

# CONSTABLES' TRAINING BULLETIN

**NUMBER 103****AUGUST 2021**

## COVID Protocols

New COVID protocols and a self-screening form have been distributed to training delivery contractors and the constable population and posted to the Constables' section of the PCCD website. Program staff will continue to monitor the Centers for Disease Control and Prevention (CDC) and PA Department of Health guidance and provide updates accordingly.

## Next CETB Meeting

The next CETB meeting will begin at 9:00 a.m. on Thursday, November 4, 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.

PCCD is currently working on upgrades to the Commission Room to provide both in person and virtual meeting access but no timeline has been established for this functionality. Please reference the website for updates.

## Registration Information

If an email is returned to Program staff as "undeliverable", that constable or deputy constable's certification status will be "Forced Inactive by Admin". This action will turn off the certification until a valid email address is received, as per the Board Regulation below.

**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.

**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  
Patricia Norwood-Foden**



**Charles H. Ramsey  
Chairman, PCCD**

**Michael Pennington  
Executive Director, PCCD**

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

## **Temple's Canvas Activation**

If you attended Basic Training in **2020** and have a certification number, you should have received an activation email from Temple University's Canvas system to activate your Canvas account in order to complete the **2021** Continuing Education training requirement, see below. The email will be coming from [cesystems@temple.edu](mailto:cesystems@temple.edu). If you have not received this activation email, please contact Sherry Leffler at [sleffler@pa.gov](mailto:sleffler@pa.gov) as soon as possible.

## **2021 Training Requirements**

**All 20-Hours of Continuing Education training must be completed by 5:00 pm on Friday, November 19, 2021. This includes the 8-Hour in-person classroom training and 12-Hour online training.**

Please finish each online subject in its entirety, including the completion of the written examination.

If a failure occurs with an online subject after Monday, November 1, 2021, Program Staff **will not** be able to process the class failure, class payment and re-enrollment into a second attempt of that failed online subject.

If the 2021 Continuing Education training requirement is not successfully completed in 2021, the constable will need to complete the 2022 Continuing Education requirements to be re-certified by the Program.

**If you have not signed up for the 8-Hour in-person classroom training, you should do so immediately.**

Twenty-one in-person Continuing Education classes have been cancelled due to low enrollment. There are approximately 80 constables who have not yet enrolled into the 8-Hour in-person classroom training nor completed the 12-Hour online training but are enrolled into a 5-Hour Annual Firearms Qualification Course. Program Staff will hold open five 8-Hour in-person classroom classes as long as possible to accommodate these enrollments. However, these classes may need to be consolidated or cancelled due to low enrollment.

## **Election Certificates and Appointment Orders**

**In order to ensure continued, uninterrupted certification**, if you are re-elected or elected in November 2021, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via mail, email or FAX to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency, PO Box 1167, Harrisburg PA 17108-1167; 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.

If new term of office information is not received by Program staff by December 31, 2021, access to CCETS will automatically be turned off and constables and deputy constables will not be able to enroll into 2022 Continuing Education or Annual Firearms Qualification Courses due to the term of office expiration.

## 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 or for online subjects have not 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

<b>NE04CE21 - Continuing Education</b> Class Dates: Apr 25, 2021 Sun 04/25 08:00AM - 05:00PM	<b>Class Status: Approved</b> Location Temple University Luzerne Comm. College 1333 S Prospect St Public Safety Training Center Nanticoke, PA 18634	<b>Enrollment Method: Self-Enrollment</b> Remove constable from this class Transfer constable to another class
<b>NE05AF21 - Annual Firearms</b> Class Dates: Jun 19, 2021 Sat 06/19 08:00AM - 01:00PM	<b>Class Status: Approved</b> Location Temple University Cabin Armory 10 Pethic Drive Wilkes Barre, PA 00000	<b>Enrollment Method: Self-Enrollment</b> 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 (two classroom and three online) have been successfully completed 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	<a href="#">In Admin Revision</a>

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 (example below):

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NE04CE21 04/25/2021 - 04/25/2021 Continuing Education
  Subject                               Grade 1  Grade 2
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  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
  
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## **Fitness for Training Reminders**

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. This will help to alleviate any potential qualification or firearms safety issues that may arise on the range due to these conditions.

## **Constable Updates**

The Constables' Section of the PCCD website is a great resource for all constable related information. Updates and information emailed to the constable population can also be found in the area. Please continue to monitor the website for important updates and information.

Direct Link: [Constables' Education and Training Board \(pa.gov\)](http://pa.gov)

## **Contact Information**

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](mailto:deidre.sherman@temple.edu) (email)

**West Region: Tony Mucha**, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – 814-863-3018 (FAX) – [txm52@psu.edu](mailto:txm52@psu.edu) (email)

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 as noted below:

### **THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT**

Tracy Beaver – [trabeaver@pa.gov](mailto:trabeaver@pa.gov) and 717-265-8552

Nick Hartman – [nihartman@pa.gov](mailto:nihartman@pa.gov) and 717-265-8551

Sherry Leffler – [sleffler@pa.gov](mailto:sleffler@pa.gov) and 717-265-8554