

DEPUTY SHERIFFS' EDUCATION AND TRAINING BOARD

Minutes of the September 18, 2012 Meeting

Members Present

Carmen C. DeLuca
Kurt Eisele
David Godfrey
Mark Kellam
Todd A. Martin
Kurt E. Montz
Wayne E. Nothstein
Eric Weaknecht
Margherita Patti-Worthington

Commission Staff Present

Denise Barry
Norma Hartman
Doug Hummel
Holly Koppenhaver
Robert Merwine
Donald Numer
John Pfau

Members Absent

Ronald C. Nagle

Others Present

Pennsylvania State University
Dan Miltenberger
Bob Stonis

Temple University
Tony Luongo
Christine Willard

Cumberland County Sheriff's Office
Chief Deputy Jody S. Smith

General Public
Kurt Rice

The September 18, 2012 meeting of the Deputy Sheriffs' Education and Training Board (DSETB) was called to order by Mr. Donald Numer, at 9:05 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 North Front Street, Harrisburg, Pennsylvania 17110.

Mr. Numer welcomed everyone to the meeting. Mr. Numer acknowledged that several new members have recently been appointed by the Governor's Office to serve on the DSETB. He stated that he had spoken and/or met with all the newly appointed members prior to the meeting. Mr. Numer asked everyone to introduce themselves. All DSETB members, PCCD staff and others in attendance at the meeting, provided an introduction.

Mr. Numer stated that since the previous Chairman's and Vice-Chairwoman's terms of appointment had expired and they were not reappointed to the DSETB, it was necessary to elect new officers to serve until the end of 2012. He explained that the election of officers occurs yearly and are held during the last meeting of the calendar year. Mr. Numer stated that the newly elected Chairman and Vice-Chairman would hold the positions until the DSETB has their regularly scheduled election at the December 6, 2012 meeting.

Mr. Numer asked for nominations for the position of DSETB Chairman. Mr. Kurt Montz made a motion to nominate Mr. Carmen DeLuca as Chairman. Deputy Mark Kellam seconded the motion. No other nominations were made.

Dr. Kurt Eisele made a motion to close the nominations for DSETB Chairman. Commissioner Wayne Nothstein seconded the motion to close the nominations.

The motion to close nominations for the position of DSETB Chairman and to elect Mr. DeLuca as the new Chairman passed with the following votes:

Voting Aye: Board Members Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

Abstained: DeLuca

Mr. Numer asked for nominations for the position of DSETB Vice-Chairman. Deputy Kellam made a motion to nominate Dr. Eisele as Vice-Chairman. Commissioner Nothstein seconded the motion. No other nominations were made.

Mr. Montz made a motion to close the nominations for DSETB Vice-Chairman. Deputy Kellam seconded the motion to close nominations.

The motion to close nominations for the position of DSETB Vice-Chairman and to elect Dr. Eisele as the new Vice-Chairman passed with the following votes:

Voting Aye: Board Members DeLuca, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

Abstained: Eisele

Chairman DeLuca asked if everyone had the opportunity to review the minutes of the May 18, 2012 DSETB meeting. He stated that if there were no questions, then he would entertain a motion to approve the minutes.

Mr. Montz made a motion to approve the May 18, 2012 DSETB minutes. Judge Margherita Patti-Worthington seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

Chairman DeLuca asked Ms. Norma Hartman to provide the DSETB fiscal report. Ms. Hartman reviewed the year end fiscal report for the state fiscal year 2011-2012, ending June 30, 2012. The balance from the previous year was \$13,662,066.42. The fee collections from July 1, 2011 through June 30, 2012 totaled \$4,275,260.92. The total available funds as of June 30, 2012 was \$17,937,327.34. The total expenditures as of June 30, 2012 totaled \$3,812,492.64. The total expenditures included \$1,230,121.31 in reimbursements to counties. The total expenditures and commitments as of June 30, 2012 was \$10,649,689.24, which included administrative costs of \$449,820.49. The estimated balance as of June 30, 2012 was \$7,287,638.10. The actual carry forward balance for the start of the 2012-2013 state fiscal year was \$14,124,834.70. The carry forward balance is the total of the estimated fund balance of \$7,287,638.10 plus the \$6,837,196.60 in commitments.

Mr. Numer explained that the fiscal report shows both expenditures and commitments. The money committed is funds dedicated to all current contracts. Most contracts are longer than one year and the entire contracted amount is required to be reported. Revenue from fee collections is only reported for the current fiscal year. We are not permitted to include projections of revenue from future years of fee collections. Mr. Numer stated that the report may at times show a lower account balance and possibly a negative balance due to the reporting requirements. He explained that the DSETB pays only for services and work provided. Our contracts are limited to the committed amounts. However, we do not spend the committed amount. Any money not expended is returned to the DSETB account.

Mr. Numer stated that a report will be provided at the December 6, 2012 meeting, detailing the future fiscal projections for the account.

Mr. Montz made a motion to approve the DSETB Fiscal Report. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

Chairman DeLuca asked Mr. Numer to provide the Training Supervisor's Report. Mr. Numer explained the Commonwealth Travel Policy. He introduced Ms. Denise Barry and Ms. Holly Koppenhaver, PCCD staff, who are responsible for providing assistance to the DSETB members on travel expense reimbursement requests. Mr. Numer explained that the least expensive method of travel must be utilized. For the members who want to be reimbursed for their expenses, an analysis will need to be completed to determine the most cost effective method of travel. In some instances, it is cheaper for members to use a rental vehicle. Mr. Numer stated that you may use your own personal vehicle for travel, however, if it is deemed to not be the least expensive method of travel, you would receive twenty-three cents per mile. If you are approved to use your personal vehicle for travel, you would receive fifty-five cents per mile. Mr. Numer stated that any questions should be directed to Ms. Barry and Ms. Koppenhaver.

Mr. Numer informed the DSETB of an issue involving a deputy that attended the Basic Training Academy, with the current class. Mr. Numer stated that a deputy reported to the Pennsylvania State Police and academy staff that her duty weapon had been stolen from her vehicle. It was not known if the weapon was taken in the State College area or in the deputy's home county. Mr. Numer explained that each deputy is offered the use of a gun safe that is located in the hotel where they reside while attending the academy. Deputies are prohibited from bringing weapons on the Penn State Campus. Mr. Numer stated that the only time a duty weapon is required at the academy is during the firearms training module, which is held at a private gun club. Mr. Numer stated that we are cooperating with the investigation. Mr. Numer stated that the deputy has been suspended from employment and is no longer attending the academy.

Chairman DeLuca asked Mr. Doug Hummel to review the Time Waiver Requests. Mr. Hummel stated that a request was made by Sheriff Jeffrey Krieg, Elk County, for time extensions for Deputy John Gangloff and Deputy Shawn Geci. Both deputies training due dates were September 10, 2012. The request was for a six month extension to allow them to attend training when held in Clarion, Pennsylvania. Clarion is the closest training location in proximity to Elk County. Mr. Hummel stated that the request complies with the DSETB Policy.

Mr. Montz made a motion to approve the time waiver requests for Deputy John Gangloff and Deputy Shawn Geci. Deputy Kellam seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

Mr. Hummel reviewed the time waivers listed on page thirteen of the DSETB meeting packet, which were approved by the Training Supervisor. Mr. Hummel stated that the DSETB Policy allows the supervisor to approve time waivers for certain documented cases, such as deputies on active military duty or those on medical leave. These time waivers are reported each meeting for informational purposes. No action is required by the DSETB.

Mr. Numer reviewed the partial training waiver request submitted by Sheriff James Muller, Adams County. Sheriff Muller requested a partial training waiver for Deputy Leonard Supenski. Mr. Numer explained that Deputy Supenski did not qualify for a Partial Training Waiver permitted by the Training Act. The Training Act allows partial training waivers for those individuals that are former Pennsylvania State Troopers, Pennsylvania Municipal Police Officers and/or Act 120 graduates. The Training Act does not address individuals that have law enforcement training and experience from outside Pennsylvania. Mr. Numer explained that "Out of State" training requests are reviewed by the Training Supervisor on a case by case basis. The person's training records are reviewed and a recommendation is provided to the DSETB for consideration. Mr. Numer stated that in most instances, a deputy with law enforcement training and/or experience from another state would lack all the legal subjects that are specific to Pennsylvania, such as: PA Motor Vehicle Code, Civil Law and Criminal Law. In most of these cases the recommended training averages approximately two-hundred and fifty hours. Mr. Numer stated that Deputy Supenski is a former U.S. Army Military Police Officer and a retired Colonel from the Baltimore City Police Department, Maryland. Deputy Supenski also served as Chief of Police of the Ypsilanti Police Department, Michigan and the Chief of the Department of Public Safety, Penn State Harrisburg. Deputy Supenski has also served as an adjunct instructor for the Harrisburg Area Community College. Mr. Numer recommended that Deputy Supenski receive a partial training waiver and be required to attend the 80 hour Deputy Sheriff's Waiver Training Program to become certified as a Deputy Sheriff.

Sheriff Eric Weaknecht made a motion to grant Deputy Leonard Supenski a partial training waiver and to require him to attend the Deputy Sheriff's Waiver Training Program to become certified as a Deputy Sheriff. Lieutenant David Godfrey seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

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

Mr. Hummel reviewed the instructor applications submitted by the Penn State University for Mr. Sean M. Albright, Mr. Wayne A. Bush, Mr. Tyler S. Jolley and Mr. Thomas E. Snyder. The requests for Mr. Snyder and Mr. Jolley were to become certified instructors for firearms. The request for Mr. Albright was to become certified as an instructor for emergency vehicle operations. The request for Mr. Bush was to become certified as an instructor for firearms, motor vehicle law, officer safety, and investigations.

Dr. Eisele made a motion to approve the instructor applications for Mr. Albright, Mr. Bush, Mr. Jolley and Mr. Snyder. Lieutenant Godfrey seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None

Chairman DeLuca asked for the report on the Basic Training Delivery Contract. Mr. Robert Stonis, Penn State, reported class thirty-nine is currently in week six of the nineteen-week Basic Training Program. He stated that twenty-six deputies are in the current class. Mr. Stonis stated that the fourth Waiver Training Program for 2012 is currently in session. Thirty-six deputies are enrolled in the Waiver Training Program. Mr. Stonis informed the DSETB of the recently completed construction of a second training simulation building. He stated that the new facility is an apartment unit with a bedroom, bathroom, living area, kitchen and stairwell. A holding cell and sally port was also added. Mr. Stonis stated that the new facility was funded by the University. The new facility is wire for video recording with sound. In addition, sound can be added to any scenario to create added distractions during the training exercises. Mr. Stonis reported that part of the original simulation building was also renovated to incorporate a Court Room, complete with a padded floor and padded furniture. Mr. Stonis invited all members of the DSETB to visit the academy.

Chairman DeLuca asked for the report on the Continuing Education Delivery Contract. Mr. Tony Luongo, Temple University, informed the DSETB that the continuing education program consists of four training components. The line-officer training is required by the Training Act and consists of twenty hours of training that each deputy must complete once every two years. The supervisor training consists of a Basic Supervisors Course and an Advanced Supervisors Course. The basic course is designed to develop entry level supervisors. The advanced course subjects change from training cycle to training cycle. The current advanced course is on threat and vulnerability assessments. Both supervisor courses are twenty hours and include Legal Updates. The supervisor trainings meet the requirements for continuing education as per the Training Act. Mr. Luongo stated that we are approximately half way through the current

continuing education cycle. He informed the DSETB that continuing education classes are held regionally. Classes are currently being offered in Williamsport, Washington County, Philadelphia and Tioga County. He stated that they offer between sixty and seventy continuing education classes during a two year training cycle. Ms. Christine Willard, Temple University, noted that attendance at the Tioga County class was low. Ms. Willard stated that the continuing education curriculum revisions were recently received from Penn State Fayette. Due to a delay in the production of the reference discs, they were mailed to the deputies after the course.

Mr. Luongo explained that they offer an Instructor Development Workshop as part of the DSETB's Train the Trainer Program. He stated that the workshop is a pre-requisite to attending any content specific instructor courses. He explained that the course is very interactive, providing the deputies with the necessary skills to become an effective instructor.

Mr. Luongo stated that they offer the DSETB sponsored on-line training courses. Numerous on-line courses have been offered since 2004. The program has become more popular in recent years. Mr. Luongo stated that Legal Updates is one course that is updated every year and offered on-line. This allows deputies to keep up to date with changes in legislation on the opposite year of when they completed continuing education. Mr. Numer stated that as a requirement for basic training, deputies must complete four on-line courses, one of which is hosted by Temple. Linking Temple's on-line training with the basic training has promoted greater use of the on-line program.

Deputy Kellam asked if the courses were available as a reference guide once the courses were completed. Mr. Luongo stated that a deputy would need to re-register for the specific course. Mr. Numer stated that maintaining a library of the on-line courses has been discussed but that the program currently does not have that capability. Dr. Eisele expressed interest in taking an on-line course. Mr. Luongo stated that he would make the necessary arrangements to grant him access to the on-line training courses.

Mr. Numer informed the DSETB that Mr. Ted Mellors, Penn State Fayette, was unable to attend the meeting due to a previously scheduled vacation. Mr. Numer stated that Penn State Fayette is responsible for curriculum development. Mr. Numer stated that the contractors work well together.

Chairman DeLuca asked if anyone had any issues to discuss or comments they would like to make. Mr. Montz informed the DSETB that he will no longer serve as a board member due to his leaving employment with the Attorney General's Office. He stated that it was a pleasure serving on the DSETB.

Chairman DeLuca announced that the next DSETB meeting is scheduled for Thursday, December 6, 2012 at 9:00 a.m., at the PCCD.

Chairman DeLuca asked for a motion to adjourn the meeting.

Sheriff Martin made a motion to adjourn the meeting. Dr. Eisele seconded the motion and the meeting was adjourned.

Voting Aye: Board Members DeLuca, Eisele, Godfrey, Kellam, Martin, Montz, Nothstein, Weaknecht and Patti-Worthington

Voting Nay: None