

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Eric Weaknecht
Board Chair

Jody S. Smith
Board Vice-Chair

Angeline Brown
David Glass
Barry Howe
Stephanie Jirard
Michael J. Koury Jr.
Brandon P. Neuman
Ed Walker



Austin A. Davis
Lieutenant Governor
PCCD Chair


Michael Pennington
Executive Director, PCCD

John Pfau
Manager
Bureau of Training Services

DATE: January 10, 2024

SUBJECT: January 2024 Board Meeting

TO: Sheriff and Deputy Sheriff Education and Training Board Members



FROM: Donald Numer
Sheriff and Deputy Sheriff Training Division

The packet of information for the October Board meeting is enclosed for your review. The meeting will be held at **2:00 p.m., Tuesday, January 23, 2024** at the Pennsylvania Commission on Crime and Delinquency, 3101 North Front Street, Harrisburg, PA 17110 and available via Teams Video Conferencing.

Enclosure



SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

PA Commission on Crime and Delinquency
3101 North Front Street
Harrisburg, PA 17110

A G E N D A

In Person & Microsoft Teams

<u>2:00 p.m. January 23, 2024</u>	<u>Page #</u>
- Minutes, October 24, 2023 Meeting: <u>Action Item</u> <i>Sheriff Weaknecht</i>	1
- Fiscal Report: <u>Action Item</u> <i>Sheriff Weaknecht</i> <i>Ms. Shull</i>	10
✓ Budget Projections	11
✓ SDS Fee Collection	12
✓ Administrative Expenses	13
✓ Purchase Order Analysis	14
- Training Supervisor's Report <i>Mr. Numer</i>	
✓ Fiscal Impact	
▪ Reimbursements Status	
▪ Fee Collections	
✓ Training 2023 & 2024	
▪ Basic	
▪ Waiver	
▪ CE	
▪ TTT	
- Time Extension Requests: <u>Action Item</u> <i>Sheriff Weaknecht</i> <i>Mr. Hummel</i>	
✓ Armstrong County – Joseph Gonzales	15
✓ Butler County – Mark Heider	16
✓ Huntingdon County – Kyle Houck	17
✓ Huntingdon County – Ian Watson	18
✓ Montgomery County – Daniel Otto	19
- Time Extensions Approved by the Training Supervisor <i>Mr. Hummel</i>	20
- Partial Training Waiver Applications Approved by the Training Supervisor <i>Mr. Hummel</i>	21

- Training Waiver Requests: Action Item
Sheriff Weaknecht
Mr. Hummel
 - ✓ Bucks County – Caroline Roe 22
 - ✓ Bucks County – Mark Willis 23
 - ✓ Montgomery – Jorge Adames 24

- Training Request: Action Item
Sheriff Weaknecht
Mr. Hummel
 - ✓ Blair County – Ralston 25

- Certification Revocation: Action Item
Sheriff Weaknecht
Mr. Numer
 - ✓ Ms. MaryAgnes Handzus 27

- Training Delivery Reports
 - ✓ Penn State University
Steve Shelow
Dave White
 - ✓ Temple University
Anthony Luongo

- Other Business

- Public Voice

- 2024 Meeting Dates: Tuesday, April 23, 2024, PCCD, 2:00 p.m.
 Tuesday, July 30, 2024, PCCD, 2:00 p.m.
 Tuesday, October 29, 2024, PCCD, 2:00 p.m.

- Adjournment

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

Minutes of the October 24, 2023 Meeting

Members Present

Angelinel Brown
Stephanie Jirard
Barry Howe
Michael J. Koury Jr.
Brandon P. Neuman
Jody S. Smith
Ed Walker
Eric Weaknecht

Members Absent

David Glass

Commission Staff Present

Sally Barry
Stephen Ekema
Theresa Ford
Doug Hummel
Dorthey Jacobelli
Don Numer
John Pfau
Ekaterina Shull
Deb Williams

Others Present

Penn State University
Steve Shelow
David White

Temple University
Anthony Luongo

The October 24, 2023 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Chairman Eric Weaknecht, at 2:02 p.m. The meeting was being held at the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA 17110 and via Teams conference call. Chairman Weaknecht informed everyone that the meeting was being audio recorded.

Mr. Don Numer, PCCD, confirmed the attendance of Board members: Chairman Weaknecht, Vice Chairwoman Jody Smith, Deputy Chief Angelinel Brown, Mr. Barry Howe, Ms. Stephanie Jirard, Judge Michael Koury Jr., Judge Brandon Neuman, and Deputy Ed Walker. He stated that a quorum of members was present.

Mr. Numer acknowledged the attendance of PCCD staff members: Ms. Sally Barry, Ms. Dorthey Jacobelli, Ms. Theresa Ford, Ms. Ekaterina Shull, Ms. Deb Williams, Mr. Stephen Ekema-Agbaw, Mr. Douglas Hummel, and Mr. John Pfau.

Others in attendance included, Mr. David White and Mr. Steve Shelow, Penn State Justice and Safety Institute; and Mr. Anthony Luongo, Temple University.

Chairman Weaknecht asked Mr. Numer to conduct the nominations and election of Board Chair and Vice-Chair for 2024. Mr. Numer asked for nominations for the position of Board Chair. Vice Chairwoman Smith made a motion to nominate Chairman Weaknecht for the position of Board Chair for 2024. Deputy Walker seconded the nomination. Mr. Numer asked if there were any other nominations for Board Chair. No other nominations were made and Chairman Weaknecht was elected Board Chairman for 2024, with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Numer asked for nominations for the position of Board Vice Chair. Board Chairman Weaknecht made a motion to nominate Vice Chairwoman Smith for the position of Vice Chair for 2024. Deputy Walker seconded the nomination. Mr. Numer asked if there were any other nominations for Board Vice Chair. No other nominations were made and Vice Chairwoman Smith was elected Board Vice Chairwoman for 2024, with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Chairman Weaknecht asked if everyone had an opportunity to review the minutes from the July 25, 2023 Board meeting. He stated that if there was no discussion, then he would entertain a motion to approve the minutes.

Sheriff Smith made a motion to approve the meeting minutes from July 25, 2023. Deputy Walker seconded the motion. Chairman Weaknecht asked if there was any Board discussion or public comment regarding the minutes. No discussion ensued and the motion passed with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Ms. Shull, PCCD, reviewed the first quarter fiscal report for state fiscal year 2023-2024, period ending September 30, 2023. The balance from the previous year was \$4,523,319.63. The fee collections as of September 30, 2023 was \$2,505,280.72. The total available funds were \$7,028,600.35. The total expenditures as of September 30, 2023 was \$1,646,298.26 which included \$1,091,362.66 in reimbursements to counties. The total expenditures and commitments were \$10,252,252.72 which included \$302,185.99 in administrative expenses. The details of the administrative expenses were included on page 11 of the meeting packet. The uncommitted balance as of September 30, 2023 was negative \$3,223,652.37.

Chairman Weaknecht asked if there were any questions regarding the fiscal report. He stated that if there was no discussion, then he would entertain a motion to approve the fiscal report.

Deputy Walker made a motion to approve the first quarter fiscal report for state fiscal year 2023-2024, period ending September 30, 2023. Mr. Howe seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the fiscal report. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Chairman Weaknecht asked Mr. Numer to provide his training supervisor's report as included on the meeting agenda.

Mr. Numer referred to the Fee Collection Report on page 10 of the meeting packet. Mr. Numer reported that since PCCD began collecting the fees, the fee collections were increasing. He thanked the fiscal staff for ensuring that all counties were collecting and remitting the correct rate of twenty dollars. The Board previously approved issuing up to 2.5 million dollars in reimbursements to counties. Due to the status of the training account, the PCCD began issuing reimbursements up to 1 million dollars. PCCD has processed and paid 540 reimbursement invoices for the period of April 1, 2019 through December 31, 2019. The payments were just over 1 million dollars. Based on the current financial status, PCCD will begin to process another 1 million dollars in reimbursements. Mr. Numer stated that the additional 1 million in reimbursements will

cover invoices submitted from January 1, 2020 through December 31, 2020 and total 1,099 reimbursement requests. Mr. Numer stated that the goal is to pay 2.5 million per year or we will continue to incur more debt.

Mr. Numer reported that Basic Training Class B-23-03 was in session and at the half-way point toward graduation. He stated that the class began with 37 deputies and is now at 36 deputies. One deputy was removed by the employing sheriff after failing the first physical fitness test and other issues. Mr. Numer reported that we have had issues with the class and that Academy staff and PCCD staff have had conversations with the class. Specific issues with individual deputies were addressed with their employing sheriffs. The sheriffs supported the Academy.

Mr. Numer reported that Waiver Training Class W-23-04 was in session and had 35 deputies attending. Class will end on Friday, October 27, 2023. He reported that the 2023 on-line continuing education training will end on November 17, 2023. Notices were sent to all sheriffs. He stated that 85 percent of the deputies completed the training and that 280 still needed to complete the training. He acknowledged the following counties for having everyone completed the continuing education training: Armstrong, Butler, Forest, Fulton, Indiana, Juniata, Lancaster, Lycoming, McKean, Montgomery, Northampton, Sullivan, Tioga, and Venango.

Mr. Numer reported that after the first Basic Training class in 2024, which graduates in May, we will no longer have class at the HUB. Penn State is renovating the building and we will not be able to maintain our training in that facility. Staff is working with the Academy staff to secure a new classroom training facility for the Academy. None of the current options are perfect or cheap. We are working to secure an appropriate training facility, while being fiscally responsible. Mr. Numer assured the Board that we have options that will allow us to maintain the Academy in State College.

Mr. Numer reported that staff had discussions with Sheriff Weaknecht and Sheriff Smith regarding changes to the enrollment process for basic training. He stated that one of the biggest expenses for the Board is conducting basic training classes. We decided to offer two classes for 2024 since we have not been able to fill all the slots in prior basic training classes. The waitlist is usually full and then within two weeks of class, the enrollment drops and staff scrambles to get deputies to attend the class. Also, people fail the entrance physical fitness test and that results in having less than the maximum attending the Academy. Beginning in 2024, we will be conducting the entrance physical fitness test a few weeks prior to the start of the Academy. We also increased the waiting list to 20 deputies. The goal is to maximize attendance. The entrance physical fitness test will be held on December 20, 2023. Mr. Numer explained that if any deputy passes the entrance test but does not gain entry to the class because of our maximum attendance of 40 deputies, those deputies will automatically be enrolled in the next Academy class. Once those deputies are enrolled into the next class, the enrollment process will be open for the sheriffs to fill the remaining slots. Mr. Numer stated that sheriffs will be notified of the date the July 2024 class will be available for enrollment. He stated that approximately six deputies enrolled in the January basic class previously failed the entrance physical fitness test and the waitlist was full with 20 deputies. We are trying to

maximize class enrollment and save money. Mr. Numer stated that having two basic classes in 2024 may contribute to an increase in time extension requests.

Mr. Numer reported that the 2024 online continuing education training subjects include: Legal Updates, Preparation for Service, and Judicial Security. The subjects to be developed for 2025 include: Legal Updates, Ethics and Liability, Use of Force.

Mr. Numer stated that Temple University and the Dering Corporation are in the process of conducting the Job Task Analysis. Two focus group meetings were held in the central region and the eastern region. The western focus group meeting was cancelled due to low enrollment. The goal is to develop a “state-wide” generic job description of a deputy sheriff. The next step in the process is to conduct a survey. Mr. Numer said the project should be completed in the spring of 2024.

Chairman Weaknecht asked Mr. Hummel, PCCD, to review the time extension requests.

Mr. Hummel reviewed the time extension request submitted by Sheriff James Ott, Blair County. The request was for Deputy George Ralston to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Ralston was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Daniel Zeigler, Carbon County. The request was for Deputy Willie Streisel to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Streisel was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Michael Churner, Clearfield County. The request was for Deputy Ryan Perrin to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Perrin is on the waiting list for the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Jerry Sanders, Delaware County. The request was for Deputy Carmen Maniaci to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Maniaci was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy William Heerwagen to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Heerwagen is enrolled

in the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy Ian Lembo to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Lembo is enrolled in the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy Samuel Orsini to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Orsini was previously approved for a partial training waiver and was completing his required training with Basic Training class B-23-03. He will become certified on December 13, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Christopher Leppler, Lancaster County. The request was for Deputy Evan Rizzo to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Rizzo is enrolled in the Basic Training Academy with class B-24-01, which is scheduled to graduate on May 17, 2024. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Brian Szumski, Luzerne County. The request was for Deputy Brian Horst to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Horst was attending Waiver Training class W-23-04, which will graduate on October 27, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Ernest Ritter, Union County. The request was for Deputy Tyler Strawser to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until he completes basic training for certification. Deputy Strawser was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Mr. Hummel reviewed the time extension request submitted by Sheriff Robert Roberts, Wyoming County. The request was for Deputy Alissa McMickens to continue serving as a deputy sheriff in an administrative capacity, non-uniformed and unarmed until she completes basic training for certification. Deputy McMickens was currently attending class B-23-03, which is scheduled to graduate on December 15, 2023. The request complied with Board Policy.

Deputy Walker made a motion to approve the time extension requests for deputies, George Ralston, Willie Streisel, Ryan Perin, Carmen Maniaci, William Heerwagen, Ian

Lembo, Samuel Orsini, Evan Rizzo, Brian Horst, Tyler Strawser, and Alissa McMickens. Sheriff Smith seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the time extension requests. No further discussion occurred, and the motion was approved with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the time extension requests that were approved by the program supervisor. This was for informational purposes and did not require Board action.

Mr. Hummel reviewed the Partial Training Waiver Applications that were approved by the Training Supervisor. These waivers were in accordance with the Training Policy. This was for informational purposes and did not require Board action.

Mr. Hummel reviewed the Partial Training Waiver Request submitted by Sheriff James Ott, Blair County. The request was for Deputy Vicente Teano. Deputy Teano completed the State of Oklahoma Council on Law Enforcement Education and Training, Basic Law Enforcement Academy on December 8, 2017. He was employed as police officer with the Citizen Potawatomi Tribal Police from August 8, 2017 through May 16, 2021. Based on his training and experience, staff recommended that he be waived from training for the following subjects: Module 2, Professional Development; Module 3, Physical Training; Module 4, Firearms; Module 5, Defensive Tactics; Module 7, Deputy Safety; Module 8, Investigations; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Teano would be required to complete Module 1, Law and Module 6, Security.

Mr. Hummel reviewed the Partial Training Waiver Request submitted by Sheriff Brian Szumski, Luzerne County. The request was for Deputy Dalton Hastings. Deputy Hastings completed the United States Army Military Police Training Program on June 24, 2021 and was released from active duty on February 28, 2023, having served as a military police officer. Based on his training and experience, staff recommends that he be waived from training for the following subjects: Module 2, Professional Development; Module 3, Physical Training; Module 4, Firearms; Module 5, Defensive Tactics; Module 7, Deputy Safety – Table Top Exercise; Module 8, Investigations – Role of First Responder; Module 9, Emergency Services; and Module 10, Competency Training Days 1 – 5. Deputy Hastings would be required to complete Module 1, Law; Module 6, Security; Module 7, Deputy Safety – Patrol Operations and Crisis Management; Module 8, Investigations – SFST/DUI; and Module 10, Competency Day – Mock Hearings.

Mr. Hummel reviewed the Partial Training Waiver Request submitted by Sheriff Richard Keuerleber, York County. The request was for Deputy David Tutuska. Deputy Tutuska graduated from the Baltimore City Police Academy on March 2, 2020. He was employed as a police officer with the Westminster Maryland Police Department from January 19, 2021 to September 1, 2023. Based on his training and experience, staff recommended that he be waived from training for the following subjects: Module 2, Professional

Development; Module 3, Physical Training; Module 4, Firearms; Module 5, Defensive Tactics; Module 7, Deputy Safety; Module 8, Investigations; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Teano would be required to complete Module 1, Law and Module 6, Security.

Deputy Walker made a motion to approve the partial training waiver requests for Deputy Vicente Teano, Dalton Hastings, and David Tutuska. Mr. Howe seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the requests. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Hummel reviewed the instructor applications for Mr. Lucas Bingman, Mr. Jason Buczak, Mr. Adrian Cann, Mr. Adam Hartswick, Mr. Zigmund Jendrzewski, and Mr. Sean Thornton, submitted by Penn State University. The request is to certify Mr. Bingman to instruct Firearms; Mr. Buczak to instruct Law, Professional Development, Security, and Deputy Safety; Mr. Cann to instruct Professional Development, Physical Conditioning, Deputy Safety, and Defensive Tactics; Mr. Hartswick to instruct Emergency Medical Services; Mr. Jendrzewski to instruct Firearms, Deputy Safety, Emergency Services, and EVOC; and Mr. Thornton to instruct Law, Professional Development, Security, and Deputy Safety.

Mr. Howe made a motion to certify Mr. Bingman, Mr. Buczak, Mr. Cann, Mr. Hartswick, Mr. Jendrzewski, and Mr. Thornton as instructors for the subjects requested. Deputy Walker seconded the motion. Chairman Weaknecht asked if there was any further Board discussion or public comment regarding the requests. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Dave White, Penn State University, provided the basic training delivery report. He reported that basic training class B-23-03 was in week 10 of training and currently at firearms training. Mr. White announced that graduation will be held in Heritage Hall, HUB, beginning at 11:00 a.m., on December 15, 2023. He stated that the last waiver training for 2023 began October 23, 2023 and will finish on October 27, 2023.

Mr. Tony Luongo, Temple University, provided the report on continuing education training and curriculum development. He reported that the 2023 on-line continuing education training will conclude on November 17, 2023. The majority of scores range from 80 percent to 100 percent. He stated that his staff continue to assist sheriffs and deputies with issues accessing and navigating the Canvas Learning Management System.

Mr. Luongo reported that staff met with PCCD staff recently to review the 2024 curriculum and begin the curriculum development process for online training for 2025 and updates to basic training. He stated that the 2024 online training will consist of the following subjects: Legal Updates, Preparation of Service, and Judicial Security. He provided an update on the Job Task Analysis project that Temple is conducting. He thanked those that attended the focus groups.

Mr. Pfau, PCCD, informed the Board that Ms. Deb Williams re-joined the staff as the curriculum manager for the PCCD training programs. She replaced Ms. Megan Staub who had resigned her position. Mr. Pfau stated that Ms. Williams previously served as the curriculum manager from 2012 through 2019 and is a welcome addition to the program.

Chairman Weaknecht asked if there were any additional matters to be discussed or any public comment.

Chairman Weaknecht announced that the next Board meeting was scheduled for 2:00 p.m., January 23, 2024, at the PCCD.

Chairman Weaknecht asked for a motion to adjourn the meeting. Deputy Walker made a motion to adjourn the meeting. Mr. Howe seconded the motion and the meeting was adjourned at 2:50 p.m. with the following votes:

Voting Aye: Board Members Brown, Howe, Jirard, Koury, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING ACCOUNT
COMBINED STATEMENT OF CASH RECEIPTS, EXPENDITURES, AND COMMITMENTS
For State Fiscal Year 2023-24 as of December 31, 2023

RECEIPTS	<u>RECEIPTS</u>	<u>TOTAL</u>	<u>BALANCE</u>
Balance from Previous Year			\$4,523,319.63
Fee Collections:			
Actual for 07/01/23-6/30/24	\$3,041,187.72		
TOTAL FUNDS AVAILABLE AT 9/30/2023			<u>\$7,564,507.35</u>
EXPENDITURES AND COMMITMENTS	<u>EXPENDITURES</u>	<u>COMMITMENTS</u>	<u>TOTAL</u>
Administration:	\$265,769.63	\$226,126.41	\$491,896.04
Education:			
Pennsylvania State University (Main)			
PO 4300701304 - Basic Training	\$281,529.16		\$281,529.16
07-01-21 to 12-31-22			
PO 4300756822 - Basic Training			
01-01-23 to 12-31-24	\$964,572.27	\$6,337,984.51	\$7,302,556.78
Temple University			
PO 4300706760 - Continuing Education	\$88,813.38	\$113,712.58	\$202,525.96
09-01-21 to 10-31-23			
PO 4300719405 - Curriculum Development		\$610,420.27	\$610,420.27
01-01-2022 to 11-30-2023			
PO 4300790579 Online Training			
11-01-2023 to 06-30-2025		\$273,570.85	\$273,570.85
PO 4300791850			
Curriculum Dev 12-06-23 to 06-30-2025		\$846,618.59	\$846,618.59
Alutiiq Diversified Services LLC			
PO 4300715843 -Curriculum Manager	\$19,892.43	\$92,752.87	\$112,645.30
01-01-2022 to 12-31-2024			
Reimbursements to Counties	\$1,089,763.46		\$1,089,763.46
TOTAL EXPENDITURES AND COMMITMENTS as of December 31, 2023	\$2,710,340.33	\$8,501,186.08	\$11,211,526.41
Uncommitted balance as of December 31, 2023*			<u><u>-\$3,647,019.06</u></u>

* The uncommitted balance does not take into account the cumulative amount
of unpaid county reimbursements incurred since the suspension
See 2023-24 Projection - Quarterly Update

Prepared By:
Ekaterina Shull
Financial Administration
01/08/2024

Sheriff and Deputy Sheriff Education and Training Fund
23-24 Projection
Quarterly Update

State FY	Beginning Balance	Revenue	% (+ -)	Training and admin. Expenditures	Total Expenditures	% (+ -)	Ending Balance
Actual:							
18/19	\$985,600	\$3,422,963	-8.18%	\$2,459,357	\$2,475,513	-30.66%	\$1,933,050
19/20	\$1,933,050	\$3,418,307	-0.14%	\$2,230,629	\$2,230,629	-9.30%	\$3,120,728
20/21	\$3,120,728	\$2,484,254	-27.33%	\$1,165,576	\$1,165,576	-47.75%	\$4,439,406
21/22	\$4,439,406	\$4,079,707	64.22%	\$4,065,804	\$6,017,483	248.82%	\$2,501,630
22/23	\$2,501,630	\$4,973,291	21.90%	\$2,951,601	\$2,951,601	-27.40%	\$4,523,320
5 Year AVG	Average \$	\$3,675,704		\$2,574,593	\$2,968,160		

23-24 Year to Date Actual							
1st Qtr	\$4,523,320.00	\$2,505,280.72		\$554,936.60	\$1,646,298.26		\$5,382,302.46
2nd Qtr	\$5,382,302.46	\$535,907.00		\$29,215.21	\$1,064,042.07		\$4,854,167.39
3rd Qtr							
4th Qtr							
		\$3,041,187.72		\$1,084,151.81	\$2,710,340.33		
18-19 Obligation to Counties for Suspended Reimbursements					\$0.00		
19-20 Obligation to Counties for Suspended Reimbursements					\$55,232.68		
20-21 Obligation to Counties for Suspended Reimbursements					\$1,415,093.76		
21-22 Obligation to Counties for Suspended Reimbursements					\$2,331,991.12		
22-23 Obligation to Counties for Suspended Reimbursements					\$2,065,562.13		
23-24 Obligation to Counties for Suspended Reimbursements					\$1,203,341.29		
				Total Obligation	\$7,071,220.98		

PROJECTIONS

State FY	Beginning Balance	Revenue	% (+ -)	Admin	Reimbursements	Fund Balance	Cumulative Reimbursement Obligation
23/24	\$4,974,921	\$5,700,000	14.61%	\$2,900,000	\$2,500,000	\$5,274,921	\$5,009,734
24/25	\$5,274,921	\$5,800,000	1.75%	\$2,958,000	\$2,500,000	\$5,616,921	\$4,009,734
25/26	\$5,616,921	\$5,800,000	0.00%	\$3,017,160	\$2,500,000	\$5,899,761	\$3,009,734
26/27	\$5,899,761	\$5,800,000	0.00%	\$3,077,503	\$2,500,000	\$6,122,258	\$2,009,734
27/28	\$6,122,258	\$5,800,000	0.00%	\$3,139,053	\$2,500,000	\$6,283,205	\$1,009,734
		Actual vs Projected Revenue		Actual vs Projected Expenditures	Actual vs Projected Reimbursements		
		53%		37%	65%		

Projections calculations are based on data available 12/31/2023.

Revenue projections are based upon scheduled fee increases.

Expenditure projections begin with a cap of \$2.9 million for training and administrative expenses and increase at 2.0% per year to account for routine cost increases.

Cumulative reimbursement obligation includes annual increase of \$1,500,000 for current year obligations to counties and includes the actual total obligation incurred since FY 17-18 based on submitted reimbursement requests.

As payments to counties resume, obligations will be retired beginning with the oldest.

Projected reimbursements are subject to revision based on actual revenue received.

Sheriff and Deputy Sheriff Fee Collection

Quarter Ending	State Fiscal Year 2012-13	State Fiscal Year 2013-14	State Fiscal Year 2014-15	State Fiscal Year 2015-16	State Fiscal Year 2016-17	State Fiscal Year 2017-18	State Fiscal Year 2018-19	State Fiscal Year 2019-20	State Fiscal Year 2020-21	State Fiscal Year 2021-22	State Fiscal Year 2022-23	State Fiscal Year 2023-24
September	\$1,574,818.00	\$1,513,557.00	\$1,462,081.30	\$1,366,240.00	\$1,312,082.00	\$1,625,489.00	\$1,340,619.50	\$1,622,076.96	\$911,920.00	\$2,018,400.00	\$2,329,259.27	\$2,505,280.72
December	\$599,237.59	\$527,476.37	\$637,648.00	\$692,560.00	\$616,024.00	\$337,347.00	\$451,700.00	\$179,680.00	\$215,481.00	\$113,954.00	\$138,110.00	\$535,907.00
March	\$1,711,662.00	\$1,729,602.00	\$1,998,646.90	\$1,257,880.00	\$1,299,080.00	\$1,241,630.00	\$1,202,305.00	\$1,109,290.00	\$1,165,754.00	\$1,876,387.00	\$1,632,646.84	
June	\$219,350.98	\$257,795.57	\$235,370.00	\$829,020.00	\$630,506.17	\$523,534.50	\$428,338.00	\$507,260.00	\$191,099.00	\$70,965.51	\$873,275.00	
SFY Total	\$4,105,068.57	\$4,028,430.94	\$4,333,746.20	\$4,145,700.00	\$3,857,692.17	\$3,728,000.50	\$3,422,962.50	\$3,418,306.96	\$2,484,254.00	\$4,079,706.51	\$4,973,291.11	\$3,041,187.72
									-\$829,795.00	\$148,653.51		
									revenue projection	revenue projection	revenue projection	revenue projection
									\$3,314,049.00	\$3,931,053.00	\$4,600,000.00	\$5,700,000.00
									FY20	FY21	FY22 projection	FY23 projection %
									75%	104%	108%	53%

**Sheriff and Deputy Sheriff Education and Training
Administrative Expenses
December 31, 2023**

<u>Description</u>	<u>Commitment Detail</u>	<u>Expenditure Detail</u>
SDS Staff through 6/30/24		\$157,311.03
Timesheet Transfers 7/1/23 - 6/30/2024		\$31,991.94
Personnel Services TOTAL		\$189,302.97
Travel		2688.34
Telecommunications	\$1,282.35	848.62
IT Consulting - OST	\$143,111.18	62673.14
Specialized Services (Inter-Agency Billings/Data Collection)	\$6,442.95	
Computer Hardware Periph/Software Licenses	\$610.50	1450.12
Real Estate - building rental *	\$57,511.43	6414.85
Other Operational Expenses	\$17,168.00	734.87
Office Supplies		
Printing		64.31
Photo ID & Ribbons		1592.411
Annual Reporting Fee - Federal		
Trophies		
Conference Expenses		
	\$226,126.41	\$265,769.63

*Real Estate Commitments represent the program's portion of a multi-year lease.

Pennsylvania Commission on Crime and Delinquency
 Sheriff and Deputy Sheriff Education and Training
 PO Status for State Fiscal Year 2023-24 as of December 31, 2023

Purchase Order	Vendor Name Description of Service Term	PO Beginning Balance	Augmentation	Expenditures	Liquidations	Expenditures	Liquidations	Expenditures	Liquidations	Expenditures	Liquidations	Expenditures	Liquidations	Expenditures	Liquidations	Commitments 12/31/2023
				* PAID * in 18-19 FY	from 18-19 FY Budget	* PAID * in 19-20 FY	from 19-20 FY Budget	* PAID * in 20-21 FY	from 20-21 FY Budget	* PAID * in 21-22 FY	from 21-22 FY Budget	* PAID * in 22-23 FY	from 22-23FY Budget	* PAID * from 23-24FY	from 23-24FY	
4300701304	PSU Basic Training 7-1-21 to 12-31-22	\$4,668,573.07						\$0.00		\$791,288.05		\$2,089,795.42	\$1,094,705.66	\$281,529.16	\$281,529.16	
4300756822	Basic Training 1-1-23 to 12-31-24	\$7,302,556.78												\$964,572.27		\$6,337,984.51
4300706760	Temple Continuing Education 9-1-21 to 10-31-23	\$274,114.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,193.98		\$88,813.38	\$4,394.54	\$113,712.58
4300719405	Temple Curriculum Development 1-7-2022 to 11-30-2023	\$967,917.08										\$57,760.23	\$299,736.58			\$610,420.27
4300790579	Online Training	\$273,570.85														\$273,570.85
4300791850	12-06-23 to 06-30-2025 Curriculum Dev	846,618.59														\$846,618.59
4300715843	Alutiiq Diversified Svs LLC Curriculum Manager 01-01-2022 to 12-31-2024	\$186,965.32								\$14,550.18		\$52,417.54	\$7,352.30	\$19,892.43		\$92,752.87
TOTAL =		\$12,515,234.98														\$8,275,059.67

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

TIME EXTENSION REQUEST

Armstrong County

Basic Training – Pre-Certification

Deputy Joseph Gonzales

Hire Date: 3/19/2023 Training Due Date: 3/19/2024 Submitted: 10/2/2023

Extension Request Date: 11/15/2024

Sheriff Frank Pitzer is requesting a time extension for Deputy Gonzales. The request is for Deputy Gonzales to continue employment and to serve in an administrative capacity; non-uniformed and unarmed, until he completes the required training for certification. Deputy Gonzales is scheduled to attend the Basic Training Academy class B-24-02, which is scheduled to graduate on November 15, 2024.

The request complies with Board Policy.

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

TIME EXTENSION REQUEST

Butler County

Basic Training – Pre-Certification

Deputy Mark Heider

Hire Date: 2/27/2023 Training Due Date: 2/27/2024 Submitted: 10/16/2023

Extension Request Date: 4/12/2024

Sheriff Michael Slupe is requesting a time extension for Deputy Heider. The request is for Deputy Heider to continue employment and to serve in full duty capacity until he completes the required training for certification. The request is made based on Deputy Heider's prior law enforcement service with the Middlesex Township Police Department and as a Butler County Detective. Deputy Heider is currently scheduled to attend the residential Waiver Training class W-24-01, which is scheduled to end on April 12, 2024.

The request does not comply with Board Policy.

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

TIME EXTENSION REQUEST

Huntingdon County

Basic Training – Pre-Certification

Deputy Kyle Houck

Hire Date: 1/3/2023

Training Due Date: 1/3/2024

Submitted: 12/22/2023

Extension Request Date: 11/15/2024

Sheriff Jeffrey Leonard is requesting a time extension for Deputy Houck. The request is for Deputy Houck to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Houck is scheduled to attend Basic Training Academy class B-24-02, which is scheduled to graduate on November 15, 2024. Deputy Houck failed the academy entrance physical fitness test on December 20, 2023 for class B-24-01.

The request complies with Board Policy.

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

TIME EXTENSION REQUEST

Huntingdon County

Basic Training – Pre-Certification

Deputy Ian Watson

Hire Date: 1/3/2023

Training Due Date: 1/3/2024

Submitted: 12/22/2023

Extension Request Date: 11/15/2024

Sheriff Jeffrey Leonard is requesting a time extension for Deputy Watson. The request is for Deputy Watson to continue employment and to serve in an administrative capacity, non-uniformed and unarmed, until he completes the required training for certification. Deputy Watson is scheduled to attend Basic Training Academy class B-24-02, which is scheduled to graduate on November 15, 2024. Deputy Watson failed the academy entrance physical fitness test on December 20, 2023 for class B-24-01.

The request complies with Board Policy.

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

TIME EXTENSION REQUEST

Montgomery County

Basic Training – Pre-Certification

Deputy Daniel Otto

Hire Date: 1/27/2020 Training Due Date: 12/1/2023 Submitted: 12/8/2023

Extension Request Date: 4/12/2024

Sheriff Sean Kilkenny is requesting a time extension for Deputy Otto. The request is for Deputy Otto to continue employment and to serve in an administrative capacity; non-uniformed and unarmed, until he completes the required training for certification. Deputy Otto is scheduled to attend the residential Waiver Training class W-24-01, which is scheduled to end on April 12, 2024.

Deputy Otto was previously granted a time extension due to medical leave and upon his return he was serving in an administrative capacity while attending the Act 120 MPOETC training academy.

The request does not comply with Board Policy.

SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD

January 23, 2024

Time Extensions Approved by the Training Supervisor

<u>Name</u>	<u>County</u>	<u>Reason</u>
George Ralston	Blair	Medical Leave
William Merola	Chester	Medical Leave
Robert Hinkle	Lawrence	Medical Leave
April Washington	Philadelphia	Medical Leave
Damon Young	Philadelphia	Medical Leave
Naji Uqdah	Philadelphia	Medical Leave
Monte Guess	Philadelphia	Medical Leave
Calvin Headen	Philadelphia	Medical Leave
Michael Kelly	Philadelphia	Medical Leave
William McCarron	Philadelphia	Medical Leave
Sean McCallion	Philadelphia	Medical Leave
Tyler Duck	Westmoreland	Military
Richard Myers	York	Military Leave
Michael Lutz	York	Medical Leave
Bradley Britton	York	Medical Leave
Tanner Weaver	York	Military

SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD

January 23, 2024

PARTIAL TRAINING WAIVER APPLICATIONS
APPROVED BY THE PROGRAM SUPERVISOR

Below is a list of all deputies and sheriffs who have been approved from October 3, 2023 to December 28, 2023.

County	Name	Hired Date	BT Waiver Approved On	Must Complete Training By	Enrolled In
Bedford	# Harvey, Stephanie Rene	12/19/2022	10/23/2023	12/31/2024	W-23-02
Butler	Heider, Mark	02/27/2023	11/14/2023	02/27/2024	W-24-01
Centre	Rawding, Adam C	06/12/2023	12/13/2023	06/12/2024	W-24-01
Chester	# Kennard, Jerome s	02/14/2023	10/10/2023	12/31/2024	W-23-04
Dauphin	# Molina, Rafael D	12/27/2022	11/02/2023	12/31/2024	W-23-04
Erie	# Mathis, Kyle Edward	12/27/2022	10/17/2023	12/31/2024	W-23-04
Fayette	# David, Danny	07/17/2023	10/03/2023	12/31/2024	W-23-04
Lancaster	# Orsini, Samuel	09/12/2022	12/13/2023	12/31/2024	W-23-04
Lebanon	# Steiner, Stacey Corinne	01/25/2023	11/02/2023	12/31/2024	W-23-04
Montgomery	# Bianchini, John P	06/05/2023	10/10/2023	12/31/2024	W-23-04
Montgomery	Otto, Daniel	01/27/2020	12/19/2023	12/01/2023	W-24-01
Washington	Maraldo, Lawrence D	04/03/2023	11/14/2023	04/03/2024	W-24-01
Washington	Vallejo, Antonio Luis	04/17/2023	11/14/2023	04/17/2024	W-24-01
Wayne	Robinson, Christian P	06/05/2023	10/24/2023	06/05/2024	WP-24-01
Wayne	Williams, Maurice Mervin	08/28/2023	11/07/2023	08/28/2024	W-24-01
Westmoreland	# Hearn, Justin	02/13/2023	11/02/2023	12/31/2024	W-23-04
York	# Pacheco, Christopher	12/19/2022	11/02/2023	12/31/2024	W-23-04

17 Records

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

**Partial Training Waiver
Other Training and Experience**

Sheriff Fred Harran, Bucks County, is requesting a partial training waiver for Deputy Sheriff Caroline Roe. Deputy Roe served as an Inspector with the New York City Police Department from July 7, 1991 to July 19, 2023.

Based on her training and experience, staff recommends that she be waived from training for the following subjects:

Module 2	Professional Development	56 hours
Module 3	Physical Training	68 hours
Module 4	Firearms	88 hours
Module 5	Defensive Tactics	84 hours
Module 6	Security/Rapid Deployment	24 hours
Module 7	Deputy Safety	88 hours
Module 8	Investigations	40 hours
Module 9	Emergency Services	56 hours
Module 10	Competency Training	<u>40 hours</u>
		544 hours

She is required to complete Module #1 Law (168 hours) and Module #6 Security (48 hours). This request is permitted under Act 1984-2 and staff recommends approval.

ACTION ITEM

**SHERIFF AND DEPUTY SHERIFF EDUCATION
AND TRAINING BOARD**

January 23, 2024

**Partial Training Waiver
Other Training and Experience**

Sheriff Fred Harran, Bucks County, is requesting a partial training waiver for Deputy Sheriff Mark Willis. Deputy Willis graduated from the New Jersey Police Officers' Basic Training Program on October 16, 2020.

Based on his training and experience, staff recommends that he be waived from training for the following subjects:

Module 2	Professional Development	56 hours
Module 3	Physical Training	68 hours
Module 4	Firearms	88 hours
Module 5	Defensive Tactics	84 hours
Module 6	Security/Rapid Deployment	24 hours
Module 7	Deputy Safety	88 hours
Module 8	Investigations	40 hours
Module 9	Emergency Services	56 hours
Module 10	Competency Training	<u>40 hours</u>
		544 hours

He is required to complete Module #1 Law (168 hours) and Module #6 Security (48 hours). This request is permitted under Act 1984-2 and staff recommends approval.

ACTION ITEM

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

January 23, 2024

Partial Training Waiver Other Training and Experience

Sheriff Sean Kilkenny, Montgomery County is requesting a partial training waiver for Deputy Sheriff Jorge Adames. Deputy Adames completed the United States Border Patrol Agent Basic Training Program on March 20, 2020.

Based on his training and experience, staff recommends that he be waived from training for the following subjects:

Module 2	Professional Development	56 hours
Module 3	Physical Training	68 hours
Module 4	Firearms	88 hours
Module 5	Defensive Tactics	84 hours
Module 6	Security/Rapid Deployment	24 hours
Module 7	Deputy Safety - Table Top Exercise	4 hours
Module 7	Deputy Safety – Crisis Management	24 hours
Module 8	Investigations – Role of First Responder	8 hours
Module 9	Emergency Services	56 hours
Module 10	Competency Training Days 1 – 5	<u>40 hours</u>
		452 hours

He is required to complete 308 hours of training to include: Module #1 Law (168 hours); Module #6 Security (48 hours); Module #7 Deputy Safety (Patrol Operations 60 hours); and Module #8 Investigations (SFST/DUI) (32 hours). This request is permitted under Act 1984-2 and staff recommends approval.

ACTION ITEM

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

January 23, 2024

Training Request

Sheriff James Ott, Blair County, is requesting one additional opportunity for Deputy George Ralston to attempt the Basic Training Academy Physical Fitness Test. Deputy Ralston attended class B-23-03 and was dismissed on November 13, 2023 for failing his last attempt of the physical fitness test. Deputy Ralston chose not to attempt the final event, the 1.5 mile run, due to pain that he was experiencing in his leg/hip area.

Board Policy allows sheriffs to request an additional attempt at completing the physical fitness test, provided the sheriff tested the deputy and provides written documentation that the deputy passed the standards when administered by the sheriff's office.

Deputy Ralston is on medical leave and is expected to be cleared for duty within the next few weeks. The sheriff is requesting that the Board grant Deputy Ralston an additional physical fitness test with the stipulation that the sheriff will test Deputy Ralston and provide staff written documentation of Deputy Ralston passing the physical fitness test administered by the sheriff's office. If the sheriff waits to make the request at the April 2024 meeting, Deputy Ralston would take the Board approved fitness test and if he passes, he would return in November 2024 to finish the training that he previously missed due to his academy dismissal. If the Board grants the current request and Deputy Ralston passes the fitness test administered by the sheriff's office and then passes the academy administered fitness test, he would be able to return for the missed training in April/May 2024.

Additionally, Sheriff Ott requests that once Deputy Ralston is medically cleared to return to duty, that he be permitted to serve in full duty capacity. The request to work in full duty capacity does not comply with board policy.



Blair County Sheriff's Office

James E. Ott, Sheriff

423 Allegheny Street, Suite 111

Hollidaysburg PA 16648-2022

Phone (814) 693-3100 Fax (814) 695-4737

PCCD Board,

I would like to request time extension and approval from the Board to authorize the scheduling of PT Test for grade at the academy for Deputy George J. Ralston from my county.

Deputy Ralston was a cadet in the last Deputy Sheriff Academy class. While participating in the PT test he sustained an injury and sent home for treatment. He is healing currently and will begin training again so I can PT test him in the near future. Once he is able to pass our PT test, I would like to schedule him at the academy for his official PT test, which would then allow him to re-join the upcoming Deputy Sheriff Academy class and complete the remaining missed curriculum to obtain his Act 2 certification. We would like to place him back in uniform once medically cleared until he returns to the academy for his PT test (as he was prior to attending his academy class).

Thank you for your consideration and time in this matter. If you would have any questions please feel free to contact me at any time. I can also be available for the board at the time of the meeting, for any immediate questions or input.

Thank you,

December 29, 2023

Sheriff James E. Ott

James E. Ott

Sheriff

County of Blair

ACTION ITEM

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

January 23, 2024

REVOCATION OF CERTIFICATION

Sullivan County

MaryAgnus Handzus

Act 1948-2 (P.S. Title 71), requires the Board to revoke the certification of any deputy sheriff who is convicted of a felony or misdemeanor of the first or second degree. Specifically:

“The board shall revoke the certification of any deputy sheriff for one or more of the following: Conviction for a felony or misdemeanor of the first or second degree.”

MaryAgnus Handzus was previously certified (certification has expired) as a deputy sheriff by the Board, #B004891. She was convicted of a Felony Three, Access Device Issued to Another Who Did Not Authorize Use (Federal Conviction). She was notified of the Board’s intent to revoke her certification on 10/4/2023 and given an opportunity to show cause as to why the Board should not take this action in accordance with Board policy. She did not respond.

MaryAgnus Handzus is no longer employed as a deputy sheriff in Pennsylvania.