



# NEWSLETTER

## Commission Membership

### Tyree C. Blocker – Chairman

Acting 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

### Robert “Bo” Fean

Borough Official  
Pike 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

### Stephen L. Margeson

Chief, Carlisle Borough P.D.  
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

Director of Certified School

### Vacancy

FBI, Special Agent-In-Charge

## 2015 Grant Reimbursement

### Continuing Law Enforcement Education (CLEE), commonly referred to as Mandatory In-Service Training (MIST) Process

by Lt. Stephen Kiessling

Funding is available for the reimbursement of Continuing Law Enforcement Education (CLEE), commonly referred to as Mandatory In-Service Training (MIST). The eligible courses for reimbursement are Legal Update 15-201 and Human Trafficking 15-423, at a tuition amount of \$15.00 per course, per officer. Reimbursement requests will be considered for those officers who successfully completed the classroom training of these courses during the 2015 calendar year.

The reimbursement request form is available on our public website at [www.psp.pa.gov/MPOETC](http://www.psp.pa.gov/MPOETC) and the request form, with supporting documentation, may be mailed to the Municipal Police Officers' Education and Training Commission, Attn: Administrative Unit, 8002 Bretz Drive, Harrisburg, PA 17112-9748, or submitted electronically to MPOETC's resource account at [RA-SPMPOFSS@pa.gov](mailto:RA-SPMPOFSS@pa.gov) by the specified due date below.

The following timeline for submission of reimbursement requests will be strictly adhered to in determination of eligibility:

*Requests for reimbursements of CLEE must be submitted between the dates of January 1, 2016, to February 28, 2016, for determination of reimbursement.*

All requests for reimbursements will be processed by MPOETC and paid to police departments on a pro rata basis as determined by the eligibility of training and availability of funding.

Each police department will need to verify they have a non-procurement vendor number registered with the Commonwealth of Pennsylvania by following the instructions at [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us). We will continue to provide additional information as it becomes available on the MPOETC website at [www.psp.pa.gov/MPOETC](http://www.psp.pa.gov/MPOETC).

Please contact the Municipal Police Officers' Education & Training Commission at (717) 346-4086 for assistance or additional information.



## NEW Tuition and Salary Reimbursement Process

by Lt. Stephen Kiessling

In June 2016, we anticipate our new Training and Certification System (TACS) will be operational. Reimbursements for basic training tuition and salary for police officers who were hired by the submitting agency prior to academy admission, and successfully completed the entire basic training program during the 2015 calendar year, will be submitted via TACS.

We will provide more information on the process for submitting reimbursement through TACS as it becomes available. After the system is operational, all reimbursement requests will be submitted through TACS.

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 Acting Executive Director, 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.

## 2016 In-Service and Continuing Education Courses

by MPOETC Training Unit

MPOETC has begun conducting instructor training workshops for police trainers who will be teaching the following Commission-approved 2016 In-Service courses:

### 16-201 - Legal Update (Mandatory Course)

This three hour course addresses important legal issues that are important to municipal police officers throughout the Commonwealth. This course will also examine, review, and explain significant court cases that are relevant to police officers in the Commonwealth of Pennsylvania. The overall goal of the curriculum will be to demonstrate how these cases have a direct impact on how police officers perform their duties.

### 16-202 - Use of Force (Optional CLEE Course)

This six hour course will provide law enforcement officers with an understanding of the legal and practical parameters for using force. It addresses basic concepts effecting use of force such as legal concerns, mental preparation, and documentation. This course also discusses what can happen physically and mentally to an officer during a use of force incident, as well as what can happen after a use of force encounter, not only to the police officer, but to the department and community.

### 16-203 - Tactical Medicine (Optional CLEE Course)

This three hour course provides classroom training and practical exercises to increase officer and public safety by introducing police officers to the principles and processes of Tactical Combat Casualty Care for law enforcement officers.



Tac Med Instructor, Craig Hall, Paramedic

Photo by: Leah Napoli, MPOETC

## 2015 Holiday Message

As 2015 draws to a close and the holiday season quickly approaches, I wanted to take the time to express my sincere thanks and gratitude to all the law enforcement professionals across the Commonwealth. It is sometimes very difficult for us to see the positive impact that we have made in the lives of others, but be assured we have. I hope as you enter into this holiday season you will reflect upon these positive contributions you have made throughout your career in providing for the safety and security of your communities, and that this reflection will fill you with a sense of pride and accomplishment.

My best wishes to all of you, and your families, for a safe and happy holiday season and the most joyous and prosperous of New Year's.

Lt. Stephen L. Kiessling



# Highlights of the September Commission Meeting

Colonel Tyree C. Blocker, Chairman, called the quarterly meeting of the Municipal Police Officers' Education and Training Commission (Commission) to order on September 10, 2015, at the Radisson Lackawanna Station Hotel, Scranton, Pennsylvania.

A moment of silence was held for Patrolman John Wilding from the Scranton Police Department who died in the line of duty.

Colonel Blocker spoke on his belief in the importance of 21st Century policing, training, ensuring that all officers in the Commonwealth possess interpersonal skills, embracing emerging technology, and establishing relationships with academia.

The Commission approved the minutes from the June 11, 2015, meeting.

Lieutenant Stephen L. Kiessling, Acting Executive Director, 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, training, visits to Act 120 school directors, and presentations were given. MPOETC staff observed the new basic curriculum pilot and the 2016 Mandatory In-Service Training pilot at Harrisburg Area Community College Police Academy.

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

Commissioner Stephen Margeson presented the Training Committee Report. Briefings were received from Isaac Suydam, Training Director. There was no action recommended or required by the full Commission.

Commissioner Bart Burne, Ed.D., presented the Certification Committee Report. The committee reviewed 163 full waiver applications, 70 basic applications, 20 new instructor applications, and 9 amendments to existing applications. A motion was made, and the Commission approved all applications.

Commissioner Lawrence Cherba presented the Rules and Regulations Committee Report. The rules and regulations are still being revised and reformatted by the Office of General Counsel, as required by the Independent Regulatory and Review Commission. In addition, the standards and guidelines that govern the reinstatement of municipal police officers and certified school instructors, who have had their certifications suspended or revoked, were published in the Pennsylvania Bulletin on September 5, 2015, and became effective immediately upon publication.

Commissioner Richard Long presented the Professional Standards Committee Report. A motion was made, and approved by the Commission, to approve the following police academies for one year or until their next inspection: Beaver, Mercyhurst, Philadelphia, and Westmoreland. Another motion was made and approved by the Commission to decertify a municipal police officer, per the report from the Hearing Examiner.

Commissioner Mark Hall presented the Strategic Planning Committee Report. The committee discussed the current strategic business statement. As they move forward into 2016, an updated version of the business statement will be prepared, and how it will relate to MPOETC's overall training and strategic plan.

Commissioner Jacob Bierling presented the Budget Committee Report. As of August 31, 2015, 79 police departments requested reimbursement for Mandatory In-Service Training. Those expenses were \$121,791.48. As of August 31, 2015, 20 police departments requested reimbursement for tuition and salary for 193 officers. Those expenses were \$774,034.41. Total expenses for reimbursement are \$884,673.04. As of August 31, 2015, Commission staff only processed 18 of those requests.

Commissioner Bart Burne acknowledged Mayor William Courtright, City of Scranton, who was a former Commission member; Chief Carl Graziano; Detective Lieutenant Bob Brenzel; Detective Joe Castellano; Lieutenant Leonard Namiotka; Lieutenant Glenn Thomas; Maryann Grippo, Lackawanna Police Academy Director; and Gerry Gallagher, Deputy, Lackawanna Police Academy.

The next Commission meeting will be held on December 9 and 10, 2015, at the Wyndham Gettysburg, 95 Presidential Circle, Gettysburg, 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:

**Christmas Day: December 25, 2015**  
**New Years Day: January 1, 2016**  
**Martin Luther King, Jr. Day: January 18, 2016**  
**President's Day: February 15, 2016**

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

## Information Regarding the December Commission Meeting

The next scheduled meeting of the Municipal Police Officers' Education and Training Commission is on December 9 and 10, 2015, at the Wynham Gettysburg, 95 Presidential Circle, Gettysburg, PA 17325. Phone: 717-339-0020.

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, including a link to the hotel, by visiting our website at [www.psp.pa.gov/MPOETC](http://www.psp.pa.gov/MPOETC), under Popular Links 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, December 9, 2015

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, December 10, 2015

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

## Continuing Law Enforcement Education (CLEE) Update

by Leah Napoli

In the 2015 training year, only nine (9) hours of training developed by MPOETC are required, the remaining three (3) hours of Continuing Law Enforcement Education (CLEE) for 2015 may be obtained through a variety of training sources. The intent of this change is to provide discretion to officers and agency heads to determine the specific training needs of their personnel. The balance of the CLEE requirement must consist of courses approved by MPOETC. The following three categories of individuals can submit courses to MPOETC for CLEE review/approval: Academy Directors, PA Chiefs of Police, and Commercial Training Vendors.

Provided on the MPOETC website at [www.psp.pa.gov/MPOETC](http://www.psp.pa.gov/MPOETC) > Popular Links > *CLEE* are details on the CLEE process and how to submit a course for CLEE approval. MPOETC will review training for approval upon submission of the following:

1. CLEE Request Form
2. Course Outline
3. Instructor Credentials - Submit Curriculum Vitae

Email the items listed above to [ra-mpotraining@pa.gov](mailto:ra-mpotraining@pa.gov).

When training is approved for CLEE, an official course number will be assigned by MPOETC and a class roster will be provided. Use the MPOETC class roster to track certified police officer attendance.

MPOETC will maintain a registry of all approved courses and encourages the use of this resource to identify training for Pennsylvania's Law Enforcement Officers. All courses approved by MPOETC for CLEE credit during the 2015-2016 recertification cycle will be listed in the CLEE section of the MPOETC website under the *MPOETC Approved CLEE Courses* link. For further information on a specific course, please call or email the designated point of contact. Please verify any proposed training has been approved by MPOETC before paying for or attending the course.

Approval of CLEE credit for a course does not imply endorsement of the course content, training materials, or vendor by the Municipal Police Officers' Education and Training Commission; rather it verifies the training is structured to allow continuing education to occur.

Regarding training record retention, until further notice, Approved Training Providers and Chiefs of Police/Training Officers should keep copies of all records pertaining to the successful attendance/completion of CLEE courses.

The Commission is currently developing a new software system that will allow agencies to enter CLEE data directly into the training and certification database. Additional information regarding this project is anticipated in 2016. Until that capability has been fully tested, all CLEE records must be maintained/retained by individual officers, departments, and trainers to ensure it is available during the next recertification cycle.

For additional information about CLEE, contact Isaac Suydam, MPOETC Training Director at [isuydam@pa.gov](mailto:isuydam@pa.gov).

# How to Create a Pie Chart from Excel Spreadsheet Data

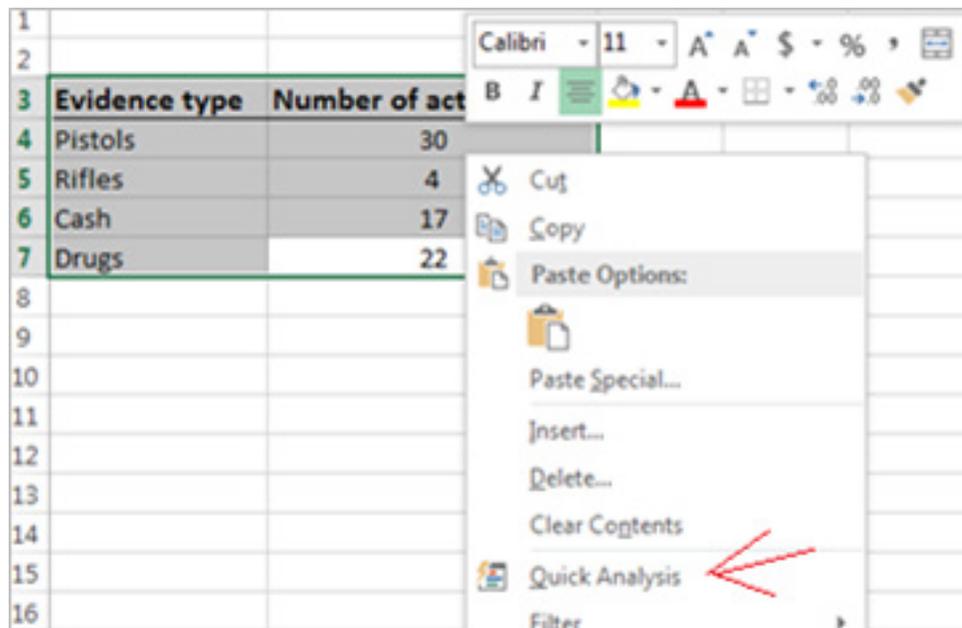
## Microsoft Excel 2013

by DJ Jerome

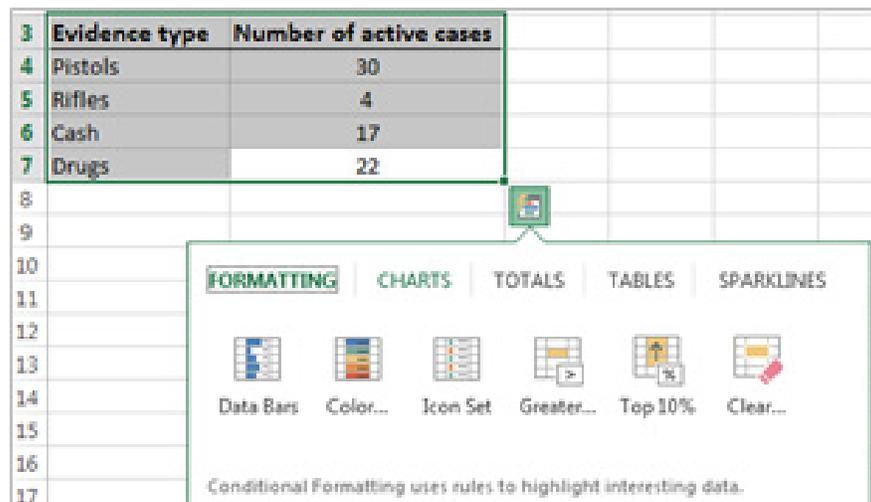
Example: The Chief would like a pie chart showing the items in the evidence locker. You already have that data in a spreadsheet.

Evident Type	Number of Active Cases
Pistols	30
Rifles	4
Cash	17
Drugs	22

In Excel, highlight all the items by left clicking and dragging your mouse over the data cells. Then right click your mouse over the highlighted area. Select: **Quick Analysis**.

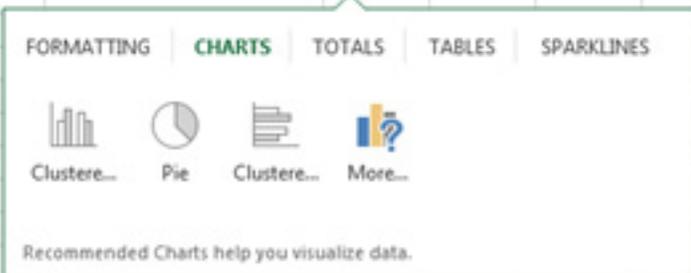


Select: **Charts**



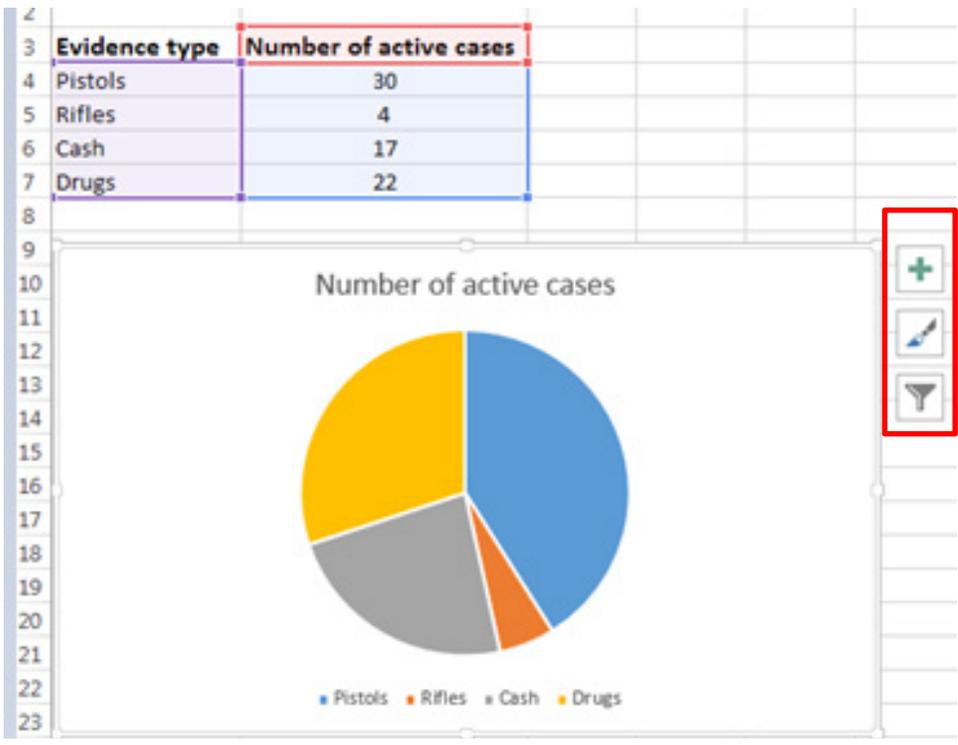
Select **Pie** (or other chart type).

Evidence type	Number of active cases
Pistols	30
Rifles	4
Cash	17
Drugs	22



The image shows a spreadsheet with a table of evidence types and active cases. A context menu is open over the table, displaying various chart options. The 'CHARTS' tab is selected, and the 'Pie' icon is highlighted. Other options include 'Clustered', 'More...', and 'Recommended Charts help you visualize data.'

Pie Chart has been created.



You can select different display options by using the three icons on the right hand side.

# New Agency Executives

- Director of Public Safety Robert A. Coulton** Bristol Township PD  
Bucks County
- Chief Ronald D. Denbow** Coraopolis Borough PD  
Allegheny County
- Director Frank Drew** Lawrence County DA's Office  
Lawrence County
- Chief James A. Klein** New Kensington City PD  
Westmoreland County
- Chief Todd A. Koser** Newville Borough PD  
Cumberland County
- Chief George Lebetz, Jr.** West Leechburg Borough PD  
Westmoreland County
- Public Safety Director Brian D. Mazzanti** Greenville-West Salem Borough PD  
Mercer County
- Chief Curt L. McClain** Coudersport Borough PD  
Potter County
- Chief Daniel Mimnaugh** Dupont Borough PD  
Luzerne County
- Chief Donald O. Nies** Otto-Eldred Regional PD  
McKean County
- Chief Kirk E. Nolan** Westmoreland County Park PD  
Westmoreland County
- Chief Gregory P. Wyandt, Jr.** Roaring Spring Borough PD  
Blair County

# 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

e-mail: [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

e-mail: [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

e-mail: [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

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



# Congratulations!