

CONSTABLES' TRAINING BULLETIN

NUMBER 102**APRIL 2021**

2021 Training Requirements

All 20-Hours of Continuing Education training will need to be completed by 5:00 pm on Friday, November 19, 2021. This includes the 8-Hour of in person classroom training and 12-Hours of online training including additional attempts of failed online subjects. Constables and deputy constable who fail the online subjects after two attempts at the examination will be contacted by Program Staff to assist with timely submission of failure payments.

If you have not signed up for the 8-Hour in person classroom training, you should do so immediately. Six in-person Continuing Education classes have been cancelled due to low enrollment.

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.

**Constables' Education and Training
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**Michael Pennington
Executive Director, PCCD**

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

Constables' Computer System Differences

Keystone Login/CCETS

Keystone Login is the gateway to access the Constables' Certification, Education and Training System (CCETS), which is the system used for enrolling into classroom Continuing Education and Annual Firearms Course, viewing grade transcripts, insurance information, etc. The Keystone Login Username and Password must be used to access CCETS.

The Keystone Login/CCETS link is <https://portal.pccd.pa.gov/PortalLogin/Login/CCETS>. If your Password is unknown, use the "Forgot Password?" link on this page. Please note that Keystone Login/CCETS Passwords do not expire but can be reset at any time by following the above listed link and providing answers to the security questions.

If you have any issues relating to your Keystone Login account, please contact the Keystone Login Help Desk at 877-328-0995.

Canvas

Temple's Canvas Learning Management System (LMS) is a separate system from CCETS/Keystone Login and is used to complete the online training subjects for the annual Continuing Education training requirement. The Continuing Education online subjects can only be accessed through Temple's Canvas, not CCETS.

Canvas is accessed by using the TUN number that was assigned and the Password that was created during the AccessNet activation for Canvas. Temple's Canvas LMS can be accessed at <http://canvas.temple.edu/>. Canvas Passwords expire every 10 months. Instructions on changing your Canvas Password can be found on the Constables' section of the PCCD website and in the Canvas User Guide.

If you have any issues relating to your Canvas account, please contact the Temple's Help Desk at 267-468-8605 (Monday-Friday 8 am to 1 pm) or outside those days/hours 215-204-8000.

Preferred Correspondence List

Due to teleworking, the preferred correspondence method of PCCD Program Staff and Training Delivery Contractors' has shifted to email over US Mail. Email is a more efficient and cost-effective manner to correspond with the constable population. All correspondence, including confirmation letters, will be sent to the primary email address listed in CCETS. If you know you do not have a valid email address in CCETS, please log into CCETS, and provide a valid email address. If you need to create an email address, you can utilize a free email account (e.g., [Google](#), [Hotmail](#), etc.) to receive notices from the Board, Contractors and Staff.

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 any year since 2014, you are responsible for submitting payment for the training course before you can enroll into any future training courses.

The Training Delivery Constables' Coordinators contact information is as follows:

East Region: **Deidre Beiter**, Temple University, Constables Training Coordinator – 267-468-8331 (work) – 267-468-8660 (FAX) – deidre.sherman@temple.edu (Email)

West Region: **Tony Mucha**, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – 814-863-3108 (FAX) – txm52@psu.edu (Email)

Fitness for Training Reminders

Constables and instructors will be required to wear a face mask during all in-person classroom and firearms qualification classes. The Constables' Program COVID Protocols will be sent out by email, as well as posted on the Constables' section of the PCCD website.

It is important to be fit on the firearms range, both physically and mentally. If a constable is feeling under the weather due to a cold/flu or some other medical condition, and has an upcoming firearms training class scheduled, they may want to reschedule to a class later in the year. Constables who currently wear glasses or contacts should have their eyes checked before attending an Annual Firearms Qualification Course. Staff also encourage that constables bring any eye wear that is needed to see varying levels of distances clearly. This will help to alleviate any potential qualification or firearms safety issues that may arise on the range due to these conditions.

If you have any underlying health condition that inhibits your ability to wear a face mask or face shield, you may consider scheduling the 8-Hour Continuing Education class later in the year.

Ammunition

Program Staff are aware of ammunition shortage across the state and are providing the following guidance for the 2021 Annual Firearms Qualification Courses:

- Constables must provide 120 rounds of newly manufactured duty ammunition for qualification (no reloads permitted);
- **The duty ammunition must be the same grain (example: 115, 165, etc.) and same type (example: Full Metal Jacket (FMJ), Jacketed Hollow Point (JHP), etc.); and**
- **The duty ammunition does not need to be the same brand (example: Remington, Federal, etc.) or same lot numbers.**
- Ball ammunition will be permitted for qualification purposes.

Glock GEN 5 Handgun

Constables who are going to qualify with a Glock GEN 5 handgun, **will need to provide their own Glock dummy rounds for qualification.** Apparently, the new Glock GEN 5 handguns will not properly extract/eject generic dummy rounds provided by PCCD at the qualification. Dummy rounds are required in Stage 4 of Constable Qualification Course.

Grades and Enrollments in CCETS

Due to the development of the integration efforts with Canvas, there are several issues that Program Staff need to bring to the constable population's attention regarding class enrollments and completed grades.

If grades for the classroom nor online subjects have been entered into CCETS, the current enrollment will look like the example below.

Current Enrollment (2)	On Waiting List (0)	Waivers (0)	Training History (28)	Enroll Constable in a Class
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Current Enrolled Classes

NE04CE21 - Continuing Education Class Dates: Apr 25, 2021 Sun 04/25 08:00AM - 05:00PM	Class Status: Approved Location Temple University Luzerne Comm. College 1333 S Prospect St Public Safety Training Center Nanticoke, PA 18634	Enrollment Method: Self-Enrollment Remove constable from this class Transfer constable to another class
NE05AF21 - Annual Firearms Class Dates: Jun 19, 2021 Sat 06/19 08:00AM - 01:00PM	Class Status: Approved Location Temple University Cabin Armory 10 Pethic Drive Wilkes Barre, PA 00000	Enrollment Method: Self-Enrollment Remove constable from this class Transfer constable to another class Update constable Firearm Informatio

If you have completed the classroom subjects or any of the online subjects and want to view your completed grades; the Continuing Education class enrollment, shown above, has been moved to the Training History tab view, see below.

If the grading status is "In Admin Revision", the grades cannot be viewed by the constable until all five subjects have been successfully completed (two classroom and three online) for the Continuing Education class listed.

Current Enrollment (1)	On Waiting List (0)	Waivers (0)	Training History (29)	Enroll Constable in a Class
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Training History View/Print Constable's Transcript

Class Code	Training Type	Enrollment Status	Class Dates	Location	Grading Status
NE04CE21	Continuing Education	Complete	Apr 25, 2021	Luzerne Comm. College	In Admin Revision

All completed grades can be viewed by selecting the "View/Print Constable's Transcript" button on the Training History link. A pdf version of the transcript will be generated that will show those completed grades without all five subjects graded, see example below.

NE04CE21	04/25/2021 - 04/25/2021	Continuing Education			
Subject			Grade 1	Grade 2	
Every Constables' Worst Nightmare	4 Hrs				
Judgemental Use of Force	4 Hrs				
Diversity in the 21st Century	4 Hrs	100			
Effective Communications	4 Hrs	80			
Ethics	4 Hrs	90			
SE11CE20	09/29/2020 - 12/04/2020	Continuing Education			
Subject			Grade 1	Grade 2	
Reacting to Witnessed Criminal Behavior	4 Hrs	100			

Please note if you have not enrolled into an 8-Hour Continuing Education class but have completed any of the three online subjects in Canvas, Program Staff will be contacting you via email to do so as soon as possible.

2021 CETB Meeting

The next CETB meeting will begin at 9:00 a.m. on Thursday, May 6, 2021 and will be conducted remotely via Microsoft Teams. The Board packet and call in information will be posted on the Constables' section of the PCCD website under "New Information for Constables" prior to the meeting.

Contact Information

If you have questions regarding certification, training, insurance, or where to send your election certificate or appointment order, Program Staff are available by both email and phone (see below). Please do not contact these individuals for class enrollment or transfers; please contact the appropriate Constables' Coordinators for assistance for those matters.

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

Nick Hartman – nihartman@pa.gov and 717-265-8551

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