

CONSTABLES' TRAINING BULLETIN

NUMBER 95

OCTOBER 2019

2020 Training Schedule

The 2020 Constables' Training Schedule will be available online beginning at 8:00 a.m. on Thursday, January 2, 2020. **The 2020 Constables' Training Schedule will not be mailed to constables but will be sent by email and will also be posted on the PCCD website for constables to review prior to enrollment on Monday, December 23, 2019.** Courses are also limited in size. Those course limits are strictly enforced, so it is important to enroll early. In order to ensure uninterrupted certification, constables should enroll in training courses as soon as possible. Online enrollment is secure and fast and is confirmed immediately. Enrollment can also be accomplished by mailing or faxing a completed standard registration form directly to the training delivery contractor. The standard registration forms can be found online as well as in the training schedule. Do not mail or fax training forms to PCCD. Enrollment questions should be referred to the appropriate regional training delivery contractor. Constables cannot enroll for training courses by calling, emailing or mailing Program Staff; please contact the appropriate regional training delivery contractor.

It is highly recommended that you do not wait until the end of the training year to plan your annual firearms qualification. It is better to enroll into an Annual Firearms Qualification Course early in the year so if a failure would occur, you will have enough time to enroll into another qualification course. Program Staff and the training delivery coordinator need enough time to process the course grades and to receive payment for the failed class. Program Staff project the number of available spots needed to accommodate the number of active and certified constables in a training year and cannot guarantee that there will be an available spot in a later course. In 2019, Program Staff cancelled five qualification courses and there were 206 available spots that went unfilled during the training year.

Training Delivery Contractor Contact Information

Eastern Region: Temple University, Dee Beiter – (267) 468-8331 and FAX (267) 468-8660

Central Region: Indiana University of PA, Michael Marcantino – (724) 549-1929 and FAX (724) 357-4090

Western Region: Penn State-Fayette Campus, Rob Harford – (724) 430-4114 and FAX (724) 430-4113

**Constables' Education and Training
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New for 2020

PA Constables' Training Code of Conduct

The PA Constables' Training Code of Conduct has been revised and all active and certified constables and deputy constables must sign this revised Code of Conduct before enrolling into 2020 training courses. The acknowledgment of the Training Code of Conduct will be automated in Constables' Certification, Education and Training System (CCETS), but a paper version will also be available on the PCCD website (www.pccd.pa.gov).

The following additions were made to the PA Constables' Training Code of Conduct:

Section I. Testing Subparagraph D. **It is the responsibility of each individual user to secure and protect their User ID and password for any computer systems utilized by the Program. Sharing of or providing the User ID and password, allowing someone else to take your online training or mandatory tests and proficiency examinations, or sharing or receiving mandatory test and proficiency examination questions/answers will be considered cheating.**

Section II. Attendance Subparagraph B. A constable or deputy constable must attend and complete all hours of the training course to receive credit for the course. **Constables and deputy constables are required to be on time for all training courses and to remain until the completion of the training as determined by the instructor.**

Act 49 Constable Training Grievance

The following addition was made to the Act 49 Constable Training Grievance form:

The Act 49 Constable Training Grievance Form must be filed with the Board Supervisor within one (1) year of the start of the training class in which the circumstances giving rise to the grievance arose.

Transition Policy Statement

The following additions were made to the Transition Policy Statement:

3. Training Course Failures.

a. A constable or deputy constable who fails a basic training, basic firearms, continuing education, or firearms qualification course after January 1, 2020, shall bear the financial responsibility to attend an additional course regardless of the training year in which the failure occurred.

4. Basic Training and Basic Firearms Payments.

a. A constable or deputy constable who is elected or appointed must pay for the expense of the basic training course and the basic firearms training course starting January 1, 2020. The cost of a basic training course and basic firearms training course will be determined by Program Staff and published yearly.

2020 Costs of Attending Constables' Training Courses

The following amounts will be charged to attend Constables' Training Courses for the 2020 Training Year. The charges would be assessed on constables and deputy constables who have failed a course or have failed to attend or notify the training delivery contractor of their non-attendance for a Basic Training, Basic Firearms, Continuing Education, or Annual Qualification Courses. **The amounts for the Basic Training and Basic Firearms will be due prior to enrollment into the Basic Training or Basic Firearms Courses. Please contact Program Staff with any questions.**

Basic Training – \$1,125.00

Basic Firearms – \$1,485.00

Continuing Education – \$10.50 per module hour x 12 = \$126

Annual Qualification – \$28.70 per module hour x 4 = \$115

It is strongly recommended that constables do not use overnight mail to send payments to PCCD. All PCCD mail must go through a central mail room and it takes several days before Program Staff receive the mail.

2020 ID Cards

In December 2019, PCCD will mail new certification cards to all constables who have maintained their certifications. This means that they have successfully completed Continuing Education during 2019, are serving a valid term of office, and have filed current professional liability insurance information with their county clerks of courts. Ample allowance will be made for normal mailing time, so constables should receive their new cards before the old ones expire on December 31, 2019. To ensure that cards are mailed to the correct address, any constable who has recently changed his address should report that change to Program Staff immediately or update the information in CCETS.

Title 37 §431.11 Registration: A person shall register with the Board for certification by submitting information such as mailing address and 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.

Re-election/Election Certificates and Appointment Orders

In order to ensure continued, uninterrupted certification, if you are re-elected or elected in November 2019, you must forward a copy of your new election certificate from the county Board of Elections to the PCCD via mail or FAX to: Bureau of Training Services, Pennsylvania Commission on Crime and Delinquency, PO Box 1167, Harrisburg PA 17108-1167; FAX (717) 783-7140. If you are a constable or deputy constable who has been newly appointed or re-appointed, you must forward a copy of your new appointment order signed by the President Judge of the Court of Common Pleas, to the address above.

Liability Insurance

Act 49 states that any constable or deputy constable who fails, neglects or refuses to maintain a current insurance policy as required, or to file proof thereof with the clerk of courts, shall cease automatically to be certified to perform judicial duties upon the expiration of the policy of which proof has been filed with the County Clerk of Courts. In order to ensure uninterrupted constable certification, it is essential that every constable file a new certificate of insurance with the County Clerk of Courts before the current insurance policy expires.

Lapses in Certification and Enrollment in Continuing Education Classes

If a constable's or deputy constable's certification has lapsed more than two years, but less than five years, they will be permitted to enroll in continuing education classes **only if current professional liability insurance is on file with PCCD**. This Board Policy has been in effect since January 1, 2011. CCETS will not allow a constable or deputy constable to enroll in a continuing education class if there is a lapse of more than two years in their certification.

Contact Information at PCCD

If you have questions regarding certification, insurance, or where to send your election certificate or appointment order. **THESE ARE NOT CONTACTS FOR CLASS ENROLLMENT.**

WESTERN PA: Armstrong, Allegheny, Beaver, Butler, Cambria, Clarion, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, McKean, Somerset, Venango, Washington, Warren, and Westmoreland Counties. Your contact person is: Wayne Hower, (717) 265-8551, whower@pa.gov

CENTRAL PA: Adams, Bedford, Blair, Cameron, Centre, Clearfield, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Schuylkill, Snyder, Tioga, Union, and York Counties. Your contact person is: Tracy Beaver, (717) 265-8552, trabeaver@pa.gov

EASTERN PA: Berks, Bradford, Bucks, Carbon, Chester, Columbia, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Pike, Sullivan, Susquehanna, Wayne, and Wyoming Counties. Your contact person is: Sherry Leffler, (717) 265-8554, sleffler@pa.gov

2020 Board Meeting Schedule

The 2020 Constables' Education and Training Board (CETB) meeting schedule has been finalized and all Board meetings will be held at PCCD's Offices, 3101 N. Front Street, Harrisburg, PA 17110 beginning at 9:00 a.m. The 2020 meeting dates are February 13, May 7, August 13 and November 19, 2020. All CETB meetings are open to the public and constables are welcomed and encouraged to attend.

The last 2019 CETB meeting will be held on November 7, 2019 beginning at 9:00 a.m. at PCCD's Offices in Harrisburg.