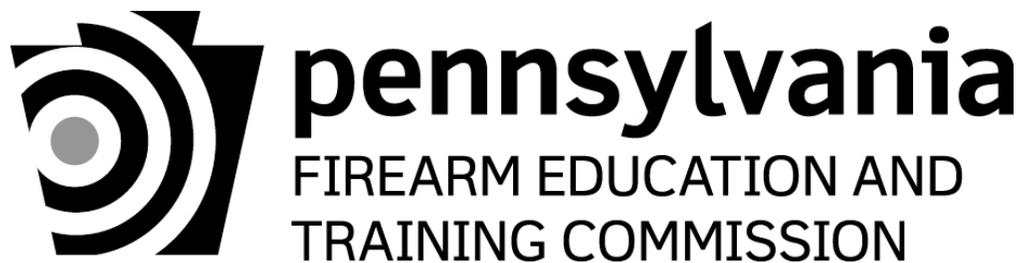


**COUNTY PROBATION AND PAROLE OFFICERS' FIREARM EDUCATION AND TRAINING
COMMISSION**



ANNUAL REPORT
FISCAL YEAR 2013-2014
(July 1, 2013 – June 30, 2014)



January 21, 2015

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 2013-14.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith Graybill". The signature is fluid and cursive, with the first name "Keith" and last name "Graybill" clearly distinguishable.

Keith Graybill
Chairman

FY 2013-2014 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. Developed and fielded a new In-Service training course (Course 8);
2. Finalized amendments to Commission Regulations.

1.2 Major Changes:

1. Longtime Commission Director Todd Burns left the Commission;
2. Commissioner John Yarnell left the Commission

1.3 Future Fiscal Year Initiatives:

1. Develop a new In-Service training course (Course 9);
2. Develop a new force-on-force instructor certification course.

1.4 Commission Website:

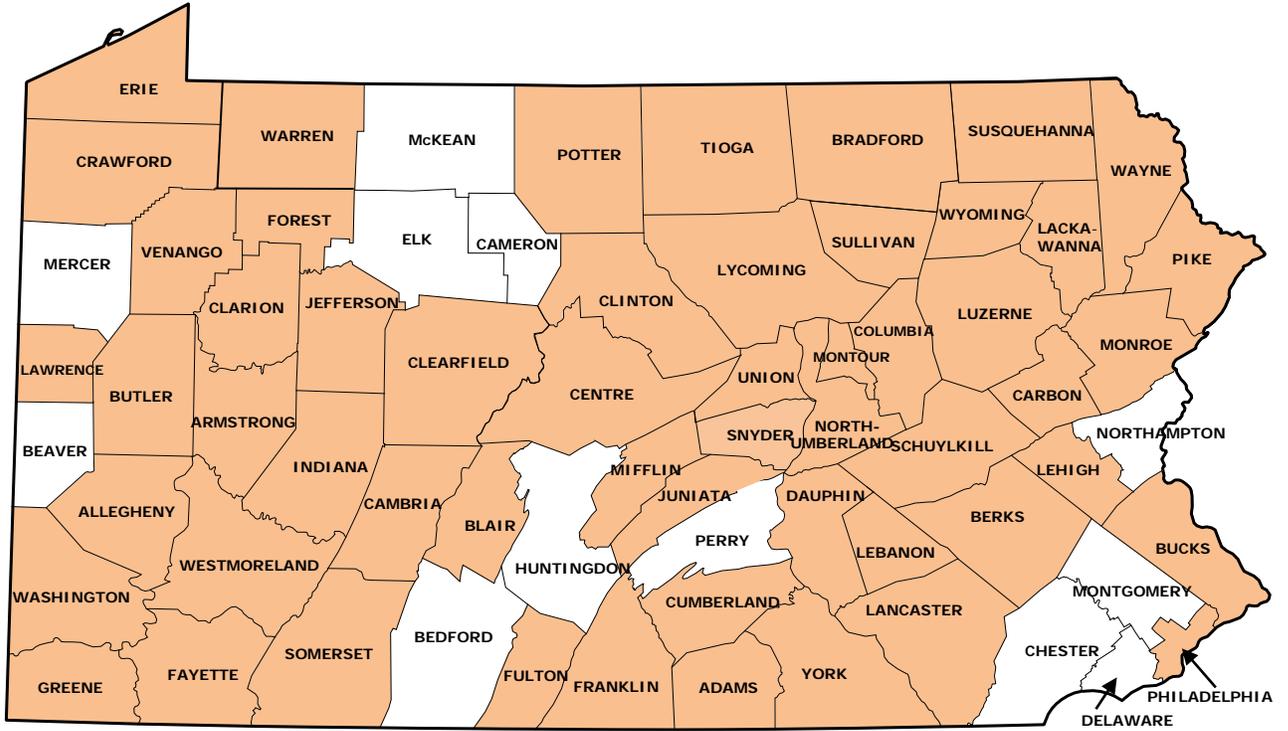
1. The commission maintains a website at www.fetc.pa.gov.

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. Clinton	Adult and Juvenile
15. Columbia	Adult and Juvenile
16. Crawford	Adult
17. Cumberland	Adult and Juvenile

18. Dauphin	Adult, Juvenile and Work Release
19. Erie	Adult
20. Fayette	Adult and Juvenile
21. Forest	Adult and Juvenile
22. Franklin	Adult
23. Fulton	Adult and Juvenile
24. Greene	Adult and Juvenile
25. Indiana	Adult
26. Jefferson	Adult and Juvenile
27. Juniata	Adult and Juvenile
28. Lackawanna	Adult and Juvenile
29. Lancaster	Adult
30. Lawrence	Adult
31. Lebanon	Adult and Juvenile
32. Lehigh	Adult
33. Luzerne	Adult and Juvenile
34. Lycoming	Adult and Juvenile
35. Mifflin	Adult and Juvenile
36. Monroe	Adult, Juvenile and Domestic Relations
37. Montour	Adult and Juvenile
38. Northumberland	Adult and Juvenile
39. Philadelphia	Adult and Juvenile
40. Pike	Adult, Juvenile and Domestic Relations
41. Potter	Adult and Juvenile
42. Schuylkill	Adult
43. Snyder	Adult and Juvenile
44. Somerset	Adult and Juvenile
45. Sullivan	Adult and Juvenile
46. Susquehanna	Adult and Juvenile
47. Tioga	Adult, Juvenile and Domestic Relations
48. Union	Adult and Juvenile
49. Venango	Inter. Punishment Dept. and Juvenile
50. Warren	Adult
51. Washington	Adult and Juvenile
52. Wayne	Adult and Juvenile
53. Westmoreland	Adult and Juvenile
54. Wyoming	Adult and Juvenile
55. York	Adult

Total of 67 counties in PA; 55 counties (82%) currently employ officers who are authorized to carry firearms on duty.



- 55 Counties with Probation/Parole Officers Authorized to Carry Firearms (82%)
- 12 Counties with Probation/Parole Officers Not Authorized to Carry Firearms (18%)

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	October 10, 2016

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	November 15, 2015
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	May 28, 2017
Member	Member, PA Council of Chief Juvenile Probation Officers	Vacant	N/A	N/A

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. Executive Director of the Commission (vacant)
2. Mr. Nicholas F. Klimowicz, Administrative Officer of the Commission
3. Ms. Shannon Bennett, 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. Eric B. Burkholder, Berks County Juvenile Probation, Chair
2. Vanessa Adler, Columbia County Adult Probation
3. Justin Anderson, Dauphin County Adult Probation
4. Thomas V. Benge, Meadville Police Department (Ret.)
5. Craig Christensen, Erie County Adult Probation
6. Commissioner Erik Christensen, Erie County Adult Probation
7. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
8. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
9. James Gunderman, Jr., Dauphin County Adult Probation
10. Ron Millward, Centre County Probation
11. David Mink, Allegheny County Juvenile Probation
12. Kenneth M. Smith, Pennsylvania Board of Probation and Parole
13. Neil N. Stefanisko, Schuylkill County Adult Probation
14. Gregory A. Young, Pennsylvania Board of Probation and Parole
15. Executive Director of the Commission
16. 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 Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
2. The Honorable Mark Hamilton, Tioga County Commissioner
3. John Manning, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
4. Ronald J. Seyko, Director, Allegheny County Adult Probation
5. Larry J. Straitiff, Chief, Jefferson County Adult Probation (Ret.)
6. Executive Director of the Commission
7. 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. Gerald P. Davis, Lackawanna County Adult Probation
4. Commissioner Keith Graybill, Juvenile Court Judges Commission, Commission Chairman
5. Joseph MacLaughlin, Franklin County Adult Probation
6. Brian Rock, Lackawanna County Adult Probation
7. Executive Director of the Commission
8. 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. 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 18, 2013, September 18, 2013, November 21, 2013, January 23, 2014, March 20, 2014, May 22, 2014.

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, with in-service courses (Courses 2-8) conducted via a contract with the Harrisburg Area Community College, 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
72 nd BTA (BACCOMM039)	07/09/2013-08/02/2013	21
73 rd BTA (BACCOMM040)	10/01/2013-11/01/2013	26
74 th BTA (BACCOMM041)	11/05/2013-11/15/2013	15
75 th BTA (BACCOMM042)	04/01/2014-05/02/2014	25
76 th BTA (BACCOMM043)	06/03/2014-06/13/2014	16
5	Total	103

Table 4.1B In-House Course 1

Class Code	Dates	Officers Trained
BACERAD009	8/5/2013-8/23/2013	6
BACLWAD002	10/1/2013-10/11/2013	5
BACALJU005	10/15/2013-11/1/2013	28
BACALJU006	4/14/2014-5/9/2014	27
BACSCAD001	5/14/2014-5/30/2014	4
BACLWAD003	6/16/2014-6/27/2014	3
6	Total	73

- 4.2 Critical Incident/Report Writing (FETC Course 2) via Harrisburg Area Community College contract: 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
CECCOMM347	7/11/2013	34
CECCOMM348	7/12/2013	37
CECCOMM350	7/16/2013	37
CECCOMM379	4/30/2014	37
CECCOMM380	5/6/2014	38
5	Total	183

Table 4.2B In-House Course 2

Class Code	Date	Officers Trained
CECPHAD007	10/9/2013	1
CECDAAD003	10/10/2013	1
CEWWSJU001	12/18/2013	1
CECBEAJ002	2/14/2014	1
CECBUAD002	4/1/2014	1
CEWWSJU002	5/28/2014	29
6	Total	34

- 4.3 Officer Survival Mindset/Cover and Concealment/ Immediate Action Drills (FETC Course 3) via Harrisburg Area Community College contract: 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
CECCOMM356	7/24/2013	18
CECCOMM365	9/20/13	19
CECCOMM381	5/8/2014	18
CECCOMM382	6/23/2014	17
4	Total	72

Table 4.3B In-House Course 3

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

- 4.4 Wounded Officer Survival Tactics (FETC Course 4) via Harrisburg Area Community College contract: 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
CECCOMM346	7/10/2013	24
CECCOMM349	7/15/2013	24
CECCOMM352	9/25/2013	24
CECCOMM384	4/23/2013	22
CECCOMM385	5/28/2014	24
5	Total	118

Table 4.4B In-House Course 4

Class Code	Date	Officers Trained
CECBEAD004	8/23/2014	2
CECBEJU008	8/23/2014	6
CECBEAD005	8/30/2014	1
CECBEJU009	8/30/2014	10
CECPHAD003	9/12/2013	11
CECPHAD004	9/13/2013	11
CECPHAD005	9/20/2013	14
CECPHAD006	9/25/2013	14
CECLHAD007	10/14/2013	19

CECLYJU008	12/17/2013	5
10	Total	93

- 4.5 SIMUNITION® Training (FETC Course 5) via Harrisburg Area Community College contract: 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
CECCOMM357	8/12/2013 - 8/14/2013	17
CECCOMM358	8/14/2013 - 8/16/2013	20
CECCOMM362	9/9/2013 – 9/11/2013	16
CECCOMM363	9/11/2013 –9/13/2013	22
CECCOMM388	5/19/2014 – 5/21/2014	23
CECCOMM389	5/21/2014 – 5/23/2014	23
CECCOMM390	6/9/2014 – 6/11/2014	22
CECCOMM391	6/11/2014 – 6/13/2014	20
8	Total	163

Table 4.5B In-House Course 5

Class Code	Date	Officers Trained
N/A	N/A	0
0	Total	0

- 4.6 Deadly Force Response and Decision Making – Laser Shot® (FETC Course 6) via Harrisburg Area Community College contract: 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
CECCOMM345	7/9/2013	12
CECCOMM353	7/19/2013	12
CECCOMM354	7/23/2013	12
CECCOMM359	8/29/2013	12

CECCOMM360	9/04/2013	11
CECCOMM364	9/17/2013	10
CECCOMM367	10/15/2013	12
CECCOMM368	8/6/2013	10
CECCOMM372	7/22/2013	12
CECCOMM392	5/13/2014	12
CECCOMM393	5/15/2014	11
CECCOMM394	6/6/2014	5
CECCOMM395	6/25/2014	11
13	Total	142

Table 4.6B In-House Course 6

Class Code	Date	Officers Trained
CECBEAD007	10/29/2013	1
CECBEJU007	10/29/2013	11
CECBEAJ001	12/16/2013	2
3	Total	14

- 4.7 Weapon Control / Weapon Retention and Disarming (FETC Course 7) via Harrisburg Area Community College contract: 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
CECCOMM351	7/16/2013	18
CECCOMM355	7/23/2013	14
CECCOMM361	9/5/2013	18
CECCOMM366	9/25/2013	17
CECCOMM369	8/7/2013	17
CECCOMM399	5/12/2014	18
6	Total	102

Table 4.7B In-House Course 7

Class Code	Date	Officers Trained
CECBEJU010	10/8/2013	16
CEWLWJU002	6/10/2014	12
2	Total	28

- 4.8 Advanced Fundamentals of Handgun Marksmanship (FETC Course 8) via Harrisburg Area Community College contract: This course more deeply explores the fundamentals of handgun marksmanship by incorporating drills and techniques to enhance an officer's ability to deliver an accurate shot(s) during a deadly force encounter.

Table 4.8A Commission Course 8

Class Code	Date	Officers Trained
CECCOMM403	4/22/2014	15
CECCOMM404	5/9/2014	13
CECCOMM405	5/19/2014	15
CECCOMM425	5/27/2014	13
CECCOMM406	5/30/2014	15
CECCOMM407	6/17/2014	16
CECCOMM408	6/18/2014	15
CECCOMM409	6/19/2014	14
CECCOMM410	6/20/2014	14
CECCOMM411	6/24/2014	16
CECCOMM412	6/26/2014	15
11	Total	161

Table 4.7B In-House Course 8

Class Code	Date	Officers Trained
CECLYAD003	5/20/2014	4
CECBEAJ003	6/12/14	8
CECBEAJ004	6/19/2014	6
CECBEAJ005	6/24/2014	8
4	Total	26

- 4.9 Train the Trainer Courses. These courses certify CFI's and MI's to instruct Courses 2-8.

Table 4.8 Train the Trainer

Class Code	Course	Date	Officers Trained
CECCOMM374	4	7/17/2013	17
CECCOMM375	7	11/20/2013	9
CECCOMM377	8	2/20/2014	21

CECCOMM378	8	3/12/2014	23
CECCOMM436	8	4/3/2014	9
5	Total		79

4.10 Total Number of Officers Trained

Table 4.9A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
93	1391

Table 4.9B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
62	1123

Table 4.9C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
31	268

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
119	1032

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
34	147

7.0 End-of-Year Financial Status

7.1 Fiscal Year 2012-2013 Fund Balance: \$960,336

7.2 Fiscal Year 2013-2014 Personnel Costs

DESCRIPTION	AMOUNT
SALARIES	\$181,794
BENEFITS	\$88,892
TOTAL	\$270,686

7.3 Fiscal Year 2013-2014 Operating Costs: \$238,237

7.4 Fiscal Year 2013-2014 Total Expenditures: \$508,923 (Not including commitments)

7.5 Fiscal Year 2013-2014 Total Revenues: \$399,145

7.6 Fiscal Year 2013-2014 Fund Balance: \$850,559

8.0 Recommendations for Executive or Legislative Actions

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

