLuca stated that the next SDSETB meeting was scheduled for March 3, 2015, at 9:00 a.m., at the PCCD.

Ms. Withrow made a motion to adjourn the meeting. Lieutenant Godfrey seconded the motion and the meeting was adjourned at 9:59 a.m. with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Weaknecht, Wevodau, and Withrow

Voting Nay: None