	<b>COURT ADMINISTRATION</b>	
	<b>51<sup>st</sup> Judicial District</b>	
	<b>Constable Judicial Service</b>	
	<b>Memorandum</b>	<b>July 15, 2013</b>

**TO: All Constables Serving the Judiciary in Adams County**

With the recent release of the Unified Judicial System Constable Policies, Procedures and Standards of Conduct and the 51<sup>st</sup> 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](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 no later than July 31, 2013 in order to ensure uninterrupted access to performance of 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

**Pc: The Honorable Michael A. George, President Judge  
Magisterial District Judges, 51<sup>st</sup> Judicial District**

	<b>COURT ADMINISTRATION</b>	
	<b>51<sup>st</sup> Judicial District</b>	
	<b>Constable Judicial Service Checklist</b>	
	<b>Memorandum</b>	<b>July 15, 2013</b>

**Constable Checklist**

- Certified by PCCD after completing required training
- Annual Insurance of \$250,000 per incident and a minimum aggregate of \$500,000 per year
- If carrying firearm, Act 49 Certified with proof of certification or qualification to carry or use firearms provided to Court Administration
  - Level 2 or higher security holster
- Sign-off on UJS Constable Policies, Procedures and Standards of Conduct
- Sign-off on UJS Non-Discrimination and Equal Employment Opportunity Policy
- Sign-off on Fifty-First Judicial District Constable Manual
- 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
- Annual Filing of Financial Interest Statement
- Posting of bond with Clerk of Courts in sum of \$2,500, with proof (copy) provided to Court Administration
- Valid and current Pennsylvania driver's license and required financial responsibility (automobile insurance) on any vehicle used for the performance of judicial duties, with proof (copy) provided to Court Administration
  - If currently unlicensed, check here
- Current contact information provided to Court Administration
- Tax ID # provided to Controller

**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 #

\_\_\_\_\_  
DATE