

**Members:**

Larry J. Straitiff, Chairman  
Hon. Richard P. Campbell  
Jon E. Clark  
Marshall R. Davis  
John D. Holt  
Hon. William F. Ward  
Clay R. Yeager  
(Vacant)  
(Vacant)



Chester A. Kope  
3101 North Front Street  
P.O. Box 1661  
Harrisburg, PA 17105-1661  
(717) 783-4692  
FAX (717) 772-1662

September 23, 1997

The County Probation and Parole Officers' Firearm Education and Training Commission meeting convened at 9:00 a.m. on September 23, 1997. The following members were present: Chairman Larry Straitiff, Marshall R. Davis, John D. Holt, Jon E. Clark, Richard P. Campbell, William F. Ward and Chester Kope, Executive Director. The following guests were also present: K. Scott Roy, Esq., James Gunderman, and William Erickson.

**I.** Chairman Straitiff called the meeting to order. A quorum of members was established. A motion was made by Commissioner Holt to accept the August 26, 1997 meeting minutes and was seconded by Commissioner Campbell. The meeting minutes were unanimously approved by the Commissioners.

## **II. COMMITTEE REPORTS**

### **A. CURRICULUM**

Commissioner Clark reported that he plans to hold a Curriculum Committee meeting in Harrisburg, PA at the DoubleTree Club Hotel on October 22, 1997. The purpose of the meeting is to begin development of the Continuing Education Program. In addition to the Curriculum Committee, Commissioner Clark invited three county certified firearms instructors to assist the Curriculum Committee. The three instructors that agreed to assist the Committee are Mr. Thomas Mitchell from Allegheny County, Mr. R. Scott Schlechter from Lehigh County, and Mr. James Gunderman from Dauphin County.

Mr. Kope gave a brief summary of the Second Basic Firearms Training Course that was held at Fort Indiantown Gap on August 25-29, 1997 including recommended changes to the training course. Mr. Gunderman, who was a firearms instructor during this week of training, also made several recommendations regarding the training course.

It was decided that the Commission would purchase pouches so students would not need to put ammunition in their pockets when they are on the firing line. In addition, Mr. Kope reported that there were two separate incidents where spent casings lodged themselves behind students' eye glasses and, in one of the incidents the casing actually lodged against the students' eye. The Commission decided that they would purchase protective glasses and offer them to the students attending the Basic Training Course. In addition, Mr. Roy was requested to write a disclaimer statement to be placed in all training manuals for liability purposes.

### **B. POLICY**

Commissioners Straitiff and Davis submitted policies they developed to the Commissioners for review. Mr. Roy stated that the Commission should write their policies in a broad manner because the regulatory process takes about a year to get published and any changes to the regulations would also take that long. Commissioner Ward added that there are three forms of rule making: (1) Commission Procedures or Rules, (2) Policy, and (3) Regulations. The Commission decided that all policy would be written as broadly as possible as procedures and rules. Eventually the Commission will submit the procedures and rules to be codified as regulations.

### **C. FINANCE**

Mr. Kope gave copies of the current financial reports and the Department of Revenue (DOR) Collections Report for the fiscal year ending June 30, 1997 to the Commissioners. The Commission is currently showing an available balance of \$237,787 and the DOR report shows that all counties are now collecting the fees as required.

Mr. Kope gave draft copies of the hotel and ammunition reimbursement claim forms to the Commissioners for review and approval. Mr. Kope stated that as soon as he and Mr. Copenhagen meet with the Director of Fiscal Management and the Comptroller's Office to finalize the fiscal policies and procedures, he would begin to send the forms to the counties.

### **III. EXECUTIVE DIRECTOR'S REPORT**

Mr. Kope reported that the waiver process is expected to be completed by the end of October 1997. When the waiver process is completed and the waiver records updated, he will prepare certificates for the officers that successfully passed the waiver exams.

Mr. Kope is also working with Mr. Jim Trozzi from Allegheny County Adult Probation Department to schedule the Allegheny Policy Academy for the Basic Training Program scheduled in the Spring of 1998. However, the director of scheduling for the academy will not begin scheduling the range for 1998 until December 1997 and local police departments have precedence over the Commission. This could create a problem, so Mr. Kope will look for other alternative training sites.

At the current time it is difficult to determine the number of officers that will be applying to take Basic Firearms Training based on the old survey that was completed by the Commission, so Chairman Straitiff directed the Executive Director to send a survey letter to all of the counties, both adult and juvenile. This would enable the Commission to plan for future training initiatives.

A draft copy of the annual report was given to the Commissioners. After a brief discussion it was decided that the Commissioners would review the report and send all recommendations to Mr. Kope by October 3, 1997. He would make the necessary recommended changes and send a copy to the Commissioners for further review and comment. Commissioner Ward added that it is important that we get a quality report out and not to rush just to get it done. In addition, Commissioner Ward will prepare a mission statement for inclusion in the annual report.

#### **IV. UNFINISHED BUSINESS**

The Commission began to discuss range recertification, specifically length of time between certifications, when should recertification begin, what course of fire would be required, and would the counties be permitted to conduct the certifications internally. After a very lengthy discussion, the Chairman tabled the matter for discussion at the next Commission meeting.

#### **IV. LEGAL ISSUES**

There were no legal issues.

There was no further business and the meeting was adjourned.