

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

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**ANNUAL REPORT  
FISCAL YEAR 2007-2008  
(July 1, 2007 – June 30, 2008)**



October 21, 2008

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 2007-08

Respectfully Submitted,

R. Scott Schlechter  
Chairman

Todd Burns  
Executive Director

# FY 2007-2008 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 for the last fiscal year:

1. Fielded new in-service training with the purchase of the Laser Shot system;
2. Two new Counties coming online with carrying firearms;
3. Continued the Independent Regulatory Review Commission (IRRC) process to approve the FETC "Proposed Regulation";
4. Identified improvements, corrections, and modifications to the Firearm Commission Training Management System (FCTMS) to be made by (in-house) PA Department of Corrections IT staff.

### 1.2 Future Fiscal Year Initiatives:

1. Identify both cost savings and revenue increasing initiatives;
2. Complete improvements of FCTMS;
3. Continue transfer of Website from DSF to Aqualogic;
4. Continue to develop comprehensive training manuals for each course;
5. Continue to develop new in-service training courses.

### 1.3 Counties that Carry

<b><u>COUNTY</u></b>	<b><u>DEPARTMENT(S)</u></b>
1. Adams	Adult and Juvenile
2. Allegheny	Adult
3. Armstrong	Adult and Juvenile
4. Berks	Adult and Juvenile
5. Blair	Adult
6. Bradford	Adult and Juvenile
7. Butler	Adult and Juvenile
8. Cambria	Adult
9. Carbon	Adult
10. Centre	Adult and Juvenile
11. Clarion	Adult and Juvenile
12. Clearfield	Adult
13. Columbia	Adult/Juvenile
14. Crawford	Adult
15. Cumberland	Adult and Juvenile
16. Dauphin	Adult and Juvenile
17. Erie	Adult

18. Fayette	Adult and Juvenile
19. Forest	Adult and Juvenile
20. Franklin	Adult
21. Fulton	Adult and Juvenile
22. Greene	Adult and Juvenile
23. Indiana	Adult
24. Jefferson	Adult and Juvenile
25. Juniata	Adult and Juvenile
26. Lackawanna	Adult
27. Lancaster	Adult
28. Lawrence	Adult
29. Lebanon	Adult
30. Lehigh	Adult
31. Lycoming	Adult and Juvenile
32. Monroe	Adult, Juvenile and Domestic Relations
33. Montour	Adult and Juvenile
34. Northumberland	Adult and Juvenile
35. Philadelphia	Adult and Juvenile
36. Pike	Adult, Juvenile and Domestic Relations
37. Potter	Adult and Juvenile
38. Schuylkill	Adult
39. Snyder	Adult and Juvenile
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. Wayne	Adult and Juvenile
48. Westmoreland	Adult and Juvenile
49. Wyoming	Adult and Juvenile

Total of 67 counties in PA; 49 counties (73%) currently employ officers who carry firearms on duty.

## **2.0 Personnel**

### 2.1 Commissioners

<b>TITLE</b>	<b>CATEGORY (Section 4. (a) Act 1994-158)</b>	<b>COMMISSIONER</b>	<b>ORIGINALLY APPOINTED</b>	<b>CURRENT TERM EXPIRES</b>
Member	Chairman, Pennsylvania Board of Probation and Parole	Hon. Catherine C. McVey	July 11, 2005	N/A
Chairman	County Adult Probation Officer	R. Scott Schlechter (Lehigh County)	January 15, 1998	May 1, 2011
Vice Chairman	County Adult Probation Officer	Robert L. Repard (Tioga County)	March 23, 2005	May 1, 2011
Member	County Adult Probation Officer	Michelle A. Beaver (Juniata County)	May 29, 2008	May 29, 2011
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, 2009
Member	Representative of Juvenile Court Judges Commission	Keith A. Graybill	July 9, 2007	October 2, 2010
Member	Judge, Court of Common Pleas	Hon. Thomas King Kistler (49 <sup>th</sup> Judicial District) Centre County	May 2, 2006	July 5, 2010
Member	Member, PA Council of Chief Juvenile Probation Officers	Thomas R. Schuster (Bradford County)	March 23, 2005	June 24, 2011
Member	County Commissioner	VACANT		

## 2.2 Commission Advisors

1. Mr. W. Conway Bushey, Executive Director, County Chief Probation and Parole Officers Association of Pennsylvania
2. Mr. Gary B. Holland, Director, Division of Training, Pennsylvania Board of Probation and Parole
3. Ms. Linda J. Laub, Deputy Chief Counsel, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
4. Mr. William J. McDevitt, Jr., Director, Bureau of Probation Services, Pennsylvania Board of Probation and Parole

## 2.3 Commission Staff

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

## 2.4 Committees

### A. Curriculum Committee

The Curriculum Sub-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. Erik D. Christensen, Erie County Adult Probation, Chair
2. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Commissioner Robert L. Repard, Tioga Probation, Commission Vice Chairman
4. Thomas V. Benge, Meadville Police Department (Ret.)
5. Eric B. Burkholder, Berks County Juvenile Probation
6. William R. Erickson, Jr., Erie Adult Probation (Ret.)
7. Michael J. Guido, Dickinson College Public Safety, Carlisle Police Department (Ret.)
8. Ronnie L. Millward, Centre County Probation
9. Neil N. Stefanisko, Schuylkill County Adult Probation
10. Todd Burns, Executive Director of the Commission
11. Angela Sweigart, Administrative Officer of the Commission

### B. Policy Committee

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

1. Commissioner Thomas R. Schuster, Bradford Probation, Chair
2. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Larry J. Straitiff, Jefferson Adult Probation
4. W. Conway Bushey, Executive Director, County Chief Adult Probation and Parole Officers' Association of Pennsylvania

5. Linda J. Laub, Deputy Chief Counsel, Office of the Chief Counsel, Pennsylvania Board of Probation and Parole
6. Todd Burns, Executive Director of the Commission
7. Angela Sweigart, Administrative Officer of the Commission

#### C. Officer Safety Committee

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

1. Commissioner Thomas R. Schuster, Bradford Probation, Chair
2. Commissioner R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Commissioner Robert L. Repard, Tioga Probation, Commission Vice Chairman
4. W. Conway Bushey, Executive Director, County Chief Adult Probation and Parole Officers' Association of Pennsylvania
5. Gerald P. Davis, Lackawanna County Adult Probation
6. William R. Erickson, Jr., Erie County Adult Probation (Ret.)
7. John Yarnell, Sullivan County Juvenile Probation
8. Todd Burns, Executive Director of the Commission
9. Angela Sweigart, 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 R. Scott Schlechter, Lehigh Adult Probation, Commission Chairman
3. Commissioner Michelle A. Beaver, Juniata Probation
4. Commissioner Thomas R. Schuster, Bradford Probation
5. Todd Burns, Executive Director of the Commission
6. Angela Sweigart, 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 17, 2007, September 25, 2007, November 20, 2007, January 29, 2008, April 15, 2008, May 13, 2008.

#### 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 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	Dates	Officers Trained
46 <sup>th</sup> BTA	8/8/07-8/17/07	15
47 <sup>th</sup> BTA	10/10/07-10/26/07	21
48 <sup>th</sup> BTA	5/14/08-5/30/08	29
49 <sup>th</sup> BTA	6/4/08-6/20/08	29
Total		94

Table 4.1B In-House Course 1

Class	Course	Dates	Officers Trained
BACALAD003	1	11/8/07 – 11/20/07	6
BACLYJU001	1	10/10/07 – 10/19/07	1
BACERAD004	1	6/10/08 – 6/19/08	3
Total			10

- 4.2 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 4.2A Commission Course 3

Class Code	Date	Officers Trained
CECCOMM030	7/30/07	11
CECCOMM031	8/1/07	12
CECCOMM032	8/9/07	13
CECCOMM078	6/4/08	8
CECCOMM081	6/25/08	14
Total		58

- 4.3 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 4.3A Commission Course 4

Class Code	Date	Officers Trained
CECCOMM050	7/9/07	19
CECCOMM051	7/11/07	16
CECCOMM052	7/13/07	10
CECCOMM053	7/16/07	9
CECSOAJ003	7/18/07	20
CECCOMM017	7/23/07	8
CECCOMM018	7/26/07	19
CECCOMM055	8/6/07	11
CECCOMM056	8/7/07	22
CECCOMM057	8/14/07	23
CECCOMM019	8/20/07	16
CECCOMM020	8/22/07	22
CECCOMM058	8/27/07	21
CECCOMM059	8/31/07	19
CECCOMM060	9/11/07	23
CECCOMM061	9/13/07	25
CECCOMM022	9/19/07	13
CECCOMM063	9/25/07	20
CECCOMM024	10/11/07	11
CECCOMM025	10/16/07	14
Total		341

Table 4.3B In-House Course 4

Class	Course	Dates	Officers Trained
CECLHAD001	4	10/18/07	8

- 4.4 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 4.4A Commission Course 5

Class	Date	Officers Trained
8-01	4/21/08 - 4/23/08	18
8-02	4/23/08 - 4/25/08	18
Total		36

Table 4.4B In-House Course 5

Class	Course	Dates	Officers Trained
CECDAJU002	5	11/8/07	6
CECDAJU003	5	7/31/07 – 8/3/07	54
CECTIAJ001	5	6/4/08 – 6/5/08	12
Total			72

- 4.5 Deadly Force Response and Decision Making – Laser Shot (FETC Course 6). This course explores judgment and decision making in shoot and no-shoot scenarios for the safety and survival of Probation and Parole Officers in the performance of their duties.

Table 4.5A Commission Course 6

Class	Dates	Officers Trained
CECCOMM075	5/27/08	5
CECCOMM076	5/28/08	11
CECCOMM077	6/3/08	12
CECCOMM068	6/10/08	12
CECCOMM069	6/11/08	12
CECCOMM080	6/17/08	12
Total		64

Table 4.5B In-House Course 6

Class	Course	Dates	Officers Trained
CECALJU001	6	4/21/08	3
CECALJU002	6	4/23/08	5
CECBEAD002	6	3/12/08	12
Total			30

- 4.6 Course 220. Course 220 is a Commission approved (Motion 07-05-06, May 31, 2007) in-house in-service class designed by Dauphin County Probation.

Table 4.6 In-House Course 220

Class	Course	Dates	Officers Trained
CECDAAD001	220*	6/28/07 – 10/31/07	78

- 4.7 Total Number of Officers Trained:

4.7A Total of Commission and In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
48	781

4.7B Commission Courses

TOTAL CLASSES	OFFICERS TRAINED
37	593

4.6C In-House Courses

TOTAL CLASSES	OFFICERS TRAINED
11	188

## 5.0 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 5.0A Number of MI's and CFI's

Number of MI's	Number of CFI's
23	115 (Includes MI's)

Table 5.0B Train the Trainer Courses

Class	Course	Dates	Officers Trained
CECCOMM070	601*	2/20/08	15
CECCOMM071	601	3/25/08	16
Total			31

\* Course 601 is a Commission Course 6 Train the Trainer class.

## 6.0 End-of-Year Financial Status

6.1 Fiscal Year 2006-2007 Fund Balance: \$1,304,425

6.2 Fiscal Year 2007-2008 Personnel Costs

DESCRIPTION	
SALARIES	\$136,710
BENEFITS	\$59,914
TOTAL	\$196,623

6.3 Fiscal Year 2007-2008 Operating Costs

TOTAL	\$251,525
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6.4 Fiscal Year 2007-2008 Total Expenditures: \$448,148 (Not including commitments.)

6.5 Fiscal Year 2007-2008 Total Revenues: \$415,572

6.6 Fiscal Year 2007-2008 Fund Balance: \$1,271,849

## 7.0 Recommendations for Executive or Legislative Actions

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