

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
CONSTABLES' EDUCATION AND TRAINING BOARD

**Approved Minutes of the November 15, 2018 Meeting**

**Members Present**

Honorable Thomas Brletic, MDJ, Allegheny Co.  
John Bruno, Constable, Dauphin Co.  
Francis Peitz Jr., Constable, Allegheny Co.  
Rodney Ruddock, Indiana County Commissioner  
Craig Westover, Constable, Venango Co.  
Major William White, PA State Police

**Commission Staff Present**

Sherry Leffler, Constables' Program  
Wayne Hower, Constables' Program  
Tracy Clouser, Constables' Program  
John Pfau, PCCD  
Debra Sandifer, PCCD  
Beth Romero, PCCD

**Visitors**

Alex Farganis, Lancaster Co.  
Deidre Beiter, Temple University  
Anthony Luongo, Temple University  
Bryan Althouse, Berks Co.  
Ted Mellors, Penn State Fayette  
Deb Williams, PCCD

Ronald Quinn, Centre Co.  
Tom Impink, Berks Co.  
Barry Betz, Lehigh Co.  
Brian Webster, Perry Co.  
Antione Malloy, Allegheny Co.

**I. Call to Order:**

The Constables' Education and Training Board meeting was held at 9:00 a.m. on Thursday, November 15, 2018 at the Pennsylvania Commission on Crime and Delinquency (PCCD), 3101 N. Front Street, Harrisburg, Pennsylvania.

Chairman Brletic called the meeting to order at 9:00 a.m. and asked all to join him in the Pledge of Allegiance. Board and staff introductions were then made to audience members.

**II. Action Items:**

Mr. Pfau asked if there were any questions regarding the August 9, 2018 Board Meeting Minutes. Hearing none, he asked for a motion to approve the August 9, 2018 Board Meeting minutes.

A motion was made by Constable Francis Peitz to accept the Board meeting minutes of August 9, 2018 and the motion was seconded by Major William White.

VOTING AYE: Brletic, Bruno, Peitz, Ruddock, Westover, White

VOTING NAY: None

ABSTAINING: None

The motion carried unanimously.

The second Action Item on the Agenda was the Financial Report of September 30, 2018, presented by Beth Romero. The Financial Report can be found on pages 6-10 of the Board Packet and is for state fiscal year 2018-2019. Under receipts, the balance carried forward from the previous fiscal year was \$1,762,587.83. The fees collected for the first quarter were \$437,573.36. The total funds available as of September 30, 2018 were \$3,493,051.83. Under Expenditures and Commitments, the total cumulative expenditures as of September 30, 2018 were \$653,355.06. The total cumulative expenditures and commitments as of September 30, 2018 were \$3,694,630.84 and that includes \$287,479.57 of Administrative Expenditures and Commitments. The total of uncommitted funds as of September 30, 2018 is -\$201,579.01.

Mr. Pfau advised the Program just closed out the last contract and over \$400,000 was uncommitted and is now available in the fund. Chairman Brletic asked about the stability of the fund. Mr. Pfau reviewed a spreadsheet to update the Board on the Training Fund/Cost Savings. The Program projected a savings of roughly \$879,000.00 with suspending all Firearms, Basic, and reducing Continuing Education. Based upon Board Discussion and actions of keeping a 4-Hour Firearms Qualification, an 8-Hour Continuing Education, two 40-Hour Basic Firearms, and one 80-Hour Basic Training, the projected savings is \$746,000.00. The total projected cost of training was \$1.2 million for training year 2019. In working with the schools, as per the Board's direction, and their revised budgets, the current savings is about \$630,000.00. Schools and staff have worked to reduce line items in the budgets creating an estimated savings of about \$888,000.00. Based upon budget, it will cost about \$1.4 million or a little less to run training in 2019. Actual revenues have been in the \$1.6 or \$1.7 million range for the past few years. Commissioner Ruddock wanted to know if there was a breakdown on what reductions the schools made. Mr. Pfau advised he could get that information once the revised budgets are finalized.

A motion was made by Constable Craig Westover to accept the Financial Report of September 30, 2018 and the motion was seconded by Constable John Bruno.

VOTING AYE: Brletic, Bruno, Peitz, Ruddock, Westover, White

VOTING NAY: None

ABSTAINING: None

The motion carried unanimously.

The third Action Item was the 2019 Costs for Attending Constables' Training Classes. These are the recalculated costs a constable would have to pay for failures or not showing up for their scheduled class beginning January 1, 2019. Basic Training would cost \$890.00; Basic Firearms could cost \$725.00; Continuing Education would cost \$15.75 per module hour for a total of \$126 for eight hours; and Annual Qualification would cost \$28.70 per module hour for a rounded total cost of \$115.00.

A motion was made by Constable John Bruno to accept the 2019 Costs for Attending Constables' Training Classes and the motion was seconded by Constable Francis Peitz.

VOTING AYE: Brletic, Bruno, Peitz, Ruddock, Westover, White

VOTING NAY: None

ABSTAINING: None

The motion carried unanimously.

The fourth Action Item was review of the Instructor Certifications by Mr. Wayne Hower. He reviewed the applications and gave staff recommendations as follows:

**Penn State Fayette:**

Robert Harford Jr.:

Requested Topic Certifications: Communications

**Indiana University of Pennsylvania:**

John Weiser:

Requested Topic Certifications: General

A motion was made by Commissioner Rodney Ruddock to accept the candidates for Instructor Certifications and the motion was seconded by Constable John Bruno.

VOTING AYE: Brletic, Bruno, Peitz, Ruddock, Westover, White

VOTING NAY: None

ABSTAINING: None

The motion carried unanimously.

**III. Discussion Items:**

No discussion items were brought forth for the meeting.

**IV. Informational Items:**

The first Informational Item was the 2019 Implementation Plan update. The 2019 Training Schedule will be released December 3, 2018. Mr. Pfau advised even though the number of training hours has changed, how constables enroll in class has not changed. Ms. Leffler pointed out that no printed copies of the 2019 Training Schedule will be mailed. Mr. Pfau advised it is available on the PCCD website and it will also be sent by email. He advised there is still a written test for firearms and there is a 14-page Study Guide posted in CCETS that needs to be studied by constables prior to taking the test. Any documents going forth will again contain information pertaining to the study guide.

The second Informational Item was the Online Training Update. Mr. Pfau advised the Program has a scope of work that was drafted to support both the Constables' and Deputy Sheriffs' Programs. It has been put out to vendors who have Learning Management Systems. There have been some basic meetings with vendors to discuss the technical side of integration into the Constables' Certification, Education, and Training System (CCETS). The Program is waiting for financial proposals at this time. The average cost is \$4,500.00 per module. Some vendors are similar in price and one vendor was way more expensive.

Mr. Pfau advised some of the curriculum that is already developed will be used to go online for Training Year 2020. Technical meetings have been held and Mr. Pfau feels integration can be done quickly and at a reasonable cost. The Deputy Sheriffs' Program is going live with an online Basic class in January 2019.

The third Informational Item was the 2018 Training Grievance Update. One additional Act 49 Training Grievance was received after the 2017 update was presented to the Board on November 16, 2017 and five Act 49 Training Grievances were filed with the Program in 2018. The Program Supervisor resolved the Training Grievances in accordance with the Rules and Regulation of the Program.

The fourth Informational Item was the 2018 Law Enforcement Waiver Examination update presented by Mr. Hower to the Board. As of September 28, 2018, Staff processed a total of six Law Enforcement Training Waiver Applications in 2018. An additional constable took the waiver exam on October 19, 2018. Seven have taken and passed the waiver examination and one Law Enforcement Waiver Application was denied by Program Staff.

The fifth Informational Item was the Status of Certifications. As of October 15, 2018, there were 1,208 constables and deputy constable currently listed as active and certified. Of these, 982 or 81% were also certified to carry a firearm in the performance of their constable duties.

Since the inception of the Constables' Training Program in 1996, there have been a total of 4,578 individuals who successfully completed Basic Training or the Waiver Examination and were certified by the Board.

The sixth Informational Item was the Constables' Certification, Education, and Training System (CCETS) Registered User Update. As of October 15, 2018, there are 1,644 active registered constables and deputy constables who are CCETS users. These are constables and deputy constables who have a valid term of office in CCETS.

A total of 1,160 active and certified constables and deputy constables are CCETS users, which is 96% of the currently active and certified constable population. Active and certified indicates that they have a valid term of office, have valid professional liability insurance and have met the training requirements to be certified.

Commissioner Ruddock asked if there was a breakdown of constables who do work for the courts and by county. Mr. Pfau advised the Program did receive data from AOPC (Administrative Office of Pennsylvania Courts) for 2017. Some of the issues going forward is to have constables who do not work for the courts pay to attend training. Some county dynamics play a part in which constables do work and those who do not, or if deputies can be appointed.

The seventh Informational Item is a letter drafted by Constable Westover to request that the Commission send to the Governor's Office and to the Legislature regarding the overdue changes to define and request a surcharge increase. In talking with the Acting Executive Director Derin Myers, the original letter drafted as a result of the February 15, 2018 Board meeting lacked specific details which is why the letter was not sent back in February. Cutting training and going to online training in the future has bought the Program some time with the stability of the Training Fund, however, with cost inflation of training, the Fund will be back in the same position in a couple of years. The Board and Program Staff have done everything in their power to be fiscally responsible. Constable Westover read a copy of the letter he

drafted to the Governor's Office and Legislature. Commissioner Ruddock asked what is the focus of the letter and is the letter to get the surcharge increased or define the position of constable. He advised the letter should be specific on what is wanted and should start with the language from the Joint Government Study. The definition of a constable is going to bog down the letter. Major White stated that Program Staff should look into other court costs and fees to determine if they have increased every year and take what the court costs and fees were in 1994 and compare them to the current costs and fees. The Fund surcharge has been stagnant but other costs and fees have increased. He stated that the definition should be a separate issue and the key point should be to increase the surcharge. Chairman Brletic advised anyone on the Board who wants to add relevant comments can and Program Staff will work on the final letter. Constable Bruno also wanted to address that the CETA fee needs to be assessed to other areas of work done by constables, such as prisoner and mental health transports. He also stated that the MDJs need to assess the surcharge correctly and in all situations. Chairman Brletic stated the surcharge should be applied to online payments and anything that is directed by the courts. All Board members should sign the letter before it goes to the Commission.

#### **V. Public Voice:**

Antione Malloy (Constable, Allegheny County) agreed the letter that needs to go forward. There are a few issues that should also be addressed in the letter, a raise in warrant fees and that two constables be required for evictions.

Bryan Webster (Constable, Perry County) agreed the letter needs to address the CETA fee. If the Fund goes broke, then there are no constables and therefore no need for a definition of a constable. He also wants to see the fee assessed to multiple warrants for one offender.

Ronald Quinn (Constable, Centre County) wanted clarification on the purpose of the Board. He also wanted constables to not have their firearms certification revoked at the class if the constable fails. Firearms certification should end at the end of the year. It should also be at no extra cost to the constable. He also wanted to know why the Program was shopping around for online vendors when the three vendors already providing training have online capabilities. Chairman Brletic advised the Program wants the best product for the best price. Constable Quinn has received feedback on Temple instructors who go off script when training constables. Mr. Pfau advised a Temple instructor was not following the curriculum and is no longer teaching for the Program. Constable Quinn agrees the letter should focus on the CETA fee increase. He stated the constables do need to come together as one voice. He also stated he would like to see the three constable Board members wear their constable uniforms during meetings.

Brian Althouse (Constable, Berks County) advised he does all of his training in the Temple area and has high praise for Dee Beiter and the Temple staff. Temple instructors provide the differences between police and constables.

**VI. Adjournment:**

Chairman Brletic asked for a motion to adjourn the meeting at 10:17 a.m. A motion was made by Constable John Bruno to adjourn the meeting and the motion was second by the Commissioner Rodney Ruddock.

VOTING AYE: Brletic, Bruno, Peitz, Ruddock, Westover, White

VOTING NAY: None

ABSTAINING: None

The next Board meeting will be held on February 14, 2019 at 9:00 a.m. at PCCD's Office in Harrisburg.