

**Members:**

Larry J. Straitiff, Chairman  
Hon. Richard P. Campbell  
Jon E. Clark  
Marshall R. Davis  
William R. Erickson, Jr.  
Hon. Jolene Grubb Kopriva  
R. Scott Schlechter  
Hon. William F. Ward  
(Vacant)



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April 21, 1998

A meeting of the County Probation and Parole Officers' Firearm Education and Training Commission was held at the Pennsylvania State Farm Show Building in Harrisburg, PA and convened at 1:00 p.m. on April 21, 1998. The following members were present:

Chester A. Kope, Executive Director  
Larry Straitiff, Chairman  
Hon. Richard P. Campbell  
Jon E. Clark  
Ronald E. Copenhagen, Administrative Advisor  
Marshall R. Davis

William R. Erickson, Jr.  
Hon. Jolene Grubb Kopriva  
K. Scott Roy, Esq., Legal Advisor  
R. Scott Schlechter

**I.** Chairman Straitiff called the meeting to order. Commissioner Kopriva moved to approve the minutes of March 17, 1998 as written and they were unanimously approved by the Commissioners.

**II. EXECUTIVE DIRECTOR'S REPORT**

Mr. Kope presented the Commission with a list of County Certified Firearm Instructors which was previously approved. Commissioner Schlechter and David Repyneck were added to the list for Lehigh County.

The second item discussed was the Commission's Newsletter. Mr. Kope reported that on the advise of Mr. Roy he contacted the Boards Legislative and Communication Office regarding the use of their Microsoft Publisher. He was told that he would need to get a license for Microsoft Publisher. The form to request a license was submitted to the Information Technology Office. Mr. Kope stated that it may be easier just to purchase the software. The cost to purchase Microsoft Publisher is approximately \$49. Commissioner Clark made the following motion to purchase the software.

**MOTION:** I so move that we authorize Mr. Kope to purchase the Microsoft Publisher software. Commissioner Kopriva seconded the motion. A vote was taken and unanimously approved by the Commissioners.

Mr. Kope reported that the final changes and additions were made to the Annual Report and it was delivered to the print shop. When the Annual Report is received from the printers, it will be sent to all Chief Probation Officers, President Judges, Juvenile Chief Probation Officers, Commissioners, Legislators, and various Board personnel.

Mr. Kope discussed the letter from the County Commissioners Association of Pennsylvania regarding their fears of passage of the Act regarding collection of fees to pay restitution (Senate Bill 640). Chairman Straitiff explained his understanding of the mandated collection procedures, noting that the Commission will not really be hurt by this action. If anything, the Commission might feel impact on a little slower collection.

Mr. Kope discussed his computer needs and presented the Commissioners with an itemized estimate to replace his current Tangent computer provided by the Board and the cost to purchase a laptop. The estimated costs to purchase a new computer system (processor, monitor, color printer, and digital camera) was \$3,749. The laptop and printer was estimated to cost \$3,800. Chairman Straitiff suggested setting an upper limit for Mr. Kope to purchase a system. Commissioner Kopriva made an authorizing motion for Mr. Kope to spend up to \$7,500 for the purchase of a computer system, most appropriate to perform Mr. Kope's work.

**MOTION:** I so move that we authorize Mr. Kope to spend up to \$7,500 for the purchase of a computer system most appropriate for Mr. Kope to perform his work. Commissioner Clark seconded the motion. After a brief discussion Commissioner Kopriva amended the motion to increase the dollar amount to \$10,000. Commissioner Clark seconded this motion. A vote was taken and unanimously approved by the Commissioners.

Mr. Kope discussed the Commission's proposal to tape the legal portion of the Basic Firearms Training Academy. Mr. Kope stated that the PA Media Services told him what it would cost to tape the four hour legal portion. However, they sent him a copy of an invoice for \$3,600 they charged to tape a 2 1/2 hour training session that Mr. Roy gave. Chairman Straitiff stated that he had discussed this with Paula Vitz and she said we may be able to get the PA Cable Network to tape the training session. After a lengthy discussion, Chairman Straitiff made a motion to pursue the option to use the PA Cable Network to tape future training sessions.

**MOTION:** I so move to pursue the option of seeking PA Cable Network to tape future training sessions. Commissioner Kopriva seconded the motion. A vote was taken and unanimously approved by the Commissioners.

Mr. Kope's last item dealt with the letter that he received from Mr. Thomas Green, Chief Probation Officer of Allegheny County. The letter presented his concerns over the Commission's firearms program. Mr. Kope stated that he contacted Chief Green and discussed his concerns with him. Mr. Kope will also send Chief Green a written response.

### **III. UNFINISHED BUSINESS**

Mr. Copenhaver, Administrative Advisor, directed the Commission's discussion to the clerical situation. Mr. Kope completed the paperwork on another Limited Term employee after interviewing three people. Chairman Straitiff advised Paula Vitz of the Commission's problem with clerical staff and also met with Chairman Ward concerning this problem. Mr. Copenhaver noted that there was no request in the budget submitted requesting to add to the Board complement for a permanent clerical position for the Commission. A lengthy discussion followed. Legal Advisor Roy suggested that Mr. Copenhaver and Mr. Kope

make a special request to the budget for two additional positions to increase the Board's complement. No motions were necessary as per Chairman Straitiff.

Commissioner Schlechter readdressed the topic of the use of the waiver process. Commissioner Schlechter suggested that we continue to use the waiver process for qualified individuals. A lengthy discussion followed. Chairman Straitiff tabled this discussion and charged Commissioner Schlechter with preparing a formal presentation to be presented at the next Commission meeting.

Legal Advisor Roy modified the agreement contract for Venango County and forwarded it onto Chairman Straitiff and Mr. Kope for their signatures.

Legal Advisor Roy informed the Commissioners that the Commission could not purchase hats, shirts, or other items out of Commission funds for firearms instructors, including plaques for former Commissioners. Commissioner Clark said that if the instructors are required by the Commission to wear these items for safety purposes, we could use Commission funds. Mr. Roy agreed if they were required for safety purposes. Mr. Kope informed the Commission that plaques for former Commissioners would cost \$42 each for a total of \$168. Commissioner Straitiff told Mr. Kope to purchase the plaques and the Commission members would reimburse him for the cost of the plaques.

#### **IV. COMMITTEE REPORTS**

##### **A. CURRICULUM**

Commissioner Clark reported on the changes made by the Curriculum Committee to the Basic Training Academy written exam (A). The test now has 75 questions instead of 105 and versions B and C of this test will be revised. Shortening the test has made it more difficult to pass (57 correct and 18 wrong).

Commissioner Clark also brought up the subject of continuing education and how to go about it. He proposed a concept which could be modified, promoted, or rejected. He viewed the task for delivering continuing education as being in two pieces: (1) Curriculum and (2) Delivery System. A lengthy discussion followed regarding the development of an RFP for the In-Service Training Program.

##### **B. POLICY**

There was no action since the last meeting. Chairman Straitiff broached the possibility of holding a 2-day meeting opposed to a 1-day meeting. All agreed to hold the next meeting at State College on Tuesday, June 23 at 1:00 p.m. and on Wednesday, June 24 at 9:00 a.m.

##### **C. FINANCE**

Mr. Kope reviewed the latest financial report with the Commissioners. The report disclosed a balance of \$320,000 as of March 31, 1998.

#### **V. NEW BUSINESS**

Mr. Kope addressed the “Use of Force” policy in light of the Philadelphia incident and today’s discussion of proposed In-Service Training programs. Chairman Straitiff directed this information to the Curriculum Committee to develop protocols that would be made available next year for adoption by the agencies through the training programs.

**VI. LEGAL ISSUES**

There were no legal issues.

**VII. PUBLIC COMMENT AND QUESTIONS**

There was no public comment and questions.

**VIII. ADJOURN MEETING**

There being no further business a motion was made by Commissioner Schlechter to adjourn the meeting. The motion was seconded by Commissioner Clark.