

**COUNTY PROBATION AND PAROLE OFFICERS' FIREARM EDUCATION AND TRAINING
COMMISSION**



pennsylvania

FIREARM EDUCATION AND TRAINING COMMISSION

**ANNUAL REPORT
FISCAL YEAR 2011-2012
(July 1, 2011 – June 30, 2012)**



September 1, 2012

Section 5 (6) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: *"...an annual report to the Governor and to the General Assembly concerning: (i) the administration of the program; and ii) the activities of the commission together with any recommendations for executive or legislative actions."*

Section 5 (16) of the County Probation and Parole Officers' Firearm Education and Training Law (Act Number 1994-158), which created the County Probation and Parole Officers' Firearm Education and Training Commission (FETC), provides for the issuance of: *"...reports to the president judges of the courts of common pleas relating to compliance with this act."*

This report, which is prepared and submitted in accordance with Act 158, contains statistics and data, which are current as of the end of Fiscal Year 2011-12.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith Graybill".

Keith Graybill
Chairman

A handwritten signature in black ink, appearing to read "Todd Burns".

Todd Burns
Executive Director

FY 2011-2012 ANNUAL REPORT

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1.0 Mission Statement

The County Probation and Parole Officers' Firearm Education and Training Commission is committed to providing county probation and parole departments of the Commonwealth quality firearms education and training programs; to improving the probation and parole officers' knowledge and competence with firearms; thereby, enhancing the safety and security of the citizens in the Commonwealth.

1.1 Major Accomplishments During the Fiscal Year:

1. Completed improvements to the Firearm Commission Training Management System (FCTMS), version 1.6;
2. Hosted FCTMS v1.6 WebEx training for Approving Authorities statewide;
3. Updated the Basic Firearms Training Academy (Course 1) Qualification Course of Fire (QCOF), range drills, and adverse light curriculum;
4. Hosted a Certified Firearms Instructor (CFI) Conference in State College from March 13-14, 2012. At the conference, Commission instructors were updated on Course 1 changes. There were 64 attendees and staff at the conference.

1.2 Major Changes:

1. Longtime Commissioners Catherine McVey, Robert Repard, and Thomas Schuster left the Commission.
2. New Commissioners Michael Potteiger, Erik Christensen, and John Yarnell were appointed to the Commission.
3. Longtime advisors Conway Bushey and Linda Laub left the Commission.
4. Robert McCullough was named as a new advisor.

1.3 Future Fiscal Year Initiatives

1. Update Course 1 classroom curriculum;
2. Create and incorporate exams into all In-Service training courses;
3. Finalize amendments to Commission Regulations;
4. Develop a new In-Service training course (Course 8)

1.4 Commission Website

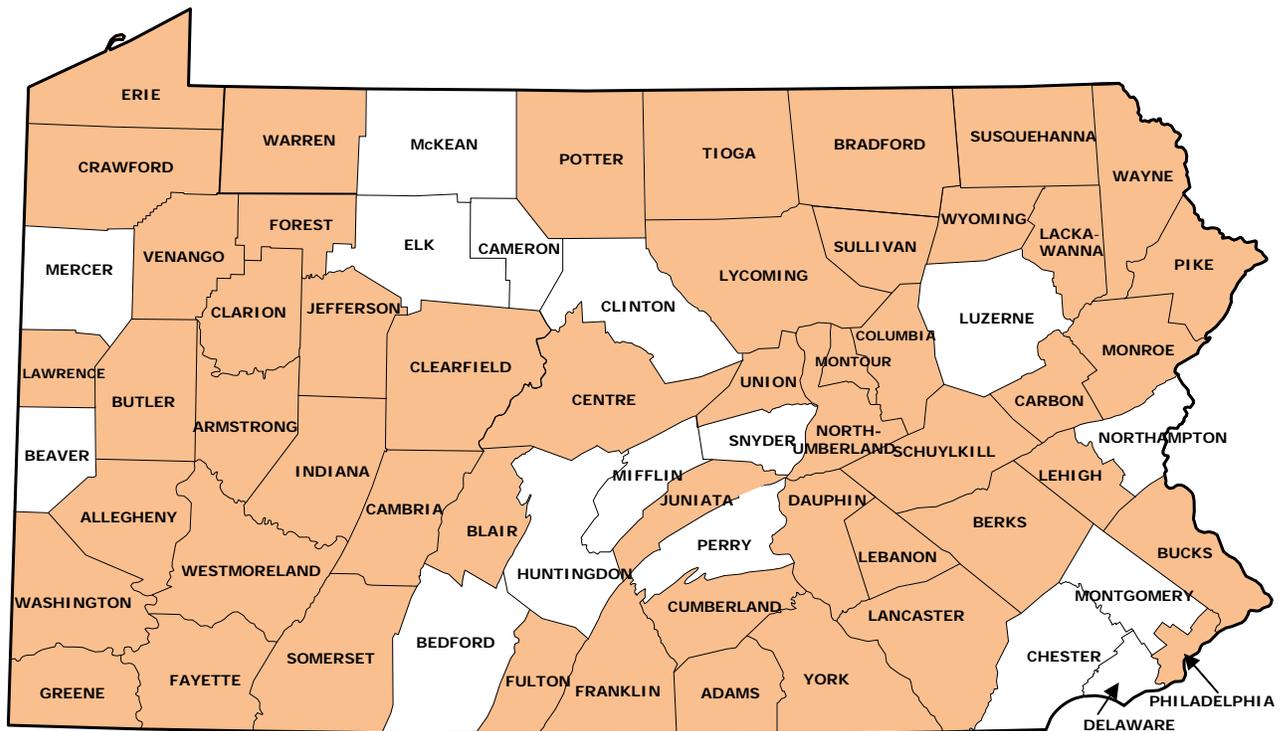
1. The commission maintains a website at www.fetc.state.pa.us .

1.5 Counties that Carry

<u>COUNTY</u>	<u>DEPARTMENT(S)</u>
1. Adams	Adult and Juvenile
2. Allegheny	Adult and Juvenile
3. Armstrong	Adult and Juvenile
4. Berks	Adult and Juvenile
5. Blair	Adult
6. Bradford	Adult and Juvenile
7. Bucks	Adult
8. Butler	Adult and Juvenile
9. Cambria	Adult
10. Carbon	Adult
11. Centre	Adult and Juvenile
12. Clarion	Adult and Juvenile
13. Clearfield	Adult
14. Columbia	Adult and Juvenile
15. Crawford	Adult
16. Cumberland	Adult and Juvenile
17. Dauphin	Adult and Juvenile
18. Erie	Adult
19. Fayette	Adult and Juvenile
20. Forest	Adult and Juvenile
21. Franklin	Adult
22. Fulton	Adult and Juvenile
23. Greene	Adult and Juvenile
24. Indiana	Adult
25. Jefferson	Adult and Juvenile
26. Juniata	Adult and Juvenile
27. Lackawanna	Adult
28. Lancaster	Adult
29. Lawrence	Adult
30. Lebanon	Adult and Juvenile
31. Lehigh	Adult
32. Lycoming	Adult and Juvenile
33. Monroe	Adult, Juvenile and Domestic Relations
34. Montour	Adult and Juvenile
35. Northumberland	Adult and Juvenile
36. Philadelphia	Adult and Juvenile
37. Pike	Adult, Juvenile and Domestic Relations
38. Potter	Adult and Juvenile
39. Schuylkill	Adult

40. Somerset	Adult and Juvenile
41. Sullivan	Adult and Juvenile
42. Susquehanna	Adult and Juvenile
43. Tioga	Adult, Juvenile and Domestic Relations
44. Union	Adult and Juvenile
45. Venango	Inter. Punishment Dept. and Juvenile
46. Warren	Adult
47. Washington	Adult and Juvenile
48. Wayne	Adult and Juvenile
49. Westmoreland	Adult and Juvenile
50. Wyoming	Adult and Juvenile
51. York	Adult

Total of 67 counties in PA; 51 counties (76%) currently employ officers who carry firearms on duty.



- 51 Counties with Probation/Parole Officers Authorized to Carry Firearms (76%)
- 16 Counties with Probation/Parole Officers Not Authorized to Carry Firearms (24%)

2.0 Personnel and Membership

2.1 Commissioners

TITLE	CATEGORY (Section 4. (a) Act 1994-158	COMMISSIONER	ORIGINALLY APPOINTED	CURRENT TERM EXPIRES
Chairman	Representative of the Juvenile Court Judges' Commission	Keith A. Graybill	July 9, 2007	August 19, 2013
Vice Chairman	County Adult Probation Officer/Firearms Instructor	R. Scott Schlechter (Lehigh County)	January 15, 1998	October 2, 2014
Member	Chairman, Pennsylvania Board of Probation and Parole	Hon. Michael C. Potteiger	February 2, 2012	N/A
Member	County Adult Probation Officer/Chief	Michelle A. Beaver (Chief, Juniata County)	May 29, 2008	October 3, 2014
Member	County Adult Probation Officer/Firearms Instructor	Erik Christensen (Erie County)	October 3, 2011	October 3, 2014
Member	A Director qualified under the Municipal Police Education and Training Law (P.L. 359, No. 120)	P. Beth Dombrowsky	September 13, 2006	September 13, 2012
Member	County Commissioner of an Armed County	Hon. Mark Hamilton (Tioga County)	January 16, 2009	May 4, 2015
Member	Judge, Court of Common Pleas of an Armed County	Hon. Russell D. Shurtleff (44th Judicial District) Sullivan/Wyoming Counties	December 2, 2010	December 2, 2013
Member	Member, PA Council of Chief Juvenile Probation Officers	John E. Yarnell (Chief, Sullivan/Wyoming Counties)	October 3, 2011	October 3, 2014

2.2 Commission Advisors

1. Mr. Thomas Dougherty, Director of Grants and Standards, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
2. Mr. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
3. Mr. Robert McCullough, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
4. Mr. William J. McDevitt, Jr., Director, Bureau of Probation Services, Pennsylvania Board of Probation and Parole
5. Mr. Gregory A. Young, Director, Division of Training, Pennsylvania Board of Probation and Parole

2.3 Commission Staff

1. Mr. Todd Burns, Executive Director of the Commission
2. Mr. Nicholas F. Klimowicz, Administrative Officer of the Commission
3. Ms. Diane M. Schaeffer, Secretary of the Commission

2.4 Committees

A. Curriculum Committee

The Curriculum Committee meets periodically to review the content of the Commission's courses, develop new courses, identify new areas and methods of training, make recommendations on training curricula, and discuss other issues related to the Commission.

1. Chair, Vacant
2. Thomas V. Benge, Meadville Police Department (Ret.)
3. Eric B. Burkholder, Berks County Juvenile Probation
4. William R. Erickson, Jr., Erie County Adult Probation (Ret.)
5. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
6. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
7. James Gunderman, Jr., Dauphin County Adult Probation
8. Ron Millward, Centre County Probation
9. Kenneth M. Smith, Pennsylvania Board of Probation and Parole
10. Neil N. Stefanisko, Schuylkill County Adult Probation
11. Gregory A. Young, Pennsylvania Board of Probation and Parole
12. Todd Burns, Executive Director of the Commission
13. Nicholas F. Klimowicz, Administrative Officer of the Commission

B. Policy Committee

The Policy Committee reviews current policies and procedures, makes recommendations to the Commission on policy issues, and develops policies to be implemented.

1. Commissioner John E. Yarnell, Chief Sullivan/Wyoming Juvenile Probation, Chair
2. Commissioner P. Beth Dombrowsky, Managing Director, Public Safety Center, Director, Law Enforcement Training, Harrisburg Area Community College
3. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
4. The Honorable Mark Hamilton, Tioga County Commissioner
5. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
6. Larry J. Straitiff, Chief, Jefferson County Adult Probation (Ret.)
7. Todd Burns, Executive Director of the Commission
8. Nicholas F. Klimowicz, Administrative Officer of the Commission

C. Officer Safety Research Committee

The Officer Safety Research Committee reviews and makes recommendations to the Commission on all aspects of officer safety.

1. Ron Millward, Centre County Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Jeffrey Aveni, Clearfield County Adult Probation
4. Gerald P. Davis, Lackawanna County Adult Probation
5. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
6. Brian Rock, Lackawanna County Adult Probation
7. Commissioner R. Scott Schlechter, Lehigh County Adult Probation, Commission Vice Chairman
8. Commissioner John E. Yarnell, Chief, Sullivan/Wyoming County Juvenile Probation
9. Todd Burns, Executive Director of the Commission
10. Nicholas F. Klimowicz, Administrative Officer of the Commission

D. Fiscal Committee

The Fiscal Committee's primary focus is to review the Commission's financial status, ensuring that revenue and expenditures are closely monitored and properly managed.

1. Commissioner Keith A. Graybill, Juvenile Court Judges Commission, Chair
2. Commissioner Michelle A. Beaver, Chief, Juniata County Probation

3. Robert McCullough, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
4. Todd Burns, Executive Director of the Commission
5. Nicholas F. Klimowicz, Administrative Officer of the Commission

3.0 Program Administration

The Commission meets every other month of the calendar year, usually in State College, Pennsylvania. Commissioners receive announcements and updates from the Chairman and Executive Director on topics and issues of interest to the Commission and conduct the general business functions of the Commission. The Executive Director and Chairmen of the various committees report on their activities and, as necessary, comment and make recommendations on business items before the Commission.

- 3.1 Commission Meetings: July 28, 2011, September 21, 2011, November 17, 2011, January 19, 2012, March 22, 2012, May 24, 2012.

4.0 Training Program Administration

The Commission oversees a variety of firearm-specific training courses. The courses are designed to improve probation officers' proficiency with their firearms. After completion of the Basic Firearms Training Academy, officers are required to complete additional courses yearly. Courses are either Commission-run or are run in-house by individual county departments. A brief description and summary of the courses follows.

- 4.1 Basic Firearms Training Academy (FETC Course 1): Included in the program are topics on officer's authority, jurisdiction and use of force, firearm safety, introduction to firearms, and shooting fundamentals. The major portion of the program is hands-on skills development on the firing range, providing a minimum of 31 hours of instruction. The overall course is a minimum of 49 hours of instruction.

Table 4.1A Commission Course 1

Class / Class Code	Dates	Officers Trained
64 th BTA (BACCOMM030)	7/6/2011-7/22/2011	15
65 th BTA (BACCOMM031)	8/31/2011-9/16/2011	15
66 th BTA (BACCOMM032)	10/12/2011-10/28/2011	27
67 th BTA (BACCOMM033)	6/6/2012-6/29/2012	26
4	Total	83

Table 4.1B In-House Course 1

Class Code	Dates	Officers Trained
BACLHAD004	7/18/2011-7/29/2011	3
BACERAD007	8/31/2011-9/30/2011	3
BACFAAD005	9/12/2011-9/30/2011	3
BAWLWJU001	9/14/2011-9/26/2011	9
BACALAD008	9/26/2011-10/20/2011	11
BACLYJU002	1/7/2012-1/27/2012	1
BAWWSAD001	4/4/2012-5/4/2012	12
BAWWSJU001	4/4/2012-5/4/2012	7
BACERAD008	6/11/2012-6/29/2012	4
9	Total	53

- 4.2 Critical Incident/Report Writing (FETC Course 2): This course offers information on defining and recognizing a critical incident and how to react to one in the interest of preserving the health of the officer and their family. Participants explore the impact of a critical incident on an officer’s life, identify the acute and delayed reactions to critical stress, recognize the potential for Post Traumatic Stress Syndrome, review confidentiality, legal and denial concerns of the officer that may inhibit their ability to deal with a critical incident, identify support activities that can serve to mitigate the negative effects of a critical incident, and review key concerns in preparing critical incident reports.

Table 4.2A Commission Course 2

Class Code	Date	Officers Trained
CECCOMM273	9/15/2011	7
CECCOMM246	5/30/2012	36
CECCOMM265	6/6/2012	40
3	Total	83

Table 4.2B In-House Course 2

Class Code	Date	Officers Trained
CECLYJU006	12/27/2011	1
1	Total	1

- 4.3 Officer Survival Mindset/Cover and Concealment/ Immediate Action Drills (FETC Course 3): This course explores the value and benefits of a positive mindset for the safety and survival of probation and parole officers in dangerous circumstances, reviews the basic

principles of marksmanship and weapon handling skills, provides instruction in tactical movement to cover and concealment as well as immediate actions to clear malfunctioning handguns.

Table 4.3A Commission Course 3

Class Code	Date	Officers Trained
CECCOMM036	7/20/2011	19
CECCOMM044	9/22/2011	9
CECCOMM282	5/31/2012	11
CECCOMM283	6/7/2012	16
4	Total	55

Table 4.3B In-House Course 3

Class Code	Date	Officers Trained
CECERAD002	10/20/2011	6
1	Total	6

- 4.4 Wounded Officer Survival Tactics (FETC Course 4): This course explores one-handed clearing and re-loading techniques and a “no quit” attitude for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.4A Commission Course 4

Class Code	Date	Officers Trained
CECCOMM252	7/1/2011	15
CECCOMM267	7/5/2011	9
CECCOMM064	8/3/2011	23
CECCOMM079	10/5/2011	19
CECCOMM062	6/5/2012	23
5	Total	89

Table 4.4B In-House Course 4

Class Code	Date	Officers Trained
NONE	N/A	N/A
0	Total	N/A

- 4.5 SIMUNITION® Training (FETC Course 5). This course is designed to help prepare probation and parole officers for real world situations and to validate or invalidate current training. The training covers officer safety issues relating to use of force decision-making, building approaches, door approaches, entries, tactics, team movement, and the proper use of safety equipment.

Table 4.5A Commission Course 5

Class Code	Date	Officers Trained
CECCOMM227	8/8-8/10/2011	19
CECCOMM227	8/10-8/12/2011	24
CECCOMM278	6/13-6/15/2012	16
3	Total	59

Table 4.5B In-House Course 5

Class Code	Date	Officers Trained
CECWOAD002	4/16-4/17/2012	5
CECWOJU002	4/16-4/17/2012	4
2	Total	9

- 4.6 Deadly Force Response and Decision Making – Laser Shot® (FETC Course 6). This course explores judgment and decision-making in shoot / no-shoot scenarios for the safety and survival of probation and parole officers in the performance of their duties.

Table 4.6A Commission Course 6

Class Code	Date	Officers Trained
CECCOMM266	7/18/2011	12
CECCOMM261	7/20/2011	10
CECCOMM108	7/21/2011	12
CECCOMM182	7/22/2011	12
CECCOMM245	7/29/2011	10
CECCOMM115	9/13/2011	12
CECCOMM130	5/24/2012	10
CECCOMM266	6/18/2012	12
CECCOMM287	6/19/2012	12
CECCOMM294	6/26/2012	12
CECCOMM295	6/27/2012	6
11	Total	120

Table 4.6B In-House Course 6

Class Code	Date	Officers Trained
NONE	N/A	N/A
0	Total	N/A

- 4.7 Weapon Control / Weapon Retention and Disarming (FETC Course 7). This course explores legal issues, mindset issues, and practical skills with regard to weapon retention and disarming techniques.

Table 4.7A Commission Course 7

Class Code	Date	Officers Trained
CECCOMM253	7/6/2011	17
CECCOMM268	7/6/2011	13
CECCOMM232	7/19/2011	15
CECCOMM270	7/19/2011	12
CECCOMM248	7/20/2011	19
CECCOMM254	7/25/2011	18
CECCOMM233	7/26/2011	16
CECCOMM258	7/27/2011	18
CECCOMM259	7/28/2011	17
CECCOMM255	8/1/2011	18
CECCOMM234	8/2/2011	18
CECCOMM249	8/5/2011	17
CECCOMM235	8/16/2011	16
CECCOMM271	8/22/2011	18
CECCOMM236	8/31/2011	17
CECCOMM256	9/1/2011	16
CECCOMM250	9/7/2011	18
CECCOMM257	9/7/2011	18
CECCOMM262	9/20/2011	17
CECCOMM263	9/21/2011	18
CECCOMM264	9/22/2011	17
CECCOMM237	9/26/2011	16
CECCOMM238	9/27/2011	18
CECCOMM239	10/6/2011	17
CECCOMM240	10/18/2011	18
CECCOMM272	11/15/2011	8

CECCOMM281	5/29/2012	9
CECCOMM305	6/28/2012	14
28	Total	453

Table 4.7B In-House Course 7

Class Code	Date	Officers Trained
CECLYAD002	8/9/2011	4
CECLYJU005	8/9/2011	2
CECLYAD001	8/26/2011	5
CECLYJU004	8/26/2011	2
CECLWAD006	5/15/2012	11
5	Total	24

4.8 Train the Trainer Courses. These courses certify CFI's and MI's to instruct Courses 2-7.

Table 4.8 Train the Trainer

Class Code	Course	Date	Officers Trained
NONE	N/A	N/A	N/A
0	Total		N/A

4.9 Total Number of Officers Trained

Table 4.9A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
76	1035

Table 4.9B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
58	942

Table 4.9C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
18	93

5.0 Officers Annual Requalification

Officers must qualify with their duty weapon each year.

Table 5.0 Total number of officer annual requalifications:

TOTAL NUMBER OF REQUALIFICATION EVENTS	OFFICERS TRAINED
114	958

6.0 Instructor Administration

The Commission certifies qualified instructors as Commission Certified Firearms instructors (CFI's). The Commission manages all CFI's including verifying credentials, training, and training records. After becoming a Commission CFI an instructor may qualify to become a Master Instructor (MI). An MI is a class of CFI who has satisfied additional Commission instructor requirements. MI's are authorized to conduct and oversee in-house trainings. Additionally, all instructors may attend Commission-run Train the Trainer classes to become familiarized and credentialed for specific courses of instruction.

Table 6.0 Number of MI's and CFI's

Number of MI's	Number of CFI's
28	139

7.0 End-of-Year Financial Status

7.1 Fiscal Year 2010-2011 Fund Balance: \$1,131,421

7.2 Fiscal Year 2011-2012 Personnel Costs

DESCRIPTION	AMOUNT
SALARIES	\$138,603
BENEFITS	\$74,701
TOTAL	\$213,304

7.3 Fiscal Year 2011-2012 Operating Costs: \$282,048

7.4 Fiscal Year 2011-2012 Total Expenditures: \$495,352 (Not including commitments)

7.5 Fiscal Year 2011-2012 Total Revenues: \$438,808

7.6 Fiscal Year 2011-2012 Fund Balance: \$1,074,876

8.0 Recommendations for Executive or Legislative Actions

The Commission has no recommendations for either executive or legislative initiatives.