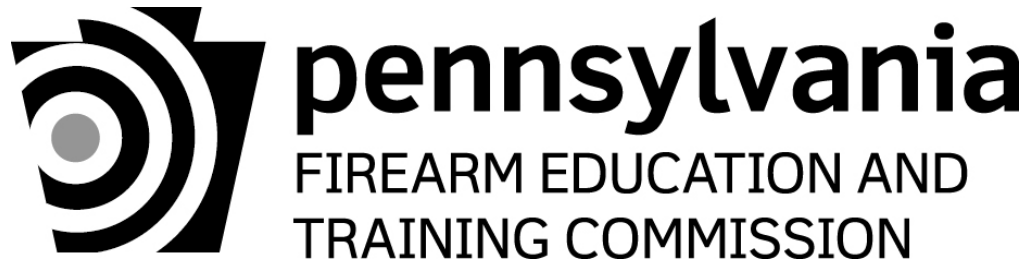


**COUNTY PROBATION AND PAROLE OFFICERS' FIREARM EDUCATION AND TRAINING  
COMMISSION**

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**ANNUAL REPORT**  
**FISCAL YEAR 2012-2013**  
(July 1, 2012 – June 30, 2013)



September 19, 2013

Section 5 (6) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: *"...an annual report to the Governor and to the General Assembly concerning: (i) the administration of the program; and ii) the activities of the commission together with any recommendations for executive or legislative actions."*

Section 5 (16) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: *"...reports to the president judges of the courts of common pleas relating to compliance with this act."*

This report, which is prepared and submitted in accordance with Act 158, contains statistics and data, which are current as of the end of Fiscal Year 2012-13.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith Graybill". The signature is fluid and cursive, with a prominent loop at the end.

Keith Graybill  
Chairman

A handwritten signature in black ink, appearing to read "Todd Burns". The signature is fluid and cursive, with a long horizontal stroke at the end.

Todd Burns  
Executive Director

# FY 2012-2013 ANNUAL REPORT

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## 1.0 Mission Statement

The County Probation and Parole Officers' Firearm Education and Training Commission is committed to providing county probation and parole departments of the Commonwealth quality firearms education and training programs; to improving the probation and parole officers' knowledge and competence with firearms; thereby, enhancing the safety and security of the citizens in the Commonwealth.

### 1.1 Major Accomplishments During the Fiscal Year:

1. Updated the Basic Firearms Training Academy (Course 1) classroom curriculum;
2. Created and incorporated exams into all In-Service training courses.

### 1.2 Major Changes:

1. Longtime Commission Secretary Diane Schaeffer left the Commission;
2. New Commission Secretary Shannon Bennett joined the Commission.

### 1.3 Future Fiscal Year Initiatives:

1. Finalize amendments to Commission Regulations;
2. Develop a new In-Service training course (Course 8).

### 1.4 Commission Website:

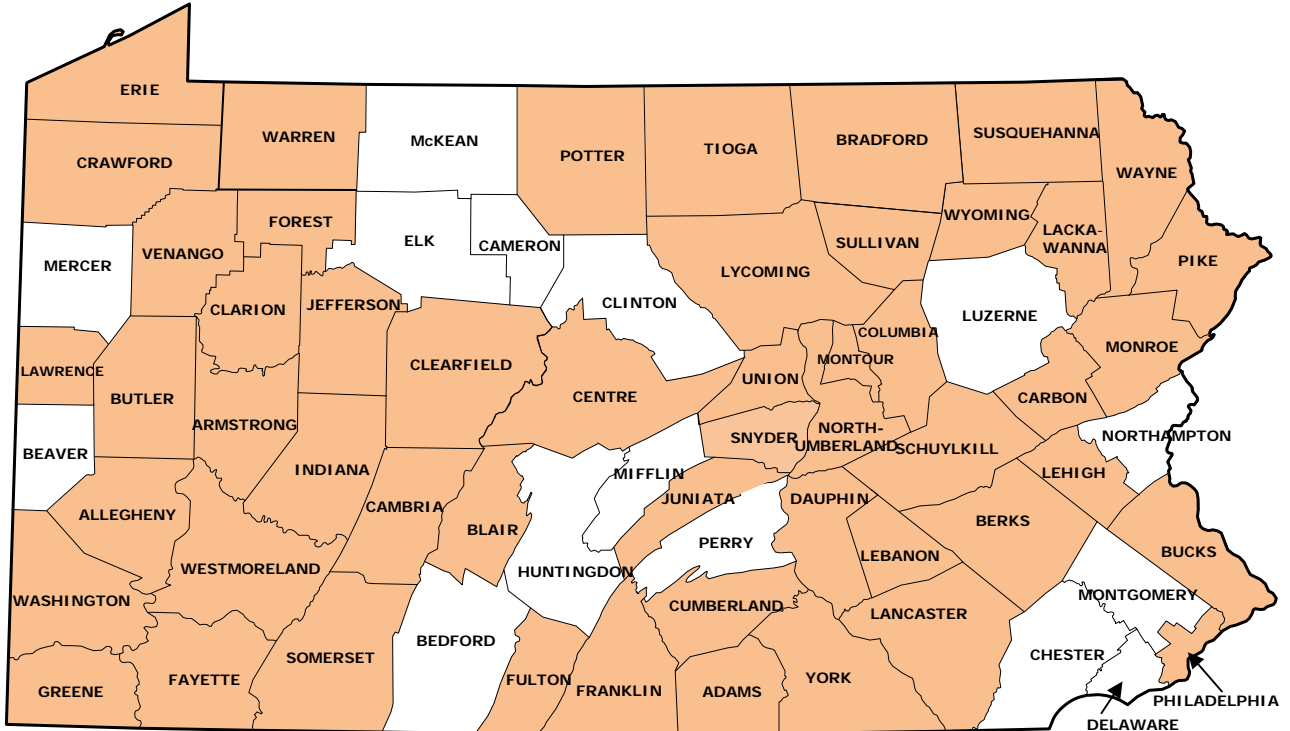
1. The commission maintains a website at [www.fetc.state.pa.us](http://www.fetc.state.pa.us) .

### 1.5 Counties that Carry

<b><u>COUNTY</u></b>	<b><u>DEPARTMENT(S)</u></b>
1. Adams	Adult and Juvenile
2. Allegheny	Adult and Juvenile
3. Armstrong	Adult and Juvenile
4. Berks	Adult and Juvenile
5. Blair	Adult
6. Bradford	Adult and Juvenile
7. Bucks	Adult
8. Butler	Adult and Juvenile
9. Cambria	Adult
10. Carbon	Adult
11. Centre	Adult and Juvenile
12. Clarion	Adult and Juvenile
13. Clearfield	Adult
14. Columbia	Adult and Juvenile
15. Crawford	Adult
16. Cumberland	Adult and Juvenile
17. Dauphin	Adult and Juvenile

18. Erie	Adult
19. Fayette	Adult and Juvenile
20. Forest	Adult and Juvenile
21. Franklin	Adult
22. Fulton	Adult and Juvenile
23. Greene	Adult and Juvenile
24. Indiana	Adult
25. Jefferson	Adult and Juvenile
26. Juniata	Adult and Juvenile
27. Lackawanna	Adult
28. Lancaster	Adult
29. Lawrence	Adult
30. Lebanon	Adult and Juvenile
31. Lehigh	Adult
32. Lycoming	Adult and Juvenile
33. Monroe	Adult, Juvenile and Domestic Relations
34. Montour	Adult and Juvenile
35. Northumberland	Adult and Juvenile
36. Philadelphia	Adult and Juvenile
37. Pike	Adult, Juvenile and Domestic Relations
38. Potter	Adult and Juvenile
39. Schuylkill	Adult
40. Snyder	Adult and Juvenile
41. Somerset	Adult and Juvenile
42. Sullivan	Adult and Juvenile
43. Susquehanna	Adult and Juvenile
44. Tioga	Adult, Juvenile and Domestic Relations
45. Union	Adult and Juvenile
46. Venango	Inter. Punishment Dept. and Juvenile
47. Warren	Adult
48. Washington	Adult and Juvenile
49. Wayne	Adult and Juvenile
50. Westmoreland	Adult and Juvenile
51. Wyoming	Adult and Juvenile
52. York	Adult

Total of 67 counties in PA; 52 counties (78%) currently employ officers who carry firearms on duty.



■ 52 Counties with Probation/Parole Officers Authorized to Carry Firearms (78%)

□ 15 Counties with Probation/Parole Officers Not Authorized to Carry Firearms (22%)

## 2.0 Personnel and Membership

### 2.1 Commissioners

TITLE	CATEGORY (Section 4. (a) Act 1994-158	COMMISSIONER	ORIGINALLY APPOINTED	CURRENT TERM EXPIRES
Chairman	Representative of the Juvenile Court Judges' Commission	Keith A. Graybill	July 9, 2007	August 19, 2013
Vice Chairman	County Adult Probation Officer/Firearms Instructor	R. Scott Schlechter (Lehigh County)	January 15, 1998	October 2, 2014

Member	Chairman, Pennsylvania Board of Probation and Parole	Hon. Michael C. Potteiger	February 2, 2012	N/A
Member	County Adult Probation Officer/Chief	Michelle A. Beaver (Chief, Juniata County)	May 29, 2008	October 3, 2014
Member	County Adult Probation Officer/Firearms Instructor	Erik Christensen (Erie County)	October 3, 2011	October 3, 2014
Member	A Director qualified under the Municipal Police Education and Training Law (P.L. 359, No. 120)	P. Beth Dombrowsky	September 13, 2006	November 15, 2015
Member	County Commissioner of an Armed County	Hon. Mark Hamilton (Tioga County)	January 16, 2009	May 4, 2015
Member	Judge, Court of Common Pleas of an Armed County	Hon. Russell D. Shurtleff (44th Judicial District) Sullivan/Wyoming Counties	December 2, 2010	December 2, 2013
Member	Member, PA Council of Chief Juvenile Probation Officers	John E. Yarnell (Chief, Sullivan/Wyoming Counties)	October 3, 2011	October 3, 2014

## 2.2 Commission Advisors

1. Mr. Thomas Dougherty, Director of Grants and Standards, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
2. Mr. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
3. Mr. Robert McCullough, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
4. Mr. William J. McDevitt, Jr., Director, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
5. Mr. Gregory A. Young, Director, Division of Training, Pennsylvania Board of Probation and Parole



## 2.3 Commission Staff

1. Mr. Todd Burns, Executive Director of the Commission
2. Mr. Nicholas F. Klimowicz, Administrative Officer of the Commission
3. Ms. Shannon Bennett, Secretary of the Commission

## 2.4 Committees

### A. Curriculum Committee

The Curriculum Committee meets periodically to review the content of the Commission's courses, develop new courses, identify new areas and methods of training, make recommendations on training curricula, and discuss other issues related to the Commission.

1. Eric B. Burkholder, Berks County Juvenile Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Justin Anderson, Dauphin County Adult Probation
4. Thomas V. Benge, Meadville Police Department (Ret.)
5. Craig Christensen, Erie County Adult Probation
6. Commissioner Erik Christensen, Erie County Adult Probation
7. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
8. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
9. James Gunderman, Jr., Dauphin County Adult Probation
10. Ron Millward, Centre County Probation
11. David Mink, Allegheny County Juvenile Probation
12. Kenneth M. Smith, Pennsylvania Board of Probation and Parole
13. Neil N. Stefanisko, Schuylkill County Adult Probation
14. Gregory A. Young, Pennsylvania Board of Probation and Parole
15. Todd Burns, Executive Director of the Commission
16. Nicholas F. Klimowicz, Administrative Officer of the Commission

### B. Policy Committee

The Policy Committee reviews current policies and procedures, makes recommendations to the Commission on policy issues, and develops policies to be implemented.

1. Commissioner John E. Yarnell, Chief Sullivan/Wyoming Juvenile Probation, Chair
2. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
3. The Honorable Mark Hamilton, Tioga County Commissioner

4. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
5. Ronald J. Seyko, Director, Allegheny County Adult Probation
6. Larry J. Straitiff, Chief, Jefferson County Adult Probation (Ret.)
7. Todd Burns, Executive Director of the Commission
8. Nicholas F. Klimowicz, Administrative Officer of the Commission

#### C. Officer Safety Research Committee

The Officer Safety Research Committee reviews and makes recommendations to the Commission on all aspects of officer safety.

1. Ron Millward, Centre County Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Gerald P. Davis, Lackawanna County Adult Probation
4. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
5. Joseph MacLaughlin, Franklin County Adult Probation
6. Brian Rock, Lackawanna County Adult Probation
7. Commissioner John E. Yarnell, Chief, Sullivan/Wyoming County Juvenile Probation
8. Todd Burns, Executive Director of the Commission
9. Nicholas F. Klimowicz, Administrative Officer of the Commission

#### D. Fiscal Committee

The Fiscal Committee's primary focus is to review the Commission's financial status, ensuring that revenue and expenditures are closely monitored and properly managed.

1. Commissioner Keith A. Graybill, Juvenile Court Judges Commission, Chair
2. Commissioner Michelle A. Beaver, Chief, Juniata County Probation
3. Robert McCullough, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
4. Todd Burns, Executive Director of the Commission
5. Nicholas F. Klimowicz, Administrative Officer of the Commission

### **3.0 Program Administration**

The Commission meets every other month of the calendar year, usually in State College, Pennsylvania. Commissioners receive announcements and updates from the Chairman and Executive Director on topics and issues of interest to the Commission and conduct the general business functions of the Commission. The Executive Director and Chairmen of the various committees report on their activities and, as necessary, comment and make recommendations on business items before the Commission.

- 3.1 Commission Meetings: July 19, 2012, September 19, 2012, November 15, 2012, January 17, 2013, March 21, 2013, May 16, 2013.

#### 4.0 Training Program Administration

The Commission oversees a variety of firearm-specific training courses. The courses are designed to improve probation officers' proficiency with their firearms. After completion of the Basic Firearms Training Academy, officers are required to complete additional courses yearly. Courses are either Commission-run, with in-service courses (Courses 2-7) conducted via a contract with the Harrisburg Area Community College, or are run in-house by individual county departments. A brief description and summary of the courses follows.

- 4.1 Basic Firearms Training Academy (FETC Course 1): Included in the program are topics on officer's authority, jurisdiction and use of force, firearm safety, introduction to firearms, and shooting fundamentals. The major portion of the program is hands-on skills development on the firing range, providing a minimum of 31 hours of instruction. The overall course is a minimum of 49 hours of instruction.

Table 4.1A Commission Course 1

Class / Class Code	Dates	Officers Trained
68 <sup>th</sup> BTA (BACCOMM034)	7/11/2012-8/3/2012	11
69 <sup>th</sup> BTA (BACCOMM035)	9/5/2012-9/28/2012	14
70 <sup>th</sup> BTA (BACCOMM036)	10/10/2012-10/26/2012	30
71 <sup>st</sup> BTA (BACCOMM038)	6/4/2013-6/28/2013	28
4	Total	83

Table 4.1B In-House Course 1

Class Code	Dates	Officers Trained
BACFAAD007	9/25/2012-10/5/2012	3
BAEBKAD002	10/31/2012-11/9/2012	8
BACSUAD001	1/14/2013-1/24/2013	1
BACDAAD005	1/15/2013-1/24/2013	1
BACALJU003	3/25/2013-4/12/2013	25
BACFAAD008	6/24/2013-7/12/2013	1
9	Total	39

- 4.2 Critical Incident/Report Writing (FETC Course 2) via Harrisburg Area Community College contract: This course offers information on defining and recognizing a critical incident and how to react to one in the interest of preserving the health of the officer and their family. Participants explore the impact of a critical incident on an officer's life, identify the acute and delayed reactions to critical stress, recognize the potential for Post Traumatic Stress Syndrome, review confidentiality, legal and denial concerns of the officer that may inhibit their ability to deal with a critical incident, identify support activities that can serve to mitigate the negative effects of a critical incident, and review key concerns in preparing critical incident reports.

Table 4.2A Commission Course 2

Class Code	Date	Officers Trained
CECCOMM292	8/23/2012	7
CECCOMM325	4/11/2013	37
CECCOMM330	5/9/2013	39
3	Total	83

Table 4.2B In-House Course 2

Class Code	Date	Officers Trained
CECWLWJU001	8/30/2012	7
CECPHAD002	9/6/2012	10
CECPHJU002	9/7/2012	10
CECBEJU006	10/23/2012	3
CECERAD003	10/26/2012	1
CECLAAD001	12/5/2012	1
CECWEJU001	12/21/2012	1
7	Total	33

- 4.3 Officer Survival Mindset/Cover and Concealment/ Immediate Action Drills (FETC Course 3) via Harrisburg Area Community College contract: This course explores the value and benefits of a positive mindset for the safety and survival of probation and parole officers in dangerous circumstances, reviews the basic principles of marksmanship and weapon handling skills, provides instruction in tactical movement to cover and concealment as well as immediate actions to clear malfunctioning handguns.

Table 4.3A Commission Course 3

Class Code	Date	Officers Trained
CECCOMM317	7/11/2012	10
CECCOMM284	7/26/2012	19
CECCOMM291	8/22/2012	19
CECCOMM321	8/28/2012	19
CECCOMM316	9/27/2012	17
CECCOMM327	4/24/2013	20
CECCOMM333	5/17/2013	20
CECCOMM370	5/30/2013	20
CECCOMM342	6/20/2013	20
CECCOMM344	6/28/2013	19
10	Total	183

Table 4.3B In-House Course 3

Class Code	Date	Officers Trained
CECPHAD001	7/10/2012	15
CECPHJU001	7/10/2012	13
CECWOJU003	4/17/2013	9
3	Total	37

- 4.4 Wounded Officer Survival Tactics (FETC Course 4) via Harrisburg Area Community College contract: This course explores one-handed clearing and re-loading techniques and a “no quit” attitude for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.4A Commission Course 4

Class Code	Date	Officers Trained
CECCOMM306	7/10/2012	24
CECCOMM313	8/6/2012	16
CECCOMM290	9/18/2012	23
CECCOMM293	10/9/2012	22
CECCOMM260	10/25/2012	5
CECCOMM326	4/16/2013	22
CECCOMM331	5/13/2013	22
CECCOMM371	6/20/2013	23
8	Total	157

Table 4.4B In-House Course 4

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

- 4.5 SIMUNITION® Training (FETC Course 5) via Harrisburg Area Community College contract: This course is designed to help prepare probation and parole officers for real world situations and to validate or invalidate current training. The training covers officer safety issues relating to use of force decision-making, building approaches, door approaches, entries, tactics, team movement, and the proper use of safety equipment.

Table 4.5A Commission Course 5

Class Code	Date	Officers Trained
CECCOMM285	7/16/2012 - 7/18/2012	23
CECCOMM286	7/18/2012 - 7/20/2012	22
CECCOMM279	8/13/2012 – 8/15/2012	22
CECCOMM280	8/15/2012 – 8/17/2012	20
CECCOMM314	10/1/2012 – 10/3/2012	21
CECCOMM315	10/3/2012 – 10/5/2012	24
CECCOMM277	10/15/2012 – 10/17/2012	16
CECCOMM334	5/20/2013 – 5/22/2013	15
CECCOMM335	5/22/2013 – 5/24/2013	18
CECCOMM336	6/10/2013 – 6/12/2013	23
CECCOMM337	6/12/2013-6/14/2013	22
11	Total	226

Table 4.5B In-House Course 5

Class Code	Date	Officers Trained
CECLYJU007	10/9/2012 – 10/12/2012	13
1	Total	13

- 4.6 Deadly Force Response and Decision Making – Laser Shot® (FETC Course 6) via Harrisburg Area Community College contract: This course explores judgment and decision-making in shoot / no-shoot scenarios for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.6A Commission Course 6

Class Code	Date	Officers Trained
CECCOMM302	7/23/2012	10
CECCOMM318	8/2/2012	12
CECCOMM319	8/3/2012	11
CECCOMM307	8/6/2012	12
CECCOMM303	8/8/2012	11
CECCOMM309	8/21/2012	12
CECCOMM304	9/10/2012	12
CECCOMM289	9/17/2012	12
CECCOMM298	9/19/2012	11
CECCOMM299	9/20/2012	12
CECCOMM300	9/25/2012	12
CECCOMM310	9/28/2012	12
CECCOMM311	10/2/2012	12
CECCOMM312	10/3/2012	12
CECCOMM328	5/2/2013	12
CECCOMM332	5/16/2013	12
CECCOMM338	6/17/2013	12
CECCOMM339	6/18/2013	9
CECCOMM343	6/26/2013	11
19	Total	219

Table 4.6B In-House Course 6

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

- 4.7 Weapon Control / Weapon Retention and Disarming (FETC Course 7) via Harrisburg Area Community College contract: This course explores legal issues, mindset issues, and practical skills with regard to weapon retention and disarming techniques.

Table 4.7A Commission Course 7

Class Code	Date	Officers Trained
CECCOMM297	7/27/2012	18
CECCOMM301	7/31/2012	17

CECCOMM288	8/2/2012	16
CECCOMM308	8/9/2012	15
CECCOMM320	8/27/2012	18
CECCOMM329	5/3/2013	17
CECCOMM340	6/18/2013	11
CECCOMM341	6/19/2013	18
8	Total	130

Table 4.7B In-House Course 7

Class Code	Date	Officers Trained
CECBEJU002	7/27/2012	9
CECBEJU003	8/17/2012	12
CECBEJU005	9/21/2012	12
CECBEJU004	9/28/2012	12
CECLHAD006	10/25/2012	21
5	Total	66

4.8 Train the Trainer Courses. These courses certify CFI's and MI's to instruct Courses 2-7.

Table 4.8 Train the Trainer

Class Code	Course	Date	Officers Trained
CECOMM324	6	3/20/2013	18
1	Total		18

4.9 Total Number of Officers Trained

Table 4.9A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
89	1287

Table 4.9B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
64	1099



Table 4.9C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
25	188

## 5.0 Officers Annual Requalification

Officers must qualify with their duty weapon each year.

Table 5.0 Total number of officer annual requalifications:

TOTAL NUMBER OF REQUALIFICATION EVENTS	OFFICERS TRAINED
132	1008

## 6.0 Instructor Administration

The Commission certifies qualified instructors as Commission Certified Firearms instructors (CFI's). The Commission manages all CFI's including verifying credentials, training, and training records. After becoming a Commission CFI an instructor may qualify to become a Master Instructor (MI). An MI is a class of CFI who has satisfied additional Commission instructor requirements. MI's are authorized to conduct and oversee in-house trainings. Additionally, all instructors may attend Commission-run Train the Trainer classes to become familiarized and credentialed for specific courses of instruction.

Table 6.0 Number of MI's and CFI's

Number of MI's	Number of CFI's
30	142

## 7.0 End-of-Year Financial Status

7.1 Fiscal Year 2011-2012 Fund Balance: \$1,074,876

7.2 Fiscal Year 2012-2013 Personnel Costs

DESCRIPTION	AMOUNT
SALARIES	\$116,796
BENEFITS	\$70,362
TOTAL	\$187,158

7.3 Fiscal Year 2012-2013 Operating Costs: \$342,332

7.4 Fiscal Year 2012-2013 Total Expenditures: \$529,490 (Not including commitments)

7.5 Fiscal Year 2012-2013 Total Revenues: \$414,951

7.6 Fiscal Year 2012-2013 Fund Balance: \$960,336

## **8.0 Recommendations for Executive or Legislative Actions**

The Commission has no recommendations for either executive or legislative initiatives.

