

**PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD**

Tuesday, October 28, 2025

2:00 p.m. – 4:00 p.m.

Meeting Minutes

Members in Attendance	PCCD Staff
Angelinel Brown	Kathy Clarke
David Glass	Theresa Ford
Barry Howe	Doug Hummel
Michael J. Koury	Kirsten Kenyon
Brandon Newman	Don Numer
Jody S. Smith	Debra Sandifer
Jason Tarap	Ekaterina Schull
Ed Walker	Deb Williams
Clinton J. Walters	Ulysses Wilson
Members Absent	Guests
	Anthony Luongo, Temple University
	Steve Shelow, PSU-JASI
	Dave White, PSU-JASI
	Sheriff James Custer
	Sheriff Daniel Zeigler
	Sheriff James Ott

I. Call to Order

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. Election of Officers

Chairperson Smith nominated Sheriff Walters for Board Chair for 2026. Lt. Brown seconded the nomination. No additional nominations were made, and Sheriff Walters was elected Board Chair via unanimous vote.

Chairperson Smith nominated Deputy Walker for Board Vice-Chair for 2026. Mr. Howe seconded the nomination. No additional nominations were made, and Deputy Walker was elected Board Vice-Chair via unanimous vote.

Chairperson Smith announced that she would be resigning her position on the Board.

II. Action Items

- **Approval of Minutes of August 5, 2025**

A motion to approve the August 5, 2025, meeting minutes was made by Deputy Walker and seconded by Sheriff Walters. The motion passed unanimously.

- **Fiscal Report**

Ms. Shull, PCCD, reviewed the first-quarter fiscal report for the 2025-2026 state fiscal year, covering the period ending September 30, 2025. The balance carried over from the previous year was \$5,378,777.96. Fee collections as of September 30, 2025, totaled \$3,478,912.73, bringing the total available funds to \$8,857,690.69. Total expenditures as of September 30, 2025, amounted to \$447,342.53. The total expenditures and commitments reached \$5,607,550.79, including \$278,599.90 in administrative expenses, with details available on page 11 of the meeting packet. The uncommitted balance as of September 30, 2025, was \$3,250,139.90.

There was no discussion regarding the fiscal report. Sheriff Walters made a motion to approve the first-quarter fiscal report for the state fiscal year 2025-2026, covering the period ending September 30, 2025, which was seconded by Deputy Walker. The motion passed unanimously.

III. Training Supervisor's Report

Mr. Numer reported that to date, approximately \$7.5 million has been disbursed for county reimbursements. He reported that \$8,215,354.66 remains owed to the counties for previously submitted invoices. PCCD fiscal and program staff will continue evaluating the feasibility of issuing further payments. Fee collections continue to trend upward, with collections projected at \$6.8 million for fiscal year 2025-2026.

Mr. Numer provided an update on basic training. Graduation for class B-25-03 will be held on November 21, 2025. Thirty-six deputies will be certified. With three basic classes held in 2025, maximum enrollment was 120, and 109 deputies were certified. Three waiver training classes were conducted in 2025 with an optimal enrollment of 105 and 77 deputies certified.

Mr. Numer reported that 1,601 (87%) deputies of the 1,835 registered deputies, completed this year's online continuing education training. The completion deadline is November 21, 2025.

Mr. Numer also reported that all three basic training classes for 2026 are at capacity with 40 deputies in each class, with the maximum five deputies on each class waitlist.

Chairperson Smith stated that with all the training spots at capacity for 2026, deputies being hired now would not be able to attain certification within the one-year training requirement. She stated that the proposed policy changes do not address time extensions for those not being able to attend training due to class shortages. Mr. Numer stated that with the 2026 rosters being full, the number of current deputies pending certification are minimal. The entrance fitness test for the January 2026 basic training class is scheduled for December 8, 2025. The current class roster, waitlist, and an additional 15 deputies from the April 2026 class roster will participate in the testing. He stated that class roster numbers will change with academy entrance physical fitness test failures and employment terminations. Mr. Numer reported that statistics indicate that an average of 12 deputies fail the entrance fitness test. This will create open slots in the April and July 2026 classes. He stated that after the roster for the January 2026 class is finalized, the January 2027 basic training class will be open for enrollment. This will allow sheriffs to enroll those deputies that have been recently hired and not have to compete for spots for those hired in the future. Mr. Hummel recommended that the sheriff's offices continue to monitor the Sheriff and Deputy Sheriff Information System (SDSIS) for class openings.

Mr. Numer stated that three waiver training classes will be held in 2026. The 2026 continuing education training will open January 20, 2026, and consist of the following subjects: Legal Updates, Drugs of Abuse, Overcoming Bias, and Effective Written Communication.

Lt. Brown asked when we would be caught up on paying reimbursements to the counties. Mr. Numer stated that the budget projections indicate that we would still have a 5 million obligation in the 2029-2030 fiscal year. Deputy Walker asked when a good time was to suggest that we consider requesting proposed legislation for a fee increase. Mr. Numer stated that the last increase was enacted in 2020. He stated that in the past, the PA Sheriffs' Association took this issue to task. Mr. Hummel stated that we are in the third year of collecting the maximum \$20 fee.

Deputy Tarap stated that all the Allegheny County deputies are required to complete the Municipal Police Officers' Education and Training Commission's (MPOETC) annual update training. He commented that several of the deputies had issues accessing and completing our online continuing education training. Deputy Tarap stated that he would like the ability to teach our curriculum "in person" in Allegheny County. He wanted to know why we did not accept the MPOETC update training in place of the deputy update training. Mr. Numer stated that MPOETC update training is not identical to our training. Some courses are beneficial to both police and deputy sheriffs, but the legal update training is different. In addition, we often offer other trainings more specific to the duties of sheriffs and deputies, such as court and judicial security and prisoner transport. Mr. Numer stated MPOETC has some specific courses that they sponsor. They also accept other trainings that are submitted by individual police departments. The list of courses can be very large which would create management issues for PCCD staff. Mr. Numer stated that the MPOETC accepts some of our update training for their continuing education training.

Mr. Numer reviewed the proposed changes to the Board Policy. The Policy must be in accordance with the Regulations and Training Act. The Regulations permit time

extensions for limited reasons and limited time periods. The Act requires a deputy to be certified within one year of hire. The changes include defining “administrative duty,” permitting time extensions for situations that involve deputies that have had a break in employment, and those currently attending the academy, and those employed, but not available for duty.

There was no discussion regarding the policy changes. Sheriff Walters made a motion to approve the Policy, which was seconded by Deputy Walker. The motion passed unanimously.

IV. Action Items

- **Time Extension Requests**

Mr. Hummel reviewed time extension requests for the following deputies to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until each deputy completes the required training for certification.

- Deputy Daniel R. Hartman - Adams County
- Deputy Curtis J. Dershem - Clinton County
- Deputy Jessica Walter - Jefferson County
- Deputy Alexander Lutz - Lancaster County
- Deputy Zachariah McElyea - Lancaster County
- Deputy Kirby C. Ziesmer - Wyoming County

Deputy Walker made a motion to approve the time extension requests, the motion was seconded by Mr. Howe. There was no further discussion, and the motion passed unanimously.

Mr. Hummel reviewed the time extension request for Deputy Matthew D. Mayer, Cumberland County, to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until he completes the required training for certification.

Deputy Walker made a motion to approve the time extension request, the motion was seconded by Lt. Brown. There was no further discussion, and the motion passed unanimously, with Chairperson Smith abstaining.

Mr. Hummel reviewed the time extension request for Deputy Kailei J. Scrivo, McKean County, to continue employment and serve in full-duty capacity until she completes the required training for certification. The request was not in accordance with policy. Staff recommended the approval of a time extension for Deputy Scrivo to continue employment and serve in an administrative, non-uniformed, and unarmed capacity until she completes the required training for certification.

Deputy Walker made a motion to approve the time extension request as recommended by staff, the motion was seconded by Mr. Howe. There was no further discussion, and the motion passed unanimously.

- **Training Waiver Request**

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 Carly Traupman. Deputy Traupman served as a law enforcement deputy with the Sarasota County Sheriff's Office, Florida, from November 9, 2023 to February 27, 2025. She completed the Correctional Officer Crossover Training at the Florida Law Enforcement Academy on December 19, 2023.

Based on her law enforcement experience, 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; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Traupman would be required to complete the following subjects: Module #1 Law (168 hours) and Module #6 Security (48 hours).

Mr. Hummel reviewed the partial training waiver request submitted by Sheriff Anthony Andronas, Washington County. Sheriff Andronas requested a partial training waiver for Deputy Sheriff Nathaniel Hawthorne. Deputy Hawthorne was employed as a police officer with the Bluff City Police Department, Tennessee, from July 1, 2023 through January 14, 2025. He completed the Tennessee Regional Law Enforcement Training Academy on September 14, 2023.

Based on his law enforcement experience and 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; Module 9, Emergency Services; and Module 10, Competency Training. Deputy Hawthorne would be required to complete the following subjects: Module #1 Law (168 hours) and Module #6 Security (48 hours).

Sheriff Walters made a motion to approve the partial training waiver requests. Deputy Walker seconded the motion. There was no further discussion, and the motion passed unanimously, with Judge Neuman abstaining.

- **Instructor Applications**

Mr. Hummel reviewed the instructor applications for Mr. Justin Keenan and Mr. Ryan Wagner, submitted by Penn State University. The request was to certify Mr.

Keenan to instruct Firearms and Deputy Safety; and Mr. Wagner for Defensive Tactics.

Deputy Walker made a motion to certify the instructors for the subjects presented. Sheriff Walters seconded the motion. There was no further discussion, and the motion passed unanimously.

V. Information Items

- **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.

- **Training Delivery Reports**

Mr. Dave White, from Penn State University, delivered the Basic Training report. He reported that graduation for class B-25-03 will be held at the Penn Stater Hotel and Conference Center, on November 21, 2025. The academy entrance physical fitness test for the January 2026 class will be held on December 8, 2025.

Mr. Tony Luongo, from Temple University, provided updates on continuing education and curriculum development. He reported that the 2025 continuing education training will close on November 21, 2025. A “make-up” class will be made available for two weeks in December. This course will be for those failing to complete the training by November 21, 2025. Staff continue to provide technical support for many deputies that experience issues with accessing the training.

Curriculum development for the 2026 continuing education training is in the final development phase. The training is scheduled to be available on January 20, 2026. Training subjects include Legal Updates, Drugs of Abuse, Overcoming Bias, and Effective Written Communication. The 2027 curriculum for continuing education is under development. Subjects will include Legal Updates, Transports, and Threat Group Awareness. The Role of the First Responder course will be revised for the basic training curriculum.

- **Other Business and Public Voice**

At 3:10 p.m., Deputy Walker made a motion to adjourn the meeting and to conduct an executive session, which was seconded by Sheriff Walters. There was no further discussion, and the motion passed unanimously.

Following the executive session, Chairperson Smith recalled the meeting to order at 4:15 p.m.

Sheriff Smith announced that the next Board meeting was scheduled for February 3, 2026 at 2 pm, at PCCD and via Teams video conferencing. Deputy Walker made a motion to adjourn the meeting. Sheriff Walters seconded the motion, and the motion passed unanimously.