

Members:

Larry J. Straitiff, Chairman
Richard P. Campbell
Jon E. Clark
Marshall R. Davis
James E. Gunderman
John D. Holt
Hon. Jolene Grubb Kopriva
Hon. Nicholas P. Muller
Clay R. Yeager



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Meeting Minutes

The 11th meeting of the County Probation and Parole Officers' Education and Training Commission convened at 9:00 a.m. at the Holiday Inn in State College, PA. The following members were present: Chairman Larry J. Straitiff, Richard P. Campbell, Marshall R. Davis, James E. Gunderman, John D. Holt, Clay R. Yeager, Nicholas P. Muller and Chester Kope, Executive Director. The following guests were also present: Mr. Ron Copenhaver and Mr. Scott Roy, Assistant Counsel.

I. Chairman Straitiff called the meeting to order. A quorum of members was established. The Chairman opened the meeting to discuss the previous Meeting Minutes and his attached summary from the December 10, 1996 meeting. A request was made to make a motion to accept the previous Meeting Minutes. A motion was made by Commissioner Holt to accept the minutes and seconded by Commissioner Campbell. A vote to accept the minutes was taken and unanimously approved by the Commission.

II. The Chairman asked for Committee Reports.

A. CURRICULUM COMMITTEE:

Commissioner Holt stated that the committee met for the second time for a two and a half day planning session that included Commissioners Clark, Gunderman, Holt, Mr. Kope, and the two consultants Mr. Anthony Luongo and Mr. Jeffery Monroe. Commissioner Holt explained that Commissioner Clark had prepared a basic format of the curriculum consisting of approximately 80 pages and six sections and gave the Commission an overview.

The Commission began to discuss the curriculum, particularly other training that may be available. Mr. Roy suggested that in the future the Commission should consider using the Basic Officer Skills Training or STAR that PBPP provides, or some other type of basic training as a prerequisite to taking the Commission's training. Because of time constraints, the Commission did not believe that they could require officers to have any prior training to take the current basic firearms training course. However, in the future the Commission may require officers to take some skills training before they would qualify for the basic firearms training.

Chairman Straitiff asked Mr. Roy if the Commission could set a deadline to say that the Commission will not authorize a county to carry firearms after a specified date. Mr. Roy said

that you cannot establish a time frame, saying they cannot carry a firearm after a certain date, until the Commission has a program up and running. It was Mr. Roy's opinion that the Commission could set a deadline in which the counties would have to apply for a waiver. However, the Commission would need to schedule an adequate number of training sessions for the officers to take. After all that is done, the Commission could set a deadline and say that any officer that has not completed the Commission's waiver requirements are not certified to carry a firearm. If a County then permits an officer to carry a firearm, they will assume legal responsibility.

Commissioner Gunderman reviewed the course of fire and concluded the discussion.

B. POLICY COMMITTEE:

Commissioner Davis began by stating that developing needed policies was a bigger undertaking than anyone thought. He developed a policy titled Adverse Decision: Waiver of Basic Training. In addition, Commissioner Davis said we should adopt a format to use for all policies that are developed by the Commission. The Commission discussed the policy. Mr. Roy said that the Commission may want to think about putting things into policy because of the regulatory process and the length of time it takes to get it published. Mr. Roy said that the Commission may want to develop a policy manual that we can give to each county.

Chairman Straitiff made a motion regarding the denial of a waiver. The motion was seconded by Commissioner Campbell and unanimously approved by Commission members present. The motion reads as follows:

MOTION - Our policy with regard to denial of a waiver or adverse decision to a waiver application would be that the Commission's Executive Director will send the applicant and their Chief a certified letter stating that they have 30 calendar days from receipt of the letter to supply supplemental information to him for review and consideration.

Chairman Davis said that we may want to include persons on the policy committee who are not Commission members, but could assist in the development of policy. He stated that it is difficult for the three policy committee members to develop everything that needs to be completed and would like the Commission's approval to ask for volunteers to assist them. Chairman Straitiff said he would assist them and ask Commissioner Davis to make a motion. Commissioner Davis made a motion to request funds to hold meetings to develop policy for the Commission. It was seconded by Mr. Gunderman and unanimously approved by the Commission members present. The motion reads as follows:

MOTION - That the Policy Committee be allowed to utilize such funds necessary to hold a meeting or meetings as necessary to promulgate policies as deemed necessary by the Executive Director and the Commission.

In other policy issues the Commission decided not to use the Carbon County "Use of Force" policy in the curriculum.

C. FINANCE COMMITTEE:

Mr. Kope handed out copies of the Commission's financial statement that listed an account balance of \$136,000. The Commission reviewed the financial report and concluded the discussion.

Chairman Straitiff requested that the Commission establish meeting dates for the year. The following meeting dates were scheduled by the Commission:

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| January 21----- | State College |
| February 25----- | Harrisburg |
| March 25----- | State College |
| April 29----- | Harrisburg |
| May 20----- | State College |
| June 24----- | Harrisburg |
| July 22----- | State College |
| August 26----- | Harrisburg |
| September 23----- | State College |
| October 21----- | Harrisburg |
| November 18----- | State College |
| December 16----- | Harrisburg |

Chairman Straitiff opened the discussion regarding the RFP for basic training. The Commission decided to prepare an RFP for the basic training. The Chairman directed Mr. Kope to proceed in finalizing the RFP and present it at the next Commission meeting.

The Commission began to discuss the priority of selecting officers to participate in the basic training. The Commission decided that priority would be given first to those officers who are currently carrying firearms, but do not qualify for a waiver and then to the officers who do not pass the waiver exams. The Chairman said he would prepare a letter to the Chiefs Association requesting names of certified instructors who would be interested in being certified by the Commission to give the waiver range exam or as an instructor for the basic training.

There was further discussion regarding developing a pool of qualified instructors, providing the waiver exams regionally and type of certification we would require for range instructors. Commissioner Davis stated that he would help Mr. Kope and give the written waiver exam in his region.

III. LEGAL

Chairman Straitiff stated that we discussed a lot of legal issues and wanted to know if there was anything on which the Commission needed a legal opinion. Mr. Roy went over everything that he did not cover in this meeting in response to the October 1996 letter sent to him by the Commission requesting a legal opinion.

There was no additional business and the Chairman adjourned the meeting.