

CONSTABLES' TRAINING BULLETIN

NUMBER 100**OCTOBER 2020**

Commission Action

At the September 9, 2020 meeting of the Pennsylvania Commission on Crime and Delinquency, the following action items were approved.

1. Firearms Certification Extension – This approval will extend the firearms certification of all currently firearms certified constables and deputy constables. Their current firearms certification periods will be extended to December 31, 2021.
2. Change to 2020 Certification Training Requirement – This approval will eliminate the 8-Hour physical class requirement and only require the successful completion of the 4-Hour online training to maintain certification through December 31, 2021.

CCETS Updates

Updates have been made in CCETS to reflect the recent Board Actions:

1. If you were enrolled into a Continuing Education class that was cancelled, you are now enrolled into SE11CE20, for the 4-Hour online subject “Reacting to Witnessed Criminal Behavior.”
 - a. If you have completed the online subject your grade will be showing under the above class code on your training history.
 - b. If you have not completed the online subject, the above class code will show on the Enrolled tab under the Training link in CCETS. **You must complete this online subject by December 4, 2020 to maintain certification for 2021.**
2. If you were not enrolled into a Continuing Education class that was cancelled but have completed the online training, your online grade will now be showing under the above class code.
3. If you attended the 8-Hour in person subjects in early 2020, the online grade will be showing under that appropriate class code; however, there are still constables and deputy constables who have not yet completed the 4-Hour online subject. **You must complete this online subject by December 4, 2020 to maintain certification for 2021.**

As of the date of this Bulletin, less than 36% of the constable population has completed the online training. Do not wait until December 1 to start this training. It is important that this training is completed in a timely manner, especially if there is a class failure. There will be no way to complete this training after December 4, 2020. If this deadline is missed, constables will need to successfully complete the 2021 Continuing Education training requirement to become re-certified by the Program.

**Constables' Education and Training
Board Members:**

**Board Chair – John Bruno
Board Vice Chair - Francis C. Peitz, Jr.**

**Craig Westover
Thomas S. Brletic
Major George L. Bivens**



**Charles H. Ramsey
Chairman, PCCD**

**Michael Pennington
Executive Director, PCCD**

**John Pfau
Manager,
Bureau of Training Services**

Certification Periods

Program Staff are currently working on the changes needed in CCETS to extend the firearms certification training period for currently firearms certified constables and deputy constables through December 31, 2021. More details to follow in the next training bulletin.

Constable Grade Transcripts

The issue with the grade transcripts in CCETS has been resolved. You can now use multiple Internet browsers to view and print this document.

Temple Online Activation Emails

If you have NOT received the activation email from cesystem@temple.edu, please contact Sherry Leffler at sleffler@pa.gov. It is important that you activate your Temple Canvas account in order to gain access to the required 4-Hour online subject, "Reacting to Witnessed Criminal Behavior".

New Training Regions and Locations for 2021

Due to the loss of the West region training delivery contractor, Program Staff will be dividing the state into four regions for the 2021 Training Year with two Training Delivery Contractors. The Central region has been eliminated and those counties are being absorbed by the four new regions. This was also a recommendation that came from the CETB Workgroup in 2018 to help reduce administrative costs.

North East: Bradford, Carbon, Columbia, Lackawanna, Lycoming, Luzerne, Monroe, Montour, Northumberland, Pike, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne and Wyoming Counties

South East: Berks, Bucks, Chester, Delaware, Dauphin, Lancaster, Lebanon, Lehigh, Montgomery, Northampton, Schuylkill and York Counties

North West: Armstrong, Butler, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, Mercer, McKean, Potter, Venango and Warren Counties

South West: Adams, Allegheny, Beaver, Bedford, Blair, Cambria, Cumberland, Fayette, Franklin, Fulton, Greene, Huntingdon, Indiana, Juniata, Mifflin, Perry, Somerset, Washington and Westmoreland Counties

The Training Delivery Contractors may need to secure new training facilities for 2021 due to limited availability or for their unsuitability for social distancing. Unfortunately, this is unavoidable and may necessitate further travel distances to locations. The Training Delivery Contractors are making efforts to centrally locate facilities based upon the number of constables and deputy constables within a county. The Program will need to limit the number of students in each training class due to COVID protocols but will ensure that there is an available spot for each active constable and deputy constable. Further information on the Training Delivery Contractors will be provided in an upcoming bulletin. Please keep in mind that all training and certification processes and procedures will remain the same.

2021 Costs of Attending Constables' Training Courses

The following charges will be assessed to attend a second Constables' Training Courses for the 2021 Training Year. These amounts are for 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. **The amounts for the Basic Training and Basic Firearms will be due prior to enrollment into the Basic Training or Basic Firearms Courses. Please contact Program Staff with any questions.**

Basic Training – \$1,125.00

Basic Firearms – \$1,485.00

Continuing Education – \$10.50 per module hour

Annual Qualification – \$28.70 per module hour

It is strongly recommended that constables do not use overnight mail to send payments to PCCD. All PCCD mail must go through a central mail room and it takes several days before Program Staff receive the mail. Please note that PCCD staff are still teleworking and are not in the building on a daily basis. It may take several days for the checks to get processed by Program Staff and Fiscal Staff, so please be patient.

2021 ID Cards

In December 2020, PCCD will mail new certification cards to all constables who have maintained their certifications. This means that they have successfully completed Continuing Education during 2020, are serving a valid term of office, and have filed current professional liability insurance information with their county clerks of courts. 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 update the information 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.

Last 2020 CETB Meeting

The last Board meeting of the year will begin at 9:00 a.m. on Thursday, November 19, 2020. This meeting will be conducted remotely via Skype and the Board packet and call in information will be posted prior to the meeting. This information can be found on the Constables' section of the PCCD website under "New Information for Constables".

Re-election/Election Certificates and Appointment Orders

In order to ensure continued, uninterrupted certification, if you are re-elected or elected in November 2020, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via email or FAX to trabeaver@pa.gov or sleffler@pa.gov and 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 PCCD.

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.

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 the county Clerk of Courts and PCCD***. This Board Policy has been in effect since January 1, 2011. 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

Program Staff are continuing to telework and are available by both email and phone at:

Tracy Beaver – trabeaver@pa.gov and 717-265-8552

Sherry Leffler – sleffler@pa.gov and 717-265-8554