

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

**Approved Minutes of the May 11, 2023 Meeting**

**Members Present**

Chair Craig Westover, Constable, Venango Co.  
Patricia Norwood-Foden, Court Admin,  
Chester County  
Harry Albert, Constable,  
Lebanon County  
Honorable Wilden Davis, Delaware County

**Commission Staff Present**

Sherry Leffler, Constables' Program  
Tracy Beaver, Constables' Program  
Nicholas Hartman, Constables' Program  
John Pfau, Constables' Program  
Dorthey Jacobelli, PCCD  
Theresa Ford, PCCD  
Megan Staub, PCCD  
Sally Barry, PCCD  
Debra Sandifer, PCCD  
Rob Orth, PCCD  
Charles Gartside, PCCD

**Visitors**

Steve Shelow, PSU JASI  
Tony Mucha, PSU JASI  
Anthony Luongo, Temple University  
Constable Abraham Smith, Westmoreland County

Please note, additional constables were attending the Board Meeting, but did not elect to be recognized.

**I. Call to Order:**

The Constables' Education and Training Board (Board) meeting was held at 9:00 a.m. on Thursday, May 11, 2023 via in-person, and Teams. The Board Meeting was held in a hybrid style according to the Sunshine Act to make in-person an available option.

Chair Westover explained that the meeting is being recorded. Initially, a quorum was not established, and the Board Meeting began with the Supervisor Report. However, another Board Member was able to join the meeting during Informational Items. At that time, Chair Westover established that a quorum of Board members had been established, and Action Items were able to be discussed, and voted upon.

**II. Introductions:**

Chair Westover asked Pennsylvania Commission on Crime and Delinquency (PCCD) Staff to introduce themselves. Mr. Nicholas Hartman introduced additional attendees present.

### **III. Action Items:**

Chair Craig Westover asked Mr. Nicholas Hartman to introduce the first Action Item: Unapproved Draft Minutes of February 9, 2023 Meeting, which can be found on pages 3 through 13 of the Board packet. The Board did not request the item be read and did not offer any discussion. There was no comment by Public Voice.

Vice-Chair Patricia Norwood-Foden made a motion to approve the Unapproved Draft Minutes, with Judge Wilden Davis seconding the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

The motion passed unanimously.

Chair Westover introduced the second Action Item: Unapproved Fiscal Report for May 11, 2023. This can be found on pages 14 through 19 of the Board Packet.

Ms. Dorthey Jacobelli provided the balance from the previous year as \$3,086,320.04, reported that from fee collections for July 1, 2021 thru March 31, 2023 as \$1,073,723.99 which leaves a total funds available as of March 31, 2023 of \$4,160,044.03. Both the financial expenditures and financial commitments totaled \$718,962.72 and \$2,700,541.74 respectfully as of March 31, 2023 for a grand total of \$3,419,509.46. The uncommitted balance as of March 31, 2023 was \$740,534.57.

Chair Westover asked for attention to be drawn to page 20 regarding the projection of \$1,300,000.00 in collections for the year 2023. Ms. Jacobelli indicated that currently the Program is slightly ahead of the projection at 82.59%, and not 75% for the third quarter. Ms. Jacobelli also indicated that the \$1,300,000.00 was a conservative projection based on court activity. Chair Westover recognized that there was an improvement in funds collected but drew attention to prior years where the collections were even higher. Mr. Pfau explained that courts have changed how they are doing business due to COVID, and these methods, which are still in place, have had a direct impact on work available for constables. Chair Westover spoke about encouraging all constables to take on work that generates Constables Education Training Act (CETA) fees.

Chair Westover then asked for a motion to approve the Unapproved Fiscal Report for May 11, 2023.

The motion to approve the Fiscal Report was provided by Constable Albert and seconded by Judge Davis.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

The motion passed unanimously.

Chair Westover introduced the third Action Item: Training Workgroup Recommendations.

Mr. Pfau provided a brief summary of the Training Workgroup, and the purpose of the workgroup. Mr. Pfau provided the three objectives of the workgroup: develop a defined list of subjects for future Continuing Education (in-person or online), discuss the practical application of new training ideas, administrative changes needed, etc., and discuss funding. Mr. Pfau explained that the workgroup went through a list of proposed recommendations and chose three recommendations to present to the Board. The first recommendation was a Job Task Analysis to be performed to help determine future curriculum, understand what work constables are providing for the judiciary, and how often they are performing those judiciary support activities.

Mr. Pfau introduced the second recommendation which is to better utilize the online training with creating the Basic Training subject material for Role of the Constable as an online module. Mr. Pfau explained that Role of the Constable would be a free training for new constables to take, and to complete an exam. Mr. Pfau explained this would free additional time up during Basic Training. Mr. Pfau also explained that some new constables have started Basic Training and realized that the job of constable was not for them. It is the hope of having Role of the Constable as an online subject would help those who are unsure of their interest in the constable position prior to making a financial commitment to the training and certification.

Mr. Pfau introduced the third recommendation which is to provide additional firearms training. Mr. Pfau explained that instructors are seeing a decrease in basic firearm handling skills. The Workgroup discussed optional training for those marginal shooters and making advanced firearms classes available again. Mr. Pfau explained that there would be a fee to complete these courses. Mr. Pfau explained that if the Board wishes, Program Staff will move forward with working on the three recommendations.

Constable Harry Albert asked if Program Staff had statistics showing the failure rate of firearms prior to the Program going to “show and shoot.” Mr. Pfau explained for the first few years, the failure rates had doubled, but the failure rate has begun to decrease.

Chair Westover asked if the recommendations were an Action Item, and Mr. Pfau said no, but rather options for the Board to ask staff to work on to present later to the Board.

Judge Davis said he supports the Job Task Analysis and asked if there were a budget set aside for such a cost. Mr. Pfau answered no and explained that depending on how thorough the analysis is would be dependent on the cost. Mr. Pfau said he would come back to the Board with the proposal of the analysis, and what the cost would be to the Board.

Ms. Norwood-Foden recommended that providing information from the Job Task Analysis to new constables would be beneficial, so the constable had an idea of what duties would be expected of them to perform. Mr. Pfau agreed with Ms. Norwood-Foden’s recommendation.

Chair Westover explained that Role of the Constable reviews who the people, and systems are that constables will be interacting with in the field. Chair Westover also explained that the amount of information in Role of the Constable is a great deal.

Chair Westover made the motion for approval, with Mr. Albert seconded the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

Ms. Leffler introduced the fourth Action Item: Code of Conduct Revisions.

Ms. Leffler explained that the Code of Conduct had been edited to include not saving a user ID, and password to a computer; prohibiting constables from gathering in a large group while completing online subject materials and provided a clearer definition of verbal harassment including bullying and providing examples. Ms. Leffler explained that constables will need to acknowledge the revised Code of Conduct prior enrolling in 2024 training classes.

Judge Davis made the motion for approval, with Constable Albert seconded the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

Chair Westover introduced the fifth Action Item: Instructor Certifications.

Ms. Beaver was asked to introduce the PSU-JASI instructors for Board approval: Justin Keenan (PSU-JASI – General), and Garrett Kimmell (PSU-JASI – Communication – MOAB). All the instructor candidates met the requirements for Board certification to teach their requested topics.

Vice-Chair Norwood-Foden made the motion for approval, and Judge Davis seconded the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

The motion passed unanimously.

#### **IV. Discussion Items:**

Ms. Sherry Leffler introduced the first Discussion Item: Constables' Program Supervisor's Report.

Ms. Leffler stated that the number of Constables completing Continuing Education, and Annual Firearms has been increasing since the last Board meeting. However, Program Staff is seeing several first-time failures for the online subjects "Disease of Addiction," and "Legal Updates."

Ms. Leffler explained that due to low enrollment numbers, two Basic Training classes had to be cancelled. Those who enrolled into the cancelled classes were given the opportunity to enroll into last Basic Training class that will be held at Harrisburg Area Community College (HACC) in July. Ms. Leffler explained that if a new Constable were attending the Board Meeting, that they should contact Mr. Hartman about enrolling into this Basic Training class.

Ms. Leffler explained that due to the cancellation of two Basic Training classes, two Basic Firearms classes had to be cancelled as well. The Basic Firearms classes that were cancelled were the Basic Firearms that directly followed the cancelled Basic Training classes. Currently, a Basic Firearms class is happening in the Northeast, and the last Basic Firearms class will be held at HACC in mid-September.

Ms. Leffler reported that as of May 5, 2023, there are 836 certified constables and deputy constables. 621 of the 836 are firearms certified and a total of 4,822 constables and deputy constables have either completed the Basic Training or passed the Waiver Exam since 1996.

Ms. Leffler explained that Program Staff have completed and formalized a Training Delivery Coordinator's Guide for the Training Delivery Coordinators. The guide contains information, and resources for the Training Delivery Coordinator to utilize for training delivery, enrollments, grades and Program processes and procedures.

Ms. Leffler explained that Program Staff continue to process class payments for Basic Training, Basic Firearms, and any Continuing Education, or Annual Firearms failures, or No Shows that occur.

Ms. Leffler explained the Regulatory Changes are currently going through an internal review by PCCD staff and is hopeful that the final changes can be presented to the Board at the August meeting.

Ms. Leffler explained that Program Staff has been receiving more requests for disability accommodations from the training population. A recent request, which can be found in the draft policy, was for an individual with a learning disability. Ms. Leffler explained that the Program provided a reasonable accommodation by having an instructor available, who was able to then read the exam questions to the individual requesting the accommodation. Ms. Leffler stated that the Program would like to have an official policy in place to handle any future requests for accommodations. Currently, there is a policy in place from 2010, regarding instructors not being able to read exam questions, or answers to Constables. However, this request was received, and it was decided that the reading of the exam questions, and answers was a reasonable accommodation that could be provided.

Ms. Leffler explained additional information regarding this request can be found in the Board packet. Ms. Leffler explained the cost involved was approximately \$980.00 to provide this accommodation. Ms. Leffler explained that all confirmation letters have been changed from 20 days to 30 days , so the Program Staff will have additional time to assist with a reasonable accommodation. Another suggestion would be that any future requests at the time of class enrollment in the Constables Continuing Education Training System (CCETS), a box would be able to be checked for the constable to request of an accommodation. Both the 30 days, and check

box are recommendations to the Board. Program Staff is also requesting a standardized testing time in place for any future accommodations. For example, if the subject receives 30 minutes for testing time that an additional 15 minutes be added as an accommodation.

Ms. Leffler explained that Program Staff cannot take any last-minute requests as Program Staff needs advanced notice to provide any reasonable accommodation.

Ms. Leffler explained that if an individual is attending a Firearms Course, no additional time should be added to the training, due to the nature of the subject. Any accommodations would need to be reviewed on a case by case basis, to ensure that they do not conflict with safety on the range.

Ms. Leffler explained that any, and all requests for accommodations must be submitted to Program Staff in writing, and to also provide suggestions to Program Staff as to what the reasonable accommodation is that is being requested. Examples of disabilities were provided to the Board.

Ms. Leffler explained that Program Staff feel that if the Program will occur additional costs to provide the reasonable accommodation, those associated costs would be the responsibility of the individual requesting the accommodation. Ms. Leffler reiterated that these are all recommendations that Program Staff is bringing forth to the Board, and Program Staff is requesting guidance from the Board on how to create, and implement a policy moving forward for requests for accommodations.

Mr. John Pfau reiterated that this information is for the Board to digest and begin the discussion on the creation of a policy. Mr. Pfau reminded everyone that we need to stay in both Federal, and State guidelines. Mr. Pfau explained that at the next Board meeting, there will be a skeleton policy for review.

Mr. Pfau explained that the two school who provide our training, view Constables differently regarding their status of being a student of their respective school. Temple's office who handles accommodations would provide the accommodation to the Constable. Whereas, Penn State does not define a Constable as a student. Mr. Pfau explained that in the past when the Program had used other college institutions, the interpretation also varied if a Constable were, or were not a student of the college. Mr. Pfau explained due to the differing interpretations; Program Staff cannot rely on the colleges to provide the accommodations. Mr. Pfau said that the policy needs to be equitable, because Constables can receive training anywhere in the state.

Chair Westover asked if Legal Counsel were agreeable to the process outlined, and Legal Counsel agreed. Ms. Debra Sandifer reminded Program Staff that any changes occurring now, would be occurring in the middle of a contract. Thus meaning, any stringent changes could be viewed as changing the contract. Ms. Sandifer recognized that PCCD is not the employer of the Constables. Chair Westover then asked, after the policy has been completed, should the Program run the policy by Temple, and PSU, with Ms. Sandifer say that yes, we will want input from both contractors. Ms. Sandifer reiterated that the changes are occurring in the middle of a contract, and that these changes were not initially what the institutions bargained to do. Ms. Sandifer explained how it would be courteous to involve them at some point in the conversation regarding accommodations. Ms. Sandifer explained that it is a combined expertise of the Board, and those who work with the Americans with Disabilities Act (ADA). Mr. Pfau provided the historical background to the Board

of not allowing exam questions to be read to Constables, because the Board's philosophy was due to the nature of the work, and documents involved, reading is a fundamental skill needed to complete the job effectively. Mr. Pfau also provided that this decision is nearly fourteen years old.

Chair Westover provided his experience of having taught the individual who had the reasonable accommodation, having an instructor read the exam questions to the Constable, and how the Constable did well on their exams. Mr. Pfau explained that the Constable also received extra time, and for some of the exams did not need to use the extra time provided. Ms. Leffler explained five out of the fourteen exams were the only times that the Constable used any extra allotted time for their exams.

Vice-Chair Norwood-Foden asked if training versus "on the job" are two separate issues. Vice-Chair Norwood-Foden asked if the responsibility is providing the training under the ADA versus a fitness for duty discussion. Vice-Chair Norwood-Foden wanted to draw attention to the fact that the training, and fitness for duty are two separate issues, and the focus of the Board is on providing the training. Vice-Chair Norwood-Foden also wanted to enforce that any changes for ADA purposes do not fundamentally alter any changes to the training. Vice-Chair Norwood-Foden said that she is interested in hearing how PSU, and Temple provide accommodations to their students, because she believes it would be very different from an overall ADA accommodation. Mr. Pfau added that this policy will most likely not be completed in a few meetings because once a base policy has been created, the universities, and other state agencies will have input to be added into the policy before it can be finalized. Constable Albert agreed that fitness for duty will also impact the policy.

Ms. Leffler provided information from the Essential Eligibility Requirements from the Firearms Education and Training Commission housed at PCCD. Ms. Leffler wanted to provide this as an additional resource to the Board to help guide the discussion regarding the accommodations policy with respect to firearms.

Mr. Pfau agreed with Vice-Chair Norwood-Foden's concern about the accommodation not impacting the training with respect to firearms, and the learning objectives. Mr. Pfau added that with the discussion of Use of Force, the accommodation needs to be reasonable, but that the Constable can safely showcase the skills learned at a firearms course.

## **V. Informational Items:**

Mr. Pfau introduced Dr. Robert Orth, and Mr. Charles Gartside, explaining their background is in statistics, data, and analysis. Mr. Pfau explained that the Program worked with the Administrative Office of Pennsylvania Courts (AOPC) to obtain constable docket data. Mr. Pfau explained that he, and Dr. Orth have submitted an additional request to AOPC to receive more specific data to be analyzed and provide yearly statistics. Mr. Pfau explained Dr. Orth had found an error in the data presented at the previous Board meeting and wanted to present the corrected information.

Dr. Orth provided a summary of the information he had presented in February and explained that one goal is to continue to refine the research, and data presented to the Board. Dr. Orth revisited the slide regarding 506 New Constables in 2016. Dr. Orth explained in the AOPC data, that none of the 506 Constables had provided court work from 2016 to 2022. Dr. Orth explained that the

previous sentence was inaccurate due to data formatting, and how Excel was able to help correct the formatting error. During a data validation, random Constables were selected, and were checked to see if they had provided CETA generating services. Due to attrition, those Constables selected did not appear to have provided CETA generating services. Dr. Orth explained that he was contacted by Constables in the 2016 cohort who are saying that they did provide CETA generating services. Dr. Orth was then able to find those individuals in the data, showing that they did provide CETA generating services. Dr. Orth offered his apology to the Board, and Constables for this incorrect information.

Dr. Orth stated the correction of the data does not impact any of the trends that were presented at the February Board meeting; meaning we are still seeing a decrease of Constables being certified and providing CETA generating services. Of the 506 Constables in 2016, only 70% passed Basic Training and became certified. Of that 70%, a decrease in constables occurs of those constables stay certified of the next six years.

Dr. Orth explained that a request was made to AOPC for additional data because the time period of 2016 to 2018 no constables appeared to have provided services, yet names appear, and are counted in the 2019-2022 period. Dr. Orth explained that all data from 2016 to end of calendar 2022 has been requested for data analysis. Dr. Orth explained that AOPC may be able to provide the types of services provided, and fees associated with the services. Of the 506 New Constables, 126 did provided court work in 2016 with a decrease to 100 who provided services in 2021. Dr. Orth explained due to the trend, the number of constables from the 2016 cohort who provided services in 2022 will be less than 100 constables. The 126 constables from the 2016 cohort served under 56,000 with the top performing constables counting for over 35% of the dockets served. Of the 100 remaining constables, they had served 38,000 dockets with the top performing constables counting for over 39% of the dockets served.

Dr. Orth reiterated that less and less constables are serving less and less dockets. Dr. Orth also stated that more court work is being concentrated on higher performing constables. Dr. Orth said that the newly requested AOPC data can show what services, and what payments constables have received.

Chair Westover contacted Erie County to find out why he was not seeing their data on this report. Erie County is still taking a hands-off approach with having warrants served. Chair Westover asked how many warrants are in the system versus how many are assigned to constables. Chair Westover is finding that the warrants are being issued back to the courts. Dr. Orth is taking Chair Westover's question, and will ask AOPC if they can provide the data to accurately answer Chair Westover's question.

Mr. Pfau reiterated a statement Vice-Chair Norwood-Foden made at a previous Board meeting about how some counties have more work than they have constables to complete the work.

Vice-Chair Norwood-Foden explained that when viewing constable payment information, that it can be tracked by the court, but some counties pay constables through county funds, which may not be able to be tracked. Mr. Pfau explained that we would need to go individually to counties to

find out the amount constables were being paid. Vice-Chair Norwood-Foden anticipates that the larger counties are referring constables to the comptroller to be paid.

Chair Westover asked how we are being impacted by some counties paying constables at 100%, through the courthouse, while others do not. Some counties pay a partial amount, and then voucher out the rest of the payments through the county fund. Vice-Chair Norwood-Foden believes that it does impact the CETA fund. Mr. Pfau explained that whatever goes to the county, does not generate a CETA fee per statute. Mr. Pfau explained that there are multiple factors that are impacting the drop in the CETA fees.

Chair Westover explained that the analysis was how to receive the CETA fees needed by the Program to continue to provide training, and then how to address external factors, such as judges, when it comes to generating CETA fees. Chair Westover then asked what is the proposal that is made to Pennsylvania Supreme Court to alert them that we are not getting the CETA fees generated in a means to help the Program. Dr. Orth summarized the issues the Program is having with the collection of CETA fees based on the earlier conversation. Mr. Pfau added that the CETA fee has not been increased since 1994, at the inception of the training Act. Mr. Pfau also stated that the Constables Fee Schedule was last increased in 2009. Mr. Pfau added that increasing the CETA fee surcharge is not the perfect solution to the financial problem the Program is facing, and that it will take all surcharge fees being assessed and receiving the CETA fees in a timely manner to help address the problem.

Vice-Chair Norwood-Foden explained that payment is noted in the (Magisterial District Justice System (MDJS)), so contacting the comptroller may not be necessary. Vice-Chair Norwood-Foden also said to look at 1099's to see payment, because 1099's are public record.

Ms. Leffler provided an additional statistic regarding certified constables from the last ten years starting in 2013, there were 1,213 certified constables, and in 2023 there were 836. Dr. Orth said it was less who are staying certified, and it is less that are generating CETA fees, which falls in line with Dr. Orth's trends.

Constable Albert also addressed looking at the Scheduled to Print document, because it contains the number of warrants that are to be printed.

Judge Davis added that despite the corrected data, the trends remained the same. Judge Davis said the analysis is leaving him with more questions. Chair Westover reiterated finding where the issues are with the surcharge, and how to provide the information to those who are in places of power to make decisions to help sustain the CETA fund.

Mr. Pfau introduced an update on the Basic Firearms Curriculum Review Workgroup. Mr. Pfau said the Workgroup consisted of firearms instructors both in the Constables Program, and outside of the Program. The workgroup received the Basic Firearms Training curriculum, and the instructor guide.

Mr. Pfau explained that the Workgroup was presented with failure rates for the last few years. Instructors who are in the Program were given a chance to speak about their own personal

experiences regarding the failure rates, and what they have observed at Basic Firearms. Mr. Pfau explained that he is currently trying to schedule another meeting. Mr. Pfau explained that the Workgroup identified time as a factor and having additional time on the range to reinforce concepts taught. In comparison to the Sheriffs and Deputy Sheriffs Program, the Deputy Sheriff's receive 88 hours of firearms instruction compared the 40 hours constables currently receive. Mr. Pfau explained that the Workgroup believes the correct topics are being covered. The next topic to be discussed is the Constables Course of Fire as in is it current or being executed correctly. A review of the qualification will occur to see if it is testing the correct abilities, or if any alterations to the qualification need to occur. Mr. Pfau anticipates a third meeting and will provide a report with any recommendations to the Board.

Ms. Leffler provided the 2022 Defensive Tactics Participation Update. Ms. Leffler stated that in 2022, 704 constables, and deputy constables successfully completed the 8-hour Defensive Tactics subject. There were 57 constables, and deputy constables who "Did Not Participate," and signed a waiver. 22 constables, and deputy constables were able to partially participate in the hands-on instruction. 79 constables, and deputy constables, or 9% did not participate, or partially participated. In 2016, 1014 constables, and deputy constables successfully complete hands-on training with 180, or 6% having not participated, or having partially participated.

## **VI. Executive Review:**

Chair Westover asked for a motion to go into Executive Session.

Vice-Chair Norwood-Foden made the motion and Constable Albert seconded the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

The Board went into Executive Session at 10:31am.

The Board returned from Executive Session at 11:20am.

Chair Westover asked for a motion to return from Executive Session.

Vice-Chair Norwood-Foden made the motion and Judge Davis seconded the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden

VOTING NAY: None

ABSTAINING: None

Chair Westover recapped the conversation about a request from a constable to have full remote training for the in-person training. Chair Westover made the motion that the Constable's request for full remote training is denied with Vice-Chair Norwood-Foden seconding the motion.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden  
VOTING NAY: None  
ABSTAINING: None

Chair Westover explained that Program Staff will respond to the constable in writing regarding the Board's decision.

## **VII. Other Business:**

No Other Business was introduced.

## **VIII. Public Voice:**

Constable Abraham Smith from Westmoreland County said his two comments were about Basic Firearms, and Annual Firearms. Constable Smith stated that with doing court work, constables do not see the need to start the course of fire at 25-yard line, and that constables have difficulty firing at the 25-yard line. Mr. Pfau explained that since the inception of the firearms program, constables that have been involved in firearms related shootings in the course of their duties, in those six incidents, four incidents occurred at approximately 15 yards and all four constables missed their intended targets. Mr. Pfau explained in one incident an innocent bystander was struck. Mr. Pfau added that in the other two incidents involved shootings at point blank range. Mr. Pfau said this discussion regarding distance has happened before, and his response is that you do not get to choose the distance in which you have to respond to an incident. Chair Westover explained that all points will be taken into discussion regarding the review of the firearms curriculum.

Constable Smith spoke then about Annual Firearms, and disagreed on needing a full 20 hours, but rather allowing constables to shoot a practice qualification first for those who wished to shoot one. Chair Westover responded with both being an active constable, and a firearms instructor that shooting 'cold' is how a firing incident may occur when working in the field, and warm-ups do not happen before an incident. Chair Westover said that Constable Smith's points were taken and will be considered in the review of the firearms curriculum.

## **IX. Adjournment:**

Chair Westover asked for a motion to adjourn the meeting at 11:28 am. A motion was made by Vice-Chair Norwood-Foden to adjourn the meeting and the motion was seconded by Constable Albert.

VOTING AYE: Westover, Albert, Davis, Norwood-Foden  
VOTING NAY: None  
ABSTAINING: None

The motion passed unanimously. The next Board meeting will be held on August 10, 2023 at 9 a.m. via Teams, and in-person at PCCD.