

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD
Tuesday, February 4, 2025
2:00 p.m. – 5:00 p.m.
Meeting Minutes

Members in Attendance	PCCD Staff
Angeline Brown	Theresa Ford
David Glass	Heather Hewitt
Stephanie Jirard	Doug Hummel
Michael J. Koury Jr.	Dorthey Jacobelli
Brandon Neuman	Don Numer
Jody S. Smith	Ekaterina Shull
Jason Tarap	Lindsay Vaughan
Ed Walker	Jackie Weaknecht
Members Absent	Deb Williams
Barry Howe	
	Guests
	Anthony Luongo, Temple University
	Stephen Shelow, PSU-JASI
	Sheriff Daniel Zeigler
	Sheriff Rochelle Bilal
	Sheriff Michael Slupe
	Chief Deputy Marc Shaffer
	Lt. Stephen Postell
	Elizabeth Van Nostrand
	Latrina Ivy
	Paul Young
	Aaron Caulfield
	Chief Deputy Amanda Whritenour
	Jamison Rogers
	Melody Slashinski
	Alyssa Johnston
	Patrick Lee

I. Call to Order

Acting Chairperson Smith called the meeting to order at 2:00 p.m. and a quorum was established. Mr. Numer, PCCD, informed everyone that the meeting was being recorded.

II. Action Items

- **Election of Officers**

Mr. Numer informed the Board that elections would be held for the positions of Chairman and Vice-Chairman. He then called for nominations for Chairman. Deputy Walker nominated Sheriff Smith for Board Chairwoman, and Judge Neuman seconded the nomination. No further nominations were made. Deputy Walker then made a motion to elect Sheriff Smith as Board Chairperson, which was seconded by Judge Neuman. There was no discussion, and the motion passed with the following votes:

Voting Yes: 7 Voting Nay: 0 Abstentions: Sheriff Smith

Chairperson Smith nominated Deputy Walker for the position of Vice-Chairman. Commissioner Glass seconded the nomination. No other nominations were made. Chairperson Smith made a motion to elect Deputy Walker to the position of Vice-Chairman and Judge Neuman seconded the motion. Chairwoman Smith asked if there was any Board discussion or public comment regarding the motion. No discussion ensued and the motion passed with the following votes:

Voting Aye: 7 Voting Nay: 0 Abstentions: Deputy Walker

- **Approval of October 22, 2024 Minutes**

A motion to approve the October 22, 2024, meeting minutes was made by Deputy Walker and seconded by Chairperson Smith. The motion passed unanimously.

- **Fiscal Report**

Ms. Shull, PCCD, reviewed the second-quarter fiscal report for the 2024-2025 state fiscal year, covering the period ending December 31, 2024. The balance carried over from the previous year was \$4,828,174.56. Fee collections as of December 31, 2024, totaled \$3,079,205.23, bringing the total available funds to \$7,907,379.79. Total expenditures as of December 31, 2024, amounted to \$2,487,504.35, which included \$590,668.51 in reimbursements to counties. The total expenditures and commitments reached \$10,636,173.89, including \$126,306.36 in administrative expenses, with details available on page 14 of the meeting packet. The uncommitted balance as of December 31, 2024, was negative \$2,728,794.10.

There was no discussion regarding the fiscal report. Deputy Walker made a motion to approve the second-quarter fiscal report for the state fiscal year 2024-2025, covering the period ending December 31, 2024, which was seconded by Judge Koury.

Chairperson Smith inquired about the status of invoicing for contract number 4300706760 with Temple University. She expressed concern that the contract had not been closed out, as the contract period ended on October 31, 2023. Mr. Numer clarified that while the invoice had been submitted and approved, the contract could not be closed until the invoice is paid. There was no further discussion, and the motion passed unanimously.

III. Training Supervisor's Report

Mr. Numer reported that approximately \$6.3 million has been paid for county reimbursements, with around \$7.5 million still owed to the counties for submitted invoices. PCCD fiscal and program staff will continue reviewing the feasibility of issuing additional payments. Fee collections have been trending upward since fiscal year 2020-2021, with collections for fiscal year 2023-2024 reaching just over \$5.75 million, slightly exceeding the projected \$5.7 million. This represents an increase of approximately \$800,000 compared to the previous fiscal year. Fee collection projections for fiscal year 2024-2025 are set at \$5.875 million. Mr. Numer also reminded the Board that the program audit by the Pennsylvania Auditor General's Office is still ongoing.

Mr. Numer provided an update on basic training classes. Class B-25-01 began on January 6, 2025, with 40 deputies enrolled, and graduation is scheduled for May 16, 2025. Class B-25-02, starting April 14, 2025, also has 40 deputies enrolled, with an additional 40 on the waitlist. The physical fitness entrance test for this class is scheduled for March 31, 2025. Class B-25-03 will begin on July 14, 2025, and enrollment will open shortly after the March 31, 2025 physical fitness test.

Three waiver training classes are scheduled for 2025, with the first class beginning on April 7, 2025. Additional classes will be held in June and October. The 2025 online continuing education training opened on January 21, 2025, and 334 deputies (17.5%) have completed the training. Enrollment has also opened for the 2025 Train the Trainer Firearms Instructor, Patrol Rifle Instructor, and Firearms and Patrol Rifle Instructor Recertification classes.

Mr. Numer reported that in December 2024, questions regarding the request to offer basic training in Philadelphia were sent to the Philadelphia Office of the Sheriff. The sheriff's office responded, prompting follow-up questions that were sent on January 31, 2025. PCCD staff continue to communicate with the sheriff's office regarding their request and will keep the Board informed.

Regarding policy changes, Mr. Numer noted that at the October 2024 meeting, the Board initially reviewed recommended changes to further define time extensions, including language about administrative duty, restricted or limited duty, and full-duty service. Since then, concerns have been raised regarding these recommendations, particularly with

respect to the Training Act's requirement that deputies be certified within one year of their hire date. Mr. Numer stated that the Board will not be considering any policy changes at this meeting.

IV. Time Extension Requests

Mr. Hummel reviewed the time extension request submitted by Sheriff Daniel Zeigler of Carbon County for Deputy Luis Valdez. The request sought approval for Deputy Valdez to continue employment and serve in a full-duty capacity. Deputy Valdez was scheduled to take the entrance physical fitness test on December 3, 2024, for class B-25-01 (January 2025 – May 2025) but was unable to attend due to a medical procedure. He is currently enrolled on the waiting list for class B-25-02, which begins April 14, 2025.

Sheriff Zeigler noted that he was a member of the workgroup that recommended policy changes regarding time extensions for deputies to serve in a limited-duty capacity. He pointed out that the Board had previously approved a similar time extension for one of his deputies at the last meeting and expressed appreciation for the Board's consideration of this request.

Sheriff Bilal sought clarification on the proposed policy changes. Mr. Numer explained that a workgroup had been formed to review issues related to time extensions. The proposed change would allow deputies to serve in a limited-duty capacity, with requests requiring the sheriff to submit written documentation outlining the specific duties the deputy would perform. Additionally, the sheriff would need to provide a justification for the time extension and submit evidence of the deputy's training and experience to demonstrate their ability to perform the requested duties.

Deputy Walker made a motion to approve the time extension request for Deputy Luis Valdez. Deputy Tarap seconded the motion. There was no further discussion and the motion passed unanimously.

Mr. Hummel reviewed the following additional time extension requests:

- **Deputy John Parcell** – Submitted by Sheriff Shawn Zerfoss of Clarion County. The request sought approval for Deputy Parcell to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification. Deputy Parcell has failed the Basic Training Academy entrance physical fitness test three times and was unable to gain entry into class B-24-01 (January 2024 – May 2024), class B-24-02 (July 2024 – November 2024), and class B-25-01 (January 2025 – May 2025). Enrollment for class B-25-02 (April 2025 – August 2025) opened on December 11, 2024, but Deputy Parcell was not enrolled in the class.
- **Deputy Ryan Perrin** – Submitted by Sheriff Michael Churner of Clearfield County. The request sought approval for Deputy Perrin to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he

completes the required training for certification. Deputy Perrin failed the Basic Training Academy entrance physical fitness test twice and was unable to gain entry into class B-23-03 (August 2023 – December 2023) and class B-24-01 (January 2024 – May 2024). Sheriff Churner terminated Deputy Perrin's employment, but due to staffing shortages, he was re-hired on December 2, 2024. Enrollment for class B-25-02 (April 2025 – August 2025) opened on December 11, 2024, but Deputy Perrin was not enrolled in the class.

- **Deputy Alex Ceccotti** – Submitted by Sheriff Christopher Leppler of Lancaster County. The request sought approval for Deputy Ceccotti to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification. Deputy Ceccotti is currently enrolled in the Basic Training Academy with class B-25-01, which is scheduled to graduate on May 16, 2025.
- **Deputy Camden Dimperio** – Submitted by Sheriff Christopher Leppler of Lancaster County. The request sought approval for Deputy Dimperio to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification. Deputy Dimperio is currently attending the Basic Training Academy with class B-25-01, scheduled to graduate on May 16, 2025.
- **Deputy Jeremiah Holland** – Submitted by Sheriff Christopher Leppler of Lancaster County. The request sought approval for Deputy Holland to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification. Deputy Holland is currently attending the Basic Training Academy with class B-25-01, scheduled to graduate on May 16, 2025.
- **Deputy Emekie Thomas** – Submitted by Sheriff Jeffrie Marley of Lebanon County. The request sought approval for Deputy Thomas to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification. Deputy Thomas is currently attending the Basic Training Academy with class B-25-01, scheduled to graduate on May 16, 2025.
- **Deputy Bashirah Abdul-Aziz** – Submitted by Sheriff Rochelle Bilal of Philadelphia. The request sought approval for Deputy Abdul-Aziz to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until she completes the required training for certification. Deputy Abdul-Aziz was initially enrolled in the Basic Training Academy with class B-25-01, starting January 6, 2025. However, she was removed from the class roster on November 25, 2024, just one week prior to the physical fitness entrance test for class B-25-01. Deputy Abdul-Aziz is not currently enrolled in Basic Training.

- **Deputy Telisha Mendez** – Submitted by Sheriff Rochelle Bilal of Philadelphia. The request sought approval for Deputy Mendez to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until she completes the required training for certification. Deputy Mendez was dismissed from the Basic Training Academy, class B-24-02, on September 16, 2024, after failing the final physical fitness test. In accordance with policy, Sheriff Bilal intends to request an additional physical fitness test for Deputy Mendez.
- **Deputy Tiara Turner** – Submitted by Sheriff Rochelle Bilal of Philadelphia. The request sought approval for Deputy Turner to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until she completes the required training for certification. Deputy Turner attended the Basic Training Academy with class B-24-02, which graduated on November 15, 2024. She failed the firearms training module and, in accordance with policy, is scheduled to repeat the firearms training in April 2025 with class B-25-01.
- **Deputy Tanner Weaver** – Submitted by Sheriff Richard Keuerleber of York County. The request sought approval for Deputy Weaver to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification. Deputy Weaver is currently attending the Basic Training Academy with class B-25-01, scheduled to graduate on May 16, 2025. He was previously granted a time extension due to his deployment with the U.S. Military from November 2023 through November 2024.

Deputy Walker made a motion to approve the time extension requests, the motion was seconded by Lt. Brown. There was no further discussion and the motion passed with the following votes:

Voting Aye: 7 Voting Nay: 0 Abstentions: Brown

V. Training Waiver Requests

Mr. Hummel reviewed the partial training waiver request submitted by Sheriff Michael Slupe, Butler County. Sheriff Slupe requested a partial training waiver for Deputy Sheriff Francis Levenduski. Deputy Levenduski completed the U.S. Department of Veterans Affairs Police Officer Standardized Training Program on September 8, 2023.

Based on his training, staff recommended a training waiver for the following subjects: Module 2, Professional Development; Module 3, Physical Training; Module 4, Firearms; Module 5, Defensive Tactics; Module 6, Security (Rapid Deployment); Module 7, Deputy Safety; Module 8, Investigations (Role of 1st Responder); and Module 10, Competency Training (Days 3, 4, and 5). Deputy Levenduski would be required to complete the following subjects: Module #1 Law (168 hours), and Module #6 Security (48 hours), Module #8 Investigations - Standard Field Sobriety and DUI Checkpoints (32

hours), Module #9 Emergency Services (56 hours), and Module #10 Competency Training Days 1 and 2 (16 hours).

Deputy Walker made a motion to approve the partial training waiver request. Deputy Tarap seconded the motion. There was no further discussion and the motion passed unanimously.

Mr. Hummel reviewed the partial training waiver request submitted by Sheriff Jody Smith, Cumberland County. A partial training waiver was requested for Deputy Sheriff Tyler Burgard. Deputy Burgard completed the Federal Law Enforcement Training Center's Uniformed Police Training Program on April 23, 2024. Based on his training, staff recommended a training waiver for the following subjects: Module 2, Professional Development; Module 3, Physical Training; Module 4, Firearms; Module 5, Defensive Tactics; Module 6, Security; Module 7, Deputy Safety; Module 8, Investigations (Role of 1st Responder); Module 9 Emergency Services; and Module 10, Competency Training. Deputy Burgard would be required to complete the following subjects: Module #1 Law (168 hours), Module #6 Security (48 hours), Module #8 Investigations - Standard Field Sobriety and DUI Checkpoints (32 hours).

Deputy Tarap made a motion to approve the partial training waiver request. Lt. Brown seconded the motion. There was no further discussion and the motion passed with the following votes:

Voting Aye: 7 Voting Nay: 0 Abstention: Sheriff Smith

VI. Instructor Application and Certification Revocation

Mr. Hummel reviewed the instructor application for Mr. Michael Wissemann, submitted by Penn State University. The request was to certify Mr. Wissemann to instruct Emergency Medical Services. Deputy Walker made a motion to certify Mr. Wissemann as an Emergency Medical Services instructor. Deputy Tarap seconded the motion. There was no further discussion and the motion passed unanimously.

Mr. Numer reviewed the certification revocation request submitted by Sheriff Robert Roberts, Wyoming County. The request was to revoke the certification of former Deputy Joseph Miller. Act 1948-2 (P.S. Title 71), requires the Board to revoke the certification of any deputy sheriff who is convicted of a felony or misdemeanor of the first or second degree. Specifically:

"The board shall revoke the certification of any deputy sheriff for one or more of the following: Conviction for a felony or misdemeanor of the first or second degree."

Mr. Miller is currently certified as a deputy sheriff by the Board, # B007042. He was convicted of Unauthorized Use of an Access Device, which is a felony of the third degree. He was notified of the Board's intent to revoke his certification on August 29, 2024, and given an opportunity to show cause as to why the Board should not take this

action in accordance with Board policy. He did not respond. Mr. Miller is no longer employed as a deputy sheriff in Pennsylvania.

Lt. Brown asked if the requirements of Act 57 were followed. Mr. Numer stated that it is the county's responsibility to report infractions that require reporting misconduct in accordance with Act 57.

Deputy Walker made a motion to revoke the certification of Mr. Joseph Miller. Deputy Tarap seconded the motion. There was no further discussion and the motion passed unanimously.

VII. Train the Trainer Policy Changes

Mr. Numer presented the proposed policy changes to the County Train the Trainer (TTT) Program Policy. During 2024, instructional staff identified an issue with allowing an instructor to continue with patrol rifle recertification when they had failed the basic firearms recertification. Patrol rifle instruction requires teaching and demonstrating transition between pistol and patrol rifle. The "working group" agreed that those failing basic firearms recertification should not continue.

The following change was proposed to TTT Appendix A of the County TTT Policy:

Instructors who fail the pistol qualification course for the combined instructor recertification will not be permitted to continue with patrol rifle recertification.

Deputy Walker made a motion to approve the recommended policy change to the County Train the Training Program Policy. Lt. Brown seconded the motion. There was no further discussion and the motion passed unanimously.

VIII. Training Reports

- **Training Supervisor Approvals**

Mr. Hummel reviewed the time extension requests that were approved by the program supervisor. This was for informational purposes and did not require Board action.

Mr. Hummel reviewed the Partial Training Waiver Applications that were approved by the program supervisor. These waivers were in accordance with the Training Policy. This was for informational purposes and did not require Board action.

- **Act 79 of 2018 Research Project**

Lindsay Vaughan, PCCD provided an update on the research project regarding the impact of Act 79 of 2018. Ms. Vaughan reported that from 2020 to 2023, court orders for relinquishment of weapons after PFA hearings increased 58% and retrieval of weapons increased by 53%. It was determined that sheriffs' offices effectuated most weapon relinquishments.

Elizabeth Van Nostrand, from Temple University, reported that eight counties have been selected for interviews with judicial staff, advocacy groups, survivors, and sheriff's office personnel. These interviews are scheduled to begin in spring 2025. The research project launched in October 2024 and is expected to conclude in September 2026.

- **Job Task Analysis Report**

Paul Young and Aaron Caulfield, of the Dering Corporation, provided a report on the Job Task Analysis project. Mr. Numer explained that the analysis was conducted to validate the current training program and to support recommendations for potential curriculum revisions. He noted that the length of Pennsylvania's training program falls in the mid-range compared to other sheriff training programs nationwide, with some states requiring as few as 300 hours and others up to 1,000 hours.

Mr. Young outlined the tasks completed during the project. The team began by reviewing existing job descriptions to create a comprehensive profile of a sheriff deputy's duties. Focus groups and surveys were then conducted to gather additional data. Tasks were analyzed based on frequency, risk severity, and required proficiency, resulting in a criticality score assigned to each task. These scores were compared with the number of training hours currently allocated to related topics.

The analysis led to recommendations for curriculum adjustments, including minor shifts—typically between 6 to 8 hours—in time dedicated to specific subjects. Mr. Numer noted that the full report had already been shared with board members and the Pennsylvania Sheriffs' Association. Some recommendations are already being implemented, including the addition of content related to drug identification.

- **Training Delivery Reports**

Steve Shelow, from Penn State University, delivered the Basic Training report. He shared that Penn State recently hosted an Instructor Development Course for academy firearms instructors, facilitated by the National Law Enforcement Firearms Instructors' Association. Mr. Hummel added that the current Basic Training class began on January 6, 2025, and is scheduled to graduate on May 16, 2025. The class currently has 39 deputies enrolled, with one deputy having withdrawn during the first week of training.

Tony Luongo, from Temple University, provided updates on Continuing Education and curriculum development. He expressed appreciation to the Dering Corporation for their Job Task Analysis report, noting that its findings will guide future curriculum enhancements. He reported that the 2025 online Continuing Education training launched on January 21, 2025, and includes the following topics:

- Professional Liability and Ethics
- Critical Decision Making and Response
- Legal Updates

Development has also begun for the 2026 Continuing Education curriculum, which will cover:

- Written Communication
- Overcoming Bias
- Drug Identification
- Legal Updates

Temple staff are currently revising the Role of the First Responder course within Basic Training, as well as updating the Basic Supervisory Development course. Additionally, all Basic Training student course materials are being transitioned to the Canvas Learning Management System, enabling deputies to access training materials online.

- **Other Business and Public Voice**

Chairperson Smith announced that the next Board meeting was scheduled for May 6, 2025 at 2 pm, at PCCD and via Teams video conferencing. Deputy Walker made a motion to adjourn the meeting. Deputy Tarap seconded the motion and the motion passed unanimously.