

# CONSTABLES' TRAINING BULLETIN

NUMBER 91

DECEMBER 2018

## 2019 Training Schedule

The 2019 Training Schedule will be available online beginning at 8:00 a.m. on Monday, December 3, 2018. **THE 2019 TRAINING SCHEDULE WILL NOT BE MAILED TO CONSTABLES. 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 secure and fast, and is confirmed immediately. Enrollment can also be accomplished by mailing or faxing a completed standard registration form directly to the training delivery contractor. The standard registration 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.

## First Time User Registration

If you have not done so already, please make sure to register as a user in the Constables' Certification, Education and Training System (CCETS). Do not wait until the 2019 classes are open for enrollment to register for CCETS. If you register early 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 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).

## Confirmation Letters

Constables are strongly encouraged to **read the confirmation emails or letters** that are sent once a constable signs up for training. A constable should receive a confirmation email or letter 30 days prior to the scheduled training. Please note that there are changes in the required and recommended equipment for training. **Constables will need to bring two sets of latex gloves for the Self-Aid/Buddy-Aid Module during the 2019 8-Hour Continuing Education Training Course.**

Constables' Education and Training  
Board Members:

Board Chair – Thomas S. Brletic  
Board Vice Chair - Craig Westover

Francis C. Peitz, Jr.  
Rodney D. Ruddock  
Major William P. White  
John F. Bruno



Charles H. Ramsey  
Chairman, PCCD

Derin Myers  
Acting Executive Director,  
PCCD

John Pfau  
Manager,  
Bureau of Training Services

## 4-Hour Annual Qualification Courses

Please note that the 4-Hour Annual Qualification Courses scheduled in 2019 are being offered as either a morning or an afternoon session on the same date, please make sure that you are enrolling into the correct course session.

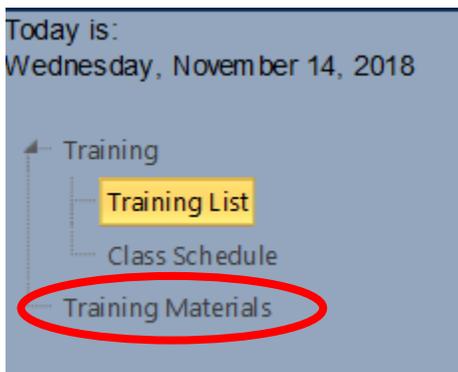
The Student Firearms Study Guide is now available in CCETS, see instructions below. Constables must review and study this Guide prior to attending a 4-Hour Annual Qualification Course. The written test will be on the material in the Student Firearms Study Guide at the start of the 4-Hour Annual Qualification Course.

Instructions to open Training Materials:

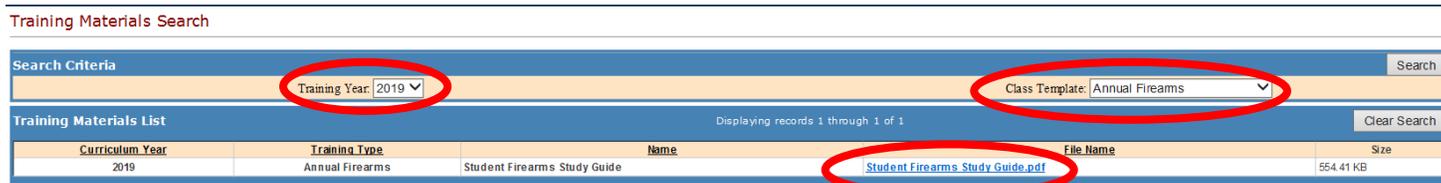
Select "Training" in the upper right-hand corner of the home screen:



Select "Training Materials" from the drop-down list on the left-hand side of the CCETS screen:



You will then be able to search by Training Year and Class Type to see the documents pertaining to the appropriate class. Select the file name and a PDF file will open.



## **2019 40-Hour Basic Firearms Course**

A 40-Hour Basic Firearms Course will be held beginning on January 18 and ending on January 27, 2019 at the Lancaster County Public Safety Center. **Prior to registering to attend the 40-Hour Basic Firearms training, all constables and deputy constables must complete and submit the PCCD Background Check Form (PCCD Form 214), which can be found on the PCCD website.** After the form is submitted, PCCD staff will complete a Background Check to determine eligibility to enroll in the 40-Hour Basic Firearms Course. The constable or deputy constable cannot enroll into the 40-Hour Basic Firearms Course until their eligibility has been determined.

Please contact Mike Marcantino if you are interested in attending this 40-Hour Basic Firearms Course at 724-549-1929.

## **2019 Costs of Attending Constables' Training Courses**

At their November 15, 2019 meeting the Constables' Education and Training Board (Board) approved the following changes to the amounts charged to attend Constables' Training Courses for the 2019 Training Year. The charges would be assessed on constables and deputy constables who have failed a course or have failed to attend or notify the training delivery contractor of their non-attendance for a Basic Training, Basic Firearms, Continuing Education, or Annual Qualification Courses.

Basic Training – \$890.00

Basic Firearms – \$725.00

Continuing Education – \$15.75 per module hour x 8 = \$126

Annual Qualification – \$28.70 per module hour x 4 = \$115

## **Failure to Withdraw from Training Courses**

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

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

**37 Pa.C.S. §431.25(a); §431.35(a); and §431.47(a). Attendance policies:**

**Withdrawal.** A constable who enrolls for Basic, Continuing Education, or any Firearms Qualification Course may withdraw from the Course without penalty upon timely notification to the school conducting the Basic, Continuing Education, 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.

**37 Pa.C.S. §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 Training 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, or Firearms Qualification Course. Payment must be received by the Commission at least 2 weeks prior to the class start date in the form of a certified check or money order.

**Please note that if you were a “no show” for any training course in 2014, 2015, 2016, 2017 or 2018 you are responsible for submitting payment for the “no show” attendance before you can enroll into any future training courses.**

### **Board Financial Reports**

The Board approved Financial Reports from 2010 to present are now posted online at: <http://www.pccd.pa.gov/training/Pages/Constables-Board-Financial-Reports.aspx>

### **2019 ID Cards**

In December 2018, PCCD will mail new certification cards to all constables who have maintained their certifications by successfully completing Continuing Education during 2018, by having a valid term of office, and by filing current professional liability insurance information with their county clerks of courts. Ample allowance will be made for normal mailing time, so constables should receive their new cards before the old ones expire on December 31, 2018. To ensure that cards are mailed to the correct address, any constable who has recently changed his address should report that change to Program Staff immediately or this change can be made 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.

## **Training Delivery Contractor Contact Information:**

Eastern Region: Temple University, Dee Beiter – (267) 468-8331 and FAX (267) 468-8660

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929 and FAX (724) 357-4090

Western Region: Penn State-Fayette Campus, Rob Harford – (724) 430-4114 and FAX (724) 430-4113

## **Re-election/Election Certificates and Appointment Orders**

**In order to ensure continued, uninterrupted certification**, if you are re-elected or elected in November 2018, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via mail or FAX to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency, PO Box 1167, Harrisburg PA 17108-1167; FAX (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 the address above.

## **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.

## **2019 Board Meeting Schedule**

The 2019 Constables' Education and Training Board (CETB) meeting schedule has been finalized and all Board meetings will be held at PCCD's Offices, 3101 N. Front Street, Harrisburg, PA 17110 beginning at 9:00 a.m. The 2019 meeting dates are February 14, May 9, August 8 and November 7, 2019. All CETB meetings are open to the public and constables are welcomed and encouraged to attend.

The last 2018 CETB meeting will be held on November 15, 2015 beginning at 9:00 a.m. at PCCD's Offices in Harrisburg.

## **Lapses in Certification and Enrollment in Continuing Education Classes**

If a constable's or deputy constable's certification has lapsed more than two years, but less than five years, they will be permitted to enroll in continuing education classes **only if current professional liability insurance is on file with PCCD**. This Board Policy has been in effect since January 1, 2011. The Constables' Certification, Education and Training System (CCETS) will not allow a constable or deputy constable to enroll in a continuing education class if there is a lapse of more than two years in their certification.

## **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: 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

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