

# PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

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## CONSTABLES' TRAINING BULLETIN

NUMBER 82

APRIL 2016

### Constables' Optional Training Survey

Attached to this Constables' Training Bulletin is a Constables' Optional Training Survey that we are requesting that all constables and deputy constables complete and return to PCCD by April 30, 2016. This survey will be used by Program Staff and Penn State-Fayette Campus to determine the feasibility of continuing the Optional Training classes. The completed surveys can be returned to PCCD by FAX at 717-783-7140; by email to [whower@pa.gov](mailto:whower@pa.gov), or by mail at PO Box 1167, Harrisburg, PA 17108-1167. Thank you in advance for your assistance!

### Constable Certification Information

There are three elements required to be in place for a constable to become Act 49 certified to perform work for the minor judiciary:

1. A current term of office - The Program does require a copy of the election certificate and/or appointment order signed by the President Judge or designee;
2. The successful completion of the 80-hour Basic Training Class; and
3. The filing of the professional liability insurance with the county clerk of courts office. PCCD will only accept the insurance information from the county clerk of courts office, not the constable or insurance company.

Title 44§7142(c) 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.

When these three elements are in place with PCCD, the constable or deputy constable will be issued an Act 49 Certification Number and Id Card at that time. They will also appear in the Magisterial District Judges System (MDJS) so that work can be assigned to them by the minor courts.

Program Staff allow the training delivery contractors one (1) week to gather and input the grades into CCETS and Program Staff need one (1) week to process and approve the grades. There may be delays in processing if there are multiple classes held on the same weekend. Program Staff ask for your patience during this process.

## **2016 Training Courses**

**ALL TRAINING COURSES ARE ON A FIRST-COME, FIRST-SERVED BASIS.** Courses are also limited in size. Those course limits are strictly enforced, so it is important to register early. In order to ensure uninterrupted certification, constables should enroll in training courses as soon as possible. **Enroll early. Online enrollment is best.**

If you have not done so already, please make sure to register as a user in the Constables' Certification, Education and Training System (CCETS). If you register in CCETS, you can then familiarize yourself with the system and how to enroll in classes, view training history, view and change personal information and share information with other certified constables and deputy constables. **You must be a registered CCETS user to enroll into classes online.** Program Staff must approve the CCETS registration prior to logging into CCETS.

To complete the First Time User Registration go to: [www.pccdcis.pa.gov/CCETS/Login.aspx](http://www.pccdcis.pa.gov/CCETS/Login.aspx).

Online enrollment is secure and fast, and is confirmed immediately. Enrollment can also be accomplished by mailing or faxing a completed training enrollment form directly to the training delivery contractor. The training enrollment forms can be found online and are included with the printed training schedule. The fax and address information for the training delivery contractor contact is also included in the printed training schedule. **Do not mail or fax training forms to PCCD.** Enrollment questions should be referred to the appropriate regional training delivery contractor. Constables cannot enroll for training courses by calling or mailing PCCD, please contact the appropriate regional training delivery contractor.

If special arrangements are required for a person with a record of a disability to participate in any constable training course, the person must contact the training provider (school) at least 20 days prior to the first day of class.

## **CCETS User Information**

It is very important for constables and deputy constables to retain their CCETS user information (User Id and Password). Program Staff have access to the User Id information but not the Login.net Password information. It is strongly recommended that a user tries the Login.net Password reset first because Program Staff must coordinate with our IT Staff to have the Login.net Password reset, which may take additional time. It is recommended that the User Id and Password information be securely retained or documented with other personal information.

## **Attendance Policies**

Please see the Attendance Policies outlined in Board Regulation below. All calls should be made “to the director of the school or a designee” directly.

§431.25(a), §431.35(a) and §431.47(a). Attendance Policies.

States in part . . . A notification shall be deemed timely if it is delivered to the director of the school or a designee no later than 7 calendars prior to the start of classes.

Constables and deputy constables should not call or inform the class instructors as to the non attendance of themselves or others.

All attendance calls should be made directly “to the director of the school or a designee”, see the Training Delivery Contractor contact information listed below.

If you have an emergency prior to, or on any of the scheduled class dates, contact the Training Delivery Contractor as soon as possible.

**Please do not contact PCCD Staff to enroll, withdraw or transfer training classes.**

## **Training Delivery Contractor Contact Information**

Eastern Region: Temple University, Dee Beiter – (267) 468-8331, [deidre.sherman@temple.edu](mailto:deidre.sherman@temple.edu)

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929, [mjmarcan@iup.edu](mailto:mjmarcan@iup.edu)

Western Region: Penn State-Fayette Campus, Todd Brothers – (724) 430-4114, [constabletraining@psu.edu](mailto:constabletraining@psu.edu)

## **Basic Firearms Enrollment**

Program Staff must conduct a criminal history background check on any individual who is interested in enrolling in a 40-hour Basic Firearms Course, see Section 431.42 below. During the 80-hour Basic Training Course, the attendee will be asked if they are interested in attending the 40-hour Basic Firearms Course. If so, they will need to complete PCCD Form 214 in its entirety. The Training Delivery Contractors will forward the completed forms to Program Staff and a criminal history check will be performed. If the individual is eligible to attend, their profiles will reflect that they have a valid background check on file and they will be eligible to enroll in the 40-hour Basic Firearms Course after they become certified. If the individual is not eligible, they will be notified by Program Staff of their ineligibility to enroll into the 40-hour Basic Firearms Training Course.

### **§ 431.42. Eligibility for firearms qualification.**

A constable holding certification who is 21 years of age or older and who is not precluded under State or Federal law from possessing or using a firearm may enroll in a firearms qualification course.

## **South East Annual Firearms (SE10AF16-Cumru Twp)**

Class SE10AF16 to be held at the Cumru Township Range on September 30 through October 2, 2016, is in jeopardy of being cancelled. As of the date of this Training Bulletin, there are 10 enrollments and the minimum enrollment for an annual firearms class is 16. Constables and deputy constables had requested that a firearms class be held at this location, so please ask your fellow constables and deputy constables in the South East region to enroll into this class so that it is not cancelled due to low enrollment.

### **Electronic Ear Muffs**

Program Staff have been contacted regarding the availability of electronic ear muffs on the firearms ranges. The premise of electronic ear muffs is quite simple. While the passive muff provides hearing protection, battery powered electronic components inside the electronic muffs include microphones, amplifiers and speakers that gather, amplify and transmit low volume sounds, like voices, inside the earpiece. It is strongly encouraged that constables with hearing problems purchase their own set of electronic ear muffs for use on the range because they are not available for use through the training delivery contractors.

### **Constable Legal Resources**

Below is the most up-to-date information on Constable Legal Resources, such as the Pennsylvania General Assembly and the Pennsylvania Code websites:

[http://www.legis.state.pa.us/cfdocs/legis/LI/Public/cons\\_index.cfm](http://www.legis.state.pa.us/cfdocs/legis/LI/Public/cons_index.cfm)

<http://www.pacode.com/secure/data/246/part1toc.html>

<http://www.pacode.com/secure/data/234/234toc.html>

These web sites are the same ones used by PCCD staff. If printed, hardcopy versions of these Legal Resources are desired, PCCD staff is referring constables to publishers of law books, such as Westlaw and Gould's. The individual constable would be responsible for purchasing books directly from them (approximately \$109 plus shipping per constable, per year).

Direct links to these websites are posted in the Constables' section of the PCCD website at: [www.pccd.pa.gov](http://www.pccd.pa.gov). Select the Training tab on the right side of the PCCD Home Page, then select the "More . . ." link under the Constables' Education and Training Board information.

### **Next Board Meeting**

The next meeting of the Constables' Education and Training Board (CETB) will be held on Thursday, May 12, 2016 beginning at 10:00 a.m. at PCCD's Offices, 3101 N. Front Street, Harrisburg, PA 17110. All CETB meetings are open to the public and constables are welcomed and encouraged to attend.

## **Contact Information at PCCD**

If you have questions regarding certification, insurance,  
or where to send your election certificate or appointment order

### **THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT**

WESTERN PA: Armstrong, Allegheny, Beaver, Butler, Cambria, Clarion, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, McKean, Somerset, Venango, Washington, Warren, and Westmoreland Counties

Your contact person is: Wayne Hower, (717) 265-8551, [whower@pa.gov](mailto:whower@pa.gov)

CENTRAL PA: Adams, Bedford, Blair, Cameron, Centre, Clearfield, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Schuylkill, Snyder, Tioga, Union, and York Counties

Your contact person is: Wayne Hower or Sherry Leffler

EASTERN PA: Berks, Bradford, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Pike, Sullivan, Susquehanna, Wayne, and Wyoming Counties

Your contact person is: Sherry Leffler, (717) 265-8554, [sleffler@pa.gov](mailto:sleffler@pa.gov)

## **Additional Insurance Provider**

The following insurance provider has requested that their updated contact information be provided to the constables and deputy constables. ER Munro has agreed to withdraw their Right to Know Request if their information is publicized in a Training Bulletin. *The information provided below does not imply endorsement by the Pennsylvania Commission on Crime and Delinquency, or the Constables' Education and Training Board.*

E.R. Munro and Company  
420 Fort Duquesne Blvd, Suite 400  
Pittsburgh, PA 15222-1460  
Phone: 877-ERMUNRO (376-8676)  
Website: [www.ermunro.com](http://www.ermunro.com)  
Contact Person: Tod Aronson



# Constables' Optional Training Survey

Please Note: Program Staff are trying to determine how many constables and deputy constables are certified in less than lethal force options in the Commonwealth. Please return the completed surveys to Program Staff by April 30, 2016. They can be faxed to 717-783-7140; emailed to Wayne Hower at whower@pa.gov ; or mailed to PCCD-Constables' Program, P.O. Box 1167, Harrisburg, PA 17108-1167. Thank you for your assistance!

Please print clearly with capital letters and fill in circles completely.

FIRST AND LAST NAME . . . . .

CERTIFICATION NUMBER . . . . .

COUNTY . . . . .

**1. Are you currently certified to carry less than lethal force options?**

- Yes     No

**2. If yes, which options listed below are you currently certified to carry? (Check all that apply)**

- Oleoresin Capsicum (OC) or pepper spray                       Expandable Baton  
 Electro-Muscular Incapacitation Device                       Other \_\_\_\_\_

**3. If yes, where did you obtain your certification(s)?**

- PCCD     Local Police Department  
 Local Fire/EMS Department     Other \_\_\_\_\_

**4. If you selected any of the less than lethal force options for Question 2, please indicate what "brand" you are currently certified to carry. (Check all that apply and indicate brand(s))**

- Oleoresin Capsicum (OC) or pepper spray (Example: Oleoresin Capsicum Aerosol Training (OCAT)) \_\_\_\_\_  
 Expandable Baton (Example: Monadnock Expandable Baton(MEB)) \_\_\_\_\_  
 Electro-Muscular Incapacitation Device (Example: Taser) \_\_\_\_\_  
 Other \_\_\_\_\_

**5. Are you currently certified in Management of Aggressive Behavior (MOAB)?**

- Yes     No

**6. If yes, where did you obtain your MOAB certification?**

- PCCD     Local Police Department  
 Local Fire/EMS Department     Other \_\_\_\_\_



**7. Would you attend Optional Training if the class was split into 3-4 separate 4-hour certification classes?**

- Yes     No

Example: OCAT is offered on Friday night from 6-10; MEB is offered on Saturday morning from 8-12; MOAB is offered on Saturday afternoon from 1-5.

**8. If given the option, which 4-hour certification class(es) would you attend? (Check all that apply)**

- |                          | Y                     | N                     |
|--------------------------|-----------------------|-----------------------|
| a. OCAT . . . . .        | <input type="radio"/> | <input type="radio"/> |
| b. MEB . . . . .         | <input type="radio"/> | <input type="radio"/> |
| c. MOAB . . . . .        | <input type="radio"/> | <input type="radio"/> |
| d. Other _____ . . . . . | <input type="radio"/> | <input type="radio"/> |

**Comments:**

