

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

Thursday, November 6, 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
Commissioner Albert “Chip” Abramovic	Theresa Ford
Constable Harry Albert	Charles Gartside
Constable Joshua Stouch	Nicholas Hartman
Honorable Wilden Davis	Dorthey Jacobelli
	Kirsten Kenyon
Guests	Jennifer Moore
Anthony Luongo, Temple University	Dr. Robert Orth
Michael Marcantino, Temple University	Deborah Sandifer
Stephen Shelow, PSU-JASI	Alison Sindlinger
Tony Mucha, PSU-JASI	Ekaterina Shull
Captain Kevin Creighton, Pennsylvania State Police	Michael Vaughn
Constable Abraham Smith	Deborah Williams
Constable Terry White	Ulysses Wilson

I. Call to Order and Introductions

Chairman Craig Westover welcomed the members and called the meeting to order at 9:10a.m. Roll call was taken, 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 August 14, 2025

A motion to approve the August 14, 2025, minutes was made by Vice-Chairperson Patricia Norwood-Foden and seconded by Constable Joshua Stouch. The motion passed unanimously.

III. Presentation

- **AOPC Constable Data Analysis**

Dr. Robert Orth and Charles Gartside, PCCD Research Consultants, presented an analysis of constable work activity. The analysis examined the attrition in constable certification and work

completed for the minor judiciary. Data was drawn from two sources: PCCD's internal certification records and centralized data from Administrative Office of Pennsylvania Courts (AOPC). The analysis covered a nine-year period from 2016-2024.

The data analysis yielded the following findings:

- *Certification Attrition:* Constable certification attrition has increased from training year to training year.
- *Rate of Certification Attrition:* The rate of constable certification attrition has increased from training year to training year.
- *Court Work in Same Year of Certification:* The number of newly certified constables completing court work in the same year as certification has declined from training year to training year.
- *Rate of Court Work Attrition:* The rate attrition related to court work has increased from training year to training year.
- *Court Work Attrition Among Certified Constables Initially Available to Work for the Courts:* The proportion of certified constables who did not complete court work after receiving initial certification has increased.

Additional analysis will be conducted to further examine the metrics identified above, as well as additional metrics requested by the Board. An analysis of dockets assigned to constables is also projected to be presented in the next calendar year.

As next steps, analysts will present data to the Board on certification and court-related attrition. In the coming year, analysts will also present an examination of dockets using AOPC data, including the locations where dockets are being served. An analysis of the origination of CETA fees will also be presented.

IV. Action Items

- **Financial Report November 6, 2025**

Ekaterina Shull presented the report for the first quarter of SFY 2025-26. The report showed a carryover balance of \$3,584,648.04 from the previous fiscal year, along with fees collected in the amount of \$405,074.05, bringing the total funds to \$3,989,722.09, as of 9/20/25. Total of cumulative expenditures and commitments is \$4,296,412.54. This includes \$300,225.23 in administrative expenditures and commitments. Total uncommitted funds as of end of quarter is \$-306,690.45. Checks deposited for class reimbursements totaled \$18,594.00.

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

- **Instructor Application**

Ms. Tracy Beaver presented an instructor application submitted by Penn State University for instructor William "Jacen" Huss. Mr. Huss previously was a board-certified instructor and is requesting recertification in general physical skills, including Oleoresin Capsicum Aerosol

Training (OCAT) and expandable baton. Staff is recommending board recertification for Mr. Huss in these areas.

A motion to approve the instructor application was made by Vice Chairperson Patricia Norwood-Foden and seconded by Constable Joshua Stouch. The motion passed unanimously.

V. Information Items

- **Supervisor's Report**

Mr. Michael Vaughn presented a training summary for 2025. A total of 36 continuing education classes were conducted, with 130 seats remaining vacant. Overall, 491 constables completed the 2025 Continuing Education requirements, resulting in a 55% completion rate. Additionally, 587 constables completed the online Domestic Violence course (66%), 555 constables completed the online Human Trafficking course (62%), and 523 constables completed the Levies and Liens course (58%).

A total of 35 Annual Firearms classes were scheduled for the 2025 training year, with 535 constables in attendance and 82 seats remaining vacant. A total of 70 failures and 10 double failures were recorded, resulting in an 11% failure rate.

Two Basic Training classes were conducted, with 33 constables successfully completing the training. Additionally, two Basic Firearms classes were held, resulting in 28 successful completions.

There are 804 active and certified constables, of which 602 are firearms certified, resulting in a 74% firearms certification rate. Since 1996, a total of 4,910 constables have completed Basic Training and achieved certification.

- **Audit Results**

Mr. Vaughn reported that the PA Department of the Auditor General completed an audit for the period of July 1, 2023, through June 30, 2024. PCCD was found in full compliance with all applicable policies, procedures, and guidelines related to the training accounts.

- **Class Cost for Failures**

The Board was advised that payments for class failures will be adjusted based on the number of training hours per class subject for the 2026 Training Year.

- **Update on 2025 Training Grievances**

In 2025, five Act 49 training grievances were received and resolved by PCCD.

- **2026 Continuing Education Curriculum Overview**

Deb Williams reported that, in 2026, constables will be required to complete 20 hours of Continuing Education across five different subjects. This will include two in-person subjects at four hours each and three online subjects comprising the remaining 12 hours. Course descriptions are included in the Board packet.

- **Contractor Updates**

Michael Marcantino, Temple University, thanked PCCD for providing an instructor update for the in-person subject of Emergency Care Strategies for Constables.

Tony Luongo, Temple University, reported the three online subjects for 2026 will go live on January 20, 2026, and will close on November 21, 2026. Certificates will be available to print after the completion of the online subjects found on Canvas. In addition, he reported that PCCD and Temple staff met to begin planning the continuing education subjects for 2027.

Tony Mucha, PSU-JASI, provided the date for instructor updates.

VI. Other Business

- **2026 Board Meeting Dates**
 - o February 12, 2026
 - o May 14, 2026
 - o August 13, 2026
 - o November 5, 2026
- **Limited Liability Company (LLC)**

Chairman Westover introduced the topic of constables being paid through LLCs. It was noted that initially, PCCD staff was advised by AOPC that any questions regarding LLC programs should be directed to a magisterial district judge or county court administrator.

VII. Public Voice

- **Constable Terry White**

Constable White requested a written response to the email that he had sent to the resource account concerning standards and Act 49.

- **Shortage of Constables**

Chairman Westover reported he had a discussion with the President of the Special Board of Judges Association, regarding a shortage of constables. Chairman Westover raised the question of whether the Board should reconsider allowing the waiver exam for newly retired police officers for certification.

- **CETA Fee Increase and Pay Increase**

Constable Stouch provided an update on Senate bills that could impact the Constable Education Training Program.

VIII. Executive Session

A motion to approve Executive Session was made by Chairman Craig Westover and seconded by Joshua Stouch. The motion passed unanimously.

A motion to adjourn from Executive Session was made by Joshua Stouch and seconded by Vice Chairperson Patricia Norwood-Foden. The motion passed unanimously.

IX. Adjournment

A motion to adjourn was made by Chairman Craig Westover and seconded by Vice Chairperson Patricia Norwood-Foden. The motion passed unanimously. The meeting was adjourned at 11:42 a.m.