

# CONSTABLES' TRAINING BULLETIN

**NUMBER 116****MARCH 2024**

## **Sherry Leffler, Constable Program Supervisor, Retires**

Congratulations to Sherry Leffler, the Constables' Training Program supervisor since 2013, who retired on March 8, 2024 after 37 years of state civil service. Ms. Leffler began her work with the Commonwealth in November of 1987 as a Clerk Stenographer with the Department of State, Bureau of Professional and Occupational Affairs. In 1994 Ms. Leffler transferred to PCCD, working in the Executive Director's Office. She then transferred within PCCD, in 1997, to the Office of Victims' Services, Victims Compensation Assistance Program (VCAP) where she worked on processing compensation claims, worked on the Education and Outreach Program as well as worked on the development and enhancements to the DAVE computer system. Finally, in 2008, Ms. Leffler moved to the Constables' Program and, on September 21, 2013, she became the Supervisor for the Program.

Ms. Leffler brought a high level of integrity, professionalism and energy to the Training Program. She had an outstanding set of organizational and administrative skills and worked continuously to make improvements, large and small, in administrative procedures, contracts and budget, curriculum, development and improvement of CCETS, Board Policies, and Regulations. Ms. Leffler was a strong advocate within PCCD, counties, and state agencies for constables and the important role they play in the criminal justice system.

Ms. Leffler's energy and dedication to the Program will be missed. We wish her all the best in her retirement.

## **Address Change** **Personal Information Review**

Per Board Regulation: *A person shall register with the Board for certification by submitting information such as mailing and/or email addresses, 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 (Title 37 §431.11 (b)).***

Change of Registration Information can be updated on-line through the Constables' Certification, Education and Training System (CCETS). Please make sure your phone number and email address listed in CCETS are up to date. If you change your email address in CCETS, you will also need to change it in Keystone Login. The address in Keystone Login is the email address used for any communications coming from Canvas.

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

**Craig Westover  
Board Chair**

**Patricia Norwood-Foden  
Board Vice Chair**

**Major William Cawley  
Honorable Wilden Davis  
Harry Albert  
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**Lt. Governor Austin A. Davis  
Chairman, PCCD**

**Executive Director, PCCD  
Michael Pennington**

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

## **New Training Delivery Coordinator for Temple**

Michael Marcantino has been selected as Temple University's Constable Training Delivery Coordinator and officially started on Monday, March 4, 2024. Mike's contact information is as follows: phone - 267-468-8331 and email – [michael.marcantino@temple.edu](mailto:michael.marcantino@temple.edu).

Mr. Marcantino previously served as the Training Delivery Coordinator for the Central part of the Commonwealth under Indiana University of Pennsylvania. During the Program's transition into two regions, he served both the Western and Central Regions. Mike has a combined 14 years of working with the Program as a Training Delivery Coordinator and Instructor. Mr. Marcantino is a Penn State graduate with a Bachelor of Science Degree in Law Enforcement and Corrections. He then went on to become a Probation Officer for 4 years and then worked as a State College City Police Officer for 3 years. Mike retired from the Pennsylvania State Police at the rank of Captain after 25 years of service. He was also a MPOETC instructor for 24 years.

Mike brings a unique blend of education, experience, knowledge, skills, and abilities that are needed for this position. Please join Staff in welcoming back Mr. Marcantino to the Constables' Education and Training Program.

## **2024 Training Information**

Please enroll in the 8-hour in-person Continuing Education Training and 5-hour Annual Firearms Qualification Courses by **May 31, 2024**. You may not get the class or location of your choice if you enroll after this date. If the minimum required enrollment is not met, several of these courses may be combined or cancelled, no less than 60 days prior to the class start date.

Constables and deputy constables must successfully complete the 20-hour Continuing Education Course in 2024 to renew their certifications for 2024. Based upon successful completion of Continuing Education by **Friday, November 15, 2024 at 5:00 pm**, constables and deputy constables will be issued certification cards in December 2024, which will indicate certification for 2025.

## **2024 Constables' Continuing Education Training Requirements:**

Court Security (4-hour classroom) – Make sure that you are enrolled into an 8-hour classroom portion to meet the 2024 Continuing Education training requirements

Judgmental Use of Force (4-hour classroom) – Make sure that you are enrolled into an 8-hour classroom portion to meet the 2024 Continuing Education training requirements

Legal Updates (4-hour online) – Available in Canvas, must be completed by November 15, 2024 at 5:00 p.m.

Lessons Learned – Civil Actions (4-hour online) - Available in Canvas, must be completed by November 15, 2024 at 5:00 p.m.

Working with Different Abilities (4-hour online) – Available in Canvas, must be completed by November 15, 2024 at 5:00 p.m.

## **Weapon Mounted Optics on Firearms**

At the February 9, 2023 Board meeting, the Board voted that no weapon mounted optics can be used during any future 40-hour Basic Firearms Training Courses. This Course must be successfully completed using only open (“iron”) sights on the firearm. Weapon mounted optics are permitted at the Annual Firearms Qualification Courses.

## **New Weapon Information**

If you plan to use a new weapon that is not currently listed in CCETS, this information can be updated in CCETS under the Firearms link on the left navigation bar of the Constable’s profile page. Weapon information cannot be deleted for firearms that are attached to a previous firearms certification period.

## **Grade Processing**

The Training Delivery Coordinators have one week to process grades after a class, and Program Staff also have a week to process grades after receiving them from the Training Delivery Coordinators. Please be patient during this process. Completed online Continuing Education Courses 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, Michael Marcantino ([michael.marcantino@temple.edu](mailto:michael.marcantino@temple.edu)) or Tony Mucha-PSU-JASI ([txm52@psu.edu](mailto:txm52@psu.edu))**. If a Constable does not find 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 send out electronic communication and do not send 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, such as clothing and equipment, needed for each Training Course. 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.

## **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: Michael Marcantino**, Temple University – 267-468-8331 (work) – [michael.marcantino@temple.edu](mailto:michael.marcantino@temple.edu) (Email)

**West Region: Tony Mucha**, PSU-Justice & Safety Institute (JASI) – 814-865-8051 (work) – [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, PCCD Program Staff are available by both email and phone:

### **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