

CONSTABLES' TRAINING BULLETIN

NUMBER 92**MARCH 2019**

Firearms Failures

At the August 9, 2018 Board meeting, the Board approved the attached Policy regarding firearms failures during the Constable Qualification Course (CQC). This Policy was also approved by the PCCD at its September 12, 2018 meeting. The policy states:

2. Firearms qualification.

- a. A constable who fails either phase of the qualification course of fire on their first attempt, will not be provided any remediation training by the firearms instructors.*
- b. The firearms certification of a constable who fails to attain a passing score in a retest of a written examination or practical skill proficiency examination shall cease immediately on the date of the failure. The constable will not be firearms certified until that constable attends a second firearms qualification course in its entirety and completes it successfully to obtain a firearms qualification. The constable shall bear financial responsibility for the second firearms qualification course.*

This Policy change states that the firearms certification would end the day of the firearms failure. A constable will not be firearms certified until they pay to attend a second 4-Hour Annual Qualification Course and successfully complete the second Course.

Please note that if a constable's firearms certification is removed due to a failure and the constable meets the base certification requirements, the constable is still able to perform work for the courts because the base certification is not affected by the firearms certification removal. Only the ability to carry a firearm while performing court work is affected by firearms certification removal.

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Annual Firearms Qualification Reminders

The 2019 4-Hour Annual Qualification Course will consist of a written test, administrative procedures, safety brief and firing the CQC of fire. **There will be no practice of the CQC.**

Constables are strongly encouraged to practice the CQC, **for time**, prior to signing up for a 4-Hour Annual Qualification Course. The CQC can be found on the PCCD website at:

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

Scoring will only take place at the end of each Phase. Constables are strongly encouraged to practice prior to attending a 4-Hour Annual Qualification Course. Constables should assess their strengths and weaknesses when shooting the CQC and focus their practice on what sections of the CQC they need to improve upon. Constables are encouraged to practice together, and see if their local association will conduct a range day to practice the CQC, or find a local firearms instructor for assistance.

Second Weapons

During the 2019 4-Hour Annual Qualification Courses there will be **no qualification of second weapons**. Due to time constraints, only primary weapons will be allowed for qualification. The Board Regulations regarding New Weapons (37 Pa. Code §431.47(d)) or Malfunction of Weapons (37 Pa. Code §431.47(f)) will still apply. The Board is aware of the importance for a constable to be qualified with a second weapon and is looking to make second weapon qualification available in 2020. If a constable successfully qualified with a second weapon in 2018 and does not fail the firearms qualification course in 2019, the constable's second weapon certification will remain until December 31, 2019.

Student Materials

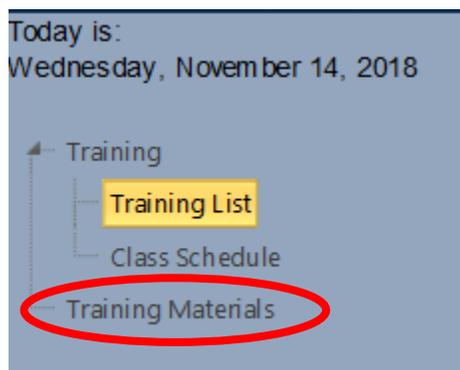
The Student Workbooks for the 8-Hour Continuing Education Course (Social Media and Self-Aid/Buddy-Aid) are now available on the Training Materials link on the right side of the page under the Training tab. Printed copies of these workbooks will not be provided at the classes but can be downloaded and printed from this link.

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.

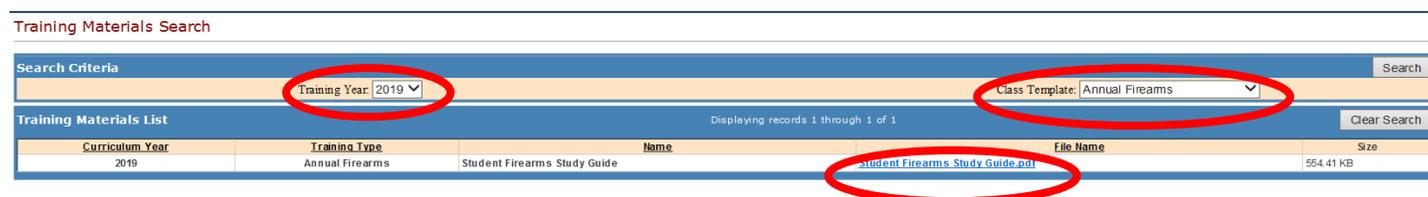
Instructions to open Training Materials: Select "Training" in the upper right-hand corner of the home screen:



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.



Class Waiting Lists

When the enrollment roster for a class is full, the system closes that class and only accepts enrollments from the waiting list. The system will not allow a constable to enroll in more than one class of a training type at any given time. The system builds class rosters and automatically moves the first person from the waiting list to the class roster when another constable cancels his or her enrollment.

Adding your name to the waiting list does not mean that you are enrolled into the training class and you should not show up for a training class if you have been added to the waiting list. A waiting list addition does not guarantee a spot in the class.

If you are currently on a waiting list for a training class and want a guaranteed seat in a class, you can remove yourself from the waiting list and enroll into another training class in CCETS.

If another constable cancels their enrollment in a training class and you are moved from the waiting list to the enrollment roster, you will receive a notification in CCETS. The constable will not be notified by the Constables' Training Coordinator.

A constable is also able to cancel his or her enrollment for one class and enroll in a different class through CCETS.

Class Sizes

Program Staff closely monitor the minimum enrollments to ensure that training classes are being held in the most economical way possible. In 2019, Program Staff will also be monitoring the maximum class enrollment of 20 students for the 4-Hour Annual Qualification Courses.

The following are the class maximums that will be observed in 2019:

Basic Training – 28 students (14 minimum)

Basic Firearms – 25 students (9 minimum)

Annual Qualification – 20 students (16 minimum)

Continuing Education – Dependent upon the physical capacity of training location and availability of instructors (16 minimum)

Online Training Courses

Beginning in Training Year 2020, the Program will be offering a mandatory 4-Hour Continuing Education online training course. All constables should ensure that they have access to the Internet to complete this online training course. This 4-Hour online training course will be mandatory to maintain your constable certification for 2021 and everyone needs to be prepared to engage this new technology.

Board Sponsored Training

Please be reminded that certification to perform duties for the courts can only be obtained from attending a Board sponsored training provided through one of the three training delivery contractors: Penn State-Fayette, Indiana University of Pennsylvania and Temple University. No other outside training will be considered for certification purposes.

Mailing Address vs. Business Address

Reminder about mailing and business addresses in CCETS: if only a mailing address is provided in CCETS, that is the address that is transmitted to AOPC; if a business address is provided in addition to a mailing address, the business address is transmitted to AOPC.

Constables are reminded that if they change their mailing address, they are to notify the program within 15 days of the change, see Section 431.11(b), below. Failure to do so may result in the certification being removed until the correct address is obtained.

§431.11. Registration.

(b) A registrant shall inform the Board of a change to registration information within 15 days of the change.

Self-Aid/Buddy-Aid Tourniquets

University of Pennsylvania Medical Center (UPMC), who sponsors the Stop the Bleed campaign, has graciously offered to provide tourniquets to all constables and deputy constables who complete the Self-Aid/Buddy Aid module in 2019. Program Staff and the training delivery contractors are awaiting the shipments of tourniquets and they will be distributed during the upcoming Continuing Education classes. Program Staff will soon be mailing tourniquets out to those constables who have already attended this Continuing Education module.

2019 Costs of Attending Constables' Training Courses

At the November 15, 2019 meeting the 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.

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 training course before you can enroll into any future training courses.

Contact Information at PCCD

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

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

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 Beaver*, (717) 265-8552, trabeaver@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

*Please note the last name and email address change for Tracy.

Next Board Meeting

The next meeting of the Constables' Education and Training Board (CETB) will be held on Thursday, May 9, 2019 beginning at 9:00 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.