



# DEPUTY SHERIFFS' TRAINING BULLETIN

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## Training Program Financial Support

Act 1984-2, as amended, provides the source of funding necessary to support the training programs of the Deputy Sheriffs' Education and Training Board including basic training, waiver training, and the biennial continuing education. To provide such support, the Act established a \$10 surcharge on services of legal papers by sheriffs' offices. Every six months those surcharge funds are remitted to the Office of State Treasurer and placed into the Deputy Sheriffs' Education and Training Account, a restricted receipts account that is disbursed by the PCCD. The account supports the training programs for deputy sheriffs and the administration of training by the Board/PCCD.

Under the provisions of Act 2, the account provides 100% of the cost of training, including such things as classrooms, facilities, instructors, equipment, books, handouts, and reference materials. In addition, for basic and waiver training, it covers the cost of necessary lodging, meals and public transportation between the lodging and training sites.

### Reimbursement To Counties

Reimbursement is defined as funds paid to each county or department in compensation for what they have already paid to the qualifying deputy. Upon completion of basic, waiver, or continuing education training programs, the Act provides that the Board/PCCD reimburse participating counties for certain payments the counties have made to their deputies while in training. Reimbursement claims are to be made on a voucher that is mailed to each Sheriff's Office by the PCCD shortly after the completion of each training session. These vouchers are now personalized for each deputy and should not be altered.

Reimbursable expenses defined in Act 2 and Board regulation presently include: 50% of a deputy's regular hourly wage, up to the total number of hours of instruction in the course; and, the cost of transportation at a rate not to exceed the authorized state or county rate, whichever is lower. Transportation cost is reimbursed for each weekend round-trip between a deputy's home and the training site for basic and waiver training, and daily round trips for continuing education. Other reimbursable expenses include tolls for turnpike travel and lunch meals for continuing education are also reimbursed.

## **Clothing Reimbursement**

With the implementation of the 560-hour basic training at the Pennsylvania State University (PSU), and the use of off-campus housing and public transportation, came the need to address uniform issues for deputies attending basic training. In an effort to establish an academy atmosphere while maintaining relative anonymity on a large university campus, PSU instituted a basic training uniform consisting of black slacks, white dress shirt, and black tie for all basic training students starting with Class B-00-02, October 2000 - February 2001.

Recognizing the cost for these basic training academy uniforms and some personal defensive tactics safety equipment, the Board expanded the allowable reimbursements to include up to \$300 for such expenses. Deputies attending the shorter waiver training courses are not authorized this allowance since that training does not have a uniform requirement.

Counties that provide a clothing stipend to each deputy for the purchase of these specific clothing and equipment items (separate from any allowance for duty uniforms) may request reimbursement up to \$300, as provided on the basic training expense voucher form under miscellaneous expenses.

This is not a mandatory program in that counties that do not provide a clothing stipend should not request reimbursement. If the county already provides some uniform stipend specifically for training uniforms, only the amount of that stipend, up to a maximum of \$300, should be requested for reimbursement. The Board does not require that receipts be submitted for this reimbursement, but deputies are briefed that their county may require receipts.