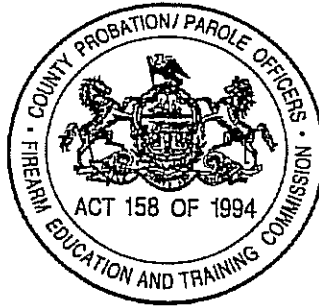


Members:

Larry J. Straitiff, Chairman
Richard P. Campbell
Jon E. Clark
Marshall R. Davis
James E. Gunderman
John D. Holt
Hon. Jolene Grubb Kopriva
Hon. Nicholas P. Muller
Clay R. Yeager



P. O. Box 1661
Harrisburg, PA 17105-1661
(717) 783-4692

February 25, 1997

Meeting Minutes

The 13th meeting of the County Probation and Parole Officers' Firearm Education and Training Commission convened at 9:00 a.m. There was a quorum of members present as follows: Larry J. Straitiff, Richard Campbell, Jon E. Clark, Marshall R. Davis, James E. Gunderman, Clay Yeager (joined the meeting at 11:00), and Chester Kope, Executive Director. The following guests were also present: Doug Hill, Executive Director, PA Association of County Commissioners; William Erickson and Eric Christensen, Probation Officers from Erie County Adult Probation Department; Jeff Monroe and Anthony Luongo from Temple University; Scott Roy, Assistant Counsel; Ron Copenhaver; and Deb Mumma, recording secretary.

- I. Review Minutes of Previous Meeting: Review the January 31, 1997 Phone Conference Meeting Minutes. A motion to approve the minutes was made by Mr. Davis and seconded by Mr. Campbell, carried unanimously.

- II. Mr. Doug Hill, Executive Director, County Commissioners Association of Pennsylvania (CCAP): On behalf of CCAP, Mr. Hill expressed their views on county probation/parole officers carrying firearms and increased and non-recoverable costs to counties. Discussed the impact of the Allegheny County Decision/Unified Court Decision with regards to the county system merging with the state. The collections of the firearm fee, as required by law, was discussed (all but two counties: Allegheny and Philadelphia are now collecting). The Commission has made contacts with Allegheny and Philadelphia Counties to aid in any resolution to collections of these fees. The Commission asked Doug Hill if there is anything that the CCAP can do to foster the county firearms training and collections that it would be appreciated. Mr. Hill discussed the curriculum policy and requested that the Commission share that information with the CCAP. The Commission voiced their sensitivity to the length of the training program, they do not want keep officers away from their office more than necessary. The projected length of the training program is about 1 week. The pilot program is being planned for the month of April and a cross section of officers will be selected to participate. The Basic Course is set for the Fall. Waiving process will take place throughout the summer months. PBPP Assistant Counsel is assisting with the policy curriculum.

III. Executive Directors Report: Chet Kope reported that the Basic Waiver Applications were sent out January 14, 1997. A list compiled of individuals whose waiver applications have already been received was distributed. He discussed the information contained therein and some concerns on obtaining the results of the fingerprint background check. A lengthy discussion followed.

Mr. Kope distributed a draft of a training certificate and course completion card. There was a discussion was held on the reasoning and necessity behind issuing these documents. On advice from counsel, there was some concern that an officer might misuse these documents. Following a discussion, it was agreed that the Commission would issue a "Firearms Training Certification/Completion" but will not issue a course completion card. They also discussed assigning an employe number to keep track of officers completing the training.

The pilot for the Waiver Training is set for April 14-18, 1997 at the Emergency Services Center in Delaware County. Mr. Kope distributed a cost sheet for the pilot training and gave a verbal breakdown and explanation and said that there would be an estimated 200 officers to take the Basic Training. He informed the Commission members that they would have to send out a RFP contract for trainers to provide the waiver range qualifications test because this is a repetitive procedure. Since using an RFP is a time consuming process, the Commission discussed the option of Volunteers which would aid the overall cost reduction of the waiver testing. Also discussed regionalizing the waiver testing to reduce costs and also availability of county trainers in those regions to volunteer their time.

Marshall Davis made a motion that the Commission put out a low bid single entity, entire state for the practical firearms portion of the waiver process, including the all-instructor supervision of the range facility, seconded by Richard Campbell. Marshal amended his motion to allow the Commission's Executive Director time to pursue volunteers and seek out bids at a later date, but still keeping in mind time constraints.

Some of the Commission members expressed interest that they would be willing to do some limited travel and overnight stays to assist with range qualifications.

On the issue of the RFP, Mr. Kope informed the Commission that he met with David Payton, Director, Division of Office Services. Mr. Payton indicated that Mr. Kope would need to put together an evaluation team of five people to critique the bids. The following persons agreed to be on the evaluation committee: David Payton, Chet Kope, Larry Straitiff, Marshall Davis, and Clay Yeager.

Physical and Psychological Exam Forms and Policy: Mr. Kope distributed drafts of these forms and a lengthy discussion followed.

Jon Clark made a motion to dispense with the Physical and Psychological forms. He indicated that the employing agency should be responsible for the officer's fitness, not the Commission and seconded by Clay Yeager.

Jon Clark retracted his motion and made a new motion that the Commission act at this time to accept the certification by the individual officer and the chief probation officer to their fitness, physically and psychologically, ability to undergo rigorous training. Seconded by Jim Gunderman, passed unanimously.

Clay Yeager made a motion that the Commission strongly encourage counties, as employing agencies, require a physical and psychological examinations to determine individual officer's fitness to carry a weapon. It is no longer a requirement to attend the Waiver or Basic Training Program conducted by the Commission. Seconded by Marshall Davis and passed unanimously.

IV. Committee Reports

Curriculum: Jon Clark introduced the two individuals (Mr. Monroe and Mr. Luongo) who assisted him on the curriculum project and indicated that Jim Gunderman created a video that will be used with their training programs. Referencing the "draft" curriculum package, which was mailed to Commission members prior to the meeting, Mr. Clark gave a very in-depth explanation of the topics areas. A lengthy discussion followed with regards to revisions and amendments being made to the curriculum package. Mr. Clark advised that he will make revisions to the legal section and certain parts of the classroom instruction based on advice of counsel and the committee will take another look at the section dealing with course of fire.

Jim Gunderman gave an explanation of the targets posted on the wall as well as the scoring process used by other agencies and a brief discussion followed. The committee will also revise the range qualification portion of the curriculum.

Marshall Davis made a motion to adopt the B-27 Target for use in the pilot program. Seconded by Jon Clark, passed unanimously.

Policy - Review of Progress of Policy Development: Mr. Kope distributed a copy to the group. It was decided that it should be reviewed at the next meeting.

Finance - Review Revenue and Cost Data: Mr. Kope distributed the Revenue and Receipts Monthly Transaction Reports and gave an overall explanation of the figures listed.

V. Legal Issues: None

VI. Unfinished Business: None

VII. Correspondence: A letter has been sent on behalf of Jim Gunderman's reappointment - there has been no response at this time. According to the Act, he may continue to serve for a period of 6 months from the termination of his term (December 5, 1996) for an expiration date of June 5, 1997.

VIII. Public Comment and Questions: The Commission thanked Bill Ericksen and Eric Christensen for their attendance and assistance at the meeting.

The next meeting date has been set for March 18, 1997 at Days Inn State College.

Meeting adjourned 3:15 p.m.