

## Overview of PCCD's Constables' Education and Training Program

- The Constables' Education and Training Board was created by Statute in 1994 (Title 44, Chapter 71) and the Board membership consists of: the Pennsylvania State Police Commissioner or his designee; three certified constables; one magisterial district judge; one court administrator and one county commissioner. The members serve for a three-year term and meet four times per year. The Board is tasked with training and certifying constables and deputy constables to perform work for the courts.
- In order to attend constables' training classes, constable and deputies must have a valid term of office, either elected or appointed.
- In order to be certified by the Program, constables and deputies must have a valid term of office, have met the training requirements and have valid professional liability insurance.
- Currently there are 885 trained and certified constables and deputy constables, 726 are certified to carry a firearm during the performance of their court related duties.

## Professional Liability Insurance

- Excerpt from Title 44 §7142(b) Liability insurance – Every constable and deputy constable must file with the clerk of courts proof that he has, currently in force, a policy of professional liability insurance covering each individual in the performance of his judicial duties with a minimum coverage of \$250,000 per incident and a minimum aggregate of \$500,000 per year.
- The Program will only accept the professional liability insurance information from the County Clerk of Courts Office in which the constable or deputy constable was elected or appointed.
- Program Staff will not issue a certification number or ID card until the professional liability insurance information is received from the County Clerk of Courts Office.

## Lapses in Certification

- If a constable or deputy constable has a lapse of five years or more in their certification, they are required to attend the 80-Hour Basic Training class per Board regulation.
- If a constable or deputy constable has a lapse of three years or more in their firearms certification, they are required to attend the 40-Hour Basic Firearms class per Board Regulation.

### Constables' Education and Training Board Members:

Board Chair – John Bruno  
Board Vice Chair - Francis C. Peitz, Jr.

Craig Westover  
Thomas S. Brletic  
Major George Bivens  
Patricia Norwood-Foden



Charles H. Ramsey  
Chairman, PCCD

Michael Pennington  
Executive Director, PCCD

John Pfau  
Manager,  
Bureau of Training Services

## **Resignations and Suspensions**

- It is very important to notify PCCD Program Staff of any constable or deputy constable resignations from office; they cannot be certified if they are not currently holding office.
- If a constable or deputy constable is suspended from performing work in the county in which they were elected or appointed, this information should be transmitted to AOPC. As a courtesy, Program Staff should be provided a copy of this suspension order as well in case of any inquiries we may receive from law enforcement or other counties regarding this suspension. It will be added to their county information in CCETS.
- If a constable or deputy constable is suspended from performing work statewide, this information should be transmitted to AOPC as well, however, it is also important to provide Program Staff with a copy of the statewide suspension order. For a statewide suspension, it will be added to their county information in CCETS and we will also send a record to AOPC to remove the constable from their active/certified listing in MDJS.

## **Constable Conduct and County Constable Handbooks**

- Any complaints against constables for their behavior outside of the training environment are referred to the County District Attorney or County Constable Review Board.
- Pennsylvania Unified Judicial System, Constable Policies, Procedures and Standards of Conduct implemented in May 2013 addresses Constable Review Boards.
- President Judges may authorize the creation of an advisory board called a Constable Review Board (CRB) to assist in resolving any disputes related to a constable's performance of judicial duties.

## **Bond Information**

- Title 44 §7114(c) Bond – The bond given by a constable in a township shall be in a sum of not less than \$500 nor more than \$3,000, as the court shall direct, and shall be taken by the clerk of court in the name of the Commonwealth, with conditions for just and faithful discharge by the constable of the duties of office. The bond shall be held in trust for the use and benefit of persons who may sustain injury by reason of neglect of duty, and for the same purposes and uses as a sheriff's bond.
- A bond is not needed for Program certification however, the Program does have a place holder in Constables' Certification, Education and Training System (CCETS) to store the bond information for the constables and deputy constables.

## **Reductions in Training Program**

- Due to current state of training fund, CETB made several changes to the training program.
- 80-Hour Basic Training and 40-Hour Basic Firearms remain intact.
- 20-Hour Continuing Education reduced to 12-Hours Continuing Education in 2020.
- 20-Hour Annual Firearms reduced to 4-Hour Annual Firearms Qualification.
- Advanced Firearms and Optional Training were eliminated.

## **Future of Training Program**

- 2021 training: 20-Hour Continuing Education (three 4-Hour online modules and two 4-Hour classroom modules); 5-Hour Annual Firearms Qualification (to include second weapon qualification); 80-Hour Basic Training and 40-Hour Basic Firearms.
- Constables' Education and Training Board is requiring constables and deputy constables to pay for the 80-Hour Basic Training and 40-Hour Basic Firearms training provided by the Program. Costs determined on an annual basis and posted on PCCD website.
- Constables' Education and Training Act (CETA) surcharge has not been increased since 1994.

## **Constables' Certification, Education and Training System (CCETS)**

- 36 County Clerk of Courts Offices are registered in CCETS.
- 86 Active users from County Clerk of Courts Offices.
- Current PFAD MUSERS can register with CCETS but would use their MUSER Username and Password for access to CCETS.
- Please contact Program Staff if Clerk of Courts staff have any questions or issues logging into CCETS.

## **Keystone Login Information**

- The Commonwealth of Pennsylvania changed the way that Users log into any Commonwealth website (Bureau of Unemployment Compensation, Department of Revenue, Department of Human Services, etc.). Users must now register with Keystone Login. Once you have registered with Keystone Login, this will enable you to log into CCETS and other Commonwealth websites by using the same Username and Password.
- If you have already registered with Keystone Login for another Commonwealth of Pennsylvania website you can use your existing Username and Password to log into CCETS.
- If you have a current CWOPA or MUSER account with the Commonwealth, you can use your existing Username and Password to log into CCETS. These User types do not need to register with Keystone Login.
- The User Guide for Keystone Login can be found at: <https://www.pccd.pa.gov/training/Pages/Constables%27-Education-and-Training-Board.aspx>.
- The Keystone Login Help Desk (877-328-0995) is available to help you with forgotten passwords, changing your profile, duplicate accounts, or other log-in issues. Program Staff cannot help with Keystone Login Issues, users must call the Keystone Login Help Desk for assistance.

## **Program Contact Information**

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- Program Fax Number – 717-783-7140