



**DEPUTY SHERIFFS' EDUCATION  
AND TRAINING BOARD**

2002 ANNUAL REPORT



## 2002 BOARD MEMBERSHIP

Carmen Deluca, Chairman  
Commander, Allegheny County

Chester Hawkins, Vice Chairman  
Sheriff, Clearfield County

Donald Cohick, Jr.  
Deputy Sheriff, Lycoming County

Harry Forbes, Commissioner  
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Larry E. Kopko  
Sheriff, Warren County

Erin Joyce  
Lieutenant, Luzerne County

D. Webster Keogh  
Judge, Court of Common Pleas  
Philadelphia County

Lawrence D. Gerrard \*  
Regional Director, Eastern Regional Office  
Office of Attorney General

Michael J. Barrasse  
Judge, Court of Common Pleas  
Lackawanna County

\* Representing Attorney General D. Michael Fisher

## PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Jim Eisenhower  
Chairman, PCCD

Carl J. Anderson  
Executive Director, PCCD

### Bureau of Training Services

Stephen Spangenberg  
Manager

Donald Numer  
Training Supervisor

Erin E. Matalavage  
Planner

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## **A Message from the Chairman**

This report on the Deputy Sheriffs' Education and Training Board's activities during the year 2002 serves as a review of the Board's accomplishments and future goals. It is my pleasure to present this report to you.

In February 1984, the Deputy Sheriffs' Education and Training Board was created by Act 1984-2, the Deputy Sheriffs' Education and Training Act, to train and certify deputy sheriffs employed by the Commonwealth's 67 county sheriffs' offices. The Board operates with the oversight and staff support of the Pennsylvania Commission on Crime and Delinquency (PCCD). As you will see, the Board has continued to implement and improve the training and certification processes delineated by the Act.

During 2002, the Board has progressively moved towards enhancing the Deputy Sheriffs' Training and Certification Programs. Legislation enabled the expansion of the Deputy Sheriffs' Basic Training Program. In addition, legislation enacted during the year allowed for 100% reimbursement to counties for the salaries of deputy sheriffs that attend training or continuing education schools. Furthermore, the Board has continued to offer Supervisory Continuing Education courses in order to enhance the skills of supervisors operating within local sheriffs' departments. The Board has also consistently encouraged deputies who believe they may be eligible for GI Bill benefits to contact their local Veterans Affairs Office in order to determine their eligibility; certain deputies may be eligible for educational benefits if they graduated from Deputy Sheriffs' Basic or Waiver Training since July 2000. Further consideration of the 2002 Annual Report will provide additional detail pertaining to the Board's accomplishments.

As noted in the 2002 Annual Report, 2004 will signify the 20<sup>th</sup> year that the deputy sheriffs' training was administered by the Deputy Sheriffs' Education and Training Board and the PCCD. Given the goals achieved during the past 20 years, the Board continues to envision a future marked by numerous accomplishments and limitless possibilities.

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Carmen C. DeLuca, Chairman

## **2002: The Year in Review**

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During its 19-year history, the Deputy Sheriffs' Education and Training Board has trained and certified 3,396 deputy sheriffs through basic training and has renewed the certification of all deputies through its biennial continuing education program. The year 2002 was the eighteenth year of deputy sheriffs' training administered by the Board and the Pennsylvania Commission on Crime and Delinquency (PCCD) under the provisions of Act 1984-2, the Deputy Sheriffs' Education and Training Act.

During 1999 and 2000, the Board and its training development contractor, Temple University's Department of Criminal Justice, produced and delivered a core 560-hour curriculum. The Board's basic training delivery contractor, Pennsylvania State University's Justice and Safety Institute, presented the first pilot basic program in July 2000. During that and subsequent basic and waiver programs, Temple University, with feedback from Pennsylvania State University, revised and fine-tuned the curriculum into its present form. Additionally, during the development process the Board reviewed and revised its regulations, policies and procedures, which support the training programs and provide direction to staff, sheriffs' departments, and deputy sheriffs on issues related to training and certification. The Board is actively engaged in these tasks, which will continue to be pursued through 2003.

The passage of Act 1998-10 has provided a positive future for the Board's training programs. Act 10 provided an increase in the surcharge collection, which is the sole source of funds supporting Board training, and provided the Board the opportunity to expand the hours allotted for training. Since the Fall of 1998, the Board has proceeded with its plan for the development and implementation of expanded basic training under the capability provided by Act 10.

On December 12, 2002 the Independent Regulatory Review Commission approved the regulations of the Deputy Sheriffs' Education and Training Board, which include the expansion of the Deputy Sheriffs' Basic Training Program from 560 hours to 760 hours. The increased hours will include the topics of Patrol Procedures and Operations, Motor Vehicle Code/Accident Investigation, D.U.I. Enforcement, Criminal Investigation, and Drug-Related Investigations. The first 760-hour (19-week) basic training will begin in August 2003.

As indicated, the accomplishments of the Deputy Sheriffs' Education and Training Board included the expansion of the Deputy Sheriffs' Basic Training Program. A further look into the future goals of the Board's training programs includes the constant enhancement of curriculum and certification process, including the integration of progressive internet technology. A detailed review of the Basic, Continuing Education, and Supervisory Training Programs is presented within the following pages.

## **TRAINING AND CERTIFICATION PROGRAMS**

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### **Basic Training**

By the end of 2002, the Deputy Sheriffs' Education and Training Board and the Pennsylvania Commission on Crime and Delinquency, in accordance with the provisions of Act 1984-2, had completed the eighteenth year of providing initial certification to newly hired deputies. To provide this initial certification, the Board has held 41 basic training classes and 29 waiver classes, certifying a total of 3,396 deputy sheriffs since 1985.

From 1985 to 1999, basic training consisted of 160 hours of instruction presented during a four-week course and included major subject areas related to the duties of a deputy sheriff: civil and criminal law and procedure; court security; prisoner transport; mechanics of arrest; crisis intervention; professional development; self-defense; first aid; and firearms. During 2000, the Board implemented delivery of an expanded, 560-hour basic training program under the provisions of Act 1998-10, which provided a significant expansion of instruction in the basic training topics noted above and related topics.

Waivers of basic training are issued for a limited class of deputies with prior Pennsylvania-based law enforcement experience and training. Prior to 2000, deputies eligible for a waiver of basic training were required to attend a 40-hour, one-week waiver course, which covered the topics of civil law and procedure, court security, and prisoner transport. During 2000, the Board implemented an expanded, 101-hour waiver course to parallel the expansion of basic training. After several classes, it was identified that the waiver students required less time to assimilate the same information due to their prior training and experience. In 2001, the Board approved a reduction in the waiver course to 80 hours although the same information is provided.

Between 1985 and 1999, the Board's basic training delivery contractor, the Dickinson School of Law, annually provided two, four-week basic training courses and two, one-week waiver training courses. Under the first phase of the expanded training, Pennsylvania State University delivers four, 14-week basic training classes and four, two-week waiver classes on a year-round basis. During 2002, 205 deputies successfully completed training; 84 in basic training and 121 in the waiver courses.

The Board, working with the Pennsylvania Department of Education, Division of Veterans/Military Education, has obtained recognition as an educational program under Title 38, United States Code, Section 3676 (GI Bill of Rights). This approval allows eligible deputy sheriffs who are also veterans, dependents, or National Guard and Reserve members to receive educational benefits for attendance at the Board's expanded basic or waiver training programs. Eligible deputies could qualify for tax-free benefits up to \$1,680.

## **Continuing Education**

As a means of re-certifying deputies, Act 1984-2 requires attendance of continuing education every two years. The Deputy Sheriffs' Education and Training Board has organized continuing education into two-year training cycles, with the training conducted in 12 locations across the Commonwealth during each cycle. During 2002, 784 deputies attended scheduled continuing education courses. The Board's continuing education training delivery contractor, Temple University Department of Criminal Justice, provides the biennial training.

Since its initial effort to develop continuing education training, the Board has viewed the program as a means of maintaining the level of proficiency of each deputy sheriff. The continuing education is designed to refresh, update and expand upon the job-related knowledge of deputies.

During the 2001-2003 cycle, continuing education encompasses only one extremely timely and relevant subject, "Dealing With Special Needs." This 20-hour block of instruction provides each deputy the skills and knowledge to effectively yet compassionately deal with special-needs individuals while maintaining the safety of everyone concerned.

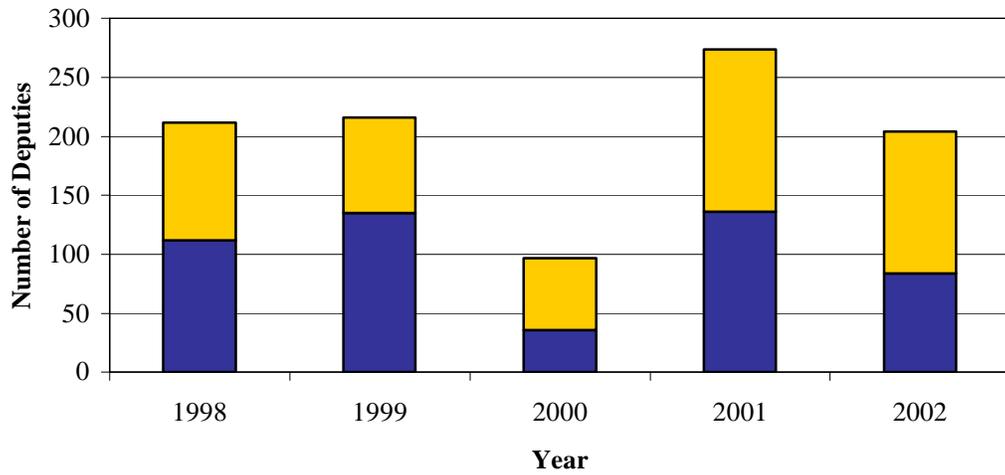
## **Supervisory Training**

The Board has long recognized the need for more advanced training for chief deputies and veteran deputies in supervisory positions. During the 2001-2003 training cycle, the Board, through its continuing education training delivery contractor, Temple University, provided supervisory training to 72 supervisory deputies at three locations around the Commonwealth.

This training identifies good supervisor and management techniques for new and veteran leaders.

## DEPUTY SHERIFF CERTIFICATIONS

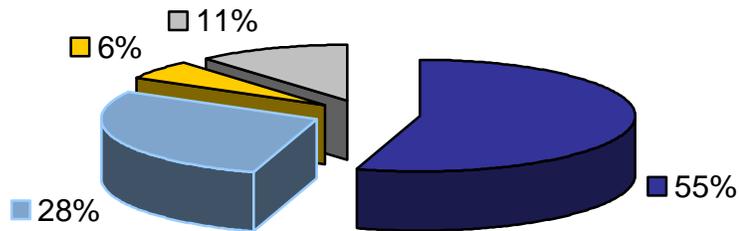
### Deputies Certified Per Year Through Basic And Waiver Training



Basic Training
  Waiver Training

## STATUS OF CURRENTLY EMPLOYED DEPUTIES

### By Method of Certification



Basic Training
  Waiver Training
  Grandfathered
  Pending

**DEPUTY SHERIFFS BY COUNTY: CERTIFIED VS.  
GRANDFATHERED**

COUNTY	CERTIFIED*	GRAND- FATHERED	TOTAL	COUNTY	CERTIFIED*	GRAND- FATHERED	TOTAL
Adams	10	1	11	Juniata	9	0	9
Allegheny	130	27	157	Lackawanna	64	2	66
Armstrong	10	0	10	Lancaster	46	1	47
Beaver	46	3	49	Lawrence	16	0	16
Bedford	22	0	22	Lebanon	22	0	22
Berks	75	4	79	Lehigh	65	2	67
Blair	25	0	25	Luzerne	47	1	48
Bradford	8	0	8	Lycoming	6	3	9
Bucks	47	1	48	McKean	3	0	3
Butler	36	0	36	Mercer	13	1	14
Cambria	21	0	21	Mifflin	4	0	4
Cameron	4	0	4	Monroe	17	1	18
Carbon	9	1	10	Montgomery	103	6	109
Centre	15	0	15	Montour	12	0	12
Chester	52	1	53	Northampton	49	1	50
Clarion	18	0	18	Northumberland	9	0	9
Clearfield	8	0	8	Perry	11	2	13
Clinton	7	0	7	Philadelphia	202	26	228
Columbia	13	0	13	Pike	17	1	18
Crawford	7	1	8	Potter	3	0	3
Cumberland	30	3	33	Schuylkill	10	1	11
Dauphin	57	1	58	Snyder	7	0	7
Delaware	40	5	45	Somerset	23	0	23
Elk	8	0	8	Sullivan	4	0	4
Erie	32	1	33	Susquehanna	3	0	3
Fayette	4	0	4	Tioga	6	0	6
Forest	4	2	6	Union	5	0	5
Franklin	15	0	15	Venango	10	0	10
Fulton	3	0	3	Warren	19	4	23
Greene	7	0	7	Washington	38	0	38
Huntingdon	15	0	15	Wayne	12	0	12
Indiana	16	1	17	Westmoreland	73	1	74
Jefferson	28	0	28	Wyoming	5	0	5
				York	70	3	5
				<b>TOTAL</b>	<b>1825</b>	<b>108</b>	<b>1933</b>

\* Number of certified deputies reported includes deputies certified as of 2002 and those scheduled for training in 2003

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY  
DEPUTY SHERIFFS' EDUCATION AND TRAINING ACCOUNT  
COMBINED STATEMENT OF CASH RECEIPTS AND EXPENDITURES  
FOR STATE FISCAL YEAR 2002-03 AS OF MARCH 31, 2003**

**RECEIPTS**

	<b>RECEIPTS</b>	<b>TOTAL</b>	<b>BALANCE</b>
Balance from Previous Year			\$6,693,335
Fee Collections			
7/1/02-3/31/03	\$3,865,709		
Estimated Collections	\$0	<u>\$3,865,709</u>	
 ESTIMATED TOTAL FUNDS AVAILABLE AT 6/30/2003			<u>\$10,559,044</u>

**EXPENDITURES AND COMMITMENTS**

	<b>EXPENDITURES</b>	<b>COMMITMENTS</b>	<b>TOTAL</b>
Administration:	\$183,877	\$93,123	\$277,000
Education:			
Pennsylvania State University (SP8191210006-Basic Training)(1)	\$1,199,851	\$1,281,994	\$2,481,845
Temple University (SP8191210004-Continuing Education)(2)	\$209,741	\$11,654	\$221,395
Temple University (SP395621-Curriculum Development)(3) (SP810170000101-Curriculum Development)(4)	\$194,663	\$238,112	\$432,775
Reimbursements to Counties	\$350,219	\$249,781	\$600,000
Funds Requested from the Governor's Office of the Budget	\$2,000,000	\$0	\$2,000,000
 EST. TOTAL EXPENDITURES AND COMMITMENTS AT JUNE 30, 2003			<u>\$6,013,015</u>
 ESTIMATED BALANCE AT JUNE 30, 2003			<u>\$4,546,029</u>

(1) Total contract is \$7,271,361. Contract period is 5/1/2000 through 8/31/2003.

(2) Total contract is \$726,340. Contract period is 10/1/1999 through 9/30/2003.

(3) Total contract is \$551,390. Contract period is 2/1/1999 through 2/28/2003.

(4) Total contract is \$513,675. Contract period is 3/1/2003 through 2/28/2005.

## **BOARD ORGANIZATION**

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The Deputy Sheriffs' Education and Training Board was created as an advisory board to the Pennsylvania Commission on Crime and Delinquency (PCCD) by Act 1984-2, the Deputy Sheriffs' Education and Training Act. The ten-member Board is composed of two Common Pleas judges, two sheriffs, three current or former deputy sheriffs, one educator, one county commissioner and the Attorney General.

Act 1984-2 directed the Board to establish, implement and administer a program of basic and continuing education training for deputy sheriffs. The Act requires that newly-hired deputy sheriffs attend basic training in order to be certified as a deputy sheriff. In addition, all deputies are required to renew their certification through biennial continuing education.

The Board has the power to make rules and regulations encompassing all matters related to the operation of the training program and the certification of deputy sheriffs. The Board operates under the review and approval of the PCCD, which provides the requisite administrative structure and staff support.

During 2001, the Board's basic training consisted of 560 hours of instruction during the first phase of the expanded program. Once regulations are approved allowing for the second phase of the expansion, to 760 hours of instruction, the Board will focus on revising the continuing education program.

Activities of the Board, its staff, and training programs are supported independent of the PCCD General Fund budget. This is accomplished through a surcharge on all legal papers served by sheriffs' departments. The PCCD is responsible for making disbursements from the Deputy Sheriffs' Education and Training Account, a restricted receipts account maintained by the Office of State Treasurer, for the costs of the training program, its administration, and the expenses of the Board.

In addition, the Act provides for reimbursement to each county for the expenses associated with the training of deputy sheriffs. The Board provides 100% of the tuition, and allowable living and travel expenses during training. In addition, counties are reimbursed 100% of each deputy's salary while they attend training.



## **DEPUTY SHERIFFS' TRAINING BULLETINS**

During 2002, the Deputy Sheriffs' Education and Training Board continued to issue its periodical newsletter, the Deputy Sheriffs' Training Bulletin, which serves as a conduit of information between the Board and sheriffs' departments concerning the training programs and activities of the Board. In addition, information and forms related to the deputy sheriffs' training programs of the Board are available on the PCCD website at [www.pccd.state.pa.us](http://www.pccd.state.pa.us).

### **Number 63, April 2002**

This bulletin announced the Supervisory Continuing Education trainings and provided the class-training schedule by date and location. Registration requirements were also outlined. An informational update was presented regarding Veterans Benefits. Deputies were encouraged to contact the local Veterans Affairs Office to determine their eligibility and obtain necessary applications. Lastly, the revised Training Code of Conduct was announced and a copy of the code was included with the bulletin.

### **Number 64, October 2002**

The 2003 Deputy Sheriffs' Basic and Waiver Training class schedule was included within this bulletin. The basic and waiver training course cycles were made available by date and location. Information pertaining to the forms located on the PCCD's website was included in combination with directions regarding the submission of Employment Record Forms and Partial Waiver Applications.

### **Number 65, December 2002**

This bulletin made known the implementation of Act 184 of 2003, which provides for 100% reimbursement to counties for the salaries of deputy sheriffs attending basic training or continuing education schools. It was noted that the increase becomes effective in February 2003. In addition, the bulletin reported that the Independent Regulatory Commission approved the regulations of the Deputy Sheriffs' Education and Training Board, which included the expansion for the Deputy Sheriffs' Basic Training Program from 560 hours to 760 hours.