

CONSTABLES' TRAINING BULLETIN

NUMBER 105**NOVEMBER 2021**

2022 Training Schedule

All information relevant to the Constable Training Program can be found within this Bulletin. Program Staff will update the constable population, regarding any changes, via email correspondence and the PCCD website. Please read this Training Bulletin in its entirety prior to contacting Program Staff. Thank you.

Online enrollment for the 8-Hour classroom instruction and 5-Hour Annual Firearms Qualifications Courses will begin on **Monday, December 6, 2021 at 8:00 a.m.** in the Constables' Certification, Education and Training System (CCETS).

The 2022 Training Schedule will be emailed to the constable population and posted on the Constables' section of the PCCD website on this date.

There will be training slots available for all active and certified constables, however, please enroll as soon as possible to ensure completion of your required training hours prior to the end of the training year. A class will be canceled if enrollment is below the required minimum.

The 2022 Continuing Education Courses will include 8-Hours of classroom instruction for the Defensive Tactics subject, as well as 12-Hours of online instruction for Crisis Intervention, Legal Updates and Service of Criminal Warrants. Course descriptions for these subjects will be included in the 2022 Training Schedule. **All 20-Hours of Continuing Education training must be completed by Friday, November 18, 2022.**

All active and certified constables and deputy constables will automatically be enrolled in the required online subjects in Temple's Canvas System. These three online subjects will be available in Canvas on Tuesday, January 18, 2022.

2022 Class Confirmation Letters

Please read the class confirmation letters thoroughly to ensure you have the mandatory articles needed for each Training Course (relating to clothing and equipment). You will not be permitted to participate in the training course if you do not have the mandatory equipment. Your attendance will be documented as an "excused" absence; however, you will need to reschedule the missed portion of the Training Course once the mandatory items are obtained. The confirmation letters may contain more specific instructions on arrival times and facility related information; therefore, it is important you check your email account regularly.

**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**

Re-Election/Election Certificates and Appointment Orders

In order to ensure continued, uninterrupted certification, if you were 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. Staff strongly recommend you submit your election certificate via email or fax due to delays with the USPS.

If you are a constable or deputy constable, who has been newly appointed or re-appointed, you must forward a copy of your appointment order signed by the President Judge of the Court of Common Pleas.

If your “new” election certificate or appointment order 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 in 2022 Continuing Education or Annual Firearms Qualification Courses.

If you have completed the training requirement in 2021, once your “new” election certificate or appointment order is received and updated in CCETS, your certification will be active. There may be a period in which your certification is inactive until the updated term of office information is received. A record will be sent to the Administrative Offices of Pennsylvania Courts inactivating your certification in the Magisterial District Judges System.

2022 ID Cards

Due to the delay in election certificates being received from the counties, the 2022 ID Cards will not be mailed out until late December 2021. PCCD will mail new certification cards to all constables who have maintained their certifications. To maintain certification, you must have successfully completed the Continuing Education requirements during 2021, possess a valid term of office into 2022, and have filed current professional liability insurance information with your county clerk of courts office.

Please note: A 2022 ID card will not be issued if your term of office expires on December 31, 2021 and the Program has not received an updated term of office prior to the ID cards being printed and mailed. When a “new” valid term of office is received and updated in CCETS, a 2022 ID card will be issued.

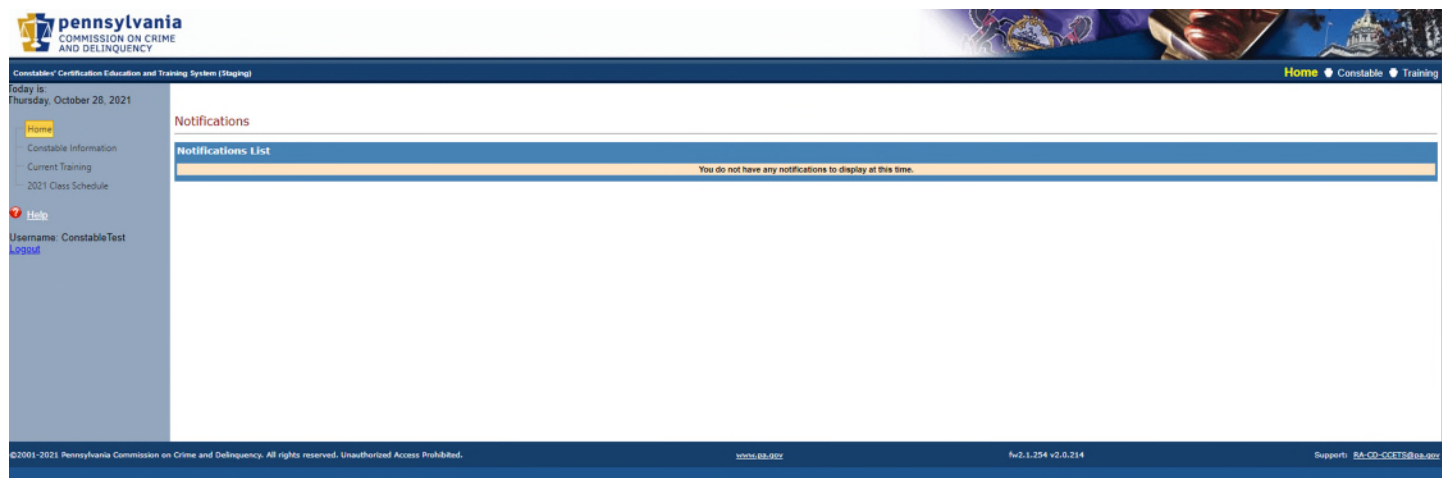
To ensure that cards are mailed to the correct address, any constable who has recently changed his address should report the change to Program Staff immediately or update the information in CCETS.

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.

Constables' Training Transcripts

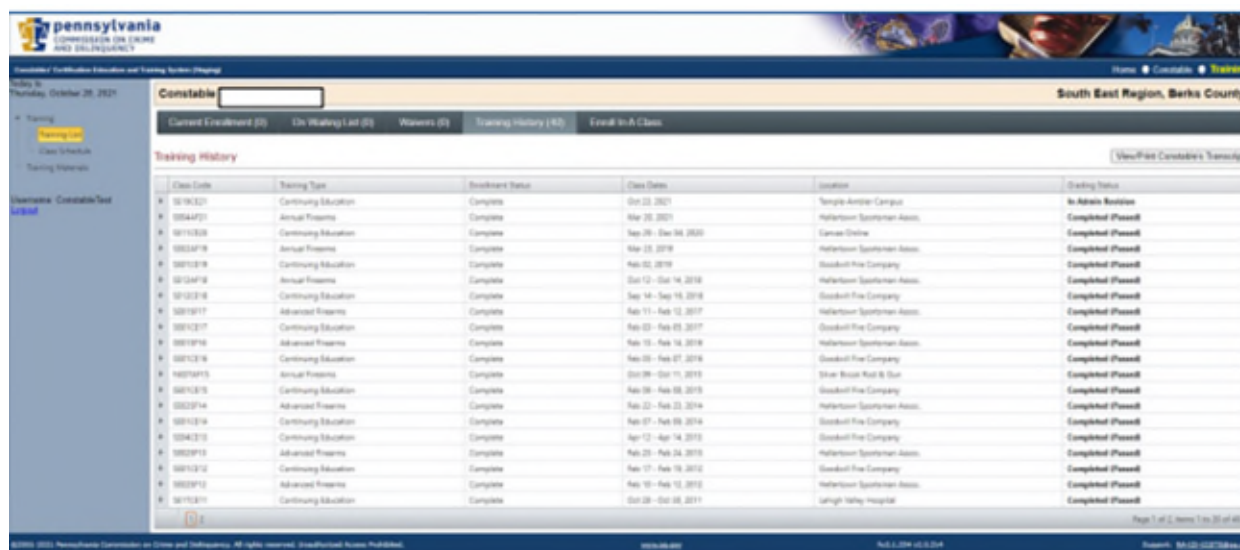
Program staff routinely receive requests for training transcripts from the constable population. Below are detailed instructions for printing your Constables' Training transcripts. There will not be a separate entry for the Canvas online subjects in your training transcript; they will be included under the Continuing Education class or under the Canvas Only "class". 2022 online subjects will be tied to the Continuing Education classroom subjects.

When you are logged into CCETS, note the Home Page below. Select the Training Tab in the upper right of the screen.



The screenshot shows the CCETS Home Page. At the top left is the Pennsylvania Commission on Crime and Delinquency logo. The main header reads "Constables' Certification Education and Training System (Staging)". On the right, there are navigation tabs for "Home", "Constable", and "Training". The left sidebar contains a menu with "Home" (selected), "Constable Information", "Current Training", "2021 Class Schedule", and "Help". The main content area is titled "Notifications" and contains a "Notifications List" section with the message: "You do not have any notifications to display at this time." At the bottom, there is a footer with copyright information and support details.

Select the Training History tab.



The screenshot shows the CCETS Training History tab. The top navigation bar includes "Home", "Constable", and "Training" (selected). Below the navigation bar, there are tabs for "Current Enrollment (0)", "On Waiting List (0)", "Waivers (0)", "Training History (40)", and "Exam In-A-Class". The "Training History" tab is active, displaying a table of training records. The table has columns for Class Code, Training Type, Enrollment Status, Class Dates, Location, and Grading Status. The records show various training courses completed by the user, including Continuing Education and Annual Training, with locations such as Temple-Annapolis Campus, Harrisburg Spottswoman Assn, Canvas Online, Goodkell Fire Company, and Lancaster Valley Hospital. A "View/Print Constable's Transcript" button is visible in the top right of the table area.

Class Code	Training Type	Enrollment Status	Class Dates	Location	Grading Status
1019K30	Continuing Education	Complete	Oct 23, 2021	Temple-Annapolis Campus	In-Admin Session
0004420	Annual Training	Complete	Mar 20, 2021	Harrisburg Spottswoman Assn	Completed (Passed)
1011K30	Continuing Education	Complete	Nov 20 - Dec 04, 2020	Canvas Online	Completed (Passed)
0003419	Annual Training	Complete	Mar 23, 2019	Harrisburg Spottswoman Assn	Completed (Passed)
0010119	Continuing Education	Complete	Feb 02, 2019	Goodkell Fire Company	Completed (Passed)
1010419	Annual Training	Complete	Oct 12 - Oct 14, 2018	Harrisburg Spottswoman Assn	Completed (Passed)
1010219	Continuing Education	Complete	Nov 14 - Nov 15, 2018	Goodkell Fire Company	Completed (Passed)
0001017	Advanced Training	Complete	Feb 11 - Feb 12, 2017	Harrisburg Spottswoman Assn	Completed (Passed)
0001217	Continuing Education	Complete	Feb 03 - Feb 05, 2017	Goodkell Fire Company	Completed (Passed)
0001016	Advanced Training	Complete	Feb 10 - Feb 14, 2016	Harrisburg Spottswoman Assn	Completed (Passed)
0001216	Continuing Education	Complete	Feb 05 - Feb 07, 2016	Goodkell Fire Company	Completed (Passed)
1001015	Annual Training	Complete	Oct 09 - Oct 11, 2015	Blue Book Road & Sun	Completed (Passed)
0001015	Continuing Education	Complete	Feb 09 - Feb 09, 2015	Goodkell Fire Company	Completed (Passed)
0002014	Advanced Training	Complete	Feb 23 - Feb 23, 2014	Harrisburg Spottswoman Assn	Completed (Passed)
0001014	Continuing Education	Complete	Feb 07 - Feb 09, 2014	Goodkell Fire Company	Completed (Passed)
0004210	Continuing Education	Complete	Apr 12 - Apr 14, 2010	Goodkell Fire Company	Completed (Passed)
0002010	Advanced Training	Complete	Feb 20 - Feb 24, 2010	Harrisburg Spottswoman Assn	Completed (Passed)
0001010	Continuing Education	Complete	Feb 17 - Feb 19, 2010	Goodkell Fire Company	Completed (Passed)
0002010	Advanced Training	Complete	Feb 10 - Feb 10, 2010	Harrisburg Spottswoman Assn	Completed (Passed)
1011010	Continuing Education	Complete	Oct 28 - Oct 28, 2011	Lancaster Valley Hospital	Completed (Passed)

Select the View/Print Constables' Transcript button and a pdf document will be generated, see example on page five.



Constables' Training Transcript, example of pdf document.

Transcript

Pennsylvania Commission on Crime and Delinquency

P.O. Box 1167

Harrisburg, PA 17108



SE19CE21 10/23/2021 - 10/23/2021 Continuing Education

Subject		Grade 1	Grade 2
Every Constables' Worst Nightmare	4 Hrs		
Judgmental Use of Force	4 Hrs		
Diversity in the 21st Century	4 Hrs	100	
Effective Communications	4 Hrs	70	
Ethics	4 Hrs	90	

SE04AF21 03/20/2021 - 03/20/2021 Annual Firearms

Subject		Grade 1	Grade 2
Firearms Written Test	1 Hrs	100	
Firearms Range Weapon 1	3 Hrs	93	
Firearms Range Weapon 2	4 Hrs		

SE110E20 09/29/2020 -12/04/2020 Continuing Education

Subject		Grade 1	Grade 2
Reacting to Witnessed Criminal Behavior	4 Hrs	90	

SE02AF19 03/23/2019 - 03/23/2019 Annual Firearms

Subject		Grade 1	Grade 2
Firearms Written Test	1 Hrs	100	
Firearms Range Weapon 1	3 Hrs	95	

SE010E19 02/02/2019 - 02/02/2019 Continuing Education

Subject		Grade 1	Grade 2
Social Media	4 Hrs	100	
Self-Aid/Buddy-Aid	4 Hrs	100	

SE12AF18 10/12/2018 - 10/14/2018 Annual Firearms

Subject		Grade 1	Grade 2
Firearms Written Test	8 Hrs	100	
Firearms Range Weapon 1	8 Hrs	98	
Firearms Range Weapon 2	4 Hrs	96	

SE12CE18 09/14/2018 - 09/16/2018 Continuing Education

Subject		Grade 1	Grade 2
Off-Duty Decisions	4 Hrs	100	
Court Security	4 Hrs	100	
Vehicle Operations and Prisoner Transport	4 Hrs	100	
Defensive Tactics-Core Competencies	8 Hrs	100	

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 (Email)

West Region: Tony Mucha, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – 814-863-3018 (FAX) – 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, see below.

THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT

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