	COURT ADMINISTRATION	
	51st Judicial District	
	Constable Judicial Service	
	Memorandum	January 1, 2014

TO: All Constables Serving the Judiciary in Adams County

With the 2013 release of the Unified Judicial System Constable Policies, Procedures and Standards of Conduct and the 51st Judicial District, Adams County Constable Manual, several requirements are necessary in order to perform judicial service in Adams County. In order to assist you in figuring out what those are, Court Administration has developed a checklist to assist you. Also, we have asked the Clerk of Courts to post the Manuals on the webpage they have devoted to constables. Please visit:

<http://www.adamscounty.us/Dept/ClerkofCourts/Pages/Constable.aspx>

You will find both the UJS and the Adams County Manuals posted on that page.

To view the Unified Judicial System Non-Discrimination and Equal Opportunity Employment Policy and Complaint Form, please visit:

http://www.adamscounty.us/Dept/CourtofCommonPleas/CourtAdministration/Pages/ujsn_deoep.aspx

You will find the Policy and Complaint form posted on that page. Please contact Court Administration if you have difficulty in accessing any of these documents.


It is very important that you review these two Manuals and ensure that you have addressed all the matters on the provided checklist, as the Court will not authorize you to perform judicial service without addressing each and every matter on the list. The checklist, along with sign-off sheets for the UJS Constable Policy, the UJS Non-Discrimination and Equal Employment Opportunity Policy and the Adams County Constable Policy, will need to be returned to Court Administration in order to be approved to perform judicial service.

Please contact Court Administration with any questions or to report anticipated delays in completing the requirements for being eligible to perform judicial service. Thank you.

Respectfully,



Donald Fennimore
District Court Administrator

	COURT ADMINISTRATION	
	51st Judicial District	
	Mandated Reporter Requirements	
	Memorandum	January 19, 2018

**TO: The Adams County Constable Association, For All Constables
Serving or Seeking to Serve the Judiciary in Adams County**

23 Pa.C.S.A. § 6311(a) defines mandated reporters of suspected child abuse, which includes a “peace officer or law enforcement official.”[6311(a)(9)]. Given that Constables, who have arrest powers as reflected in Title 44, would meet the definition of law enforcement official under Title 23, the Mandated Reporter training requirement will have to be met in order for Constables to be able to serve judicial warrants.

Information about the Mandated Reporter training can be reviewed at:

<http://www.pa-fsa.org/Mandated-Reporters/Mandated-Reporters-Training/About-Mandated-Reporters-Training>

There are two training options. Individual Constables can complete an online instruction course. It appears there is a fee for this course as of the writing of this memorandum. Costs related to completion of this required training shall be the responsibility of the individual Constable. However, there also appears to be a free training option if the Constable Association could gather a group of between 10-50 people to receive in-person training. More information about this option can be found at the link above. Please note that Court Administration was advised that PCCD covered this topic during Constable training. However, in discussion with PCCD, it has been determined that their brief training on this topic would not satisfy the training requirement under Title 23.

Constables with current approval to perform judicial service will be given until March 31, 2018 to come into compliance with the requirement and to provide Court Administration with a copy of a certificate of completion of training. New Constables seeking approval to perform judicial service will be required to complete this training prior to being approved.


Please note that our current reading of Title 23 does not require Constables to obtain FBI, PSP and ChildLine Background clearances as a part of this Mandated Reporter training requirement.

This information will be incorporated into the next version of the Adams County Constable Manual. Please let me know if you have any questions. Thank you.

Respectfully,



Donald Fennimore
District Court Administrator

	COURT ADMINISTRATION	
	51st Judicial District	
	Constable Judicial Service Checklist	
	Memorandum	December 27, 2018

Constable Checklist

- Certified by PCCD after completing required training
- If carrying firearm, Act 49 Certification (on record with PCCD)
 - Level 2 or higher security holster
- Identification and clothing identifying as a Constable
- Permanent caged vehicle behind driver's seat and in front of back passenger seat
- Functioning windows and child safety locks
- Two-way radio and/or cell phone in vehicle

Filed Directly with Court Administration (no filing fee)

- Sign-off on UJS Constable Policies, Procedures and Standards of Conduct and Fifty-First Judicial District Constable Manual
- Sign-off on UJS Non-Discrimination and Equal Employment Opportunity Policy
- Proof (copy) of Annual Filing of Financial Interest Statement
- Copy of valid and current Pennsylvania driver's license and required financial responsibility (automobile insurance) on any vehicle used for the performance of judicial duties
 - If currently unlicensed, check here
- Current contact information (mailing address, phone number(s), e-mail)
- Department of Emergency Services New Constable Information Form
- Copy of certificate of completed Mandated Reporter Training
- This completed, signed/dated checklist

Filed Directly with Adams County Controller

- W-9 form

Filed with the Adams County Clerk of Courts (contact that office for filing fee information at 717-337-9806)

- Copy of Annual Insurance of \$250,000 per incident and a minimum aggregate of \$500,000 per year
- Copy of Bond in sum of at least \$2,500
- Copy of Oath of Office

I, the undersigned Constable or Deputy Constable, certify that I have met all the requirements listed above. I verify this statement is true and correct. I understand that false statements made herein are subject to the penalties of 18 Pa. C.S.A. 4904 relating to Unsworn Falsification to Authorities.

SIGNATURE OF CONSTABLE/CERTIFICATION #

(12/2018)

DATE

ACKNOWLEDGMENT

I, _____, have received a copy of the Pennsylvania Unified Judicial System Constable Policies, Procedures, and Standards of Conduct. I also acknowledge receipt of a copy of the Fifty-First Judicial District Constable Manual. I understand that in order to perform judicial duties, or to be paid for work performed for the Fifty-First Judicial District, I must abide by the procedures and requirements set forth in the Pennsylvania Unified Judicial System Constable Policies, Procedures, and Standards of Conduct and the Fifty-First Judicial District Constable Manual, including the Code of Conduct, and hereby agree to abide by those procedures and requirements.

Print Name

Date

Signature

Witness

The original of this executed form must be forwarded to the District Court Administrator. A copy should be retained by the Constable.



FIFTY-FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
117 BALTIMORE STREET
GETTYSBURG, PENNSYLVANIA 17325

**Policy on Non-Discrimination and Equal Employment Opportunity
and Complaint Procedures
Acknowledgement Form**

I acknowledge that I have been provided access to a copy of the *Policy on Non-Discrimination and Equal Employment Opportunity* and the *Policy on Non-Discrimination and Equal Employment Opportunity-Employee Complaint Procedures*. I acknowledge that it is my responsibility to read, understand, and abide by the provisions of both the Policy and the Complaint Procedures, and to maintain a copy of each document in my personal records or reference the electronic versions at www.pacourts.us as needed to insure my ongoing understanding of the provisions. I further acknowledge that my failure to follow the Policy provisions will result in the Court suspending me from judicial services.

Name: _____ Certification #: _____

Signature: _____ Date: _____

The original of this executed form must be forwarded to the District Court Administrator. A copy should be retained by the Constable.

New Constable Information

As a new constable, once you have been approved by the court to serve paperwork, you will want access to the Adams County MISSLE list, which will allow you to see current warrants and other papers. In order to receive this list (which is sent out weekly), the Department of Emergency Service will need the following information:

Name: _____

Unit number: _____

Telephone number(s): _____

Email address: _____

Email all of this information to Nick Cook, CAD Administrator at ncook@adamdcounty.us