

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY CONSTABLES' EDUCATION AND TRAINING BOARD

General Information on Basic Training and Basic Firearms Courses

Registration and Enrollment into Basic Training:

1. All newly elected or appointed constables and deputy constables seeking certification to perform judicial work must register as a new user in the Constables' Certification, Education and Training System (CCETS) at <https://portal.pccd.pa.gov/PortalLogin/Login/CCETS>.
2. A copy of your election certificate or appointment order must be sent (PO Box 1167, Harrisburg, PA 17108-1167), faxed (717-783-7140) or emailed (nihartman@pa.gov); to Program Staff.
 - a. This can be a copy (scanned file or a picture will be sufficient) of the original election certification or appointment order.
 - b. Program Staff cannot accept the Oath of Office in place of the election certificate or appointment order; however, the Oath of Office can be submitted and will be uploaded to the Constable's County Information in CCETS.
3. After Program Staff receive the election certificate or appointment order, the CCETS registration will be approved. Once approved, a follow-up email will be sent advising of the next steps and will include a copy of the training schedule and Basic Training enrollment form.
 - a. The completed enrollment form and class payment must be submitted at the same time.
4. Please be sure to use the correct class code when completing the Basic Training enrollment form. Enrollment is on a first come, first serve basis. Program Staff cannot reserve spaces and there is no wait list for the Basic Training Courses.
 - a. The Program can **only accept a personal or cashier's check or money order** and should be made payable to PCCD and sent to: PCCD-Constables' Program, PO Box 1167, Harrisburg, PA 17108-1167.
 - b. Please be sure that the check is properly dated and will not be returned for insufficient funds, this will delay your enrollment into the Basic Training Course.
 - c. **The Program does not accept credit or debit card payments, electronic (ACH) payments, partial payments or payment plans for this training related cost.**
 - d. Neither the Basic Training or Basic Firearms Training Courses are viewable or available for self-enrollment in CCETS because of the class payment being necessary prior to enrollment.

After Basic Training Enrollment:

5. Confirmation letters will be emailed one month prior to the Basic Training Course start date. Below is a list of mandatory items that will be need at the Basic Training Course. However, the Training Delivery Contractor will notify you of any additional items that may be needed in the confirmation letter. If these mandatory items are not brought to the training class, you will be asked to leave the training class. Your attendance will be documented as an "excused" absence; however, you will need to reschedule the training class once the mandatory items are acquired.
 - a. Mandatory items you must bring with you to class:
 - Note-Taking Materials

- For Defensive Tactics, Mechanics of Arrest You must wear BDU or similar style of duty pants (that can be used with duty belt and keepers) and exercise shoes or duty boots
- You will be told when to bring the following equipment: Duty Belt with keepers, flashlight, handgun holster, 2 (minimum) sets of handcuffs, and any other restraint equipment (leg irons, transport belt/chain, etc.)
- Optional: Gloves, Mouth and Groin Guards
- These items will not be provided by the school, and the school will advise when the duty belt will be needed.

This list, and any additional materials, can be found on the confirmation letter that is sent by the Training Coordinator.

If these mandatory items are not brought to the training class, you will be asked to leave the training class. Your attendance will be documented as an "excused" absence; however, you will need to reschedule the training class once the mandatory items are acquired.

Basic Certification:

6. The professional liability insurance is only required to become certified with the Program and is not required to hold office. Constables are required to file a bond with the county to hold office (Title 44§ 7114 (c)), talk to your County Board of Elections. Liability Insurance is not a requirement to be enrolled into the 80-hour Basic Training Courses. A list of frequently used insurance companies and agencies will be provided at the Basic Training Course.

7. There are three elements that need to be in place for a constable to become certified and remain certified to perform work for the courts:

- 1) A current term of office-The Program does require a copy of the election certificate and/or appointment order signed by the President Judge or designee;
- 2) The successful completion of the 80-hour Basic Training Class; and
- 3) The filing of the professional liability insurance with the county clerk of courts office (the Program will only accept the insurance information from the county clerk of courts office, not the constable or insurance company).

8. When these three elements are in place with the Program, the constable or deputy constable will be issued a Certification Number and Id Card at that time. They will also appear in the Magisterial District Judges System (MDJS) and Court of Common Pleas Management System (CCPMS) so that work can be assigned to the constable or deputy constable. The intent of the Program's training and certification is to perform work for the courts only, it does not cover private security, working fairs and community days, parking, etc.

9. You do not need to be certified to perform election day duties, but contact your County Board of Elections, or County Court Administrator on local rules for election day duties.

10. An ID card will be issued with your base certification after successful completion of Basic Training Course.

11. Certification training period will run from the date the basic training grades are processed until December 31, of the following year. However, you will need to meet the continuing education training requirement the following year in order to maintain your certification in subsequent years. You do not need to complete the continuing education requirement in the same year that you successfully complete the 80-Hour Basic Training Course.

12. Staff need two weeks to process the basic training grades, one week for the Training Delivery Contractor (PSU-JASI or Temple) and one week for Program Staff.

Basic Firearms Certification:

13. **To enroll into a Basic Firearms Training Course, a constable must successfully complete the Basic Training Course and become certified by the Program.**

- a. Program Staff and Temple will need two weeks to process and approve the grades, please do not contact Program Staff or the Training Delivery Contractors asking when the grades will be processed. Program Staff will email each individual constable with their assigned certification number after the grades are processed and the liability insurance is received from the County Clerk of Courts Office.
- b. The Board does not offer firearms certification waivers nor does it accept any other firearms certification in lieu of the Act 49 firearms training and certification.
- c. Do not send a Basic Firearms class payment to Program Staff prior to receiving your basic certification and have an assigned certification number.
- d. **You CANNOT be enrolled into Basic Firearms Training Course before you have obtained the base certification through the 80-Hour Basic Training Course. You are also not eligible to enroll into the current year's Continuing Education or Annual Firearms Qualification Courses.**

14. Basic Firearms Enrollment – A constable must provide payment in the amount of \$1,485.00 (personal or cashier's check or money order see #15 below), the completed Basic Firearms Enrollment Form and the completed Handgun Registration Form.

- a. A criminal history background check authorization form will be completed during the Basic Training Course and a criminal history must be completed prior to enrollment into Basic Firearms Training Course to determine eligibility.
 - i. If there is an issue with background check, Program Staff will contact the constable. If Program Staff does not contact the constable, there are no issues.
 - ii. If a constable suspects or knows that there will be an issue regarding their Criminal Background Check, it is encouraged that you contact Program Staff to alert them.

15. Enrollment is on a first come, first serve basis. Program Staff cannot reserve spaces and there is no wait list for the Basic Firearms Training Courses.

- a. The Program can **only accept a personal or cashier's check or money order** and should be made payable to PCCD and sent to: PCCD-Constables' Program, PO Box 1167, Harrisburg, PA 17108-1167.
- b. Please be sure that the check is properly dated and will not be returned for insufficient funds, this will delay your enrollment into the Basic Training Course.
- c. **The Program does not accept credit or debit card payments, electronic (ACH) payments, partial payments or payment plans for this training related cost.**
- d. Neither the Basic Training or Basic Firearms Training Courses are viewable or available for self-enrollment in CCETS because of the class payment being necessary prior to enrollment.

16. When the Basic Firearm Training Course class payment, completed enrollment and handgun registration forms are received by Program Staff (mailed all together), the enrollment will be processed in CCETS. You will be notified by Program Staff once this enrollment is completed and you can also check in CCETS under "Current Enrollment".

17. An ID card will be issued with the firearms endorsement after successful completion of Basic Firearms Training Course. Each December Program Staff will print and mail ID cards for the following year. If you do not receive your ID card after a reasonable amount of time has passed, please contact Program Staff to reissue an ID card.

All required documentation including the class payment must be received in order to be enrolled in either Training Course.

Do not contact the training facilities where these Courses are being held, they are not involved with the Program's enrollment and class payment processes for these Courses.