

CONSTABLES' TRAINING BULLETIN

NUMBER 106**MARCH 2022**

Intent of Constables' Education and Training Program

The Pennsylvania Commission on Crime and Delinquency (PCCD)/Constables' Education and Training Board (CETB) are statutorily authorized to provide training and certification to constables and deputy constables to perform work for the judicial system. The PCCD/CETB does not train constables and deputy constables to perform work unrelated to judiciary assigned duties. The certification provided by the PCCD/CETB does not support coverage to any constable performing work outside of the judiciary, such as private security work. This applies to both the basic certification and the firearms certification.

The true intent of the CETB is outlined below:

Title 44, Chapter 71, Subchapter E, §7142(a) states: "Certification.—After the establishment, implementation and administration of the Constables' Education and Training Program created under sections 7144 (relating to program established) and 7145 (relating to program contents), no constable or deputy constable shall perform any judicial duties nor demand or receive any fee, surcharge or mileage provided by this subchapter unless he has been certified under this subchapter.

Title 44, Chapter 71, Subchapter E, §7142(f) states: "Conduct.—While a constable or deputy constable is performing duties other than judicial duties, regardless of whether or not he is certified under this subchapter, he shall not in any manner hold himself out to be active as an agent, employee or representative of any court, magisterial district judge or judge."

2022 Training Schedule

There are 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. Constables' Training Courses that are not meeting the minimum enrollment numbers may be combined and/or canceled.

It is the constable and deputy constables' responsibility to enroll into Training Courses to maintain their certification for the next calendar year. To ensure uninterrupted certification, constables should enroll in Training Courses as soon as possible. **Online enrollment through CCETS is the fastest and easiest way to enroll.**

Please enroll for in-person Training Courses by May 31, 2022. You may not get the class or location of your choice if you enroll after this time period.

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

**Board Chair – Craig Westover
Board Vice Chair – John Bruno**

**Francis C. Peitz, Jr.
Major George L. Bivens
Patricia Norwood-Foden**



**Charles H. Ramsey
Chairman, PCCD**

**Michael Pennington
Executive Director, PCCD**

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

The 2022 Continuing Education training requirements are broken down into Defensive Tactics (8-Hours In-Person), Service of Criminal Warrants (4-Hours Online, Canvas), Legal Updates (4-Hours Online, Canvas) and Crisis Intervention (4-Hours Online, Canvas). Course Descriptions are available in the 2022 Training Schedule. You must complete all four of these subjects to continue your certification into 2023. It will be highly beneficial if you complete the Service of Criminal Warrants prior to attending the in-person Defensive Tactics (DT).

All 20-Hours of Continuing Education training must be completed by Friday, November 18, 2022 at 5:00 pm.

The first three Basic Trainings are full (i.e., 30 students each (SE01BT22, SW01BT22 and SW02BT22)), and there are no wait or reserve lists. SE02BT22 has been confirmed at Lancaster County Public Safety Center for October 3-7 and 10-14, 2022 and Staff will be reaching out to those constables who have submitted enrollments and class payments for their attendance at this additional Basic Training Course. Basic Firearms will follow each of these Basic Training Courses in addition to a fourth class that can accommodate any interest from those in previous Basic Trainings Courses that were unable to attend in the past.

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. If this is the case, your attendance will be documented as an “excused” absence and 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.**

2022 Canvas Online Subjects

A Canvas Tutorial and User Guide are available at: <https://www.pccd.pa.gov/training/Pages/CANVAS.aspx>. Please review this tutorial and user guide for detailed information on how to access and utilize Canvas. You must complete ALL THREE online subjects in addition to the 8-Hour classroom Defensive Tactics subject to maintain your certification into 2023. The 4-Hour online subjects are: Service of Criminal Warrants, Legal Update, and Crisis Intervention. Each subject is broken down into multiple “modules” that you will view through the videos. Throughout the course there are several “quizzes” or “knowledge checks” that you must complete throughout the online subject material; however, these quizzes or knowledge checks are NOT the final examination. They are the equivalent of the “Checking your Understanding” reviews you experience in the classroom setting.

While reviewing the online subject material, if you log out of Canvas and log back in, Canvas will resume the online training where you were when you logged out.

Below is a listing of the modules contained within each of the three online subjects, each module must be completed in its entirety, including achieving a passing grade on the final examination.



Subject 1 of 3 - Crisis Intervention Subject (Each online subject begins with a “Start Here” module):

Module 1. Defining a crisis (5 activities to complete, which include videos and a knowledge check)

Module 2. Fundamentals of crisis intervention (6 activities to complete, which include videos and a knowledge check)

Module 3. Responding to different types of crisis (7 activities to complete, which include videos and a knowledge check)

Course evaluation

Final Examination

Subject 2 of 3 – Service of Criminal Warrants Subject (Each online subject begins with a “Start Here” module):

Module 1. Legal responsibilities and procedures for warrant service (7 activities to complete, which include videos and knowledge checks)

Module 2. Preparing for warrant service (5 activities to complete, which include videos and a knowledge check)

Module 3. Safety and best practices while serving warrants (13 activities to complete, which include videos and knowledge checks)

Module 4. Post-service (4 activities to complete, which include videos and a knowledge check)

Course evaluation

Final Examination

Subject 3 of 3 – Legal Updates Subject (Each online subject begins with a “Start Here” module):

Module 1. Landlord/tenant process (17 activities to complete, which include videos and knowledge checks)

Module 2. Case law (6 activities to complete, which include videos and a knowledge check)

Module 3. Statement of Financial Interests form (3 activities to complete, which include videos)

Course evaluation

Final Examination

At the end of each subject, you will be required to complete a course evaluation and then complete the 10 question "Final Examination." **Please make sure you allow at least 30 minutes to complete the final examination. Do not log out of Canvas during the examination.** If you do log out of Canvas during the examination, your grade will be based upon the number of questions you have completed at the time you logged out of Canvas.

You will be notified, at the end of the examination, if you have passed. You will receive a "Congratulations! You have successfully completed the subject."

You will need to go back to your "Dashboard" on the left side of the screen to access and complete the other online subjects. Click the "Dashboard" icon on the toolbar going down the left-hand side of your computer screen. You will then see the Subject tiles on page 3 for the 2022 online subjects. Please make sure you complete all three online subjects! Failure to do so will result in you not being certified in 2023.

Ammunition

Program Staff are aware of ammunition shortage across the state and have provided the following guidance for the 2022 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.

2022 ID Cards

The majority of 2022 ID cards were mailed out around December 22, 2021. You must be certified in order to receive a 2022 ID card. 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.

When a "new" valid term of office is received and updated in CCETS, a 2022 ID card will be issued. Staff will be printing and mailing 2022 ID cards as updated information is received. 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.

COVID Protocols for the Constables' Training Program

Both Constables' Training Delivery Contractors, Temple University (Temple) and Penn State University (PSU), have mandatory mask mandates for all staff, instructors and students at all on and off campus locations, which includes constables training. All persons attending any upcoming constable training classes will be required to wear a mask or face shield and all persons attending must provide their own masks. If masks become a safety issue, the lead instructor, in consultation with training staff and Program Staff may make adjustments as needed. At the beginning of every training day, students, instructors, and staff will be asked to complete a self-screening form and these forms will be destroyed by the coordinators 14 days after the end of the course.

Training Course Failures

Below is information on the current Board Policy regarding training class failures.

3. Training Course Failures.

a. A constable or deputy constable who fails a basic training, basic firearms, continuing education, or firearms qualification course after January 1, 2020, shall bear the financial responsibility to attend an additional course regardless of the training year in which the failure occurred.

Class payment charges for no shows and failures for the 2022 training year are as follows:

Basic Training: \$1,125.00 (Must be paid prior to enrollment)

Basic Firearms: \$1,485.00 (Must be paid prior to enrollment)

Continuing Education: \$210.00 (\$10.50 per 20 module hours)

Annual Firearms: \$115.00

If you have an emergency prior to the class start date which will interfere with your attendance, please contact the appropriate Constables Training Coordinator: **East Region: Deidre Beiter**, Temple University, Constables Training Coordinator – 267-468-8331 (work) – 267-468-8660 (FAX) – deidre.sherman@temple.edu (Email) and **West Region: Tony Mucha**, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – 814-863-3018 (FAX) – txm52@psu.edu (Email)

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
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 <input type="button" value="Remove constable from this class"/> <input type="button" value="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 <input type="button" value="Remove constable from this class"/> <input type="button" value="Transfer constable to another class"/> <input type="button" value="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	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 (example below):

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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
  
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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