

**COUNTY PROBATION AND PAROLE OFFICERS' FIREARM EDUCATION AND TRAINING
COMMISSION**



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

ANNUAL REPORT
FISCAL YEAR 2008-2009
(July 1, 2008 – June 30, 2009)



October 28, 2009

Section 5 (6) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of, ... *"an annual report to the Governor and to the General Assembly concerning: (i) the administration of the program; and ii) the activities of the commission together with any recommendations for executive or legislative actions."*

Section 5 (16) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of, ... *"reports to the president judges of the courts of common pleas relating to compliance with this act."*

This report, which is prepared and submitted in accordance with Act 158, contains statistics and data, which are current as of the end of Fiscal Year 2008-09.

Respectfully Submitted,

R. Scott Schlechter
Chairman

Todd Burns
Executive Director

FY 2008-2009 ANNUAL REPORT

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1.0 Mission Statement

The County Probation and Parole Officers' Firearm Education and Training Commission is committed to providing county probation and parole departments of the Commonwealth quality firearms education and training programs; to improving the probation and parole officers' knowledge and competence with firearms; thereby, enhancing the safety and security of the citizens in the Commonwealth.

1.1 Major accomplishments for the last fiscal year:

1. Regulations;
2. Identified improvements, corrections, and modifications to the Firearm Commission Training Management System (FCTMS) to be made by (in-house) PA Department of Corrections IT staff;
3. Relaunched the Critical Incident/Report Writing (FETC Course 2).

1.2 Future Fiscal Year Initiatives:

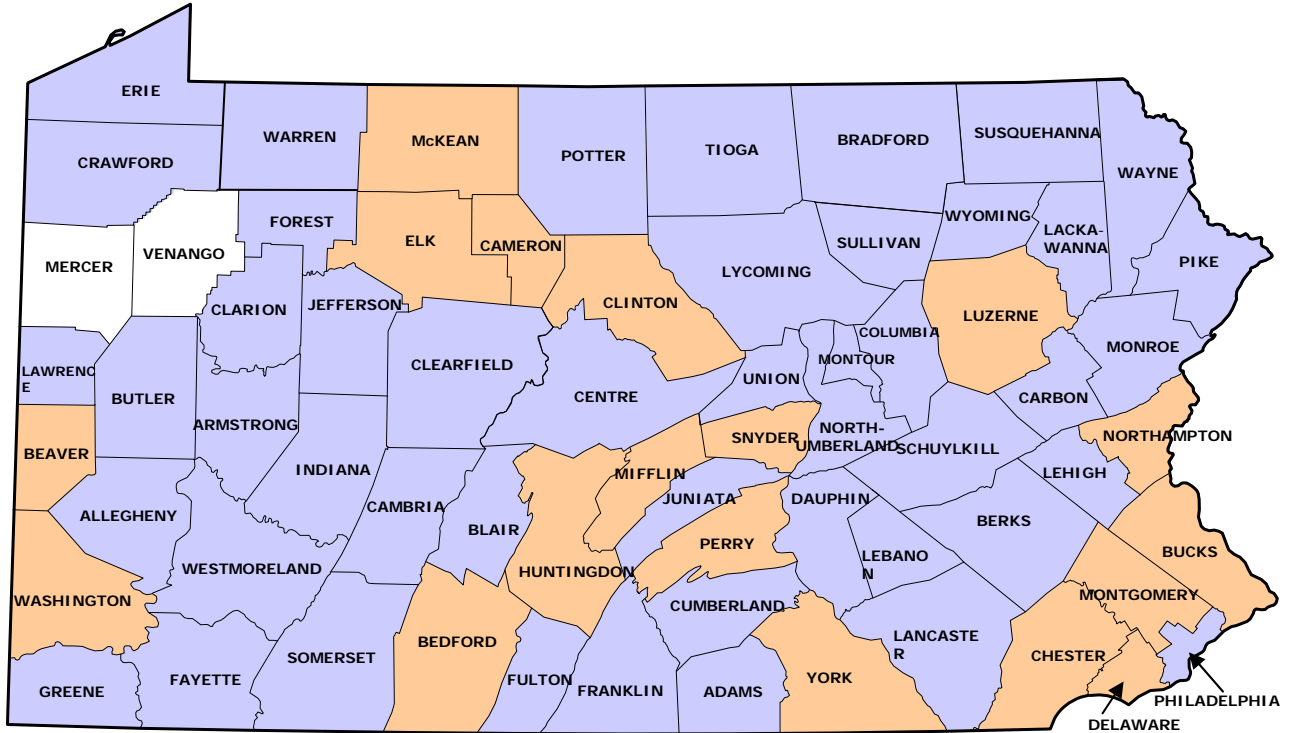
1. Identify both cost savings and revenue increasing initiatives;
2. Complete improvements of FCTMS;
3. Continue to develop new in-service training courses;
4. Update Basic Firearms Training Academy curriculum (Course 1).

1.3 Counties that Carry

<u>COUNTY</u>	<u>DEPARTMENT(S)</u>
1. Adams	Adult and Juvenile
2. Allegheny	Adult
3. Armstrong	Adult and Juvenile
4. Berks	Adult and Juvenile
5. Blair	Adult
6. Bradford	Adult and Juvenile
7. Butler	Adult and Juvenile
8. Cambria	Adult
9. Carbon	Adult
10. Centre	Adult and Juvenile
11. Clarion	Adult and Juvenile
12. Clearfield	Adult
13. Columbia	Adult/Juvenile
14. Crawford	Adult
15. Cumberland	Adult and Juvenile
16. Dauphin	Adult and Juvenile
17. Erie	Adult
18. Fayette	Adult and Juvenile
19. Forest	Adult and Juvenile

20. Franklin	Adult
21. Fulton	Adult and Juvenile
22. Greene	Adult and Juvenile
23. Indiana	Adult
24. Jefferson	Adult and Juvenile
25. Juniata	Adult and Juvenile
26. Lackawanna	Adult
27. Lancaster	Adult
28. Lawrence	Adult
29. Lebanon	Adult
30. Lehigh	Adult
31. Lycoming	Adult and Juvenile
32. Monroe	Adult, Juvenile and Domestic Relations
33. Montour	Adult and Juvenile
34. Northumberland	Adult and Juvenile
35. Philadelphia	Adult and Juvenile
36. Pike	Adult, Juvenile and Domestic Relations
37. Potter	Adult and Juvenile
38. Schuylkill	Adult
39. Snyder	Adult and Juvenile
40. Somerset	Adult and Juvenile
41. Sullivan	Adult and Juvenile
42. Susquehanna	Adult and Juvenile
43. Tioga	Adult, Juvenile and Domestic Relations
44. Union	Adult and Juvenile
45. Venango	Inter. Punishment Dept. and Juvenile
46. Warren	Adult
47. Wayne	Adult and Juvenile
48. Westmoreland	Adult and Juvenile
49. Wyoming	Adult and Juvenile

Total of 67 counties in PA; 48 counties (72%) currently employ officers who carry firearms on duty.



47 County Adult Probation/Parole Departments Authorized to Carry Firearms (72.3%)
 18 County Adult Probation/Parole Departments Not Authorized to Carry Firearms (27.7%)

2.0 Personnel

2.1 Commissioners

TITLE	CATEGORY (Section 4. (a) Act 1994-158)	COMMISSIONER	ORIGINALLY APPOINTED	CURRENT TERM EXPIRES
Member	Chairman, Pennsylvania Board of Probation and Parole	Hon. Catherine C. McVey	July 11, 2005	N/A
Chairman	County Adult Probation Officer	R. Scott Schlechter (Lehigh County)	January 15, 1998	May 1, 2011
Vice Chairman	County Adult Probation Officer	Robert L. Repard (Tioga County)	March 23, 2005	May 1, 2011

Member	County Adult Probation Officer	Michelle A. Beaver (Juniata County)	May 29, 2008	May 29, 2011
Member	A Director qualified under the Municipal Police Education and Training Law (P.L. 359, No. 120)	P. Beth Dombrowsky	September 13, 2006	September 13, 2012
Member	Representative of Juvenile Court Judges Commission	Keith A. Graybill	July 9, 2007	October 2, 2010
Member	Judge, Court of Common Pleas	Hon. Thomas King Kistler (49 th Judicial District) Centre County	May 2, 2006	July 5, 2010
Member	Member, PA Council of Chief Juvenile Probation Officers	Thomas R. Schuster (Bradford County)	March 23, 2005	June 24, 2011
Member	County Commissioner	Mark Hamilton (Tioga County)	January 16, 2009	January 16, 2012

2.2 Commission Advisors

1. Mr. W. Conway Bushey, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
2. Mr. Gary B. Holland, Director, Division of Training, Pennsylvania Board of Probation and Parole
3. Ms. Linda J. Laub, Deputy Chief Counsel, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
4. Mr. William J. McDevitt, Jr., Director, Bureau of Probation Services, Pennsylvania Board of Probation and Parole

2.3 Commission Staff

1. Mr. Todd Burns, Executive Director of the Commission
2. Ms. Angela Sweigart, Administrative Officer of the Commission
3. Ms. Diane M. Schaeffer, Secretary of the Commission

2.4 Committees

A. Curriculum Committee

The Curriculum Sub-Committee meets periodically to review the content of the Commission's courses, develop new courses, identify new areas and methods of training, make recommendations on training curricula, and discuss other issues related to the Commission.

1. Erik D. Christensen, Erie County Adult Probation, Chair
2. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Commissioner Robert L. Repard, Tioga Probation, Commission Vice Chairman
4. Thomas V. Benge, Meadville Police Department (Ret.)
5. Eric B. Burkholder, Berks County Juvenile Probation
6. William R. Erickson, Jr., Erie County Adult Probation (Ret.)
7. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
8. Ronnie L. Millward, Centre County Probation
9. Neil N. Stefanisko, Schuylkill County Adult Probation
10. Greg Young, Pennsylvania Board of Probation and Parole
11. Todd Burns, Executive Director of the Commission
12. Angela Sweigart, Administrative Officer of the Commission

B. Policy Committee

The Policy Sub-Committee reviews current policies and procedures, makes recommendations to the Commission on policy issues, and develops policies to be implemented.

1. Larry J. Straitiff, Jefferson Adult Probation, Chair
2. Commissioner Thomas R. Schuster, Bradford County Probation
3. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
4. W. Conway Bushey, Executive Director, County Chief Adult Probation and Parole Officers' Association of Pennsylvania
5. Linda J. Laub, Deputy Chief Counsel, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
6. Commissioner P. Beth Dombrowsky, Interim Managing Director, Public Safety Center, Director, Law Enforcement Training, HACC, Central Pennsylvania's Community College
7. Todd Burns, Executive Director of the Commission
8. Angela Sweigart, Administrative Officer of the Commission

C. Officer Safety Committee

The Officer Safety Committee reviews and makes recommendations to the Commission on all aspects of officer safety.

1. Commissioner Thomas R. Schuster, Bradford County Probation, Chair
2. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Commissioner Robert L. Repard, Tioga County Probation, Commission Vice Chairman
4. W. Conway Bushey, Executive Director, County Chief Adult Probation and Parole Officers' Association of Pennsylvania
5. Gerald P. Davis, Lackawanna County Adult Probation
6. William R. Erickson, Jr., Erie County Adult Probation (Ret.)
7. John Yarnell, Sullivan/Wyoming County Juvenile Probation
8. Todd Burns, Executive Director of the Commission
9. Angela Sweigart, Administrative Officer of the Commission

D. Fiscal Committee

The Fiscal Committee's primary focus is to review the Commission's financial status, ensuring that revenue and expenditures are closely monitored and properly managed.

1. Commissioner Keith A. Graybill, Juvenile Court Judges Commission, Chair
2. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Commissioner Michelle A. Beaver, Juniata County Probation
4. Commissioner Thomas R. Schuster, Bradford County Probation
5. Todd Burns, Executive Director of the Commission
6. Angela Sweigart, Administrative Officer of the Commission

3.0 Program Administration

The Commission meets every other month of the calendar year, usually in State College, Pennsylvania. Commissioners receive announcements and updates from the Chairman and Executive Director on topics and issues of interest to the Commission and conduct the general business functions of the Commission. The Executive Director and Chairmen of the various committees report on their activities and, as necessary, comment and make recommendations on business items before the Commission.

- 3.1 Commission Meetings: July 22, 2008, October 1, 2008, November 25, 2008, January 23, 2009, March 19, 2009, May 14, 2009.

4.0 Training Program Administration

The Commission oversees a variety of firearm specific training courses. The courses are designed to improve probation officers' proficiency with their firearms. After completion of the Basic Academy, officers are required to complete additional courses yearly. Courses are either Commission-run or are run in-house by individual County departments. A brief description and summary of the courses follows.

- 4.1 Basic Firearms Training Academy (FETC Course 1): Included in the program are topics on officer's authority, jurisdiction and use of force, firearm safety, introduction to firearms, and shooting fundamentals. The major portion of the program is hands-on skills development on the firing range, providing a minimum of 31 hours of instruction. The overall course is a minimum of 49 hours of instruction.

Table 4.1A Commission Course 1

Class	Dates	Officers Trained
50 th BTA (BACCOMM015)	7/9/2008-8/1/2008	29
51 st BTA (BACCOMM016)	8/6/2008-8/22/2008	23
52 nd BTA(BACCOMM017)	9/3/2008-9/19/2008	28
53 rd BTA(BACCOMM018)	4/22/2009-5/8/2009	23
54 th BTA (BACCOMM019)	6/10/2009-6/19/2009	15
Total		119

Table 4.1B In-House Course 1

Class	Dates	Officers Trained
BACALAD004	7/7/2008-7/9/2008	17
BACLHAD003	6/15/2009-7/2/2009	6
Total		23

- 4.2 Critical Incident/Report Writing (FETC Course 2): This course offers information on defining and recognizing a critical incident and how to react to one in the interest of preserving the health of the officer and his family. Participants explore the impact of a critical incident on an officer's life, identify the acute and delayed reactions to critical stress, recognize the potential for Post Traumatic Stress Syndrome, review confidentiality, legal and denial concerns of the officer that may inhibit their ability to deal with a critical incident, identify support activities that can serve to mitigate the negative effects of a critical incident, and review key concerns in preparing critical incident reports.

Table 4.2A Commission Course 2

Class Code	Date	Officers Trained
CECX001001	11/5/2008	34
CECCOMM143	2/27/2009	13
CECCOMM147	4/28/2009	10
CECCOMM148	5/5/2009	15
CECCOMM149	5/13/2009	24
CECCOMM150	5/20/2009	13
CECCOMM151	6/10/2009	28
CECCOMM152	6/17/2009	24

CECCOMM154	6/24/2009	40
CECCOMM155	6/29/2009	21
Total		222

Table 4.2 B In-House Commission Course 2

Class Code	Date	Officers Trained
CECLYJU001	4/7/2009	12
CECBUAD001	6/17/2009	28
Total		40

- 4.3 Officer Survival Mindset/Cover and Concealment/ Immediate Action Drills (FETC Course 3): This course explores the value and benefits of a positive mindset for the safety and survival of Probation and Parole Officers in dangerous circumstances, reviews the basic principles of marksmanship and weapon handling skills, provides instruction in tactical movement to cover and concealment as well as immediate actions to clear malfunctioning handguns.

Table 4.3A Commission Course 3

Class Code	Date	Officers Trained
CECCOMM085	7/10/2008	13
CECCOMM087	9/17/2008	14
CECCOMM088	10/24/2008	12
CECCOMM163	6/23/2009	20
Total		59

- 4.4 Wounded Officer Survival Tactics (FETC Course 4): This course explores one-handed clearing and re-loading techniques and a “no quit” attitude for the safety and survival of Probation and Parole Officers in the performance of their duties.

Table 4.4A Commission Course 4

Class Code	Date	Officers Trained
CECCOMM090	7/2/2008	6
CECCOMM091	10/7/2008	9
CECCOMM092	10/8/2008	5

CECCOMM093	10/15/2008	19
CECCOMM167	4/30/2009	14
CECCOMM175	5/12/2009	10
Total		63

Table 4.4B In-House Course 4

Class Code	Date	Officers Trained
CECLHAD002	11/13/2008	15
Total		15

- 4.5 SIMUNITION® Training (FETC Course 5). This course is designed to help prepare Probation and Parole Officers for real world situations and to validate or invalidate current training. The training covers officer safety issues relating to use of force decision-making, building approaches, door approaches, entries, tactics, team movement, and the proper use of safety equipment.

Table 4.5A Commission Course 5

Class	Date	Officers Trained
CECCOMM082	10/27/2008-10/29/2008	19
CECCOMM083	10/29/2008-10/31/2008	23
CECCOMM194	5/27/2009-5/29/2009	18
Total		60

Table 4.5B In-House Course 5

Class	Dates	Officers Trained
CECDAJU004	7/7/2009-7/21/2009	56
Total		56

- 4.6 Deadly Force Response and Decision Making – Laser Shot (FETC Course 6). This course explores judgment and decision making in shoot and no-shoot scenarios for the safety and survival of Probation and Parole Officers in the performance of their duties.

Table 4.6A Commission Course 6

Class	Dates	Officers Trained
CECCOMM096	7/8/2008	12
CECCOMM098	7/15/2008	12
CECCOMM100	7/22/2008	8
CECCOMM104	7/30/2008	6

CECCOMM106	8/5/2008	6
CECCOMM109	8/1/2008	7
CECCOMM110	8/12/2008	14
CECCOMM111	8/13/2008	6
CECCOMM112	8/14/2008	9
CECCOMM113	8/19/2008	11
CECCOMM114	8/20/2008	4
CECCOMM116	8/26/2008	8
CECCOMM117	8/27/2008	10
CECCOMM118	8/28/2008	12
CECCOMM119	9/2/2008	11
CECCOMM120	9/3/2008	12
CECCOMM121	9/4/2008	7
CECCOMM122	9/9/2008	12
CECCOMM123	9/10/2008	9
CECCOMM124	9/11/2008	8
CECCOMM125	9/16/2008	10
CECCOMM126	9/17/2008	9
CECCOMM127	9/18/2008	5
CECCOMM128	9/23/2008	10
CECCOMM129	9/24/2008	10
CECCOMM131	9/30/2008	10
CECCOMM132	10/1/2008	9
CECCOMM133	10/2/2008	12
CECCOMM134	10/9/2008	8
CECCOMM137	10/21/2008	11
CECCOMM138	10/22/2008	11
CECCOMM139	10/23/2008	12
CECCOMM140	10/28/2008	10
CECCOMM141	10/29/2008	13
CECCOMM181	5/6/2009	13
CECCOMM183	5/14/2009	9
CECCOMM184	6/5/2009	9
Total		355

Table 4.6B In-House Course 6

Class	Dates	Officers Trained
CECSOAJ004	11/18/2008	13
CECSOAJ005	11/19/2008	13
Total		26

4.7 Total Number of Officers Trained:

4.7A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
73	1038

4.7B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
65	878

4.7C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
8	160

5.0 Officers Annual Requalification

Officers must qualify on their duty weapon each year.

Table 5.0 Total number of officer annual requalifications:

TOTAL NUMBER OF REQUALIFICATION EVENTS	OFFICERS TRAINED
136	847

6.0 Instructor Administration

The Commission certifies qualified instructors as Commission Certified Firearms instructors (CFI's). The Commission manages all CFI's including verifying credentials, training, and training records. After becoming a Commission CFI an instructor may qualify to become a Master Instructor (MI). An MI is a class of CFI who has satisfied additional Commission instructor requirements. MI's are authorized to conduct and oversee in-house trainings. Additionally, all instructors may attend Commission run Train the Trainer classes to become familiarized and credentialed for specific courses of instruction.

Table 6.0A Number of MI's and CFI's

Number of MI's	Number of CFI's
26	139 (Includes MI's)

Table 6.0B Train the Trainer Courses

Class	Course	Dates	Officers Trained
CECCOMM144	Course 2 Train the Trainer	2/26/2009	11
CECCOMM145	Course 2 Train the Trainer	4/24/2009	4
CECCOMM146	Course 4 Train the Trainer	4/19/2009	5
Total			20

7.0 End-of-Year Financial Status

7.1 Fiscal Year 2007-2008 Fund Balance: \$1,271,850

7.2 Fiscal Year 2008-2009 Personnel Costs

DESCRIPTION	
SALARIES	\$135,053
BENEFITS	\$62,402
TOTAL	\$197,455

7.3 Fiscal Year 2008-2009 Operating Costs

TOTAL	\$271,780
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7.4 Fiscal Year 2008-2009 Total Expenditures: \$508,452 (Not including commitments.)

7.5 Fiscal Year 2008-2009 Total Revenues: \$424,640

7.6 Fiscal Year 2008-2009 Fund Balance: \$1,188,039

8.0 Recommendations for Executive or Legislative Actions

The Commission has no recommendations for either executive or legislative initiatives.