

CONSTABLES' TRAINING BULLETIN

NUMBER 113**OCTOBER 2023**

In Memoriam

The Constables' Education and Training Board would like to remember two individuals who impacted the Program and constable profession

Francis "Bud" Peitz, passed away Wednesday, June 14, 2023. Bud worked as a field engineer for Bell Telephone for 31 years and was an elected constable for over 30 years. Bud was an avid community member and served on many committees, including the Board for over six years. The Board members and Program staff would like to recognize Bud for his service to the Board as well as his commitment to his community and the constable profession.

Deidre "Dee" Beiter lost her battle to cancer on Monday, July 24, 2023. Dee served as Temple's Constable Training Delivery Coordinator for over 8 years. Prior to working at Temple, Dee worked as a paramedic and a police officer with the Borough of Spring City for 30 years. During her tenure at Spring City, Dee became the first female Chief of Police in Chester County. The Board members and Program staff would like to recognize and express our appreciation for Dee's many years of skillful leadership and her tireless use of energy and enthusiasm in accomplishing the Board's mission.

PA Constables' Training Code of Conduct

Program and Temple staff will not provide any Canvas user information to a third party. All requests for user information must come directly from the constable.

Below is an excerpt from the PA Constables' Training Code of Conduct, and is a reminder to secure and protect your user information

I. Testing

D. It is the responsibility of each individual user to secure and protect their User ID and password for any computer systems utilized by the Program. Sharing of or providing the User ID and password, allowing someone else to take your online training or mandatory tests and proficiency examinations, or sharing or receiving mandatory test and proficiency examination questions/answers will be considered cheating. This also includes saved User ID and password information on a shared computer or laptop, logging into the "wrong" User account could be grounds for disciplinary action.

**Constables' Education and Training
Board Members:**

**Craig Westover
Board Chair**

**Patricia Norwood-Foden
Board Vice Chair**

**Harry Albert
Honorable Wilden Davis
Major William Cawley**



**Lt. Governor Austin A. Davis
Chairman, PCCD**

**Michael Pennington
Executive Director, PCCD**

**John Pfau
Manager,
Bureau of Training Services**

2023 Training Information

Constables and deputy constables are required to successfully complete the 19-Hour Continuing Education Course in 2023 to renew their certifications for 2024. Based upon successful completion of Continuing Education no later than **Friday, November 17, 2023 at 5:00 pm**, constables and deputy constables will be issued certification cards in December 2023, which will indicate certification for 2024.

Please keep in mind if a failure of an online subject occurs after November 1, 2023, there will not be sufficient time for a failure payment to be submitted and enrollment to be made into a “retake” of the failed online subject.

If you have not done so, please enroll into the 8-Hour Prisoner Transport Continuing Education Training and Annual Firearms Qualification Courses as soon as possible. There is limited availability, and currently only five open spots in the East region and 21 open spots in the West region.

2023 Constables' Continuing Education Training Requirements:

Prisoner Transports (8-Hours classroom) – Make sure that you are enrolled into the 8-Hour classroom portion to meet the 2023 Continuing Education training requirements.

Legal Updates (3-Hours online) – Available in Canvas, must be completed by November 17, 2023 at 5 p.m.

Disease of Addiction (4-Hours online) - Available in Canvas, must be completed by November 17, 2023 at 5 p.m.

De-escalation (4-Hours online) – Available in Canvas, must be completed by November 17, 2023 at 5 p.m.

Election Day Duties

The intent of the training and certification is only to train and certify constables to perform work for the judiciary. Program staff routinely receive questions regarding the Board's role in providing training for election day duties. Election day duties for a constable are a county issue and constables should contact their County Board of elections with any questions regarding election day duties.

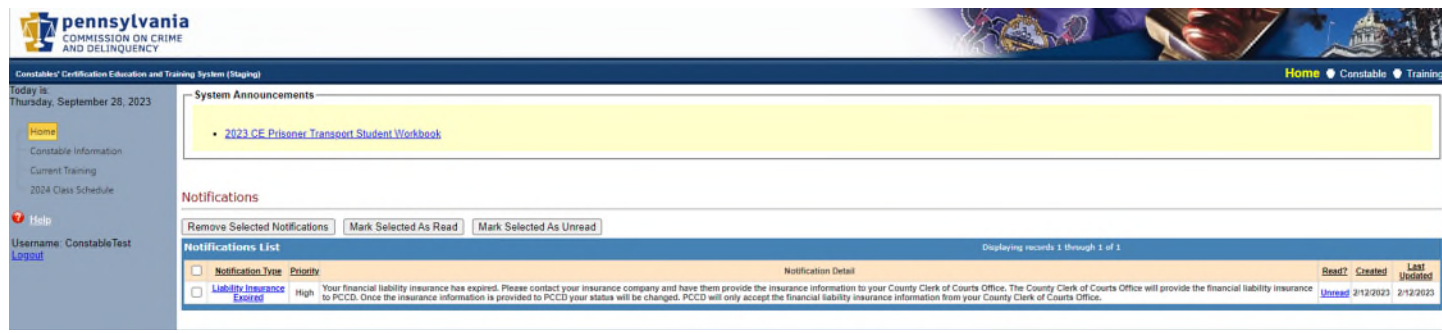
Constable Finder

Due to a recent server migration, the link to the Constable Finder has changed. This change should be transparent, if the “old” link is bookmarked on your computer you may receive an error message. The correct link is: <https://www.pccdpcis.pa.gov/Public/ConstableFinder.aspx>

Constables' Training Transcripts

Program staff routinely receive requests for training transcripts from the constable population. Below are detailed instructions for printing your Constables' training transcripts. There will not be a separate entry for the Canvas online subjects in your training transcript; they will be included under the current or past Continuing Education class that you are/were enrolled in/attended. 2023 online subjects are included with the Continuing Education classroom subject(s).

When you are logged into CCETS, note the Home Page below. Select the Training Tab in the upper right of the screen.



The screenshot shows the CCETS Home Page. At the top left is the Pennsylvania Commission on Crime and Delinquency logo. The main header area includes the text "Constables' Certification Education and Training System (Staging)" and navigation links for "Home", "Constable", and "Training". Below this, there are sections for "System Announcements" (with a link to "2023 CE Prisoner Transport Student Workbook"), "Notifications" (with buttons for "Remove Selected Notifications", "Mark Selected As Read", and "Mark Selected As Unread"), and a "Notifications List" table. The table has columns for "Notification Type", "Priority", "Notification Detail", "Read?", "Created", and "Last Updated". One notification is visible: "Liability Insurance Expired" with a "High" priority.

Under the Training History tab, select the View/Print Constables' Transcript button, in the upper right of the Training History listing. A pdf document will be generated, see example on page four. If a Class Code's Grading Status is "In Admin Revision", these grades can only be viewed on the Constable's transcript.

| Class Code | Training Type | Enrollment Status | Class Dates | Location | Grading Status |
|------------|----------------------|-------------------|-----------------------|---|--------------------|
| SE14CE22 | Continuing Education | Complete | Oct 22, 2022 | Temple-Ambler Campus | In Admin Revision |
| SE05AF22 | Annual Firearms | Complete | Mar 19, 2022 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE19CE21 | Continuing Education | Complete | Oct 23, 2021 | Bucks Co. Public Safety Training Center | Completed (Passed) |
| SE04AF21 | Annual Firearms | Complete | Mar 20, 2021 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE11CE20 | Continuing Education | Complete | Sep 29 - Dec 04, 2020 | Canvas Online | Completed (Passed) |
| SE02AF19 | Annual Firearms | Complete | Mar 23, 2019 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE01CE19 | Continuing Education | Complete | Feb 02, 2019 | Goodwill Fire Company | Completed (Passed) |
| SE12AF18 | Annual Firearms | Complete | Oct 12 - Oct 14, 2018 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE12CE18 | Continuing Education | Complete | Sep 14 - Sep 16, 2018 | Goodwill Fire Company | Completed (Passed) |
| SE01SF17 | Advanced Firearms | Complete | Feb 11 - Feb 12, 2017 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE01CE17 | Continuing Education | Complete | Feb 03 - Feb 05, 2017 | Goodwill Fire Company | Completed (Passed) |
| SE01SF16 | Advanced Firearms | Complete | Feb 13 - Feb 14, 2016 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE01CE16 | Continuing Education | Complete | Feb 05 - Feb 07, 2016 | Goodwill Fire Company | Completed (Passed) |
| NE07AF15 | Annual Firearms | Complete | Oct 09 - Oct 11, 2015 | Silver Brook Rod & Gun | Completed (Passed) |
| SE01CE15 | Continuing Education | Complete | Feb 06 - Feb 08, 2015 | Goodwill Fire Company | Completed (Passed) |
| SE02SF14 | Advanced Firearms | Complete | Feb 22 - Feb 23, 2014 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE01CE14 | Continuing Education | Complete | Feb 07 - Feb 09, 2014 | Goodwill Fire Company | Completed (Passed) |
| SE04CE13 | Continuing Education | Complete | Apr 12 - Apr 14, 2013 | Goodwill Fire Company | Completed (Passed) |
| SE02SF13 | Advanced Firearms | Complete | Feb 23 - Feb 24, 2013 | Hellertown Sportsman Assoc. | Completed (Passed) |
| SE01CE12 | Continuing Education | Complete | Feb 17 - Feb 19, 2012 | Goodwill Fire Company | Completed (Passed) |

If you are currently enrolled in an upcoming Continuing Education class and this enrollment has moved from the Current Enrollment tab, it is due to the fact Program staff received one or more of your online subject grades. This enrollment's status has changed to "In Admin Revision" as a result of online subject grades being reported. To generate a PDF document, go to the Training History tab and select the View/Print Constables' Transcript button (see below).

| Current Enrollment (0) | On Waiting List (0) | Waivers (0) | Training History (42) | Enroll In A Class |
|------------------------|---------------------|-------------|-----------------------|-------------------|
|------------------------|---------------------|-------------|-----------------------|-------------------|

Current Enrolled Classes

You are currently not enrolled in any classes. Click on the "Enroll in A Class" link above if you wish to attend training.

Transcript

Pennsylvania Commission on Crime and Delinquency
P.O. Box 1167
Harrisburg, PA 17108



Transcript

Name:
Cert. No.:

SE12CE23 9/14/2023 - 9/14/2023 Continuing Education

| Subject | Grade 1 Grade 2 | |
|----------------------|------------------------|-----|
| Prisoner Transport | 8 Hrs | 100 |
| De-escalation | 4 Hrs | 100 |
| Disease of Addiction | 4 Hrs | 90 |
| Legal Updates | 4 Hrs | 100 |

SE05AF23 02/25/2023 - 02/25/2023 Annual Firearms

| Subject | Grade 1 Grade 2 | |
|-------------------------|------------------------|-----|
| Firearms Written Test | 1 Hrs | 100 |
| Firearms Range Weapon 1 | 3 Hrs | 86 |
| Firearms Range Weapon 2 | 4 Hrs | |

SE14CE22 10/22/2022 - 10/22/2022 Continuing Education

| Subject | Grade 1 Grade 2 | |
|------------------------------|------------------------|-----|
| Defensive Tactics | 8 Hrs | 90 |
| Crisis Intervention | 4 Hrs | 100 |
| Legal Updates | 4 Hrs | 90 |
| Service of Criminal Warrants | 4 Hrs | 100 |

SE05AF22 03/19/2022 - 03/19/2022 Annual Firearms

| Subject | Grade 1 Grade 2 | |
|-------------------------|------------------------|----|
| Firearms Written Test | 1 Hrs | 90 |
| Firearms Range Weapon 1 | 3 Hrs | 89 |
| Firearms Range Weapon 2 | 4 Hrs | |

SE19CE21 10/23/2021 - 10/23/2021 Continuing Education

| Subject | Grade 1 Grade 2 | |
|-----------------------------------|------------------------|-----|
| Every Constables' Worst Nightmare | 4 Hrs | 90 |
| Judgmental Use of Force | 4 Hrs | 100 |
| Diversity in the 21st Century | 4 Hrs | 100 |
| Effective Communications | 4 Hrs | 70 |
| Ethics | 4 Hrs | 90 |

SE04AF21 03/20/2021 - 03/20/2021 Annual Firearms

| Subject | Grade 1 Grade 2 | |
|-------------------------|------------------------|-----|
| Firearms Written Test | 1 Hrs | 100 |
| Firearms Range Weapon 1 | 3 Hrs | 93 |
| Firearms Range Weapon 2 | 4 Hrs | |

SE11CE20 09/29/2020 - 12/04/2020 Continuing Education

| Subject | Grade 1 Grade 2 | |
|---|------------------------|----|
| Reacting to Witnessed Criminal Behavior | 4 Hrs | 90 |

2024 ID Cards

The 2024 ID cards will be mailed out the first week of December 2023. PCCD will mail new certification cards to all constables who have maintained their certifications. To maintain certification, you must have successfully completed the Continuing Education requirements during 2023, possess a valid term of office into 2024, and have filed current professional liability insurance information with your county clerk of courts office.

To ensure cards are mailed to the correct address, a constable who has recently changed his address should report the change to Program Staff immediately or update the information in CCETS.

Title 37 §431.11 Registration: A person shall register with the Board for certification by submitting information such as mailing address and telephone number, Social Security number, date of birth and office held or sought. A constable shall set forth the beginning date and expiration date of the term of office held and provide documentary evidence of election or appointment. A registrant shall inform the Board of a change to registration information within 15 days of the change.

Constables' Safe Operation of Firearms

Per standards listed in the Pennsylvania Constables' Basic Firearms Participant's Manual, the constable's firearm "...shall be in a condition for safe operation as designed and intended by the firearms manufacturer." This means that the constable should develop a maintenance schedule for their firearm that meets the manufacturer's recommendations for safe operation. As a matter of routine, the constable should field strip, clean, lubricate and function check their firearm (as per the manufacturer's recommendations) after every trip to the range. Additionally, since the constable is carrying their firearm daily while on duty, the constable should clean, lubricate, and function check their firearm at least once every three months even if they don't fire it, unless the manufacturer recommends a more frequent schedule.

Carrying a firearm exposes it to body oils, sweat, dirt, dust, lint, moisture, etc. which could affect the functionality of the firearm at the most inopportune time. Additionally, on an annual basis, the constable should consider taking their firearm to a manufacturer-certified armorer for that firearm they are carrying or to a qualified gunsmith to have their firearm stripped, cleaned and inspected. As with any mechanical device, springs, firing pins and other essential parts wear out. A certified armorer or gunsmith will know when the parts should be changed so that the firearm is maintained in top condition.

Photographs, Audio/Video Recording are Prohibited

As a reminder, no photographs or video recordings are permitted to be taken during a training class. This includes audio or video recordings taken of other constables, classroom lecture, and/or pictures of PowerPoint slides, etc. If Program Staff or an instructor(s) witness a constable taking pictures, or an audio/video recording, the constable will be told to delete the media. This could be considered a violation of the PA Constables' Training Code of Conduct and disciplinary action may be taken.

Contact Information

The Training Delivery Constables' Coordinators contact information is as follows:

East Region: Lou Mancini, Temple University – 267-468-8331 (work) – louis.mancini@temple.edu

West Region: Tony Mucha, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – txm52@psu.edu

If you have questions regarding certification, training, insurance, or where to send your election certificate or appointment order, PCCD Program staff are available by both email and phone:

THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT

Tracy Beaver – trabeaver@pa.gov and 717-265-8552

Nick Hartman – nihartman@pa.gov and 717-265-8551

Sherry Leffler – sleffler@pa.gov and 717-265-8554