

**DEPUTY SHERIFFS' EDUCATION AND TRAINING BOARD**

**Minutes of the December 8, 2011 Meeting**

Members Present

Carmen C. DeLuca  
Chester A. Hawkins  
Todd A. Martin  
Kurt E. Montz  
William G. Pettigrew Jr.  
Jody S. Smith

Commission Staff Present

Doug Hummel  
Bob Merwine  
Don Numer  
John Pfau

Members Absent

Roger S. Gunesch  
D. Webster Keogh

Others Present

Pennsylvania State University  
Bob Stonis  
Don Zettlemyer

Penn State, Fayette Campus  
Jed Friend  
Ted Mellors

Temple University  
Tony Luongo  
Christine Willard

General Public  
Kurt Rice

The December 8, 2011 meeting of the Deputy Sheriffs' Education and Training Board (DSETB) was called to order by Chairman Dr. William G. Pettigrew Jr., at 9:00 a.m., at the Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, Pennsylvania.

Mr. Donald Numer, PCCD, introduced Sheriff Todd A. Martin, Monroe County, as a newly appointed member of the DSETB. Mr. Numer also introduced Mr. Bob Merwine, Director of the Office of Criminal Justice System Improvements (OCJSI), of the PCCD.

Chairman Pettigrew introduced the first agenda item. He asked if the Board had an opportunity to review the minutes of the September 22, 2011 meeting and asked for a motion.

Mr. Kurt E. Montz made a motion to approve the September 22, 2011 DSETB minutes. Sheriff Chester A. Hawkins seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Hawkins, Martin, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Numer reviewed the DSETB fiscal report for state fiscal year 2011-2012, period ending September 30, 2011. The balance from the previous year was \$13,662,066.42. Fee collections from July 1, 2011 through September 30, 2011, was \$1,769,094.33. The estimated fee collections from October 1, 2011 through June 30, 2012 is \$3,730,905.67. The total funds available at September 30, 2011 was \$19,553,015.42. The total expenditures and commitments as of September 30, 2011 was \$6,240,178.70. The estimated balance as of September 30, 2011 was \$13,312,836.72.

Chairman Pettigrew asked if anyone had questions regarding the fiscal report.

Sheriff Hawkins made a motion to approve the DSETB Fiscal Report. Mr. Carmen C. DeLuca seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Hawkins, Martin, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Numer informed all Board members that the Commonwealth's new travel policy will go into effect January 1, 2012. The policy requires all members and staff to submit receipts for all reimbursable expenditures, to include meals. Also, Mr. Numer stated that all training expense vouchers submitted by sheriff's offices must include receipts.

Mr. Numer informed everyone that the next graduation ceremony for the Basic Training Academy will be held December 16, 2011, at 11:00 a.m., at the Academy, at the

Pennsylvania State University. Mr. Numer stated that Governor Tom Corbett had been invited to serve as the commencement speaker. Governor Corbett informed the Academy that due to prior commitments, he would be unable to attend. The graduation speaker will be Deputy Chief of Staff for Governor Corbett, Mr. E. Christopher Abruzzo. Prior to the graduation ceremony, a brief memorial service will be held for deceased Deputy Sheriff Kyle Pagerly, Berks County. Deputy Pagerly was killed in the line of duty in June 2011. Chief Deputy Jody S. Smith stated that she would be attending the ceremonies. Also, Sheriff Martin stated that he planned on attending the ceremonies.

Mr. Numer informed the Board that nominations for the DSETB vacancies have been submitted, but that no appointments to the Board have been made, except for the appointment of Sheriff Martin. Mr. Numer informed the Board that Board member, Deputy Roger S. Gunesch, had recently been promoted to the rank of Lieutenant. Due to the membership requirements for appointment to the DSETB, the Governor's Office will need to review the existing membership for possible new appointments.

Mr. Numer informed the DSETB that one of the Basic Training Academy instructors was the District Judge that originally presided over the on-going child sexual abuse case against Mr. Jerry Sanduski. Mr. Numer provided this information for the general knowledge of the Board.

Mr. Numer stated that the 2011-2013 Continuing Education Training Cycle began in Bethlehem, in October 2011. Mr. Numer informed the Board of the problems that were experienced during the first class. He explained that new curriculum was developed and the delivery of the course materials was confusing to many of the deputies in attendance. There was confusion created with the design. Mr. Numer explained that for first time, the curriculum incorporated concepts of adult learning theory, which included the use of small group interactions and "teach backs." Practical skill tasks were incorporated into the training. This was new to the program. Continuing education traditionally consisted of lecture with power point presentations. Mr. Numer stated that the new curriculum required people to leave their "comfort zone." Mr. Numer stated that staff of Temple University informed him of the problems associated with the delivery of the first course. A meeting was held with Temple University staff to review the problems and plan for revisions. Penn State Fayette, the curriculum developer, was informed of the problems and an action plan was implemented to revise the continuing education curriculum.

Mr. Numer expressed the example of the curriculum consisting of investigative powers, when deputies are limited in their ability to do criminal investigations. Sheriff Hawkins stated that deputies get involved with investigations in cases involving Protection From Abuse Orders (PFA's). Mr. Numer stated that deputies can make arrests when a criminal act is committed in their presence. Mr. Numer explained that the curriculum is based on case law. Mr. Numer recognized that common practice varies from jurisdiction to jurisdiction. Deputies are informed that they need to review the policies of their respective sheriff's office.

Mr. Douglas Hummel, PCCD, reviewed the time waiver request submitted by Sheriff Dwight V. Nothstein, Carbon County. Sheriff Nothstein requested a time waiver for Deputy Evelyn Hydock. Deputy Hydock was scheduled to attend continuing education training in Bethlehem, PA in October 2011. Deputy Hydock was on medical leave and unable to attend any of the classes offered in Bethlehem. She returned to work on November 28, 2011. The request is for a time extension to allow Deputy Hydock to attend continuing education training with class C-12-28, from May 21, 2012 to May 23, 2012, in Scranton, PA. Scranton is the next closest training location to Carbon County.

Sheriff Hawkins made a motion to approve the time waiver for Deputy Hydock. Sheriff Martin seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Hawkins, Martin, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Hummel reviewed the time waiver approved by the Training Supervisor. This was for informational purposes and did not require DSETB action. A time waiver was approved for Deputy Heath L. Boyer, Elk County. The time waiver was requested due to Deputy Boyer's military commitment.

Mr. Numer informed the DSETB that the Philadelphia Office of the Sheriff requested that the training request submitted and included on page twelve of the board packet be removed from the agenda. The request was for Deputy Shawn Jay to be granted an additional opportunity to take the physical fitness test. No action was taken by the DSETB on the training request.

Mr. Numer reviewed the list of Partial Training Waiver Applications approved by the Training Supervisor. This was for informational purposes and did not require DSETB action.

Mr. Hummel reviewed the time waiver request submitted by Sheriff Samuel Romano, Washington County. Sheriff Romano requested a time waiver for Deputy Ronald Catrain. Deputy Catrain attended the Waiver Training Program and was certified on November 20, 2009. At the time of his re-certification due date, training was being offered in the eastern region. The request was for Deputy Catrain to be granted an extension to attend continuing education training with class C-12-17, from March 5, 2012 through March 7, 2012, in Monroeville, PA, which is the closest training location to Washington County.

Chief Deputy Smith made a motion to approve the time waiver for Deputy Catrain. Sheriff Hawkins seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Hawkins, Martin, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Hummel reviewed the instructor application submitted by the Penn State University, for Mr. Louis R. Lombardi. The request was for Mr. Lombardi to become a certified instructor for Criminal Law and Civil Law.

Mr. Montz made a motion to approve the instructor application for Mr. Lombardi. Mr. DeLuca seconded the motion and it passed with the following votes:

Voting Aye: Board Members DeLuca, Hawkins, Martin, Montz, Pettigrew and Smith

Voting Nay: None

Mr. Don Zettlemoyer, Pennsylvania State University, informed the DSETB that graduation will be held December 16, 2011 and a memorial dedication for deceased Deputy Sheriff Kyle Pagerly, Berks County, will be held prior to graduation. Mr. Zettlemoyer informed the DSETB that the simulation building is being upgraded. A subfloor is being installed over the existing concrete floor and two training rooms are being converted into a larger room for court room scenarios. The room will have padded walls and padded furnishings. The simulation house is wired with video equipment. Mr. Zettlemoyer invited the DSETB to the academy for a tour of the facilities.

Mr. Anthony Luongo, Temple University, provided the Continuing Education Delivery Report. Mr. Luongo stated that continuing education training was recently completed in the Allentown/Bethlehem area. Classes are currently being offer in Montgomery County, PA. After the winter break, the on-line merit courses will be offered. Also, continuing education will continue in Montgomery County and Chester County, prior to moving to the western region in the late winter and spring 2012.

Ms. Christine Willard, Temple University, informed the DSETB that to date, 167 deputies attended ten continuing education classes. One more class will be offered prior to the holiday season. Ms. Willard stated that she was the instructor for the first continuing education class. She offered to answer any questions regarding the training and curriculum issues previously discussed by Mr. Numer. Ms. Willard stated that staff is working closely with the curriculum developers from Penn State Fayette. Changes have been implemented to the curriculum. Dr. Pettigrew asked how you could “freak out” someone with regards to what you asked the deputies to do in training. Ms. Willard explained that for many years deputies became accustomed to listening to an instructor and reading power point slides and then taking an exam. The new curriculum requires

more active participation. The current curriculum incorporates student workbooks that require filling in the blanks and following the power point presentation. Also, the curriculum requires deputies to actively participate in group exercises and “hands on” training. The new curriculum forces many deputies to leave their comfort zone. Ms. Willard stated that in the defense of the deputies, the format was confusing. It was difficult for many deputies to follow along with the work book, power point and lecture. Many deputies were overwhelmed. At the beginning of each class, deputies are now being informed that they may use the workbook or the power point or both. The workbook is a study tool. When class resumes in January 2012, the workbook and power point slide handouts will be blended into one document.

Mr. Numer stated that the change in the methods of curriculum delivery is a positive change. It will enhance the retention of course materials. Mr. Numer said that we probably implemented too much, too quick. Dr. Pettigrew stated that people need to adapt to changes if they are appropriate. He stated that to change for the sake of change would be wrong. Mr. Numer stated that we are not backing off the changes. He explained that engaging deputies in training is important.

Chief Deputy Smith stated two deputies from her county attended the first continuing education class. Her deputies reported that the active participation component to the training was good. The problem they addressed was that of the course materials being confusing. The workbook page numbers did not coincide with the power point. It was difficult to follow the lecture. Ms. Willard stated that changes were implemented after the first class and that the curriculum developers will implement formal changes as soon as possible.

Mr. Ted Mellors, Penn State Fayette, explained that during the curriculum development process, the “stake holders” (sheriffs and deputies), continually stated they were tired of “death by power point.” The curriculum was developed to engage deputies in actively participating in class. Mr. Mellors stated that this new methodology backfired. Mr. Mellors acknowledged that the course workbook and power point was confusing. He stated that he wants to continue using the newly implemented methods of adult learning theory. Mr. Mellors stated that the course materials are being changed and will be completed by January 1, 2012. Dr. Pettigrew stated that Temple University needs to review the changes prior to delivery.

Dr. Pettigrew asked how much time is given for the delivery contractor to review course materials. Mr. Mellors stated that typically two months is allowed for instructor review. Ms. Willard stated that this curriculum was delivered three weeks prior to the start of delivery. Mr. Numer explained that when the issue arose, Temple identified the problem and we collectively addressed the situation.

Mr. Mellors provided a report on the potential implementation/use of technology to provide course materials to the deputies attending basic training. Printing costs are expensive and continue to increase. Mr. Mellors stated that issuing deputies an electronic device that contains the course materials could be an advantage. He explained that an

electronic tablet would not have the speed or memory capacity to hold all the materials provided to the deputies. Mr. Mellors stated that an electronic net book would work. An advantage of using the net book would be the ease of which the curriculum could be updated, especially if the curriculum was held on a server. Updates would be downloaded to the net books prior to issuing them to the deputies. Mr. Mellors stated that you could obtain a sufficient net book for approximately \$300, which would have a shelf life of approximately five years. Mr. Numer stated that printing costs per student is approximately \$250. The net books would be issued at the beginning of the academy and collected at the completion of the academy. The net book could also be used by the deputies to research materials that are needed for many of the subjects taught and to view the training videos contained in the curriculum. The net book would be an excellent tool to be used with the problem-based learning methodology of curriculum delivery. Mr. Mellors explained that the big issue is not if it could be done, but rather how it would be implemented. Mr. Mellors stated that policies would need to be developed that address user permissions and accountability. The net books can be limited in what information a user would be able to use and/or obtain. The use of the internet can be restricted to allow access only to approved sites. At the completion of the academy, deputies would return their net book and be issued the course materials on a thumb drive for future reference. Mr. Mellors stated that the net book is a little slower than a lap top computer, but lap tops are much more expensive. Mr. Mellors stated that the net book is the best option based on need and cost. Mr. Mellors explained that the curriculum could be posted to a file server that you would access through the internet.

Mr. Montz stated that you must consider the technology support costs that would be associated with this project. It is costly if the computers break. Mr. Montz explained that his son is attending officer's candidate school and was told that he needed to have a computer. He stated the U.S. military did not provide him a computer. Mr. Montz agreed with using technology and providing the deputies the ability to access course materials electronically, but he stated the deputies could use their personal devices. Mr. Montz stated that he believes there are too many potential problems that may arise. Mr. Montz stated that he is concerned with the ability to access inappropriate web sites. Mr. Mellors explained that the net books could be restricted. Ms. Willard stated that from a delivery view point, minor changes would be easily implemented. Currently a minor change of a power point slide would require reproducing the curriculum discs. Mr. Montz asked if flash drives could be used. Mr. Mellors stated that some of the course materials could be placed on flash drives, however, most of the instructor materials are too large for a flash drive.

Mr. Numer stated the potential cost savings could be big. Mr. Numer stated that staff is not seeking DSETB approval. He explained that we need to continue to evaluate the potential use of technology. Mr. John Pfau, PCCD, suggested that the use of net books could be implemented with the two week waiver training program. Dr. Pettigrew suggested that we require a security deposit on the electronic equipment. Mr. Montz stated that he supports providing instructors with this technology, but is concerned about issuing students net books. Mr. Montz stated that we need a formal proposal, providing a split for instructor costs and student costs.

Mr. DeLuca made a motion to adjourn the meeting at 10:13 a.m. Sheriff Martin seconded the motion and the meeting was adjourned with the following votes:

Voting Aye: Board Members DeLuca, Hawkins, Martin, Montz, Pettigrew and Smith

Voting Nay: None