TRAINING BULLETIN

2023 SHERIFF AND DEPUTY SHERIFF BASIC TRAINING

The Basic Training schedule for 2023 is provided below. These dates are contingent on approval of training contracts. To be in compliance with Act 1984-2 as amended by Act 2014-114, any deputy hired by the sheriff has one year in which to complete his or her training and be certified by the Sheriff and Deputy Sheriff Education and Training Board (SDSETB). In addition, newly elected or appointed sheriffs are required to complete certification training in accordance with the Training Act.

Sheriffs are required to utilize the on-line enrollment process available through the Sheriff and Deputy Sheriff Information System (SDSIS). Accessing the SDSIS will assist your office in the management of your training needs and requirements. You will have instant access to your deputies training records and the ability to monitor their training status. The SDSIS web address is https://www.pccddsis.pa.gov.

Deputies must hold current certification in First Aid and CPR prior to enrollment in the Basic Training Academy. Documentation must be uploaded into the SDSIS. Nationally recognized training/certification will be accepted.

In addition, sheriffs and deputies that attend the Basic Training Academy are required to complete three additional on-line training courses for certification. The required courses include:

1. Introduction to Incident Command for Law Enforcement (IS-100LE), offered by the Federal Emergency Management Agency (FEMA), registration available at https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c.

2. National Incident Command (IS-700), offered by FEMA, registration available at http://training.fema.gov/EMIWeb/IS/is700a.asp.

3. All Hazards (Module 1 – Hazmat/WMD Awareness and Module 2 – Security Threat Groups), SDSETB sponsored and offered by Temple University, through Temple's Canvas Learning Management System

4. In the future, Cultural Diversity will be moved to Temple's Canvas Learning Management System and will become part of the pre-requisite training.

To access the on-line training courses offered by Temple University, sheriffs and deputies are required to create their own individual user access to the SDSIS. The SDSIS Login User Guide can be found here:

https://www.pccd.pa.gov/training/Documents/Deputy%20Sheriffs%20Education%20and%20Training/SDS%20Keystone%20Login%20Guide.pdf

After creating access to the SDSIS, PCCD will authorize Temple University to enroll the sheriff or deputy in the online training course(s). Temple University will send an email to each sheriff and deputy with instructions to access the online training.

2023 Basic Training Courses

B-23-01   January 9, 2023 – May 19, 2023   Penn State, University Park
B-23-02   April 24, 2023 – September 1, 2023   Penn State, University Park
B-23-03   August 7, 2023 – December 15, 2023   Penn State, University Park

NOTE: All scheduled classes have a minimum enrollment requirement of 27 sheriffs and/or deputies. If the minimum enrollment is not met within 30 days of the class start date, the class will be cancelled, and all enrollees will be moved to the next basic training class. Class B-23-03 will NOT be available for enrollment until needed, based on registrations.

County administrators are required to upload current first aid and CPR certifications into the Sheriff and Deputy Sheriff Information System (SDSIS) for the student to be eligible for enrollment in basic training. If the documents are not uploaded the student will not appear in the enrollment field as eligible.

Certification documents can be uploaded by selecting the "FA/CPR for Basic" Tab on the left panel of the individual students SDSIS page. This is somewhat different from the Waiver Training requirement and does not require staff approval prior to allowing enrollment.
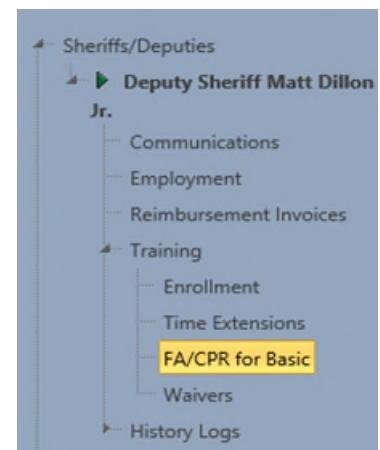
Once selected, the tab will take you to a screen where you can upload the required certifications. Once those documents are added, the student will be eligible for enrollment in a Basic Training Academy class.

Note: These examples are a fictitious deputy sheriff in a fictitious class