

# PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

## Constables' Education and Training Board

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## CONSTABLES' TRAINING BULLETIN

NUMBER 84

MARCH 2017

### In Memoriam

**Jon E. Clark**  
**1948-2016**

It is with great sadness that we are informing you of the passing of Jon E. Clark. Jon was the Director of Criminal Justice Training Programs at Temple University until his retirement in 2006 and was involved with the Constables' Education and Training Program since 1994. He and his staff developed (under contract) the first training curriculum for constables' certification and delivered training to constables in the East region throughout the Program's history. He will be missed by all who were fortunate to know him.

### Fitness and Firearm Reminders

It is important to be fit on the firearms range, both physically and mentally. If you are feeling under the weather due to a cold or flu or recent/ongoing medical condition and have an upcoming firearms training class scheduled, you may want to reschedule to another class later in the year. If you currently wear glasses or contacts, you may want to have your eyes checked before attending your scheduled firearms training class. This will help to alleviate any potential firearms safety issues that may arise on the range due to these conditions.

It is also important to practice the Constables' Qualification Course of Fire prior to attending any firearms training class. The Course of Fire is published annually in the Training Schedule and is also located on the web at:

<http://www.pccd.pa.gov/training/Documents/Constable%20Education%20and%20Training/Constable%20Forms/Constables'%20Qualification%20Course%20of%20Fire.pdf>.

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## **2017 CETB Meeting Dates**

**The Constables' Education and Training Board (CETB) meeting that was scheduled for February 9, 2017 has been rescheduled for Tuesday, March 21, 2017.** The meeting will be held at PCCD's Offices, 3101 N. Front Street, Harrisburg, PA 17110 beginning at 10:00 a.m. The 2017 meeting dates are as follows: May 11, August 10 and November 16, 2017. All CETB meetings are open to the public and constables are welcomed and encouraged to attend.

## **Defensive Tactics Waiver of Participation**

The Board recognizes that the decision to physically participate in defensive tactics rests entirely with each constable. However, ALL constables are nonetheless required to be engaged in the Defensive Tactics module of the training class. All students should be in the gym, as close to the practice mats as possible, standing if you can, and most importantly listening to and observing what the instructors and students that are participating are doing. There should be no talking, disturbances, leaving the gym, cell phone calls or texting during the training class.

Also, there is no rule that students have to do all of the defensive tactic skills. In other words, you can do anything you are physically comfortable with even if that only includes some of the techniques that are taught. It will be better for your individual safety out in the field than doing nothing at all. Please keep in mind that all physical skills are perishable; the less you use them, the less able you will be able to perform them when you need them.

## **Minimum Class Enrollments**

**Constables' training classes that are not meeting the minimum enrollment numbers may be combined and/or cancelled. If you have not done so, make sure to enroll in your 2017 Constables' training classes as soon as possible!** The following are the minimum enrollments for Constables' Training Classes: Basic Training – 14; Basic Firearms – 9; Continuing Education – 16; Annual Firearms – 16; Advanced Firearms – 10 and the maximum is 14; and Optional – 6. If classes are consolidated, this will happen approximately 90 days prior to the class start date. If the classes are not meeting the minimum enrollment, they may be cancelled or your enrollment could be moved to another date and/or location. It is not cost-effective for the Program to hold training classes that have not met the minimum enrollment.

Currently, there are only four enrollments in SW01OP17 to be held on June 10, 2017 at PSU-Fayette and it is in danger of being cancelled, if the minimum enrollment of six enrollments is not met one month prior to the class start date.

## Class Grades

Class grades are processed as quickly as possible; however, the Training Delivery Contractors have one week to submit the grade information into CCETS after the class has ended. Program Staff then will need one week to review and approve the grades in CCETS. The grades are normally processed prior to this two week deadline, but please be patient with the Training Delivery Contractor and Program Staff.

## Failure to Withdraw from Training Classes

Below is information on the current Board Regulations regarding the constable's failure to provide timely notification when withdrawing from a Constables' Training classes. There have been several questions from constables and deputy constables who failed to withdraw from a training class in a timely manner and are now required to pay to attend another training class. Please read the information below carefully and if you have any questions regarding the Board's attendance policies, please contact Sherry Leffler at 717-265-8554 or by email at [sleffler@pa.gov](mailto:sleffler@pa.gov).

### **Title 37 §431.25(a); §431.35(a); and §431.47(a). Attendance policies.:**

**Withdrawal.** A constable who enrolls for basic, continuing education, optional or any firearms training course may withdraw from the course without penalty upon timely notification to the school conducting the basic, continuing education, optional or any firearms qualification course. A notification shall be deemed timely if it is delivered to the director of the school or a designee no later than 7 calendar days prior to the start of classes. The school may assess a failing grade for all or part of the training course, if the constable fails to provide timely notification or to show good cause. A notification shall be deemed untimely if the notice is not received by the director of the school or a designee within 7 calendar days prior to the start of classes.

### **Title 37 §431.25(b); §431.35(b); and §431.47(b). Attendance policies.:**

**Financial Responsibility.** If notification to withdraw is not given or is deemed untimely and good cause is not shown, and the constable wishes to attend another firearms qualification course in the same training year or in the next training year, the constable shall bear financial responsibility for the cost of the additional basic, continuing education, optional or firearms qualification course. Payment must be received by the Commission within 2 weeks of the class start date in the form of a certified check or money order.

**Class payments are as follows: Basic Training - \$617.00; Basic Firearms - \$1,124.00; Continuing Education - \$121.00; Annual Firearms - \$366.00; and Optional Training - \$234.00.**

If you have an emergency prior to the class start date, please contact the appropriate Training Delivery Contactor Contact listed below. **Please do not contact Program Staff to enroll, withdraw or transfer training classes.**

## **Training Delivery Contractor Contact Information**

Eastern Region: Temple University, Dee Beiter – (267) 468-8331

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929

Western Region: Penn State-Fayette Campus, Todd Brothers – (724) 430-4114 or (724) 562-9042

## **Local Rules of Procedure**

The Constables' Education and Training Program curriculum does not address different or additional procedures regarding judicial duties which may apply locally. Because the curriculum is developed for statewide delivery, it is not practical to try to present training that is unique to each county. If there are any questions, constables should verify those procedures with their individual county.

## **Program Staff Contact Information**

If you have questions regarding certification, insurance, or where to send your election certificate or appointment order, please contact the following regional contact.

**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

Regional Contact Person: 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

Regional Contact Person: Tracy Clouser, (717) 265-8552, [tracclouse@pa.gov](mailto:tracclouse@pa.gov)

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

Regional Contact Person: Sherry Leffler, (717) 265-8554, [sleffler@pa.gov](mailto:sleffler@pa.gov)