



# SHERIFF AND DEPUTY SHERIFF TRAINING BULLETIN

Number 139

COMMONWEALTH OF PENNSYLVANIA

November 2015

## MANAGING SHERIFF'S TRAINING

With the changes of Act 2014-144, sheriffs are now required to attend training for certification and recertification. This can be scheduled through the Sheriff and Deputy Sheriff Information System (SDSIS). However, because an elected sheriff has a term of election, their training needs to be managed slightly different from a deputy sheriff.

### **Election:**

Half of Pennsylvania's sheriffs' offices will be going through the election process this November. If a sheriff's term ends in 2016 there are a number of things to be aware of. An elected sheriff is in the SDSIS system with a term of office not an employment start date. The "Term End Date" acts as an end of employment date. An elected or re-elected sheriff's new term of office may be entered after the election results are validated by the county.

If the current sheriff is re-elected, the applicable sheriff's office needs to enter the sheriff's new term of office into the SDSIS database. To do this, go to the "Add Employment Notice" tab, enter the Sheriff's DOB and SSN. Be sure to select "Sheriff" in the designation drop down box. Once "Sheriff" is selected, the system will allow you to enter the new "Term Start Date" and new "Term End Date." The new "Term Start Date" must be after the last "Term End Date." SDSIS will not allow the dates to overlap and reflect two sheriffs serving simultaneously (even if it is a re-elected sheriff). Term dates must be consecutive.

After information is entered, please click on the "Submit Employment Notice" tab. Once submitted, the information will be reviewed by PCCD staff in SDSIS. The Sheriff's new "Term Start Date" and "Term End Date" will appear in SDSIS after review by PCCD staff. This will not create a new record; just add a new election term.

Newly elected sheriffs will be entered into the SDSIS system the same way. If no record for them exists, you will be prompted to enter their personal information. Again, a county cannot have two sheriffs with overlapping terms.

### **Basic Training:**

Sheriffs in office prior to September 2014 were awarded certification based on their standing as current sheriff. Newly elected sheriffs must maintain certification or obtain certification during their current term of office to be eligible to appear on subsequent election ballots for the office of

sheriff. Board staff will work with newly elected sheriffs to schedule training. Newly elected sheriffs should contact Don Numer, Training Supervisor, to discuss options.

### **Waiver Training:**

Newly elected sheriffs are eligible for the Sheriff and Deputy Sheriff Education and Training Board's waiver training program. If a newly elected sheriff is a prior PA State Police Officer, Municipal Police Officer, or graduate of the MPOETC training academy they may be eligible for a partial waiver of training. Please contact Board staff to discuss requirements for application. Partial waivers of out-of-state law enforcement training and/or experience are considered on a case-by-case basis.

### **Continuing Education:**

With the requirements of Act 114, sheriffs must now attend continuing education within two years from their last certification training. Sheriffs certified at the beginning of Act 114 were given two years from the effective date of the Act. Sheriffs must be scheduled for continuing education in the SDSIS system. However, sheriffs and deputy sheriffs cannot be scheduled for training during a period where they are no longer actively serving. If a sheriff's term date ends at the beginning of 2016, counties will not be able to schedule them for training until a new term date range is entered. Board staff will work with the counties to ensure their sheriff has available convenient dates and locations once a new term is entered.

If you have any questions, please contact:

Mr. Don Numer  
PCCD  
Training Supervisor  
P.O. Box 1167  
Harrisburg, Pennsylvania 17108-1167  
(717) 265-8555 (Office)  
[dnumer@pa.gov](mailto:dnumer@pa.gov)

Mr. Douglas Hummel  
PCCD  
Criminal Justice System Planner II  
P.O. Box 1167  
Harrisburg, Pennsylvania 17108-1167  
(717) 265-8550 (Office)  
(717) 497-2567 (Cell)  
[dohummel@pa.gov](mailto:dohummel@pa.gov)

or

Ms. Kathy Clarke  
PCCD  
Criminal Justice System Planner II  
P.O. Box 1167  
Harrisburg, Pennsylvania 17108-1167  
(717) 265-8464 (Office)  
(717) 783-7140 (Fax)  
[kclarke@pa.gov](mailto:kclarke@pa.gov)