



# NEWSLETTER

## Commission Membership

**Tyree C. Blocker – Chairman**  
Commissioner  
Pennsylvania State Police  
Dauphin County

**James W. Adams**  
Chief, Upper Allen Township P.D.  
Cumberland County

**Jacob A. Bierling, Jr.**  
First Class Township Official  
Delaware County

**Bart E. Burne, Ed.D.**  
Law Enforcement Educator  
Luzerne County

**Gabriel J. Campana, Ed.D.**  
City Official  
Lycoming County

**Lawrence M. Cherba, Esq.**  
Office of Attorney General  
Dauphin County

**Christopher J. Delozier**  
Noncommissioned Police Officer  
Dauphin County

**Beth Dombrowsky**  
Director Certified School  
Dauphin County

**Stewart J. Greenleaf**  
Senate of Pennsylvania  
Montgomery County

**Mark E. Hall**  
Chief, Clarion Borough P.D.  
Clarion County

**Barry J. Jozwiak**  
PA House of Representatives  
Berks County

**Richard W. Long, Esq.**  
Representative, Public at Large  
Cumberland County

**Todd E. Naylor**  
Noncommissioned Police Officer  
Allegheny County

**Keith R. Sadler**  
Chief, Lancaster City P.D.  
Lancaster County

**Ronald L. Stern**  
Dept. of Community & Economic Dev.  
Dauphin County

**Sonia M. Stopperich**  
Second Class Township Official  
Washington County

**Christopher M. Werner**  
Chief Inspector, Philadelphia P.D.  
Philadelphia County

**Vacancy**  
Borough Official

**Vacancy**  
Borough Police Chief

**Vacancy**  
FBI, Special Agent-In-Charge

## Developing Police Curriculum by Isaac Suydam

Developing effective, standardized police curriculum requires answering the following questions: *what do officers need to know and what do they need to be able to do?* In Pennsylvania, that question is complicated by the wide range of environments that different officers work in. Officers in Philadelphia, Pittsburgh, or Harrisburg do not handle every situation the same, however these departments may have more in common with each other than they do with many of the smaller departments in rural areas throughout the state. Creating a single course to prepare all officers, regardless of location, requires identifying tasks and skills that all officers should possess. In 2013, the Commission contracted a Job Task Analysis of municipal police officers in the Commonwealth. The report captured information from thousands of surveys of officers and supervisors and provided detailed information about the day-to-day job of municipal police officers throughout Pennsylvania. The previous municipal police officer course was written in 2001, and so an effort was made to update that course by incorporating new tasks identified by the Job Task Analysis. The revised course was piloted in early 2015, but feedback indicated a more comprehensive approach would be necessary.

To ensure the new curriculum was aligned to tasks being performed by officers, it was necessary to use the results of the Job Task Analysis to establish and define learning objectives for each part of the curriculum. Criteria were established to ensure the most common and most important tasks were included in the new curriculum. By late 2015, the comprehensive review had identified 484 tasks defining a baseline for a municipal police officer's job. Grouping the tasks along functional lines allowed curriculum developers to identify 257 specific learning objectives which were then assigned to 19 volumes within the new curriculum structure. Learning objectives define what a student should be able to do after receiving instruction and should serve as a guideline for both the instructor and the student in each lesson.

Through a careful comparison of the new learning objectives to previous objectives, as well as thousands of pages of updated material submitted by hundreds of instructors and officers from around the state, it was possible to create lesson outlines for each section of the curriculum. Currently, the Commission training staff is in the final stages of expanding these outlines and developing the corresponding instructor reference documents that will be used by instructors at police academies throughout the Commonwealth. The new curriculum, which establishes the minimum training standards for Pennsylvania's municipal police officers, will be implemented in 2017.

## Firearms Training and Qualification Requirements

Title 37 §203.12(3)(i) requires the Municipal Police Officers' Education and Training Commission to establish and publish firearms training and qualification requirements in its newsletter each year. These requirements supersede previous published requirements and are the minimum standards required for municipal police officer certification.

For background, Title 37, Section 203 establishes the following regulatory requirements related to police firearms qualification courses.

- All certified officers must complete annual qualification on a police firearms course with any firearms authorized for use, including personal weapons. §203.52(b)(1)(i)
- The minimum passing score for a firearms course is 75%. §203.11(11)(ii)(A)
- All waiver-of-training applicants and basic cadets must meet the Commission's standards for firearms qualification. §203.11(11)(ii)(A); §203.12(3)(i)
- Failure to meet the Commission's standards for firearms qualification is grounds for revocation of certification. §203.14(a)(3)
- 38/380 is the minimum acceptable caliber for police firearms qualification. §203.33(16)(i)
- Firearms instructors can refuse to qualify an individual on a weapon they have determined is unsafe, inadequate or not appropriate for police training. §203.33(16)(i)

In addition to the regulatory minimums, the Commission has established the following specific requirements related to police firearms courses, which apply to all applicants and certified municipal police officers.

### Handgun Courses:

- A handgun course of fire must be a generally accepted police qualification course consisting of at least fifty (50) rounds of duty ammunition. (recommend using the ammunition carried the previous year and rotating in new ammunition for duty carry)
- The course shall include various stages at different distances to determine the applicant's or officers' overall proficiency in safety, marksmanship, and weapon operating procedures.
- Stages should include firing with two hands, strong hand, support hand, and reloads.
- Firing should be conducted between one (1) yard and twenty five (25) yards, with exceptions granted for off-duty and back-up sized weapons, where at the instructor's discretion, all rounds can be fired between one (1) and fifteen (15) yards.
- The course should include low/dim light qualification.

### Rifles and Shotguns:

- Qualification for shotguns or rifles must be completed on a generally accepted law enforcement qualification course for those weapons.
- When officers are assigned a weapon, they should qualify with that weapon. In situations where armory stored weapons will be used by multiple officers, all officers authorized to pull firearms must qualify on each weapon system or platform. (AR, etc.)

### Firearms Instructors:

- All basic academy firearms training and qualifications must be accomplished by Municipal Police Instructors employed by certified police academies.
- All annual firearms qualification for in-service police officers must be conducted by a Certified Law Enforcement Firearms Instructor. Firearms Instructors who have successfully completed firearms instructor training can submit an application, and once approved by MPOETC they are authorized to conduct annual qualifications in Pennsylvania. Interested Firearms Instructors can find the application by reading the Officer Firearms Requirements. (<http://www.psp.pa.gov/MPOETC/training/Pages/Firearms.aspx>)
- Firearms instructors and Police Chiefs are responsible for producing and maintaining documentation of in-service firearms qualifications to include the number of rounds fired, individual scores, and firearms used.

**REMINDER: A weapon may not be carried on duty for which an officer is not qualified.**

## Highlights of the March Commission Meeting

Colonel Tyree C. Blocker, Chairman, called the quarterly meeting of the Municipal Police Officers' Education and Training Commission (Commission) to order on March 17, 2016, at the Radisson Hotel Harrisburg, Camp Hill, Pennsylvania.

At the start of the meeting, Letters of Appreciation were given to Joanna Reynolds, former Counsel for the Commission; Stephen Margeson, retired Chief of Carlisle Borough Police Department and Commission member; and Lieutenant Stephen Kiessling for his tenure as Assistant Director and Acting Executive Director, Municipal Police Officers' Education and Training Commission.

The Commission approved the minutes from the December 10, 2015, meeting.

Major Adam M. Kisthardt presented his Executive Director's report. The report consisted of the certification exam administered, professional standards interviews conducted, school inspections performed, and staff attended meetings and training, and presentations were given. The 2016 Mandatory In-Service Instructor workshops were held at Harrisburg Area Community College. Major Kisthardt appointed Commissioner James Adams as Chairman of the Training Committee and Commissioner Keith Sadler as a member of the Professional Standards Committee. The Executive Committee has also been restructured to consist of each Committee Chair and Commissioner Bart Burne will remain as Chair of the Committee.

Commissioner Bart Burne, Ed.D., presented the Executive Committee Report. Each Committee Chair gave their report.

Commissioner James Adams presented the Training Committee Report. Two action items required approval from the Commission. The first item for approval was the 2017 Mandatory In-Service Courses, which are "Legal Updates," "Procedural Justice I," "Law Enforcement Intelligence," and "Law Enforcement Response to Drug Overdose." The second item for approval was a request from the Greater Johnstown Career and Technology Center Police Academy for a tuition increase for their basic training academy. The request was for an increase of \$958.45 for a total tuition rate of \$5,440.02. The Commission voted to approve the 2017 Mandatory

In-Service Courses and denied the tuition increase for the Greater Johnstown Career and Technology Center Police Academy.

Commissioner Bart Burne, Ed.D., presented the Certification Committee Report. The Committee reviewed 193 full waiver applications, 119 basic applications, 131 new instructor applications, and 7 amendments to existing applications. A motion was made and the Commission approved all applications, except one application that is pending additional documentation. The Committee also reviewed the matter of a revocation pertaining to a Philadelphia Housing Authority Police Officer. The recommendation was made, and approved by the Commission, to uphold the decision of the hearing examiner to revoke the police officer's certification.

Commissioner Lawrence Cherba presented the Rules and Regulations Committee Report. The proposed rules are still in the Regulatory Affairs Office, and are expected to be in their final form and prepared for the submission to the Office of Attorney General and the Independent Regulatory Review Commission by the June meeting.

Commissioner Richard Long presented the Professional Standards Committee Report. A motion was made, and approved by the Commission, to accept the Harrisburg Area Community College Police Academy's inspection report for one year or until their next inspection.

Commissioner Mark Hall presented the Strategic Planning Committee Report. The Commission approved the final 2016 Strategic Vision Statement.

Commissioner Jacob Bierling presented the Budget Committee Report. The available balance from the 2014/2015 fiscal year funds is \$2,074,003.01. The current 2015/2016 fiscal year funds are \$5,000,000.

In new business, Commissioner Todd Naylor introduced the new Executive Director of the Pennsylvania Chiefs of Police Association, Mr. Thomas C. Gross.

The next Commission meeting will be held on June 8 and 9, 2016, at the Wyndham Grand Pittsburgh Downtown, Pittsburgh, Pennsylvania.

The meeting was adjourned.

The office of the Municipal Police Officers' Education & Training Commission will be closed on the following dates for the purpose of transacting public business:

**Independence Day: July 4, 2016**  
**Labor Day: September 5, 2016**

Regular office hours are from 8:15 A.M. to 4:15 P.M.  
 Monday through Friday

## Information Regarding the June Commission Meeting

The next scheduled meeting of the Municipal Police Officers' Education and Training Commission is on June 8 and 9, 2016, at the Wyndham Grand Pittsburgh Downtown, 600 Commonwealth Place, Pittsburgh, Pennsylvania 15222. Phone: 412-391-4600.

For the committee meeting schedule and full Commission meeting time; please refer to the insert on this page. The Commission encourages attendance by police chiefs, law enforcement officers, police academy directors, instructors and other interested parties. If you have further questions concerning the meetings, please feel free to contact the Executive Director. You may also find information about the meetings by visiting our website at [www.psp.pa.gov/MPOETC](http://www.psp.pa.gov/MPOETC), under Important Information click on the *Commission Meeting Schedule* link.

The Executive Committee will hear reports from all committees. In addition, the Executive Committee will also open their meeting to comments from the audience. If you would like to make a presentation to any committee, please contact the Executive Director in order to be placed on the agenda for the appropriate committee. This is your opportunity to have your concern or suggestion heard by the Commission.

### Next Quarterly Commission Meeting Schedule

#### WEDNESDAY, June 8, 2016

12:30 PM	Certification Committee
2:00 PM	Training Committee
2:45 PM	Strategic Planning Committee
3:30 PM	Break
3:45 PM	Rules and Regulations Committee
4:00 PM	Professional Standards Committee
4:15 PM	Budget Committee

#### THURSDAY, June 9, 2016

8:00 AM	School Directors Meeting
9:00 AM	Certification Committee (if needed)
10:00 AM	Executive Committee
10:30 AM	Full Commission Meeting



Questions, comments and information for inclusion in the *Newsletter* are always welcome. This is your opportunity to submit your concerns or suggestions to the Commission. To do so, please contact the Executive Director, Major Adam M. Kisthardt or the Editor, Mr. Craig L. Hevalow, by calling toll-free at (800) 342-0858. The Commission can be contacted using the email addresses on page 7. You may also write to:

**M.P.O.E.T.C. Newsletter**  
**Municipal Police Officers'**  
**Education & Training**  
**Commission**  
 8002 Bretz Drive  
 Harrisburg, PA 17112-9748

The Municipal Police Officers' Education & Training Commission was established in 1974 to set hiring and training standards for police departments in the Commonwealth of Pennsylvania through strict certification procedures and standardized basic and continuing professional in-service training for police officers. The Commission needs the support of the entire law enforcement community, state and local government officials, and the general public to be successful. Please circulate this Newsletter throughout your agency and to the government officials in your municipality.



*Editor's Note: This article contains information from and is used with the permission of: David J. Drumheller, Esq., Traffic Safety Resource Prosecutor, Pennsylvania District Attorneys Institute*

The Medical Marijuana Act (The Act) was signed into law on April 17, 2016 and became effective on May 17, 2016. The following is a highlight of some of its provisions.

The Act is intended to "...serve as a temporary measure until there is federal approval of and access to medical marijuana through traditional medical and pharmaceutical avenues."

An eligible patient is defined as someone who has a serious medical condition, is given certification by a physician permitted to do so that there is medical need for marijuana, and is a resident of the Commonwealth.

Serious Medical Condition is defined as: Cancer, HIV/AIDS, Amyotrophic Lateral Sclerosis (ALS), Parkinson's Disease, Multiple Sclerosis (MS), Damage to the nervous tissue of the spinal cord with objective neurological indication of intractable, Spasticity, Epilepsy, Irritable Bowel Syndrome (IBS), Neuropathies, Huntington's Disease, Crohn's Disease, Posttraumatic Stress Disorder (PTSD), Intractable Seizures, Glaucoma, Sickle Cell Anemia, Autism, or severe chronic or intractable pain of neuropathic origin or severe chronic or intractable pain which conventional therapeutic intervention and opiate therapy is contraindicated or ineffective.

The Department of Health (DOH) is tasked with implementing majority of the law and the promulgation regulations governing the Act. This includes issuing licenses to growers/producers, dispensaries, and healthcare providers. They must also develop and maintain a real time tracking system which will track medical marijuana from seed to patient. This database must also include information on all patients and their caregivers.

The forms of the medical marijuana that may be prescribed as of now are: pill, oil, topical forms (including gels, creams, or ointments), a form medically appropriate for administration by vaporization or nebulization (excluding dry leaf or plant form until DOH regulations allow), tincture, or liquid.

All prescriptions are required to be kept in their original packaging which must include the name of the grower, the name of the dispensary, the form and species of medical marijuana, and the percentage of THC and cannabinol contained in the product.

It is unlawful to smoke medical marijuana, incorporate into an edible form (except if done so by a patient or caregiver in order to aid in ingestion of the medical marijuana), grow medical marijuana without a permit, or dispense medical marijuana without a permit.

A patient may not have more than a 30 day supply at any given time except during the last 7 days of the prescription the patient may get the next 30 day supply. Anytime the patient is in possession of the medical marijuana they must have their DOH ID card. The DOH issued ID cards expire one year after issuance.

The DOH ID cards will contain a photo of the person, expiration date, and DOH ID number. Patients/caregivers are also required to carry them at all times when they have medical marijuana with them.

The DOH may notify any appropriate law enforcement agency of information relating to any violation or suspected violation of this Act. In addition, the Department shall verify to law enforcement personnel in an appropriate case whether a certification, permit, registration or identification card is valid, including release of the name of the patient.

Law enforcement will have some ongoing input into how medical marijuana regulations are promulgated as well as any changes in the law. The Act creates a Medical Marijuana Advisory Board that includes the Commissioner of the PSP or a designee, the President of the PA Chiefs of Police Association or a designee, and the President of the PDAA or a designee.

Patients under 18 years of age must have a caregiver designated. There is a safe harbor provision for minors less than 18 years of age. For the two years following the Act becoming effective parents or guardians of minors who have an out-of-state prescription may get medical marijuana lawfully from that state and administer it to the minor residing here.

The Act contains a provision directing DOH to publish notice in the PA Bulletin when marijuana is rescheduled. The DOH is in the process of rescheduling marijuana from schedule I to coincide with the intent of the Act.

The Act does not change the way in which DUI will be prosecuted, but when DOH reschedules marijuana from Schedule I there will be a change in how DUIs will be charged and prosecuted. As it is now under §3802(d)(1)(i) any amount of marijuana is a per se violation and there is no need to prove any level of impairment. This will change when it is rescheduled to Schedule II (or III). Now charges will be brought under §3802(d)(1)(ii) for individuals without a prescription (still per se). Individuals with a valid prescription whose ability to safely drive is impaired may be charged under §3802(d)(2) similar to any other Schedule II or III prescribed drug DUI.

## Updated Information Related to Grant Reimbursement for Training

The release of a new system for use by MPOETC to track training and certification of municipal officers has been delayed. This delayed release means that requests for grant reimbursement must be processed as they were previously handled.

The GRANT REIMURSEMENT link on the MPOETC Training Page (<http://www.psp.pa.gov/MPOETC/training/Pages/training.aspx>) has been updated to ensure accurate information and links are available.

Chiefs of Police, or their designated representative, are encouraged to review this information to ensure all reimbursement requests for MIST and Tuition and Salary are submitted properly, and received at the MPOETC Office **no later than October 1, 2016** in order to provide ample time for staff to process requests.

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### How to Auto Advance Slides in PowerPoint 2013

by DJ Jerome

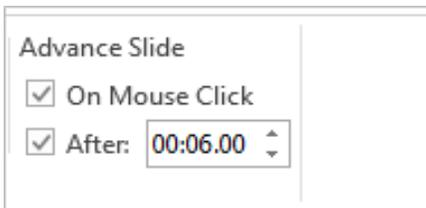
There are times when the presenter of a PowerPoint simply wants to let the slide show go without advancing the slides. This can be done by setting transitions on each slide.

You can set the amount of time you desire for each slide and the slide show will do all the work for you.

Select the slide you wish to set the advance time for, and select the transition option at the top of the screen.



Under the advance slide section check the box for “After” and set the time you wish to use.



After you set your times, always run your slide show to ensure you have given the proper amount of time for the slide to be viewed.

You are done. Now you can launch a slide show and not have to advance the slides.

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## Staff News

Farewell and good luck to Lieutenant Stephen Kiessling for his tenure as Assistant Director and Acting Executive Director, Municipal Police Officers’ Education and Training Commission. Lt. Kiessling transferred to Troop H, Carlisle Station, as Station Commander.

# New Agency Executives

- Chief Shawn T. Anglum AdamsTownship PD  
Butler County
- Chief Jerry K. Bellak Indian Lake Borough PD  
Somerset County
- Chief County Detective Charles S. Edwards  
Armstrong County DA's Office  
Armstrong County
- Chief Steven R. Henry Bristol Borough PD  
Bucks County
- Chief Jonathan F. Itterly Freemansburg Borough PD  
Northampton County
- Chief John P. Leahy North Cornwall Township PD  
Lebanon County
- Chief Jeffrey P. McEvoy Carrolltown PD  
Cambria County
- Chief County Detective Scott A. Mummert  
Franklin County DA's Office  
Franklin County
- Chief Thomas J. Nicklas City of Saint Marys PD  
Elk County
- Chief Daniel P. Raible Leetsdale Borough PD  
Allegheny County
- Chief Kent L. Switzer Lancaster County DA's Office  
Lancaster County
- Dr. Claude Thomas Philadelphia DA's Office  
Philadelphia County
- Chief Garth W. Warner Derry Township PD  
Dauphin County
- Chief Daniel J. Wright Lebanon County Detective Bureau  
Lebanon County
- Chief Roger E. Wright Ford City Borough PD  
Armstrong County
- Chief Chad J. Zucco Greensburg City PD  
Westmoreland County

## Congratulations!

## Areas of Responsibility and Contact Information for Commission Staff

The following resource accounts are provided to allow your questions and concerns to reach the Executive Director, Staff Member, or Members of the Commission.

### ADMINISTRATION AND CERTIFICATION

#### Act 120 Applications and Certification, Act 120 Instructor Application and Certification

Email: [mpocertification@pa.gov](mailto:mpocertification@pa.gov)  
 Telephone: (717) 346-4086  
 Fax: (717) 346-7781 or (717) 346-7782

### TRAINING

#### Basic Training Curriculum, Mandatory In-Service Training, Instructor Training, Retired Law Enforcement Identification Act

Email: [mpotraining@pa.gov](mailto:mpotraining@pa.gov)  
 Telephone: (717) 346-4086  
 Fax: (717) 346-7781 or (717) 346-7782

### GRANT REIMBURSEMENT

#### Continuing Law Enforcement Education Reimbursement (Mandatory In-Service Training), Basic Training Tuition and Salary

Email: [RA-SPMPOFSS@pa.gov](mailto:RA-SPMPOFSS@pa.gov)  
 Telephone: (717) 346-4086  
 Fax: (717) 346-7781 or (717) 346-7782

### PROFESSIONAL STANDARDS AND INSPECTIONS

#### Regulatory Compliance, School Inspections

Email: [mpostandards@pa.gov](mailto:mpostandards@pa.gov)  
 Telephone: (717) 346-4086  
 Fax: (717) 346-7781 or (717) 346-7782