

SHERIFF AND DEPUTY SHERIFF EDUCATION AND TRAINING BOARD

Minutes of the January 25, 2022 Meeting

Members Present

Angelinel M. Brown
Joseph George
Stephanie Jirard
Brandon Neuman
Wayne E. Nothstein
Jody S. Smith
Ed Walker
Eric Weaknecht

Members Absent

Isaac Caraway
Michael J. Koury Jr.

Commission Staff Present

Sally Barry
Doug Hummel
Dorthey Jacobelli
Don Numer
Diane Morgan
Derin Myers
John Pfau
Debra Sandifer
Megan Staub

Present

Penn State University
Mike Ecker
Steve Shelow

Temple University
Tony Luongo

Lackawanna County Sheriff's Office
Joseph Hallinan

Philadelphia Sheriff's Office
Sheriff Rochelle Bilal
Captain Willette Furtick
Deputy Chief Marquet Parsons
Sgt. Stephen Postell

Westmoreland County Sheriff's Office
Captain Jen Shipley

The January 25, 2022 meeting of the Sheriff and Deputy Sheriff Education and Training Board (SDSETB) was called to order by Vice Chairwoman Jody S. Smith, at 9:00 a.m. The meeting was being held at the Pennsylvania Commission on Crime and Delinquency (PCCD) and via Teams conference call. Chairwoman Smith informed everyone that the meeting was being audio recorded. Chairman Eric Weaknecht deferred directing the meeting to Chairwoman Smith because she was physically present at the PCCD and he was attending via conference call.

Mr. Donald Numer, PCCD, confirmed the attendance of Board members: Chairman Weaknecht, Vice Chairwoman Smith, Deputy Chief Angelinel Brown, Cpl. Joseph George, Ms. Stephani Jirard, Judge Brandon Neuman, Commissioner Wayne Nothstein, and Deputy Sheriff Ed Walker. He stated that a quorum of members was present. Mr. Numer announced that Deputy Chief Brown and Cpl. George were recently appointed to the Board and were not permitted to vote on action items until they submit their Oath of Office documentation.

Mr. Numer acknowledged the attendance of PCCD staff members: Ms. Sally Barry, Ms. Dorthey Jacobelli, Ms. Diane Morgan, Ms. Debra Sandifer, Ms. Megan Staub, Mr. Derin Myers, Mr. John Pfau, and Mr. Douglas Hummel.

Others in attendance included: Mr. Michael Ecker and Mr. Steve Shelow, Penn State Justice and Safety Institute; Mr. Tony Luongo, Temple University; Sheriff Rochelle Bilal, Deputy Chief Marquet Parsons, Captain Willette Furtick and Sgt. Stephen Postell, Philadelphia Office of the Sheriff; Captain Jen Shipley, Westmoreland County Sheriff's Office; Deputy Sheriff Joseph Hallinan, Lackawanna County Sheriff's Office.

Chairwoman Smith asked if everyone had an opportunity to review the minutes from the October 12, 2021 Board meeting. She stated that if there was no discussion, then she would entertain a motion to approve the minutes.

Chairman Weaknecht made a motion to approve the meeting minutes from October 12, 2021. Deputy Walker seconded the motion. Chairwoman Smith asked if there was any Board discussion or public comment regarding the minutes. No discussion ensued and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Neuman, Nothstein, Smith, Walker, and Weaknecht

Voting Nay: None

Ms. Jacobelli, PCCD, reviewed the second quarter fiscal report for state fiscal year 2021-2022, period ending December 31, 2021. The balance from the previous year was \$4,439,405.55. The fee collections as of December 31, 2021 was \$2,132,354.00. The total available funds were \$6,571,759.55. The total expenditures as of December 31, 2021 was \$2,673,256.99. The total expenditures and commitments were \$10,435,791.43 which included \$377,482.03 in administrative expenses. The details of the administrative

expenses were included on page 12 of the meeting packet. The uncommitted balance as of December 31, 2021 was negative \$3,864,031.88.

Chairwoman Smith asked if anyone had any questions or concerns regarding the fiscal report. She asked for a motion to approve the fiscal report.

Commissioner Nothstein made a motion to approve the second quarter fiscal report for state fiscal year 2021-2022, period ending December 31, 2021. Deputy Walker seconded the motion. Chairwoman Smith asked if there was any further Board discussion or public comment regarding the fiscal report. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Neuman, Nothstein, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Numer asked if there were any questions regarding the Budget Projection Report, Fee Collection Report, Administrative Expense Report, or the Purchase Order Analysis included in the meeting packet on pages 10 through 13 respectively.

Chairwoman Smith asked Mr. Numer to provide the training supervisor's report. Mr. Numer reported that since the Board suspended reimbursement payments, claims by the counties, as of December 31, 2021, totaled approximately 6.4 million dollars. At the October 12, 2021 meeting, the Board authorized 2 million dollars in reimbursement payments. Mr. Numer stated that to the present date, 1.8 million dollars in payments had been processed out of the Sheriff and Deputy Sheriff Information System (SDSIS) and sent to the Commonwealth Treasury for payment. Also, \$500,000.00 had been received by the counties. PCCD staff has approximately 100 outstanding reimbursement invoices pending approval. These should be processed by the end of January 2022. Mr. Numer stated that a total of 1,507 reimbursement invoices were processed for payment. He stated that 4,026 invoices were pending and totaled 4.7 million.

Mr. Numer reported that all Sheriff's Offices were sent a reminder regarding the increase in the fee collection to \$18.00 effective 2022.

Mr. Numer stated that all certification cards for 2022 were recently mailed to the Sheriff's Offices.

Mr. Numer reported that the 2021 on-line Continuing Education Training was available from February 2021 through November 19, 2021. Approximately 100 deputies failed to complete the training by the deadline. A make-up course was made available for a two-week period in December 2021. Everyone, except two deputies, completed the make-up course and this issue would be addressed as an "action item" later in the meeting.

Mr. Numer stated that 86 deputies were certified through three Basic Training classes in 2021 and 127 deputies were certified through 3 Waiver Training classes in 2021.

Mr. Numer reported that the 2022 on-line Continuing Education Training opened January 24, 2022 and will be available through November 18, 2022. Basic Training class B-22-01 began January 10, 2022. Enrollment began with 40 deputies and seven failed the entrance physical fitness test. Graduation is scheduled for May 20, 2022. Four classes are scheduled for the new hybrid Waiver Training Program for 2022. The first class will be conducted in April 2022. Mr. Numer stated that an “action item” will be introduced later in the meeting regarding the new hybrid Waiver Training Program.

Mr. Numer reported that the PA Auditor General completed their audit of the Training Program and Account for 2021. He stated that the audit was conducted to determine whether the Education and Training Account, as last amended by Act 34 of 2020, effective January 1, 2021 was in compliance with applicable laws and regulations. The audit of the Sheriff and Deputy Training Account found that the PCCD properly approved and accurately processed the accounts’ financial transactions and complied with applicable laws and regulations.

Mr. Numer referred to the action item on page 14 of the meeting packet. The new hybrid Waiver Training, beginning in 2022, consists of one-week of on-line training and one-week classroom training. The on-line training is required to be completed prior to attending the residential portion of the training. The on-line training subjects include: Role of the Sheriff, Security, Civil Law, and Comprehensive Legal Updates. The on-line training is currently available in the Temple University Canvas on-line learning management system. Staff and Temple are finalizing the curriculum for the residential portion of the Waiver Training. Upon successful completion of the pre-requisite on-line training, counties will be permitted to register those deputies into the residential Waiver Training course.

Mr. Numer explained that the new hybrid Waiver Training Program required extensive modifications to the SDSIS. Managing enrollment rules, grading, and reimbursements was more involved than anticipated. To allow for the roll out of the training, educating county administrators on the new enrollment procedures, and permitting enough time for deputies to complete the pre-requisite training, staff scheduled the first residential class in April 2022. Mr. Numer stated that we normally conduct the first Waiver Training in January.

The delay in adapting the SDSIS to manage the new program has caused an issue for several counties who were anticipating a January class. Mr. Numer recommended that the Board authorize a temporary time extension for those deputies who meet the following criteria: a deputy with prior PA law enforcement experience or Act 120 Training and would otherwise previously qualify for a Board Partial Waiver of Training, and are scheduled in the next available residential waiver training upon completion of the pre-requisite training. The temporary time extension would expire June 30, 2022.

Chairwoman Smith asked if anyone had any questions or concerns regarding Mr. Numer's recommendation for a temporary time extension for those that qualify. She asked if any Board member supported the recommendation and wanted to make a motion.

Deputy Walker made a motion to grant a temporary time extension to those deputies that have prior PA law enforcement experience or Act 120 training and would otherwise qualify for a Board Partial Waiver of Training and are scheduled in the next available residential waiver training upon completion of the pre-requisite training and that the temporary extension would expire June 30, 2022. Chairman Weaknecht seconded the motion. Chairwoman Smith asked if there was any further Board discussion or public comment regarding the motion. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Neuman, Nothstein, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Numer informed the Board that the time extension request, on page 15, for Deputy Patrick Ball, Montgomery County, was no longer needed because his situation was covered by the previously approved temporary time extension.

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

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

Mr. Hummel reviewed the training request submitted by Sheriff Smith, Cumberland County. The request was for a partial training waiver for Deputy Sheriff Thomas Viens. Deputy Viens was a certified police officer with the Waterford, Connecticut Police Department. He retired on October 15, 2021. Based on a review of his training and experience, staff recommended that Deputy Viens be required to complete the Law Module (160 hours) and Security Module (56 hours) for certification as a Deputy Sheriff in the Commonwealth of Pennsylvania.

Deputy Walker made a motion to approve the training request and require Deputy Sheriff Thomas Viens to complete the Law Module and Security Module for certification as a Deputy Sheriff in the Commonwealth of Pennsylvania. Sheriff Weaknecht seconded the motion. Chairwoman Smith asked if there was any further Board discussion or public comment regarding the request. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Neuman, Nothstein, Walker, and Weaknecht

Voting Nay: None

Abstained: Smith

Mr. Hummel reviewed the instructor applications for Mr. Joseph Holman, Mr. Larry Hopkins, and Mr. Frank Monroe, submitted by Penn State University. The request is to certify Mr. Holman and Mr. Hopkins to instruct Defensive Tactics, Security, and Deputy Safety. Mr. Holman is a deputy sheriff with the Montgomery County Sheriff's Office and Mr. Hopkins is a deputy sheriff with the Blair County Sheriff's Office. The request is to certify Mr. Monroe to instruct the Law Module, Security, and Deputy Safety. Mr. Monroe is currently Board certified to instruct Firearms and is a retired police officer and deputy sheriff with the Bradford County Sheriff's Office.

Ms. Jirard stated the need to remain focused on developing a diverse population of instructors. She stated that diversity is much more than race and ethnicity. Mr. Numer stated the Penn State has made efforts in the recruitment and their employment postings. Everyone agreed that the priority is to employ highly qualified individuals.

Sheriff Weaknecht made a motion to approve the instructor applications for Mr. Joseph Holman, Mr. Larry Hopkins, and Mr. Frank Monroe. Chairwoman Smith seconded the motion. Chairwoman Smith asked if there was any further Board discussion or public comment regarding the motion. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Voting Aye: Board Members Jirard, Neuman, Nothstein, Smith, and Weaknecht

Voting Nay: None

Abstained: Walker

Mr. Numer introduced the action item found on page 23 of the meeting packet, regarding two deputies that failed to complete the 2021 on-line continuing education training. The 2021 continuing education training was available from February 5, 2021 through November 19, 2021. All sheriffs and deputies were notified of the training requirement. Several reminder emails were sent throughout the year. Upon the training deadline, approximately 100 deputies failed to complete the training and a make-up class was offered during a two-week period in December 2021. The delinquent deputies were notified individually regarding the make-up class. The make-up session closed with two deputies failing to complete the training. Mr. Numer reported that we did not have this issue in 2020.

Staff recommended that the Board approve offering a third and final opportunity to complete the 2021 continuing education training. The employing sheriff would be

required to make a specific request to have his/her deputy complete the training and that the training would only be available for one week. Should the deputies fail to complete the training, the sheriffs would be required to terminate their employment.

Mr. Numer stated that if a sheriff would re-hire a terminated deputy, the deputy would be required to complete the on-line Certification Re-Activation Training. This would be in accordance with Board Policy.

Chairman Weaknecht stated the he would address this training issue at the PA Sheriffs' Association's mid-winter conference, in February.

Deputy Walker made a motion to open the 2021 on-line continuing education training for one week, for those deputies that failed to complete the training during 2021. Failure to complete the training would require their termination of employment as a deputy sheriff. Chairman Weaknecht seconded the motion. Chairwoman Smith asked if there was any further Board discussion or public comment regarding the motion. No further discussion occurred, and the motion passed with the following votes:

Voting Aye: Board Members Jirard, Neuman, Nothstein, Smith, Walker, and Weaknecht

Voting Nay: None

Mr. Tony Luongo, Temple University, provided the report on continuing education training and curriculum development for Temple University. He reported that the majority of test scores for the 2021 continuing education training ranged between 80 percent and 100 percent. The 2022 on-line continuing education training will consist of Legal Updates, Court Security, and Domestic Violence Awareness. Mr. Luongo stated that the curriculum for the residential portion of the hybrid waiver training program was being finalized. The residential portion will be held at Penn State. He reported development had begun for the 2023 continuing education subjects, to include: Legal Updates, Addictions, and De-escalation. Mr. Luongo stated that the Basic Training curriculum for Crimes and Offenses and Civil Law were updated for 2022. He stated that the Basic Training curriculum for Cultural Diversity, Use of Force, and All Hazards were being updated during 2022. Mr. Luongo informed the Board that his staff will be conducting a Job Task Analysis during 2022. This process is important to identify the duties of sheriffs and deputies and to validate and prioritize our training needs.

Commissioner Nothstein left the meeting at 9:50 a.m. and a quorum of members remained present.

Mr. Numer explained the process for enrollment in the new hybrid Waiver Training Program. Sheriffs will enroll deputies into a new class type called the Waiver Pre-Requisite Training and it would be identified as a "WP" class code in the SDSIS. Enrollment in the WP class would allow those deputies to have access to the on-line portion of the waiver training. Upon completion of the on-line training, grades would be

entered in the SDSIS. Sheriffs would then submit a Waiver Application in the SDSIS, as previously done. The new waiver application includes the requirement of the completion date of the on-line training. When the application is approved, sheriffs would be able to enroll the deputies into the residential portion of the Waiver Training. The residential training is identified as a “W” class code in the SDSIS. Deputies are not permitted to be enrolled in the residential training without completing the on-line training. Reimbursement invoices would be issued in the SDSIS upon completion of the residential training.

Mr. Michael Ecker, Penn State University, provided the basic training delivery report. He reported the hiring of two new Law Enforcement Training Specialists to support the Basic Training Academy and Waiver Training. Mr. John Roefaro is a former police officer with the Penn State Altoona Campus and has served as an academy instructor for several years. Mr. John Wolfe is a retired State College police officer and a deputy sheriff.

Mr. Ecker reported that seven deputies failed the physical fitness entrance test on January 10, 2022, for class B-22-01. Class B-22-02 begins July 11, 2022 and has 40 deputies enrolled. He stated that the dates for the 2022 residential Waiver Training have been determined, but not yet officially published for enrollment.

Mr. Numer asked if anyone had joined the meeting since the start of the meeting and nobody responded. He stated that the next meeting was scheduled for Friday, May 20, 2022, at 8:00 a.m., at the Wyndham Gardens hotel, State College, PA. Attendance would also be available via video conference call. He reminded everyone that the Basic Training Graduation Ceremony would be held after the meeting, at the Ramada Inn. He encouraged every to attend.

Chairwoman Smith asked if there was any further Board discussion or public comments. She asked for a motion to adjourn the meeting.

Chairman Weaknecht made a motion to adjourn the meeting. Deputy Walker seconded the motion and the meeting was adjourned with the following votes:

Voting Aye: Board Members Jirard, Neuman, Smith, Walker, and Weaknecht

Voting Nay: None