



DEPUTY SHERIFFS' TRAINING BULLETIN

Number 102

COMMONWEALTH OF PENNSYLVANIA

August 2010

PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

PCCD completed User Acceptance Testing with representatives from the Cumberland County Sheriff's Office and the Pennsylvania State Police (PSP) Firearms division on July 22, 2010. We are currently on schedule to deploy in Production for Cumberland County the first week of August 2010. Deployment to all Issuing Authorities is scheduled by the end of 2010.

Please note, one of the features included in the application includes the ability to print mailing labels for correspondence such as renewals. The system has been designed to format and print on Avery 5160 or 8160 Industry Standard Mailing Labels. Please keep this in consideration when procuring mailing labels.

We have received test Address extract files as defined in Training Bulletin #99 from a number of counties. However, the vast majority have had formatting problems which had to be corrected before the files could be successfully processed. If you have not already done so, it is a priority for all Issuing Authorities (IAs) to create and submit a test Address extract file as defined in Bulletin #99, in advance to ensure the format is correct.

Summary of LTCIA Responsibilities

The table below provides a summary of LTCIA responsibilities associated with the Implementation:

Lead time	Task Description	Notes:
1 month prior to implementation	Procure Required Hardware Set up equipment and install drivers.	This must be completed before onsite training can occur
1 week prior to implementation	Create Test Address Extract File and provide to PSP	This can be done any time prior to implementation. The lead time is to correct any formatting errors. Address Extract files can be imported

		after implementation if necessary. IAs can also manually update the address information if necessary.
1 week prior to implementation	Cease entering LTC applications in old LTC system. All LTC applications that are in process (pending permit issue or pending denial, will need to be completed in the old LTC system and mailed to the PSP if issued, or reentered in the new LTC application for processing.	The lead time may vary from county to county. Copies of all permits issued prior to implementation will need to be mailed to PSP using the existing process.
1 day prior to implementation	Create Production Extract File and provide to PSP	Note: PCCD has scheduled a resource to be on site to assist the IA with the creation of the Extract file for counties whom requested assistance in prior surveys.
Implementation day	Participate In Training	A half day training session has been scheduled for each IA.
Implementation day	Review Production Error Reports and perform Data Cleansing as necessary in New LTC application	
Implementation day forward	Use New LTC application, cease sending copies of Permits created in New LTC and Revocation and Reinstatement Notices to PSP	

If you have any technical questions related to the LTC project, please contact Alan McLean at (717) 657-4178. Below is a link to all prior PCCD Training Bulletins for reference:

<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5387&&PageID=494579&level=4&css=L4&mode=2>

Below is the planned implementation schedule for August thru the beginning of October. PCCD is in the process of contacting counties to review and confirm the scheduled implementation dates. Please note, two days have been scheduled for counties whom requested assistance in creating the address extract files in prior survey responses. Updates and additional detail regarding the implementation schedule will be provided in the future as the project progresses.

County	Projected Date
Cumberland	August 4 2010
Erie	August 24, 2010
Crawford	August 24, 2010
Warren	August 25, 2010
Venango	August 25, 2010
McKean	August 26, 2010
Forest	August 31-September 1, 2010
Elk	September 8, 2010
Clarion	September 7-8, 2010
Jefferson	Postponed due to lack of Equipment
Butler	August 31, 2010
Armstrong	September 1, 2010
Lawrence	September 16, 2010
Tioga	September 7, 2010
Cameron	September 8, 2010
Lycoming	September 9, 2010
Clinton	September 10, 2010
Montour	September 21-22, 2010
Clearfield	September 16, 2010

County	Projected Date
Union	September 23, 2010
Centre	September 17, 2010
Northumberland	September 28-29 2010
Snyder	September 30-October 1, 2010
Susquehanna	September 22, 2010
Bradford	September 21, 2010
Wayne	September 23, 2010
Wyoming	October 5-6, 2010
Lackawanna	September 24, 2010
Sullivan	September 28, 2010
Pike	September 29, 2010
Luzerne	October 7-8, 2010
Beaver	October 5, 2010

Purchase of equipment

Currently only 20 counties have purchased or begun the process of purchasing the equipment required (Training Bulletin 98) for implementation of the new LTC system. It is extremely important that counties purchase the equipment as soon as possible. **All equipment purchases must be completed by September 30, 2010.**

Section 6, Performance Measures of the Funding Announcement states:

Second Quarter: July 1 – September 30, 2010:

During the second quarter of this project, agencies that have **upgraded an existing system** must:

- Review the success of their system and report progress up to this point.
- **NOTE:** If an agency has completed all purchases and provided receipts that prove system specifications are in compliance with PC Workstation and software requirements provided within this Funding Announcement, these agencies are then

required to review the success of their system, show “proof of transactions” made with PSP as soon as possible, and may file a Final Quarterly Program Report.

During the second quarter of this project, agencies that require a **new system where none has existed** must:

- Complete all necessary new purchases of equipment. Receipts must be attached to the quarterly Program report. Receipts must provide system technical specifications to ensure compliance with PC Workstation and software requirements provided within this Funding Announcement.
- Install new system equipment.

Third Quarter: October 1 – December 31, 2010:

Prior to the third quarter of this project, all purchases relevant to this project must be completed.

NO EQUIPMENT PURCHASES WILL BE PERMITTED.

- All agencies are required to review the installation of their system and report project progress up to this point.

Scheduled implementation Day

All equipment **must be set up, with all necessary drivers installed** and ready to go when the PCCD implementation team shows up on the scheduled day. If a county does not have the necessary equipment on hand, the PCCD implementation team will move onto the next county and the unprepared county will be moved to the end of the implementation schedule.

Error reports will be generated from the Address Extract File Import Process. In the event Permits are included in the Address extract files that do not exist in the current repository, the Issuing Authority will need to mail copies of the missing Permits to the State Police Firearms division for data entry.

Grant Reports

Each county is required to submit, thru Egrants, quarterly program and fiscal reports. These reports are due within 20 days of the close of each quarter.

Quarterly Fiscal and Programmatic Reports are required for this project. Fiscal Reports include information regarding the expenditure of grant funds. Programmatic Reports include information on the progress and status of the project. These reports are due regardless of when activities begin. **Subgrantees are strongly encouraged to include as much detail as possible in both of these reports regarding the quarterly status of the project.**

Fiscal Reports: Submission of expenditure reports reflecting **cumulative**, actual expenditures is required. If no financial activity has taken place, a report is required indicating that no financial activity has taken place.

The report for April through June is due between **July 1 - 20, 2010**.

The report for April through September is due between **October 1 – 20, 2010**.

The report for April through December is due between **January 1 – 20, 2011**.

The report for April through March (the Final report) is due between **April 1 –20, 2011**.

Program Reports: Submission of programmatic reports reflecting project progress is required. If no activity has taken place, a report is required indicating that no activity has taken place. Content for the Program report may be found in the prior section: "Performance Measures". If there is any change in the status of the project, details must be included within this report.

The report for April through June is due between **July 1 - 20, 2010**.

The report for July through September is due between **October 1 – 20, 2010**.

The report for October through December is due between **January 1 – 20, 2011**.

The report for January through March (Final report) is due between **April 1 – 20, 2011**.

Final Reports: Final Fiscal and Programmatic Reports must be filed within **30 days** following the termination date of the project.