PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Constables' Education and Training Board

Fred J. Contino, Jr. Board Chair

Adam M. Kisthardt Board Vice-Chair

A.R. DeFilippi Rodney D. Ruddock Julie G. Sokoloff Harry C. Walsh William C. Wenner



Mark R Zimmer Chairman, PCCD

Linda Rosenberg Executive Director

John Pfau Manager Bureau of Training Services

CONSTABLES' TRAINING BULLETIN

NUMBER 76 MARCH 2014

2014 Training Schedule Changes

Date Change for SC01F14B: New dates are April 4-6 and April 11-13, same times and location. This class was originally published to be held the weekends of April 11-13 and April 25-27, however, the dates needed to be moved up because of a scheduling conflict at this location.

Date Change for NW09F14A: New dates are September 5-7, 2014, same times and location. This class was originally published to be held the weekend of September 12-14, however, the dates needed to be moved up because of a scheduling conflict at this location.

Date Changes for SE01B14: New dates are August 4-8 and August 11-15, same times and location. This class was originally published to be held February 3-7 and February 10-14, however due to low class enrollment the dates were changed to later in the training year.

Date Changes for SE01F14B: New dates are September 5-7 and September 13-14, same times and location. This class was originally published to be held April 4-6 and April 12-13, however, due to the rescheduling of the 80-Hour Basic Training, this class was also changed to later in the training year.

Incorrect Class Code Id: Originally published in the 2014 Training Schedule as NE05F53A and the Class Code Id should be NE05F14A. This change is reflected in the online training schedule but not the printed version.

Class Sizes for Western Regions

Firearms training classes held in the Northwest and Southwest regions can only accommodate a maximum of 24 students per class. Please register early for your firearms training classes in these regions because the class sizes will not be increased to accommodate waiting list enrollments.

Qualification with an Additional Weapon

Qualification with two weapons is permitted, *subject to time constraints and range conditions*. The constable must provide sufficient ammunition for that additional weapon. Constables must qualify with Weapon 1 before they will be permitted to attempt to qualify with Weapon 2.

In the event that a constable fails to achieve the required score during a Weapon 1 qualification attempt and re-shoots the portion of the course failed but still fails to qualify, that constable will not be permitted to attempt qualification with Weapon 2.

Regulation Update

At its January 16, 2014 meeting, the Independent Regulatory Review Commission (IRRC) voted to approve the Regulations changes to the Constables' Education and Training Act. These changes should be published to the Pennsylvania Bulletin in early March. Program staff will publish a link to the Regulation changes when they are published.

No Show Policy

A person who registers for basic, continuing education, optional, or any firearms training and does not attend all or part of the training, without providing proper notice of withdrawal to the training delivery contractor, will receive a failing grade of zero for any and all courses missed and will have to repeat that training. A notification shall be deemed timely if it is delivered to the director of the school or his or her designee no later than seven calendar days prior to the class start date. The school may assess a failing grade for all or part of the training course, if the constable fails to provide timely notification or to show good cause. The school director or his or her designee may use discretion regarding emergencies and extenuating circumstances when deciding whether to sanction non-attendance by submitting zero grades.

A constable or deputy constable who is deemed a "No Show" for basic, continuing education, optional, or any firearms training shall bear the financial responsibility for the additional training course in the same training year or in the next training year.

If you have an emergency prior to the class start date, please contact the appropriate Training Delivery Contact listed on the next page. Please do not contact PCCD Staff to enroll, withdraw or transfer training classes.

Class Payment Changes for 2014

All class payments for no-shows or failures will need to be submitted to PCCD two weeks prior to the class start date of the rescheduled class. If it is determined that an individual must pay to attend a subsequent training class, they will be notified by Program Staff when the grades are processed for the no-show or failure. The individual can enroll into another training class, however, they will be notified by mail that they must pay to attend the subsequent training class. If payment is not received by PCCD, two weeks prior to the class start date, that individual will be removed from the enrollment roster for that subsequent training class. All checks for class payments should be made payable to "PCCD".

Training Delivery Contacts

Western Region: Todd Brothers, Penn State Fayette, The Eberly Campus – (724) 430-4114

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

Eastern Region: Van Scott, Temple University – (267) 468-8331

Changes to the PA Constables' Classroom Code of Conduct

The changes in italics have been approved by the Constables' Education and Training Board. All constables and deputy constables who have previously signed off on the Statement of Understanding will not need to acknowledge these revisions. However any new constables or deputy constables will need to sign off on the revised version of the PA Constables' Classroom Code of Conduct.

PA Constables' Classroom Code of Conduct

Constables' Classroom Code of Conduct:

I. Testing

- A. Mandatory tests and proficiency examinations will be given for each major section of the curriculum. In order to complete the course and receive certification, a trainee must pass all tests and proficiency examinations.
- B. Test and proficiency examinations will be scheduled and announced to the class in advance.
- C. All examination material must be returned to the instructor supervising each test at the end of the examination period.
- D. Cheating on examinations will be grounds for discipline by the training provider. Cheating includes copying from another person's examination, utilizing references or notes without the instructor or proctor's approval, theft of test materials, removal of test materials from the classroom, using test materials stolen by another or providing answers to, receiving answers from, or giving assistance to another person during any phase of an examination session.

II. Attendance

A. A constable or <u>deputy constable</u> who registers for basic training, continuing education or firearms qualification <u>course</u> may withdraw from the course without penalty upon timely notification to the director of the school conducting <u>said course</u>. A notification shall be deemed timely if it is delivered to the director of the school <u>or his or her designee</u> no later than seven <u>calendar</u> days prior to the start of classes. The school may assess a failing grade for all or part of the basic training if the constable or <u>deputy constable</u> fails to provide timely notification <u>or to show good cause</u>.

B. A constable or <u>deputy constable</u> must attend and complete all hours of the training class to receive credit for the class.

III. Unprofessional Conduct:

- A. Unprofessional conduct is defined as conduct that reflects poorly upon the image of the Constables' Education and Training Board (Board) and the Constables of the Commonwealth. Examples include, but are not limited to: disruptive talking in the classroom; disrespect to instructors; sleeping, eating, or smoking in class; disrupting other activities occurring on the training site; false fire alarm; vandalism; illegal parking; lying to training delivery or Board staff or any other person; refusal to cooperate with staff investigations; and other criminal offenses committed at the training site. Cell phone usage during training classes would be deemed disruptive and disrespectful to the instructors and other students. Utilizing any other electronic device could also be disruptive and disrespectful to the class environment.
- B. Attendance at training sessions while under the influence of alcohol or illegal drugs is prohibited and is grounds for immediate dismissal from training. *Immediate dismissal from a training class* while under the influence of alcohol or illegal drugs will constitute a class failure and the constable or deputy constable shall bear financial responsibility for the cost of attending an additional training course.
- C. All trainees are expected to respect the rights of their fellow classmates.
- D. Unprofessional conduct is grounds for sanction and the imposition of appropriate disciplinary action.
- E. Harassment or discrimination against an individual or group by reason of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability will not be tolerated and is grounds for dismissal from the classroom.
 - 1. Physical Harassment/Abuse: This includes unwanted physical contact to include touching, fondling, patting, pinching, kissing and all legal classifications of assault.
 - 2. Verbal Harassment/Abuse: This includes name calling, innuendoes, insults, threats, requests or demands for sexual favors, propositions, questions about a person's sexual practices, lewd comments, "wolf whistles," racial, religious, ethnic, or explicit sexual jokes.
 - 3. Visual Harassment/Abuse: This includes obscene, explicit or insulting gestures, leering or displays, pictures, objects, materials or crude cartoons.
- F. Sexual Harassment: Is further defined, to include unwanted sexual advances, requests for sexual favors and other verbal or physical conduct such as that described above when it is of a sexual nature and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

IV. Disciplinary Action

A. Violations of the Code of Conduct may subject a trainee to disciplinary action.

- B. Disciplinary action may include but is not limited to:
 - 1. An oral reprimand;
 - 2. A written warning;
 - 3. Restitution for damages;
 - 4. Dismissal from the training provider for the course of instruction;
 - 5. Permanent bar from the training provider's training sites.

C. Imposition of disciplinary action by a training provider's director does not waive the training provider's or the Board's right to impose additional or more severe disciplinary action against a trainee when the circumstances require such action. Imposition of disciplinary action by a training provider's director also does not waive the training provider's or the Board's right to impose no or less severe disciplinary action against a trainee. An Act 49 Constable Training Grievance Form can be used by a constable to file a formal grievance with the Board for any disciplinary action taken against a constable. A copy of this Grievance Form can be found on the PCCD website or by writing to PCCD Bureau of Training Services, PO Box 1167, Harrisburg PA 17108-1167.

Next Board Meeting

The next meeting of the Constables' Education and Training Board (CETB) will be held on Thursday, May 15, 2014 beginning at 10:00 a.m. at PCCD's Offices, 3101 N. Front Street, Harrisburg, PA 17110. All CETB meetings are open to the public and constables are welcomed and encouraged to attend.

Contact Information at PCCD

If you have questions regarding certification, insurance, or where to send your election certificate or appointment order

THESE ARE <u>NOT</u> 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: Kathy Clarke, (717) 265-8552, kclarke@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