

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
CONSTABLES' EDUCATION AND TRAINING BOARD

Thursday, August 14, 2025

9:00a.m. – 12:00p.m.

Approved Meeting Minutes

Members in Attendance	PCCD Staff
Constable Craig Westover (Chairman)	Tracy Beaver
Patricia Norwood-Foden, (Vice-Chairperson)	Kathy Clarke
Albert Abramovic	Theresa Ford
Constable Harry Albert	Allison Gantz
Honorable Wilden Davis	Nicholas Hartman
Major Gerard B. McShea	Dorthey Jacobelli
Constable Joshua Stouch	Joseph MacLaughlin
	Jennifer Moore
	Debra Sandifer
Guests	Ekaterina Shull
Anthony Luongo, Temple University	Michael Vaughn
Michael Marcantino, Temple University	Jackie Weaknecht
Anthony Mucha, PSU-JASI	Deborah Williams
Stephen Shelow, PSU-JASI	Ulysses Wilson
Constable Abraham Smith	
Constable Terry White	

I. Call to Order and Introductions

Chairman Craig Westover welcomed members and called the meeting to order at 9:00 a.m. Roll call was taken of Board members, and a quorum was established. Chairman Westover reminded those in attendance that the meeting was being recorded.

Board members then introduced themselves, followed by introductions of PCCD staff, and training delivery contractors by Mr. Nicholas Hartman.

II. Approval of the Minutes from May 15, 2025

A motion to approve the May 15, 2025, minutes was made by Constable Joshua Stouch and seconded by Vice-Chair Patricia Norwood-Foden. The motion passed unanimously.

III. Action Items

- **Financial Report August 14, 2025**

Ekaterina Shull presented the report for the fourth quarter of SFY 2024-25. The report showed a carryover balance of \$3,737,882.74 from the previous fiscal year, along with additional receipts of \$1,614,694.45, bringing the total to \$5,352,577.19 as of 06/30/25. Total of cumulative expenditures and commitments is \$6,544,992.01. This includes \$751,040.62 in administrative expenditures and commitments. Total uncommitted funds as of end of quarter is \$-192,414.82. Checks deposited for class reimbursements totaled \$115,233.25.

Chairman Westover asked about the quarterly fiscal updates and whether future projections would match the expected accuracy of the Constable's Education and Training Act (CETA) fee estimates. Ms. Ekaterina Shull explained that the chart is a conservative revenue projection. Chairman Westover noted the financial picture has improved.

A motion to approve the Financial Report was made by Constable Stouch and seconded by Judge Davis. The motion passed unanimously.

IV. Information Items

- **Supervisor's Report**

Mr. Michael Vaughn reported that the in-person continuing education topics for 2026 will be *Emergency Care Strategies for Constables* and *Judgmental Use of Force*, with each session lasting four hours. Online training topics for 2026 will include *Threat Group Awareness*, *Professional Conduct and Ethics*, and a *Title 18* refresher.

A total of 29 in-person continuing education classes have been completed. Of the constables who attended, 161 constables (18%) have successfully fulfilled all continuing education requirements for 2025. Additionally, approximately 217 constables have completed the *Levies* online course; 214 constables have completed the *Human Trafficking* online course; and 248 constables have completed the *Domestic Violence* course.

A total of 324 constables attended the annual firearms classes in 2025. Of those, 35 did not pass, resulting in a 10% failure rate. Additionally, there was one no-show, one equipment malfunction, and three instances of double failures.

Nineteen constables successfully completed the first Constable Basic Training class. The second Basic Training class is currently in progress, with 15 constables enrolled.

In the first Basic Firearms class, 19 constables participated; 14 successfully completed the course, while 5 did not, resulting in a 26% failure rate. An additional Basic Firearms class is scheduled to begin in October 2025. As of now, there are a total of 785 certified constables, of which 606 are also firearms certified.

Per the Board's request, an update was provided regarding the Sig Sauer P320 weapon, and it was noted that in 2017, Sig Sauer, the manufacturer, issued a voluntary upgrade for the weapon system that redesigns internal components to address potential safety issues.

- **Training Delivery Contractor Updates**

PSU-JASI reports that the current basic training class is in its third week, with 15 constables enrolled. All continuing education and firearms classes are at full capacity, with additional constables on waiting lists. Due to class size limitations, expanding these courses is not currently possible.

Temple University reported that all training classes for the remainder of the year are also at full capacity, with additional constables on the waitlist firearms classes. Additionally, Temple mentioned concerns about accommodating the constables on the waiting list. Temple also provided a brief update on the new training locations introduced during the 2025 Training Year, noting favorable feedback from participants.

Mr. Anthony Luongo provided an update on the issuance of certificates of completion for online training topics. The instructional design team researched the license capabilities and determined that issuance of certificates is an enhancement to the current system. Temple has initiated discussions with Canvas to explore the cost and feasibility of acquiring the necessary license. Once further details are available, updates will be provided to both PCCD staff and the Board.

Chairman Westover raised concerns about constables arriving at firearms qualification ranges without being registered for the annual firearms class and requesting to qualify. Temple University confirmed this issue also occurs with continuing education classes. Chairman Westover emphasized that registration information is readily available online for constables. Vice-Chair Norwood Foden inquired about the current protocol when an unregistered constable arrives at a training site. It was confirmed that unregistered constables are not permitted to participate in the training.

Mr. Hartman explained that when staff completes class projections for a training year, a 25% increase is calculated into the number of available seats. Ms. Tracy Beaver added that in 2025, out of the completed 29 in-person classes for continuing education, there were 125 vacant seats. In addition, there were 56 vacant seats for the 21 completed annual firearms classes and three classes were cancelled due to low enrollment. Many of the classes that were held in the beginning of the year met the minimum class size but had vacant seats.

Ms. Beaver further clarified that the training schedule outlines class requirements and communicates registration deadlines to the training population. Additionally, the training delivery coordinators provide a detailed list of class requirements in the confirmation letter.

- **Online Payment Status**

Mr. Hartman indicated that staff have been attending meetings on the use of Electronic Payment Processing (EPP) and have met with both IT and PCCD's business analyst teams to discuss future steps.

- **AOPC Constable Data Request**

Ms. Kathy Clarke provided an update on the data request made to the Administrative Office of PA Courts (AOPC). PCCD staff met with AOPC and submitted a formal request for constable data for years 2016-2024. PCCD staff researchers will be extracting and analyzing the data, and it is anticipated that they will be presenting their findings at the November Board meeting.

V. Discussion Item

- **Full Metal Jacket Ammunition (a/k/a Ball)**

Mr. Joseph MacLaughlin, Firearms Education and Training Administrator at PCCD, explained that the difference between ball and duty ammunition could become a legal matter if a constable was required to testify after an incident where there was a weapon discharge. Mr. MacLaughlin confirmed that, during qualification courses, the speed of a bullet at a paper target is consistent regardless of ammunition type.

Mr. Hartman reported that during the 2020 annual firearms classes, duty ammunition was the ammunition type used in qualification. In training bulletin 102 of April 2021, the restriction of using duty ammunition at annual firearms classes was lifted due to ammunition shortages. In 2023, duty ammunition was again required for qualification. Staff will review the Constables Firearm Certification Data Sheet with PCCD legal staff to determine whether the language should be changed and will also review Board minutes from November 02, 2023.

VI. Public Voice

Constable Abraham Smith supports the allowance of ball ammunition for qualification if duty ammunition is brought to class and documented by instructors. Constable Smith also said that an instructor indicated there is a login to Unified Judicial System (UJS) portal for access to address information or warrant status. Vice-Chair Norwood Foden commented there are guidelines for permitting access to a secure data portal, and that the public portal provides records of warrant status.

Constable Terry White asked why the meeting was not accessible through Teams. Ms. Beaver responded that a Teams link is available upon request and noted that the link, along with meeting materials, is posted on the PCCD calendar website. Constable White further inquired about the rationale behind PCCD's filing of a brief on the Wiggs case..

Ms. Debra Sandifer explained that the Office of General Counsel directed PCCD, in collaboration with PSP, to draft an amicus brief regarding the Wiggs case. The brief outlined training requirements, course topics, and number of instructional hours. It also included data on

the number of certified constables and described the Board's legislative mandate and organizational structure.

VII. 2025 Meeting Dates

- November 6, 2025

VIII. Executive Session

A motion to approve Executive Session was made by Constable Stouch and seconded by Constable Albert. The motion passed unanimously.

A motion to adjourn from Executive Session was made by Constable Stouch and seconded by Constable Albert. The motion passed unanimously.

IX. Adjournment

A motion to adjourn was made by Judge Davis and seconded by Constable Albert. The motion passed unanimously. The meeting adjourned at 11:46 a.m.