

CONSTABLES' TRAINING BULLETIN

NUMBER 112**JUNE 2023**

New Training Delivery Coordinator for Temple

Louis Mancini has been selected as Temple University's Constable Training Delivery Coordinator and will officially start on Monday, July 3, 2023. Lou's contact information is as follows: phone - 267-468-8331 and email - louis.mancini@temple.edu.

Louis (Lou) brings more than 30 years of professional law enforcement experience to this role, and as a seasoned law enforcement instructor, he possesses a deep understanding of the training needs of federal, state, and county/local officers. Since 1992, he has served in several increasingly progressive roles within the U.S. government. He began by serving as a criminal investigator at the U.S. Air Force-Office of Special Investigation, and in 2000, he became a special agent at the U.S. Dept of Housing and Urban Development-Office of Special Investigations. In addition, since 2017, he has served as an instructor at Temple's Criminal Justice Training Programs, where he teaches pre-service and in-service law enforcement officers across a variety of training programs, including in the Constables Basic Training and Continuing Education, the Police Academy (Act 120), and Park Ranger Law Enforcement Academy (PRLEA).

Lou brings a unique blend of education, experience, knowledge, skills, and abilities that are needed for this position.

Program and Temple University Staff would also like to recognize and thank Deidre "Dee" Beiter, who tirelessly served as Temple's Constable Training Delivery Coordinator for over 8 years. Dee managed with distinction and determination, and we wish to emphasize our appreciation for her many years of skillful leadership and her tireless use of energy and enthusiasm in accomplishing the Constable Training Program's mission.

2023 Basic Training

There are still spots available for the Basic Training that is occurring in July at Harrisburg Area Community College (HACC) during the weekends in July. If you are interested, please contact Nick Hartman at 717-265-8551, or nihartman@pa.gov.

Constables' Education and Training Board Members:

Craig Westover
Board Chair

Patricia Norwood-Foden
Board Vice Chair

Harry Albert
Honorable Wilden Davis
Francis C. Peitz, Jr.
Major William Cawley



Lt. Governor Austin A. Davis
Chairman, PCCD

Michael Pennington
Executive Director, PCCD

John Pfau
Manager,
Bureau of Training Services

2023 Training Information

Constables and deputy constables must successfully complete the 19-Hour Continuing Education Course in 2023 to renew their certifications for 2024. Based upon successful completion of Continuing Education by **Friday, November 17, 2023 at 5:00 pm**, constables and deputy constables will be issued certification cards in December 2023, which will indicate certification for 2024.

Please enroll into the 8-Hour Prisoner Transport Continuing Education Training and Annual Firearms Qualification Courses as soon as possible. Several of these Courses will be combined and/or cancelled at least 60 days prior to the class start date due to not meeting required enrollment minimums.

If you completed the 80-Hour Basic Training Course in 2022, you will need to activate a Canvas account with Temple University's Canvas Learning Management System to complete the 2023 Continuing Education requirements for certification. In early January 2023, you should have received an email from cesystems@temple.edu with instructions on how to activate your account with Canvas. All constables and deputy constables must have an active Temple Canvas account in order to complete the three 2023 Online Subjects: De-escalation, Disease of Addiction and Legal Updates. The Canvas User Guide is located at: <https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx>

2023 Constables' Continuing Education Training Requirements:

- Prisoner Transports (8-Hours classroom) – Make sure that you are enrolled into the 8-Hour classroom portion to meet the 2023 Continuing Education training requirements.
- Legal Updates (3-Hours online) – Available in Canvas, must be completed by November 17, 2023 at 5 p.m.
- Disease of Addiction (4-Hours online) - Available in Canvas, must be completed by November 17, 2023 at 5 p.m.
- De-escalation (4-Hours online) – Available in Canvas, must be completed by November 17, 2023 at 5 p.m.

Grade Processing

The Training Delivery Coordinators have one week to process grades after a class, and Program Staff also has a week to process grades after receiving them from the Training Delivery Coordinators. Please be patient during this process. Online Continuing Education Courses completed are not immediately transferred into CCETS. Program Staff must verify the grades, and manually enter the grade into the correct course in a Constable's CCETS profile. Integration between Canvas, and CCETS has not be finalized.

Confirmation Letters

If a Constable has not received their Confirmation Letters for Basic Training, Basic Firearms, Continuing Education, and/or Annual Firearms, they should check their email inbox for Confirmation Letters from the **Training Delivery Contractors, Lou Mancini-Temple (louis.mancini@temple.edu) or Tony Mucha-PSU-JASI (txm52@psu.edu)**. If a Constable is not finding their Confirmation Letter in their inbox, they should

check their spam and junk folders. A Constable can do an online search on how to move emails from their spam and junk folders to ensure that emails from the Training Delivery Contractors are sent directly to their inbox.

As a reminder Program Staff only sends out electronic communication and does not send physical mail through the US Postal Service. It is the Constable's responsibility to update their CCETS profile if they are using a new or different email address. Program Staff cannot provide technical support on how to use personal email.

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.**

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)

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 contact Program Staff.

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.

Contact Information

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

East Region: Lou Mancini, Temple University – 267-468-8331 (work) – louis.mancini@temple.edu (Email)

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

If you have questions regarding certification, training, insurance, or where to send your election certificate or appointment order, PCCD Program Staff are available by both email and phone:

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