

CONSTABLES' TRAINING BULLETIN

NUMBER 101**DECEMBER 2020**

New Constables' Education and Training Board Member

Program Staff would like to welcome Patricia Norwood-Foden, Chester County District Court Administrator, to the Constables' Education and Training Board (Board). She was appointed to the Board on November 16, 2020 and brings with her a vast knowledge and active participation with the constable population. Ms. Norwood-Foden has been the 15th Judicial District Court Administrator since 2009 and has worked in the judiciary system since 1991. She has been an active member of the Chester County Constables Committee since 2002 and was a participant on the Workgroup that developed the statewide constable handbook. She is currently pursuing her Master of Legal Studies degree from West Virginia University.

Important Updates

Please read this Training Bulletin in its entirety prior to contacting Program Staff. All relevant information is contained in this Bulletin and Program Staff will continue to update the constable population via email correspondence and the website.

The 2021 Training Schedule will be emailed to the constable population on **Tuesday, January 19, 2021** and posted on the Constables' section of the PCCD Website. Please note that there will be an available spot for each active and certified constable to enroll into Constables' Courses.

Online enrollment for the 8-Hour classroom instruction will open on **Monday, January 25, 2021 at 8:00 a.m.** in the Constables' Certification, Education and Training System (CCETS). The 2021 Continuing Education Courses will include 8-Hours of classroom instruction for "Every Constables' Worst Nightmare" and Judgmental Use of Force subjects, as well as 12-Hours of online instruction for Cultural Diversity, Effective Communications and Ethics subjects. The 12-Hours of online instruction through Temple's Canvas System will be available on **Monday, February 1, 2021 at 8:00 a.m.** Enrollment into the 2021 12-Hours of online instruction will be completed in Canvas by Temple and Program Staff based upon existing enrollment rules.

All 20-Hours of Continuing Education training will need to be completed by November 19, 2021.

During 2020, 310 constables completed the 8-Hour in person classroom Continuing Education subjects, Every Constables' Worst Nightmare and Judgmental Use of Force, before all training classes were cancelled due to COVID 19. Since the same classroom subjects will be repeated for 2021, these 310 constables will not be required to complete the in person continuing education in 2021. Program Staff will update their training records in CCETS after the new year.

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

**Board Chair – John Bruno
Board Vice Chair - Francis C. Peitz, Jr.**

**Craig Westover
Thomas S. Brletic
Major George L. Bivens**



**Charles H. Ramsey
Chairman, PCCD**

**Michael Pennington
Executive Director, PCCD**

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

Fitness for Training Reminders

Constables and instructors will be required to wear a face mask during all in person classroom and firearms qualification classes. The Constables' Program COVID Protocols will be sent out by email, as well as posted on the Constables' section of the PCCD website.

It is important to be fit on the firearms range, both physically and mentally. If a constable is feeling under the weather due to a cold/flu or some other medical condition, and has an upcoming firearms training class scheduled, they may want to reschedule to a class later in the year. Constables who currently wear glasses or contacts should have their eyes checked before attending an Annual Firearms Qualification Course. This will help to alleviate any potential qualification or firearms safety issues that may arise on the range due to these conditions.

If you have any underlying health condition that inhibits your ability to wear a face mask or face shield, you may consider scheduling the 8-Hour Continuing Education class later in the year.

New Training Regions and Locations for 2021

Program Staff will be dividing the state into four regions for the 2021 Training Year with two Training Delivery Contractors. Penn State University, Justice & Safety Institute (JASI), has been awarded the West Region training delivery contract. Temple University will continue to provide constables training delivery to the East Region with the additional of several counties.

The Central region has been eliminated and those counties are being absorbed by the four new regions. This was also a recommendation that came from the CETB Workgroup in 2018 to help reduce administrative costs.

North East: Bradford, Carbon, Columbia, Lackawanna, Lycoming, Luzerne, Monroe, Montour, Northumberland, Pike, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne and Wyoming Counties

South East: Berks, Bucks, Chester, Delaware, Dauphin, Lancaster, Lebanon, Lehigh, Montgomery, Northampton, Schuylkill and York Counties

North West: Armstrong, Butler, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, Mercer, McKean, Potter, Venango and Warren Counties

South West: Adams, Allegheny, Beaver, Bedford, Blair, Cambria, Cumberland, Fayette, Franklin, Fulton, Greene, Huntingdon, Indiana, Juniata, Mifflin, Perry, Somerset, Washington and Westmoreland Counties

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

East Region: Deidre Beiter, Temple University, Constables Training Coordinator – 267-468-8331 (work) – 267-468-8660 (FAX) – deidre.sherman@temple.edu (Email)

West Region: Tony Mucha, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – 814-863-3018 (FAX) – txm52@psu.edu (Email)

2021 Annual Firearms Qualification Course Updates

It is imperative that you practice the updated Constable Qualification Course (CQC) prior to attending the 2021 Annual Firearms Qualification Course. The 2021 Annual Firearms Qualification Course will be increased to 5 hours in order to accommodate second weapon qualifications, which will be permissible based upon time constraints and range conditions.

1. The written test will be administered to the constables at the beginning of the Course, prior to the safety briefing. The Student Firearms Study Guide will be available in CCETS and constables must study this Guide prior to attending this Course. If after two attempts on the written test a failure occurs, the constable will be dismissed from the class. This will be considered a failure and the Constable will have to pay prior to enrolling in another firearms qualification class.
2. Qualifications with a second weapon is permitted, **subject to time constraints and range conditions**. The constable must provide 120 rounds of newly manufactured duty ammunition for a second weapon. Constables must successfully qualify with one duty weapon (Weapon 1) before they will be permitted to qualify with an additional weapon (Weapon 2). If a constable fails to qualify during a second weapon qualification, a second attempt to qualify with that weapon is permitted, **subject to time constraints and range conditions**.
3. During qualification, constables will be scored after each PHASE instead of each Stage. Instructors and constables will only initial after each Phase is complete.
4. All qualifications will begin at the 25-yard line (Stage 6 CQC) and finish at the 2-yard line (Stage 1). Qualifications will continue as normal, completing and scoring Phase II, then proceeding to phase I. Constables are required to achieve a 75% or higher on both stages of the CQC. A constable who fails to achieve a qualifying score on one stage is permitted to re-fire that stage in a subsequent relay. This constitutes that constable's second attempt to qualify.
 - a. If a constable fails to achieve the required score during a Weapon 1 qualification attempt the constable is not permitted to attempt a qualification with Weapon 2.
 - b. If a constable obtains a successful qualification attempt with Weapon 1 and the constable fails to qualify with Weapon 2, that constable cannot attend another firearms training class in the same training year to attempt to qualify with Weapon 2.

Ammunition

Program Staff are aware of ammunition shortage across the state and are providing the following guidance for the 2021 Annual Firearms Qualification Courses:

- Constables must provide 120 rounds of newly manufactured duty ammunition for qualification (no reloads permitted);
- The duty ammunition **must be the same grain (example: 115, 165, etc.) and same type (example: Full Metal Jacket (FMJ), Jacketed Hollow Point (JHP), etc.);** and
- The duty ammunition **does not need to be the same brand (example: Remington, Federal, etc.) or same lot numbers.**

2021 CETB Meeting

The first 2021 Board meeting will begin at 9:00 a.m. on Thursday, February 11, 2021. This meeting will be conducted remotely via Microsoft Teams and the Board packet and call in information will be posted prior to the meeting. This information can be found on the Constables' section of the PCCD website under "New Information for Constables."

Re-election/Election Certificates and Appointment Orders

In order to ensure continued, uninterrupted certification, if you are re-elected or elected in November 2020, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via email to trabeaver@pa.gov or sleffler@pa.gov or FAX at 717-783-7140. If you are a constable or deputy constable who has been newly appointed or re-appointed, you must forward a copy of your new appointment order signed by the President Judge of the Court of Common Pleas to PCCD.

Liability Insurance

Act 49 states that any constable or deputy constable who fails, neglects, or refuses to maintain a current insurance policy as required, or to file proof thereof with the clerk of courts, shall cease automatically to be certified to perform judicial duties upon the expiration of the policy of which proof has been filed with the County Clerk of Courts. In order to ensure uninterrupted constable certification, it is essential that every constable file a new certificate of insurance with the County Clerk of Courts before the current insurance policy expires.

Contact Information

Program Staff are continuing to telework and are available by both email and phone at:

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