

Instructions to Participate in Constables' Education and Training Board (CETB) Meetings

This meeting will be conducted remotely via Teams. **The CETB Meeting is February 8, 2024, starting at 9:00 am.** It is recommended that if you are joining by phone, you do not wait until 9:00 am to join the meeting.

To join by phone:

Dial **1 (267) 332-8737**. When prompted to enter the conference ID, enter 453 755 784#

Program Staff are requesting that if a constable, deputy constable, or general public would like to comment during the Public Voice session, that you **contact Tracy Beaver at trabeaver@pa.gov or 717-265-8552 by Friday, January 26, 2024.**

We are requesting your phone number (phone number you will be calling into the meeting with), full name, county and certification number. This will assist staff with meeting attendance and to organize the Public Voice session. Each individual will then be announced by Program Staff during the Public Voice session.

The Board packet information will be located on the Constables' section of the PCCD website prior to the meeting date.

Microsoft Teams Ground Rules:

- **Please remember to mute your phone upon entry to the meeting. DO NOT unmute your phone unless you have comments to make during the Public Voice session.**
- If interruptions or background noise is heard during the meeting, all callers will be muted by Program Staff until the start of the Public Voice session.
- Please remember to **identify yourself** before speaking; name, county and certification number.
- **Please try to limit your comments to two minutes or less.**

To join via Teams:

If you would like to join the Board meetings via Teams, please contact Tracy Beaver directly and she will forward the Teams meeting invite directly to the requesting constable.