



DEPUTY SHERIFFS' TRAINING BULLETIN

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COMMONWEALTH OF PENNSYLVANIA

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PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

Project Update

The Pennsylvania Commission on Crime and Delinquency (PCCD) through the Deputy Sheriffs' Education and Training Board (DSETB) issued Training Bulletin number 89 in July 2009, outlining the provisions of Act 2005-66 pertaining to development of a standardized statewide firearms License to Carry (LTC) System. This Bulletin provides an update to the project, which is required to be completed by May 10, 2011.

The PCCD has partnered with the Pennsylvania State Police (PSP) and Pennsylvania Sheriffs Association (PSA) to design and implement the new system.

PCCD began staffing the project with full time resources in mid October 2009. Several requirements meetings have been conducted with representatives from the State Police and PA Sheriffs Association which resulted in detailed functional requirements for the LTC processes including data capture, data validation and reporting. Representatives from the team met with Dauphin County, Allegheny County and Pike County to review and validate requirements defined to date.

The project team has developed prototypes, which reflect the conceptual design for screens and system navigation and reviewed the initial prototypes with representatives from PSP and PSA. Development of the new LTC system is underway and currently scheduled to be completed by the second quarter of 2010. A pilot system implementation is scheduled by the third quarter of 2010, with the goal to complete implementation and deployment to all counties by the end of 2010.

In September 2007, the PCCD conducted a survey regarding the LTC systems currently used by sheriff's offices. The PCCD is conducting a follow-up survey to ensure that your needs are appropriately represented. The survey is attached to this Training Bulletin. Please complete the survey and return to the PCCD, at P.O. Box 1167, Harrisburg, PA 17108-1167, with attention to Mr. Alan McLean. If you have any questions concerning the survey, please contact Mr. McLean at (717) 265-8548.

Project Summary

The License to Carry (LTC) project is designed to provide a standard and modernized system which will be utilized by all 67 counties across Pennsylvania, to process applications for License to Carry firearms. The

solution will include the following components which can be utilized at the License to Carry Issuing Authority (LTCIA):

Magnetic Card reader – which can be utilized to capture demographic information from the magnetic strip on the back of a PA Drivers License to validate identity and reduce data entry for the LTCIA.

Signature Pad – to capture and print signatures on the permit.

Digital Camera – to capture and print photograph of the permit holder on the permit.

Please note, funds will be made available to each of the LTCIAs for the procurement of the hardware components (PC, card reader, signature pad, camera, printers, laminators, supplies, etc) required to produce the permits through PCCD.

The system will enable the License to Carry Issuing Authority (LTCIA) to enter application data directly into the central LTC repository where the application can be tracked.

Major functionality which will be incorporated into the new LTC system includes:

- Logical segmentation by county, so that each county can perform queries specific to their applications and licenses.
 - (Please note, counties will be able to query and view the actual permit issued in other counties, but not the details associated with the application.)
- Ability to key and capture applicant data from the paper License to Carry application.
 - (Please note, data which is printed on the permit will be required, all data fields on the application will be available for data capture. It is up to the individual LTCIA whether or not they choose to enter optional data.)
- Ability to process new applications including:
 - Automatic notification in the event an applicant with the same name and date of birth exists in the repository.
 - Ability to capture comments regarding local background checks.
 - Ability to produce standard approval or denial letters which can be mailed to the applicant.
 - Ability to capture PICS check number and date.
 - Ability to produce a standard statewide permit, including the permit holders photograph and signature.
- Ability to process Renewals including:
 - Ability to generate renewal notices or mailing labels for permits which will expire within 60 days.
- Ability to process Revocations and Reinstatements including:
 - Automatic notification to PSP.
 - Ability to produce standard revocation and reinstatement letters.
 - Ability to track if and when a permit was returned.
- Ability to process and create duplicate Permits.
- Ability to capture fees collected.
 - (Please note this data is optional and can be captured if the LTCIA chooses).
- Ability to search and update LTC records.
 - (Please note, LTCIAs will only be able to update their records).

- Ability to produce canned reports including:
 - Permits which will expire within 60 days.
 - Permits Issued.
 - Fees Collected.
 - Permits Revoked.
 - Total Active Permits.
- Ability to produce ad hoc reports.
- Ability to export data.
- Ability to administer role based security including.
 - LTCIA security administrator
 - LTCIA role with read, write and update privileges.
 - LTCIA role with read and report creation privileges only.

Design Principals:

- The LTC system will be designed to accommodate the needs of counties that process a wide range of application volumes (one at a time or in batches), with optimal ease of use.
- The LTC system will be designed to provide each of the LTCIAs flexibility in terms of the features utilized, while providing a standard process.
- The LTC system will be designed so that the PICs check can be automated in the future. (Please note, this automation will not be implemented during 2010).