

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

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**pennsylvania**

**FIREARM EDUCATION AND TRAINING COMMISSION**

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**ANNUAL REPORT**  
**FISCAL YEAR 2009-2010**  
(July 1, 2009 – June 30, 2010)



December 17, 2010

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 2009-10.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "R. Scott Schlechter".

R. Scott Schlechter  
Chairman

A handwritten signature in black ink, appearing to read "Todd Burns".

Todd Burns  
Executive Director

## FY 2009-2010 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 During the Last Fiscal Year:

1. Implemented cost saving initiatives;
2. Developed and implemented numerous procedures improving Commission operations.

### 1.2 Future Fiscal Year Initiatives:

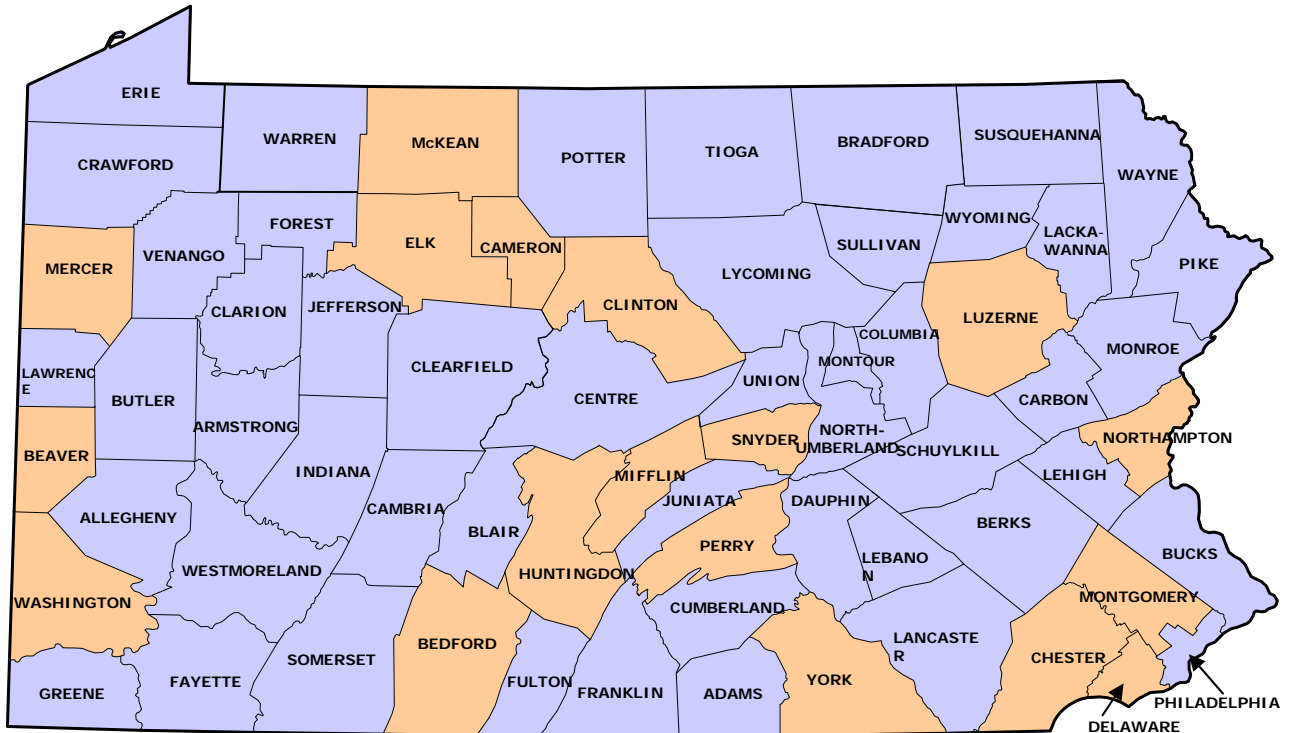
1. Propose revenue increasing initiatives;
2. Complete improvements to the Firearm Commission Training Management System (FCTMS);
3. Host FCTMS v1.6 WebEx training for Approving Authorities statewide;
4. Launch in-service Course 7, Weapon Control / Weapon Retention and Disarming;
5. Update Basic Firearms Training Academy curriculum (Course 1);
6. Propose amendments to Title 37, Chapter 79 (Commission regulations).

### 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. Bucks	Adult
8. Butler	Adult and Juvenile
9. Cambria	Adult
10. Carbon	Adult
11. Centre	Adult and Juvenile
12. Clarion	Adult and Juvenile
13. Clearfield	Adult
14. Columbia	Adult and Juvenile
15. Crawford	Adult
16. Cumberland	Adult and Juvenile
17. Dauphin	Adult and Juvenile
18. Erie	Adult
19. Fayette	Adult and Juvenile

20. Forest	Adult and Juvenile
21. Franklin	Adult
22. Fulton	Adult and Juvenile
23. Greene	Adult and Juvenile
24. Indiana	Adult
25. Jefferson	Adult and Juvenile
26. Juniata	Adult and Juvenile
27. Lackawanna	Adult
28. Lancaster	Adult
29. Lawrence	Adult
30. Lebanon	Adult and Juvenile
31. Lehigh	Adult
32. Lycoming	Adult and Juvenile
33. Monroe	Adult, Juvenile and Domestic Relations
34. Montour	Adult and Juvenile
35. Northumberland	Adult and Juvenile
36. Philadelphia	Adult and Juvenile
37. Pike	Adult, Juvenile and Domestic Relations
38. Potter	Adult and Juvenile
39. Schuylkill	Adult
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; 49 counties (73%) currently employ officers who carry firearms on duty.



- 49 Counties with Probation/Parole Officers Authorized to Carry Firearms (73%)
- 18 Counties with Probation/Parole Officers Not Authorized to Carry Firearms (27%)

## 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
Member	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
Vice Chairman	Representative of Juvenile Court Judges Commission	Keith A. Graybill	July 9, 2007	August 19, 2013
Member	Judge, Court of Common Pleas	Hon. Russell D. Shurtleff (44 <sup>th</sup> Judicial District) Sullivan/Wyoming Counties	December 2, 2010	December 2, 2013
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. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
3. Mr. William J. McDevitt, Jr., Director, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
4. Mr. Gregory Young, Director, Division of Training, Pennsylvania Board of Probation and Parole

## 2.3 Commission Staff

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



## 2.4 Committees

### A. Curriculum Committee

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

### B. Policy Committee

The Policy 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. W. Conway Bushey, Executive Director, County Chief Adult Probation and Parole Officers' Association of Pennsylvania
3. Commissioner P. Beth Dombrowsky, Interim Managing Director, Public Safety Center, Director, Law Enforcement Training, HACC, Central Pennsylvania's Community College
4. Commissioner Mark Hamilton, Tioga County Commissioner
5. Linda Randby Laub, Acting Chief Counsel, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
6. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
7. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
8. Commissioner Thomas R. Schuster, Bradford County Probation
9. Todd Burns, Executive Director of the Commission
10. Nicholas F. Klimowicz, 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. Ron Millward, Centre County Probation, Chair
2. W. Conway Bushey, Executive Director, County Chief Adult Probation and Parole Officers' Association of Pennsylvania
3. Gerald P. Davis, Lackawanna County Adult Probation
4. William R. Erickson, Jr., Erie County Adult Probation (Ret.)
5. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Vice Chairman
6. Commissioner Robert L. Repard, Tioga County Probation
7. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
8. John Yarnell, Chief, Sullivan County Juvenile Probation
9. Todd Burns, Executive Director of the Commission
10. Nicholas F. Klimowicz, 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 Michelle A. Beaver, Juniata County Probation
3. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
4. Commissioner Thomas R. Schuster, Bradford County Probation
5. Todd Burns, Executive Director of the Commission
6. Nicholas F. Klimowicz, 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 17, 2009, September 30, 2009, November 19, 2009, January 21, 2010, March 18, 2010, May 20, 2010.

## 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 / FCTMS ID	Dates	Officers Trained
55 <sup>th</sup> BTA (BACCOMM020)	7/8/2009-7/24/2009	19
56 <sup>th</sup> BTA (BACCOMM021)	8/5/2009-8/14/2009	12
57 <sup>th</sup> BTA(BACCOMM022)	9/9/2009-9/25/2009	29
58 <sup>th</sup> BTA(BACCOMM023)	4/7/2010-4/30/2010	22
59 <sup>th</sup> BTA (BACCOMM024)	5/5/2010-5/28/2010	18
Total		100

Table 4.1B In-House Course 1

Class	Dates	Officers Trained
BACALAD005	7/8/2009-7/23/2009	14
BACFAAD004	4/28/2010-5/7/2010	2
BACERAD006	6/21/2010-6/29/2010	6
Total		22

- 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
CECCOMM156	7/1/2009	10
CECCOMM157	7/13/2009	13
CECCOMM159	7/28/2009	27
CECCOMM160	7/30/2009	36
CECCOMM161	8/18/2009	32
CECCOMM162	9/1/2009	39
CECCOMM198	11/10/2009	8
CECCOMM153	4/27/2010	13
CECCOMM158	5/20/2010	11
CECCOMM221	7/17/2010	20
CECCOMM218	6/28/2010	12
Total		221

Table 4.2 B In-House Commission Course 2

Class Code	Date	Officers Trained
CECSOAD001	10/20/2009	40
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 4.3 Commission Course 3

Class Code	Date	Officers Trained
CECCOMM165	7/8/2009	13
CECCOMM166	7/20/2009	20
CECCOMM171	7/22/2009	12
CECCOMM168	7/29/2009	20
CECCOMM172	9/9/2009	19

CECCOMM173	9/30/2009	18
CECCOMM174	10/7/2009	19
CECCOMM027	4/22/2010	12
CECCOMM028	5/25/2010	19
CECCOMM169	6/23/2010	11
Total		163

- 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 4.4 Commission Course 4

Class Code	Date	Officers Trained
CECCOMM178	7/8/2009	24
CECCOMM180	8/5/2009	23
CECCOMM021	6/15/2010	23
Total		70

- 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 4.5 Commission Course 5

Class	Date	Officers Trained
CECCOMM195	8/3/2009	23
CECCOMM196	9/22/2009	16
CECCOMM197	10/14/2009	24
CECCOMM201	6/14/2010	19
CECCOMM202	6/16/2010	22
Total		104

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

Table 4.6 Commission Course 6

Class	Date	Officers Trained
CECCOMM185	7/7/2009	12
CECCOMM186	7/14/2009	11
CECCOMM187	7/20/2009	9
CECCOMM188	8/11/2009	12
CECCOMM189	8/17/2009	12
CECCOMM191	8/31/2009	9
CECCOMM192	9/17/2009	12
CECCOMM193	10/29/2009	9
CECCOMM095	4/29/2010	12
CECCOMM097	5/27/2010	12
CECCOMM205	6/17/2010	12
CECCOMM099	6/23/2010	11
CECCOMM209	6/29/2010	11
<b>Total</b>		<b>144</b>

4.7 Total Number of Officers Trained:

4.7A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
51	864

4.7B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
47	802

4.7C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
4	62

**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
130	1006

## 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 6.0 Number of MI's and CFI's

Number of MI's	Number of CFI's
26	122

## 7.0 End-of-Year Financial Status

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

7.2 Fiscal Year 2009-2010 Personnel Costs

DESCRIPTION	
SALARIES	\$126,288
BENEFITS	\$64,541
TOTAL	\$190,829

7.3 Fiscal Year 2009-2010 Operating Costs

TOTAL	\$261,013
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7.4 Fiscal Year 2009-2010 Total Expenditures: \$451,843 (Not including commitments.)

7.5 Fiscal Year 2009-2010 Total Revenues: \$420,955

7.6 Fiscal Year 2009-2010 Fund Balance: \$1,157,151

## **8.0 Recommendations for Executive or Legislative Actions**

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