



**DEPUTY SHERIFFS' EDUCATION  
AND TRAINING BOARD**

**2001 ANNUAL REPORT**



### **2001 BOARD MEMBERSHIP**

Carmen Deluca, Chairman  
Commander, Allegheny County

Chester Hawkins, Vice Chairman  
Sheriff, Clearfield County

Donald Cohick, Jr.  
Deputy Sheriff, Lycoming County

Harry Forbes, Commissioner  
Pike County

Larry E. Kopko  
Sheriff, Warren County

Erin Joyce  
Lieutenant, Luzerne County

D. Webster Keogh  
Judge, Court of Common Pleas  
Philadelphia County

Lawrence D. Gerrard \*  
Regional Director, Eastern Regional Office  
Office of Attorney General

Linda Wallach Miller  
Judge, Court of Common Pleas  
Monroe County

\* Representing Attorney General D. Michael Fisher

### **PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY**

Thomas W. Corbett, Jr., Esquire  
Chairman, PCCD

James Thomas  
Executive Director, PCCD

Civil and Criminal Training Division

Stephen Spangenberg  
Manager

Donald Numer  
Planner

Ronald Stern  
Planner

**SHERIFFS' EDUCATION AND TRAINING BOARD**  
**2001 ANNUAL REPORT**

<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
I.	2001 Annual Report	1
II.	Training and Certification Programs	2
III.	Basic Training Curriculum	4
IV.	Tables	5
V.	Training Status of Deputies Per County	6
VI.	Board Financial Report	7
VII.	Board Organization	8
VIII.	Deputy Sheriffs' Training Bulletins	9

Deputy Sheriffs' Education and Training Board  
Pennsylvania Commission on Crime and Delinquency  
P.O. Box 1167, Harrisburg, Pennsylvania 17108-1167  
Telephone (717) 705-3693 -- Toll Free (800) 692-7292, Option #2  
FAX (717) 783-7140  
[www.pccd.state.pa.us](http://www.pccd.state.pa.us)

## **2001 ANNUAL REPORT**

During its 18-year history, the Deputy Sheriffs' Education and Training Board has trained and certified 3,183 deputy sheriffs through basic training and has renewed the certification of all deputies through its biennial continuing education program. The year 2001 was the seventeenth year of deputy sheriffs' training administered by the Board and the Pennsylvania Commission on Crime and Delinquency (PCCD) under the provisions of Act 1984-2, the Deputy Sheriffs' Education and Training Act.

During 1999 and 2000, the Board and its training development contractor, Temple University's Department of Criminal Justice, produced and delivered a core 560-hour curriculum. The Board's basic training delivery contractor, Pennsylvania State University's Justice and Safety Institute, presented the first pilot basic program in July 2000. During that and subsequent basic and waiver programs Temple University with feedback from Pennsylvania State University, revised and fine-tuned the curriculum into its present form. Additionally, with the development process the Board reviewed and revised its regulations, policies and procedures, which support the training programs and provide direction to staff, sheriffs' departments, and deputy sheriffs on issues related to training and certification. The Board is actively engaged in these tasks, which will continue to be pursued through 2002.

The passage of Act 1998-10 has provided a positive future for the Board's training programs. Act 10 provided an increase in the surcharge collection, which is the sole source of funds supporting Board training, and provided the Board the opportunity to expand the hours allotted for training. Since the Fall of 1998, the Board has proceeded with its plan for the development and implementation of expanded basic training under the capability provided by Act 10. With the approval of the necessary regulations, the Board is prepared for the final phase of this basic training expansion, the addition of 200 hours to the basic training program dealing with traffic code, patrol operations, and investigations.

# **TRAINING AND CERTIFICATION PROGRAMS**

## **Basic Training**

By the end of 2001, the Deputy Sheriffs' Education and Training Board and the Pennsylvania Commission on Crime and Delinquency, in accordance with the provisions of Act 1984-2, had completed the seventeenth year of providing initial certification to newly hired deputies. To provide this initial certification, the Board has held 37 basic training classes and 25 waiver classes, certifying a total of 3,183 deputy sheriffs since 1985.

From 1985 to 1999, basic training consisted of 160 hours of instruction presented during a four-week course and included major subject areas related to the duties of a deputy sheriff: civil and criminal law and procedure; court security; prisoner transport; mechanics of arrest; crisis intervention; professional development; self-defense; first aid; and firearms. During 2000, the Board implemented delivery of an expanded, 560-hour basic training program under the provisions of Act 1998-10, which provided a significant expansion of instruction in the basic training topics noted above and related topics.

Waivers of basic training are issued for a limited class of deputies with prior Pennsylvania-based law enforcement experience and training. Prior to 2000, deputies eligible for a waiver of basic training were required to attend a 40-hour, one-week waiver course, which covered the topics of civil law and procedure, court security, and prisoner transport. During 2000, the Board implemented an expanded, 101-hour waiver course to parallel the expansion of basic training. After several classes, it was identified that the waiver students required less time to assimilate the same information due to their prior training and experience. In 2001, the Board approved a reduction in the waiver course to 80 hours although the same information is provided.

Between 1985 and 1999, the Board's basic training delivery contractor, the Dickinson School of Law, annually provided two, four-week basic training courses and two, one-week waiver training courses. Under the first phase of the expanded training, Pennsylvania State University delivers four, 14-week basic training classes and four, two-week waiver classes on a year-round basis. During 2001, 274 deputies successfully completed training; 136 in basic training and 138 in the waiver courses.

The Board, working with the Pennsylvania Department of Education, Division of Veterans/Military Education, has obtained recognition as an educational program under Title 38, United States Code, Section 3676 (GI Bill of Rights). This approval allows eligible deputy sheriffs who are also veterans, dependents, or National Guard and Reserve members to receive educational benefits for attendance at the Board's expanded basic or waiver training programs. Eligible deputies could qualify for tax-free benefits up to \$1,680.

## **Continuing Education**

As a means of re-certifying deputies, Act 1984-2 requires attendance of continuing education every two years. The Deputy Sheriffs' Education and Training Board has organized continuing education into two-year training cycles, with the training conducted in 12 locations across the Commonwealth during each cycle. During 2001, 520 deputies attended scheduled continuing education courses. The Board's continuing education training delivery contractor, Temple University Department of Criminal Justice, provides the biennial training.

Since its initial effort to develop continuing education training, the Board has viewed the program as a means of maintaining the level of proficiency of each deputy sheriff. The continuing education is designed to refresh, update and expand upon the job-related knowledge of deputies. The 1999 - 2001 continuing education curriculum included eight topics, organized into five training modules: Legal Updates; Principles of Survival; Civil Process; Prisoner Transportation; Courtroom Security; Explosive Devices; Hazardous Materials; and Emotionally Disturbed Persons.

All of the modules cover the topic of Legal Updates with the remaining seven topics spread among the modules to provide sheriffs and deputies with an opportunity to select topics relevant to their particular duties or training needs. A number of training modules are presented at each site, so departments can schedule attendance to maximize the availability of deputies for duty.

During the 2001-2003 cycle, continuing education encompasses only one extremely timely and relevant subject, "Dealing With Special Needs." This 20-hour block of instruction provides each deputy the skills and knowledge to effectively yet compassionately deal with special-needs individuals while maintaining the safety of everyone concerned.

## **Supervisory Training**

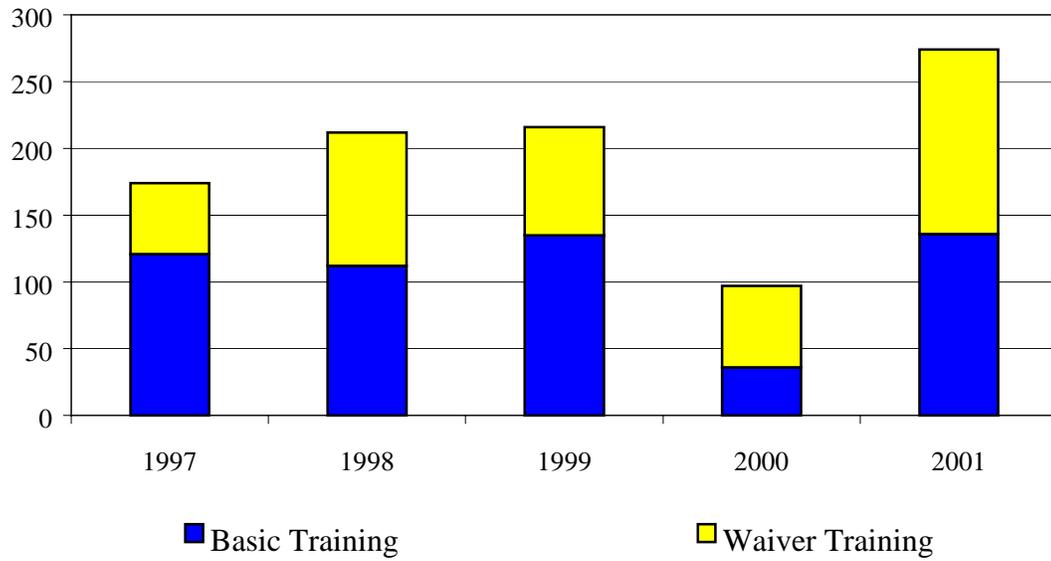
The Board has long recognized the need for more advanced training for chief deputies and veteran deputies in supervisory positions. During the 1999 – 2001 training cycle, the Board, through its continuing education training delivery contractor, Temple University, provided supervisory training to 44 supervisory deputies at three locations around the Commonwealth. This training encompassed skills needed to develop policies for their sheriff's office. The training for the 2001-2003 cycle will identify good supervisor and management techniques for new and veteran leaders.

## **DEPUTY SHERIFFS' BASIC TRAINING**

<b>Topic Area</b>	<b>Hours</b>
<b>Introduction to the Criminal Justice System</b>	<b>12</b>
<b>Court System and Courtroom Security</b>	<b>16</b>
<b>Civil Law</b>	<b>61</b>
<b>Criminal Law</b>	<b>60</b>
<b>Other Legal Issues</b>	<b>8</b>
<b>Managing Security</b>	<b>16</b>
<b>Managing Prisoners</b>	<b>14</b>
<b>Advanced First Aid and Cardio Pulmonary Resuscitation</b>	<b>49</b>
<b>Crisis Intervention</b>	<b>16</b>
<b>Families in Crisis and Domestic Violence</b>	<b>8</b>
<b>Firearms</b>	<b>80</b>
<b>Control and Defensive Tactics</b>	<b>56</b>
<b>Less Than Lethal Weapons</b>	<b>10</b>
<b>Emergency Vehicle Operation</b>	<b>40</b>
<b>Communications</b>	<b>30</b>
<b>Cultural Diversity</b>	<b>8</b>
<b>Ethnic Intimidation and Bias Crime</b>	<b>8</b>
<b>Special Needs Groups</b>	<b>4</b>
<b>Professional Development</b>	<b>16</b>
<b>Physical Conditioning</b>	<b>48</b>
	<hr/>
<b>TOTAL</b>	<b>560</b>

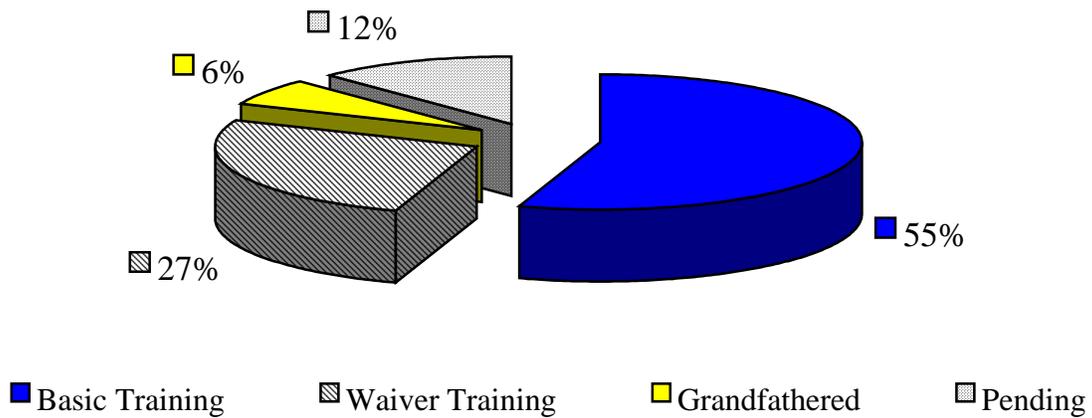
## DEPUTY SHERIFF CERTIFICATIONS

### Deputies Certified Per Year Through Basic And Waiver Training



## STATUS OF CURRENTLY EMPLOYED DEPUTIES

### By Method of Certification



## DEPUTY SHERIFFS BY COUNTY: CERTIFIED VS. GRANDFATHERED

COUNTY	CERTIFIED*	GRAND-FATHERED	TOTAL	COUNTY	CERTIFIED*	GRAND-FATHERED	TOTAL
Adams	9	1	10	Juniata	8	0	8
Allegheny	142	31	173	Lackawanna	66	2	68
Armstrong	8	0	8	Lancaster	55	3	58
Beaver	35	4	39	Lawrence	12	0	12
Bedford	22	0	22	Lebanon	23	0	23
Berks	54	4	58	Lehigh	64	2	66
Blair	16	0	16	Luzerne	51	1	52
Bradford	6	0	6	Lycoming	6	3	9
Bucks	46	1	47	McKean	3	0	3
Butler	34	1	35	Mercer	13	1	14
Cambria	20	0	20	Mifflin	4	0	4
Cameron	2	1	3	Monroe	18	1	19
Carbon	10	1	11	Montgomery	92	8	100
Centre	9	0	9	Montour	11	0	11
Chester	41	1	42	Northampton	45	1	46
Clarion	12	0	12	Northumberland	10	0	10
Clearfield	8	1	9	Perry	9	2	11
Clinton	7	1	8	Philadelphia	186	29	215
Columbia	11	1	11	Pike	19	1	20
Crawford	7	2	8	Potter	0	0	0
Cumberland	29	4	33	Schuylkill	12	1	13
Dauphin	67	1	68	Snyder	7	0	7
Delaware	38	5	43	Somerset	10	0	10
Elk	6	0	6	Sullivan	4	0	4
Erie	24	1	25	Susquehanna	3	0	3
Fayette	4	0	4	Tioga	2	0	2
Forest	8	4	8	Union	5	0	5
Franklin	14	0	14	Venango	9	0	9
Fulton	3	0	3	Warren	17	4	21
Greene	7	0	7	Washington	37	0	37
Huntingdon	15	0	15	Wayne	10	0	10
Indiana	15	1	16	Westmoreland	65	1	66
Jefferson	16	0	16	Wyoming	4	0	4
				York	60	4	64
				<b>TOTAL</b>	<b>1781</b>	<b>127</b>	<b>1808</b>

\* Number of certified deputies reported includes deputies certified as of 2001 and those scheduled for training in 2002.

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
DEPUTY SHERIFFS' EDUCATION AND TRAINING ACCOUNT  
COMBINED STATEMENT OF CASH RECEIPTS AND EXPENDITURES  
FOR STATE FISCAL YEAR 2001-02 AS OF MARCH 31, 2002**

**RECEIPTS**

	<b>RECEIPTS</b>	<b>TOTAL BALANCE</b>
Balance from Previous Year		\$5,539,624
Fee Collections		
Collections 7/1/00-3/31/02	<u>\$3,800,033</u>	
		<u>\$3,800,003</u>
ESTIMATED TOTAL FUNDS AVAILABLE AT 6/30/2002		<u>\$9,339,657</u>

**EXPENDITURES AND COMMITMENTS**

	<b>EXPENDITURES</b>	<b>COMMITMENTS</b>	<b>TOTAL</b>
Administration:	\$203,253	\$71,747	\$275,000
Education:			
Pennsylvania State University (SP8191210006-Basic Training)(1)	\$1,702,383	\$948,335	\$2,650,718
Temple University (SP819121004-Continuing Education)(2)	\$97,692	\$106,944	\$204,636
Temple University (SP395621-Curriculum Development)(3)	\$99,479	\$44,663	\$144,142
Reimbursements to Counties	\$482,291	\$92,709	\$575,000
<b>EST. TOTAL EXPENDITURES AND COMMITMENTS AT JUNE 30, 2002</b>			<u><b>\$3,849,496</b></u>
 <b>ESTIMATED BALANCE AT JUNE 30, 2002</b>			 <u><b>\$5,490,161</b></u>

(1) Total contract is \$7,271,361. Contract period is 5/1/2000 through 8/30/2003.

(2) Total contract is \$726,340. Contract period is 10/1/99 through 9/30/2003.

(3) Total contract is \$551,390. Contract period is 2/1/99 through 2/28/2003

## **BOARD ORGANIZATION**

The Deputy Sheriffs' Education and Training Board was created as an advisory board to the Pennsylvania Commission on Crime and Delinquency (PCCD) by Act 1984-2, the Deputy Sheriffs' Education and Training Act. The ten-member Board is composed of two Common Pleas judges, two sheriffs, three current or former deputy sheriffs, one educator, one county commissioner and the Attorney General.

Act 1984-2 directed the Board to establish, implement and administer a program of basic and continuing education training for deputy sheriffs. The Act requires that newly hired deputy sheriffs attend basic training in order to be certified as a deputy sheriff. In addition, all deputies are required to renew their certification through biennial continuing education.

The Board has the power to make rules and regulations encompassing all matters related to the operation of the training program and the certification of deputy sheriffs. The Board operates under the review and approval of the PCCD, which provides the requisite administrative structure and staff support.

During 2001, the Board's basic training consisted of 560 hours of instruction during the first phase of the expanded program. Once regulations are approved allowing for the second phase of the expansion, to 760 hours of instruction, the Board will focus on revising the continuing education program.

Activities of the Board, its staff, and training programs are supported independent of the PCCD General Fund budget. This is accomplished through a surcharge on all legal papers served by sheriffs' departments. The PCCD is responsible for making disbursements from the Deputy Sheriffs' Education and Training Account, a restricted receipts account maintained by the Office of State Treasurer, for the costs of the training program, its administration, and the expenses of the Board.

In addition, the Act provides for reimbursement to each county for the expenses associated with the training of deputy sheriffs. The Board provides 100% of the tuition, and allowable living and travel expenses during training. In addition, counties are reimbursed 50% of each deputy's salary while they attend training.



## **DEPUTY SHERIFFS' TRAINING BULLETINS**

During 2001, the Deputy Sheriffs' Education and Training Board continued to issue its periodical newsletter, the Deputy Sheriffs' Training Bulletin, which serves as a conduit of information between the Board and sheriffs' departments concerning the training programs and activities of the Board. In addition, information and forms related to the deputy sheriffs' training programs of the Board are available on the PCCD web site at [www.pccd.state.pa.us](http://www.pccd.state.pa.us).

### **Number 60, July 2001**

Reviewed the financial support for training programs provided by the Board and defined reimbursements to counties. Announced the addition of personalized reimbursement vouchers with all applicable information included. Detailed the requirements for the new clothing reimbursement for basic training students.

### **Number 61, August 2001**

Announced the continuing education cycle for 2001-2003. This Bulletin identified the complete 42 class-training schedule by date and location. Also identified were the new registration requirements.

### **Number 62, November 2001**

Detailed the new waiver training eligibility requirements along with the announcement of the discontinued use of the waiver exam. It was also reported that the Board, based on a curriculum review, adjusted the waiver training program from its pilot of 101 hours to a more efficient 80 hours.