

NEWSLETTER



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Cumberland County

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Cumberland County

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Washington County

Vacancy

Director of Certified School

Vacancy

FBI, Special Agent-In-Charge

Continuing Law Enforcement Education (CLEE) Update

by

Rudy Grubesky, Director of Training and Curriculum Development

MPOETC staff has updated our website to include a new tab for the new CLEE program that was first announced by Major Grimes in December of 2014. The new online documents include a template to facilitate submission, review and pre-approval of in-service training courses for CLEE credit.

In addition, there is a roster form that must be used for courses that may be open to all law enforcement officers because MPOETC only needs to track training record information for police officers and county detectives who are certified by MPOETC. Please keep all records, such as copies of certificates, sign-in rosters and any knowledge check results, if applicable, at the local level until MPOETC staff provides guidance on how the records will be submitted to our office.

We are currently experiencing several issues with the course proposals being submitted. The first issue is that all courses must be pre-approved. Our turnaround time for course approval is approximately 6 to 8 weeks.

A second issue pertains to instructional objectives. The learning “objectives must be presented as an action statement.” For example, at the conclusion of this course the participants will be able to:

1. Plan and assemble a training proposal in compliance with all of the CLEE Program requirements using the MPOETC template.

“Instructional objectives must be written as measurable, observable, and time specific” or “measurable participant performance to a precise standard under well-defined conditions.” For more helping in writing IOs see: www.bloomstaxonomy.org.

A third problem area concerns course outlines. A topic outline, listing the major points to be addressed in the training course must be included in the proposal. The outline must also reflect the amount of time that will be spent on each topic and include the total number of hours of training being provided. A sample is provided on the MPOETC website.

The last issue concerns the background information for the course instructor(s). A curriculum vitae or resume for each of the course instructors must be submitted with the course proposal.

As of March 1, 2015, our office has received 141 course proposals ranging from agency specific courses to training programs designed by various police academies, to training being provided by private vendors as well as online courses.

One of the online courses that has been approved to date is for the Pennsylvania Virtual Training Network (PAVTN). Their Domestic Violence course is approved as the fourth course for the MPOETC 2015 online course curriculum. We hope to publish a list of all of the approved courses and contact information on the MPOETC website in the near future.

Although we are experiencing some minor glitches and growing pains with the new CLEE program, it is our hope that it will be helpful in meeting the training needs of all police departments in the future. Thank you for your understanding and patience as we work through all of the above-referenced issues.

Reference: http://www.michigan.gov/mcoles/0,1607,7-229-42523_42969-149360--,00.html extracted December 1, 2014

Run, Hide, Fight!

by Sergeant Robert E. Bemis, Pennsylvania State Police

Editor's Note: This article originally appeared in the PSP Bureau of Training and Education newsletter in April 2014 and is being reprinted with express permission. The author, Sergeant Robert Bemis, recently provided training to the MPOETC staff on this concept and what to do in the event of an active shooter situation.

In the early days of the Cold War, much was unknown about the dangers of radiation and fallout from Atomic weapons. In an effort to promote "preparedness" measures, the Federal Civil Defense Administration commissioned an educational film to be shown to children in schools. The film "Duck and Cover" became an essential part of emergency response training for youth of the 1950's and 60's. At a time when television portrayed American life as relatively safe and wholesome, the reality of the world required people to prepare for the horrible scenario of an Atomic blast.

Today, not much has changed. The premise of nuclear holocaust may have drifted from our daily lives, but it has been replaced with the all too familiar and ever increasing threat of violence and rapid mass murder occurring anywhere, at any time.

For more than a decade, law enforcement has been training its members on how to respond to active-shooter incidents. The training was developed largely to address incidents of violence occurring at school facilities. As acts of terrorism began to increase within the United States, police were forced to prepare for mass casualty events taking place virtually anywhere we live, work or play. With every tragic incident, there is a need to develop training that addresses previously unconsidered scenarios. Our officers are more prepared and better equipped than they have ever been, but this article is not about them.

Consider for a moment the possibility of an armed subject arriving at one of our facilities. It's easy to think that even without a formal plan we'd know how to handle the situation; after all, we have the ability to meet fire with fire. One question though, what will our civilian employees do?

The nature of law enforcement is that we will always be at risk of injury, whether we are in the field or at work in the station. The clerks, Police Dispatchers and others who work with us every day share the same risk. An armed assailant at one of our barracks can be the worst case scenario. It is important for our employees to be prepared both mentally and physically to deal with an active-shooter situation.

In February 2014, the Bureau of Training & Education joined with other state law enforcement to provide readiness training to Commonwealth employees, preparing them to respond to an active-shooter situation. Academy civilian employees were among the first to participate in the program endorsed by the U. S. Department of Homeland Security.

Mirroring what is presently being taught in school districts and corporate offices nationwide, the program empowers the individual to quickly decide the best course of action necessary to protect their own lives. The approach is simplified into three words: Run, Hide, and Fight.

RUN = EVACUATE

If there is an accessible escape path, the best plan is to evacuate the premises. Be sure to have an escape route and plan in mind. Leave regardless of whether others agree to follow. If possible, help others to escape as long as they don't hinder your evacuation. This can be difficult to accept, but you should not attempt to move wounded



Still image of actor portraying an active shooter in "Run, Hide, Fight!" a training video produced by the U.S. Dept. of Homeland Security. PSP Academy civilian employees viewed the video while attending training on how to respond during an Active Shooter incident.

people. Those that can move on their own should be encouraged to do so. Leave your belongings behind. Once clear of the building, you should attempt to prevent other individuals from entering an area where the active shooter may be. Immediately follow the instructions of police officers and remember to keep your hands visible. Call 911 when it is safe to do so.

HIDE = HIDE OUT

If evacuation is not possible, you should find a place to hide where the active shooter is less likely to find you. Select a hiding place that is out of the shooter's view, will provide protection if shots are fired in your direction, and not trap or restrict your options for movement. To prevent a shooter from entering your hiding place, you should attempt to lock the door or blockade it with heavy furniture. Hide behind large items, remain quiet and turn off any source of noise such as radios, televisions and cellular phones (remember to turn off the vibrate function as well). Try to remain calm and if able, dial 911 and provide both yours and the shooter's location.

FIGHT = TAKE ACTION

As a last resort, and ONLY when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/her, throwing items and improvising weapons, yelling and committing to your actions. It may seem like an impossible task to confront an armed attacker, but never underestimate the power of a focused group of unarmed individuals. Seize control and disarm the attacker, but be aware of the dangers associated with holding a firearm when law enforcement officers are responding to a scene. Attempt to secure the weapon away from the attacker or get rid of it. The Department has a common sense policy regulating the carrying of weapons in the workplace by employees; however, nothing should preclude an individual from using whatever is available to protect their life in a deadly force situation.

RESOLUTION

Remember that law enforcement will be responding, it just may not be immediately to your location. Upon arrival, their job will be to search for and stop the shooter. They will likely not stop to answer questions or provide direction. Additional arriving officers will follow to assist the wounded. Following your evacuation, you should proceed to a pre-determined assembly point or other safe location and remain in that area until authorities have released you. Accountability, criminal investigation and eventual restoration of police operations will be the priorities for our Department following an active-shooter incident at one of our facilities.

RUN HIDE FIGHT

Recertification Project Update

by Amy Sponsler, Supervisor, Certification Unit

The Certification Unit is in the process of recertifying approximately 23,000 officers within the Commonwealth of Pennsylvania. In addition to our normal day-to-day duties, we are reviewing rosters from approximately 1,100 police departments in order to recertify officers. Your patience is appreciated during this time of increased workload. Please be assured we are doing our best to answer any questions you may have regarding the recertification, and any other inquiry concerning officer certification, in a timely manner.

The most frequently asked question during this recertification process so far has been "What do I need to submit or do if my officer took the mandatory in-service training (MIST), but it's not showing up on the roster as being completed?" If MIST was completed online, the police chief can submit the officer's certificate that is printed upon completion. Please contact Chris Braun at 717-236-1059 or cjbraun@pachiefs.org if you have any issues with obtaining the certificates. If MIST was completed in the classroom, please contact the academy where the course was taken and request in writing; the course name and number, date taken, grade, session ID, and class ID. Please submit the certificates and/or the information from the academy with your roster when returning it to MPOETC.

This is the first recertification year that MPOETC is requesting dates on the roster for expiration dates of CPR and First Aid certification, as well as the dates of firearm qualifications. Please note that "Year 1" is 2013 and "Year 2" is 2014 under the "Firearms Certification Dates" column.

Thank you for your time and effort in this endeavor to accurately and efficiently recertify your police officers.

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Run, Hide, Fight!

PROACTIVE PLANNING

Lt. Colonel Dave Grossman, a well-respected author and speaker on mental readiness teaches that preparation is the opposite of denial. If one recognizes the possibility of a workplace violence scenario, then it is incumbent upon Commanders and Supervisors to develop emergency action plans tailored to their facilities and the capabilities of those who work there. Plans must include all "stakeholders" and periodic drills should be conducted to test the effectiveness of the plan.

It is the responsibility of every employee, civilian and enlisted to assist with the security of every state police installation. Follow established policies and regulations regarding physical security and prisoner transportation. No one should attempt to circumvent the rules out of convenience or in an effort to entice cooperation. Doing so creates weaknesses that bad people can exploit to harm us and those we care about.

BE READY

Though rare, incidents of workplace violence and rapid mass murder can and do occur. It is the new reality of the United States and like our fellow Americans in the middle of the last century; we have to be prepared to deal with the unthinkable and to include training for others who may be in harm's way.

A final consideration should be to do what you can to share this information with those you care most about – your family. By sharing the principles of "Run, Hide, Fight" with your friends and loved ones, you help them to be ready to face this type of event should it occur anywhere they may be located, such as shopping centers, restaurants or movie theaters.

Schedule for the Next Quarterly Commission Meeting

WEDNESDAY, March 11, 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, March 12, 2015

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

Information Regarding the March Commission Meeting

The next scheduled meeting of the Municipal Police Officers' Education and Training Commission is on March 11 and 12, 2015, Homewood Suites, 3990 TecPort Drive, Harrisburg, Pennsylvania 17111, phone (717) 909-4663.

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 web site at www.mpoetc.state.pa.us, by first clicking on "About Us" and then on the "Quarterly Commission Meetings" link.

The Executive Committee will hear reports from all committees. In addition, the Executive Committee will also open the 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.

Highlights of the December Commission Meeting

Colonel Frank Noonan, Chairman, called the quarterly meeting of the Municipal Police Officers' Education and Training Commission (Commission) to order on December 11, 2014, at the Tofrees Conference Center, State College, Pennsylvania.

Colonel Noonan presented former Commission member Vincent DiCenzo a Letter of Appreciation. Colonel Noonan also presented to MPOETC Staff member Wendy Mason a 30-year award for her service to the Commonwealth.

The Commission approved the minutes from the previous meeting on June 19, 2014. Due to the Frein manhunt, the September meeting was cancelled.

Major Douglas E. Grimes presented his Executive Director's report. The report consisted of the certification exam administered, professional standards interviews were conducted, school inspections were performed, and staff attended meetings, training, and gave presentations. MPOETC staff held an Act 120 school directors meeting. Major Grimes attended and answered questions at the Pennsylvania Chiefs of Police Association Conference; made a presentation at the FOP Meeting-Split Rock Resort in the Poconos; delivered the commencement address at the Lackawanna College Police Training Academy and Harrisburg Area Community College Police Training Academy graduations; and, visited Allegheny County, Greater Johnstown, Westmoreland County Community College, Harrisburg Community College, and Montgomery Community College police training academies. MPOETC also held a fall school director's meeting.

In the absence of Commissioner Bart Burne, Ed.D., Commissioner Stephen Margeson presented the Executive Committee Report. Each Committee Chair gave their report.

Commissioner Stephen Margeson presented the Training Committee Report. A motion was made and approved to increase the tuition rates for 2015 Mandatory In-Service from \$14.85 to \$15.00. A motion was made and approved for Harrisburg Area Community College to increase their tuition rate from \$3,600 to \$4,730. A motion was made and approved to approve the 2016 Mandatory In-Service Training courses. The 2016 courses will be Legal Updates, Use of Force, and Tactical Medicine. Use of Force and Tactical Medicine will be electives. Legal Updates will be a mandatory course. Commission member, Senator Stewart Greenleaf recommended that Use of Force should be mandatory.

In the absence of Commissioner Bart Burne, Ed.D., Commissioner Christopher Delozier presented the Certification Committee Report. The committee reviewed 144 basic applications and 364 waivers. The committee also reviewed 48 new instructor applications and 26 amended applications. A motion was



Colonel Frank Noonan, Commissioner, addresses the quarterly meeting of MPOETC.

Photo by Lori Moore, MPOETC

made and all applications were approved with the exception of eight applications that were either denied or required additional information. Two new school directors were approved, Randolph G. Cox from Westmoreland County Community College and Christine Shegan from Mansfield University.

Commissioner Lawrence Cherba presented the Rules and Regulations Committee Report. The state regulations concerning the Retired Law Enforcement Identification Act were changed and approved by the Independent Regulatory Review Commission and published in the Pennsylvania Bulletin. The regulations will require compliance with the federal statutes. Language was put in to place that whenever the Federal Statute changes, Pennsylvania's statute will change. The biggest change is the requirement of ten years on the force and separation from duty. This was changed from 15 years on the force and retirement. Also, the Policy and Review Commission sent the MPOETC regulations back to us for minor changes and they should be available at the March meeting.

Commissioner Richard Long presented the Professional Standards Committee report. Inspection of various academies were conducted.

Commissioner Ronald Stern presented the Strategic Planning Committee report. It was agreed upon to meet in January to update the goals and initiatives.

In new business, a motion was made and approved to authorize Colonel Noonan to appoint a three-person subcommittee for the purpose of the existing revocation hearings, to consider and accept or reject on behalf of the whole Commission any settlement offers made for the suspension of certification.

Colonel Noonan announced that this was his last Commission meeting due to his retirement January 16, 2015.

The next Commission meeting will be March 11 and 12, 2015, at Homewood Suites, 3990 TecPort Drive, Harrisburg, Pennsylvania.

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:

Memorial Day: Monday, May 25, 2015

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

Commissioner's Column

by Colonel (Retired) Frank Noonan, PSP, and MPOETC Chairman



Editor's Note: This article originally appeared in the PSP Communicator, January 2015, and is reprinted with permission.

As I turn the page on the calendar and begin a new year and a new chapter in my life, I want to first thank all of you for your past support and confidence and the respect given to me as an outsider joining your organization. I have shared such a unique camaraderie, which I hope will continue in the years to come. I truly love the Pennsylvania State Police and have such admiration for the work you all do. It wasn't until I sat in the Commissioner's chair that I really saw the breath of the organization, such amazing people doing amazing things.

In 2011, more than 380 Troopers, who have served in the military since the 9/11 terrorist attacks, were honored at a ceremony that included Gov. Tom Corbett and retired Marine Lt. Col. Oliver North. This ceremony was very close to my heart. It is important to recognize the people who protect our country here and overseas. Since 9/11, we have had to respond to threats against our country at home and abroad. The September ceremony was the first of its kind in Pennsylvania to honor members of the State Police who have also served in the U.S. Armed Forces since the terror attacks on September 11, 2001. Again, amazing people doing amazing things. It has also been an extreme honor for me to meet with all the families of Troopers killed or injured in the line of duty – those are some conversations and memories I will never forget.

I am proud to have had the opportunity to

serve as the Commissioner for the finest law enforcement organization in the world, and serving in Governor Corbett's cabinet provided a wonderful capstone for my government service. Being the finest is one thing....but staying the finest requires continuous improvement. Moving forward in these challenging times for law enforcement will require significant commitment by all of you to uphold the Call of Honor and continue to be role models for our new Cadets and Troopers – and knowing all of you the way I do, there is no doubt you will succeed – not because you have to, but because you want to.

I wish you, my PSP family, all the very best.

Staff News

Terry Leahy retired February 27th. He began his career with MPOETC in May 2006 after retiring from the Highspire Police department, having served there for 26 years. He will miss the MPOETC Staff, all of the instructors, school directors, police academy staff and officers across the Commonwealth with whom he has worked with these past nine years. He plans to resume his adjunct teaching of Criminal Justice at a central Pennsylvania college.

Missy Bookhammer began her career with the Pennsylvania State Police in May of 1988 at Troop G Headquarters in Hollidaysburg. She transferred to DHQ in 1998. MPOETC became her next and final employment with PSP in 2000. Missy gained knowledge of all three units at MPOETC by doing municipal police officer certifications and instructor certifications, then moving to the Fiscal Unit where she served as the administrative assistant to the Fiscal Unit Director. In 2005 she transferred to the Training Unit. On December 19, 2014, Missy retired from PSP to spend time with her twin grandchildren, travel, and enjoy life.

Mindy Seiders is from Halifax, PA and the oldest of seven children. She has a Bachelors degree in Criminal Justice from Central Penn College and will be working on getting her masters degree this fall. She started in the temporary clerical pool at the Pennsylvania Emergency Management Agency (PEMA) before becoming a Clerk Typist 2 with the Department of Human Services. She then transferred to PSP Troop H before coming over to MPOETC.

Leah Napoli joined MPOETC as a Police Education Training Specialist on February 17, where she'll be creating e-Learning courses, adapting course content from classroom-based courses, and overseeing delivery of web-based training courses presented as an optional learning style for municipal police officers throughout the Commonwealth of Pennsylvania.

Leah's background is in training and development and at her last position she worked as a Training and Technical Assistance Consultant with Tuscarora Intermediate Unit for the PA Department of Human Services, Office of Developmental Programs. She developed various statewide required and professional development curriculum, face-to-face and web-based training to professionals who support individuals and their families with intellectual/developmental disabilities in PA. She also assisted with the design and maintenance of six websites.

Leah received her Bachelors of Science in Psychology, and Masters in Education in Training and Development from Penn State University.

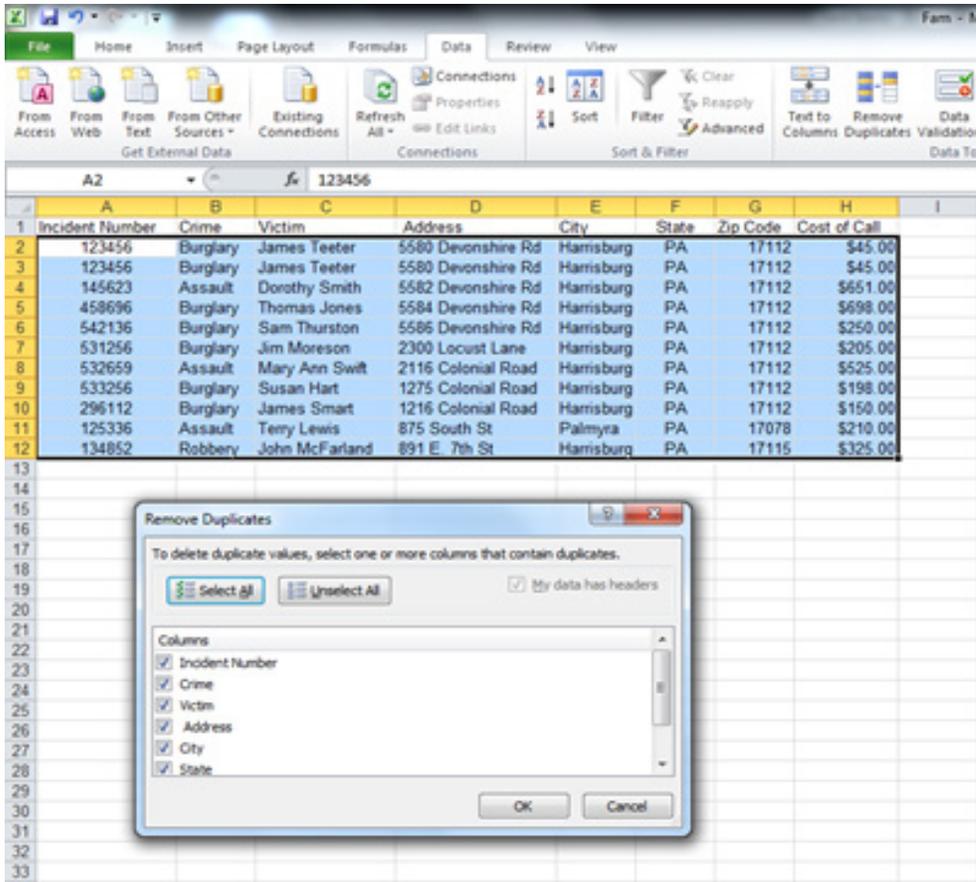
Questions, comments and information for inclusion in the *Newsletter* are always welcome. This is your opportunity to submit your concerns or suggestions to the Commission. To do so, please contact Major Douglas E. Grimes, Executive Director, or the Editor, Mr. Craig L. Hevalow, by calling toll-free 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.

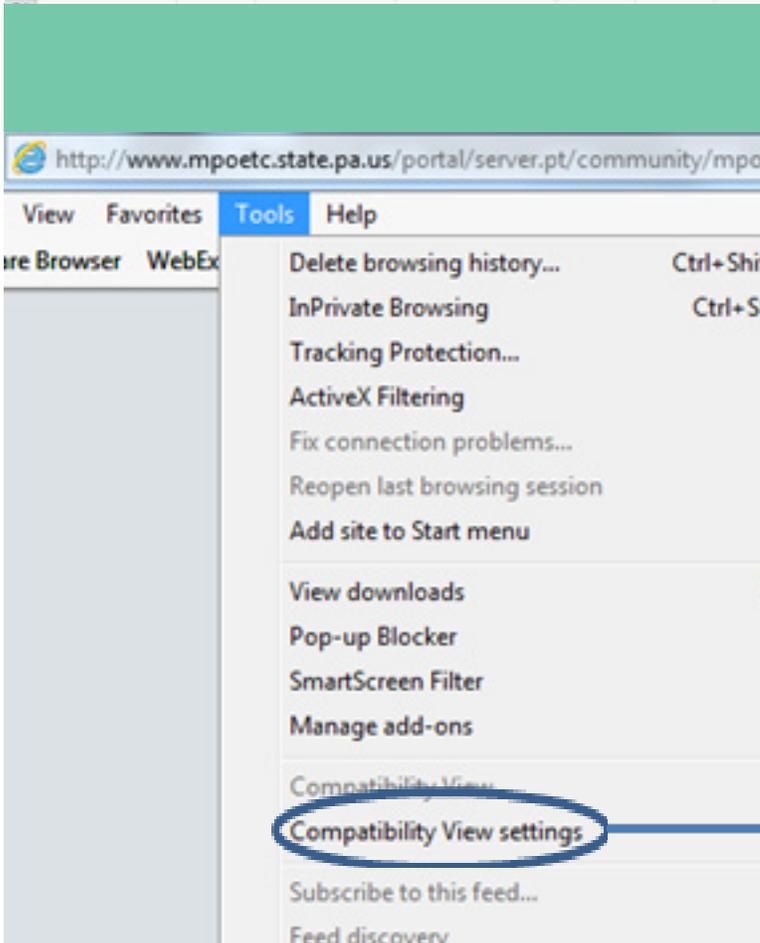
Microsoft Excel 2010 Removing Duplicate Values from a Spreadsheet

by Dave Davis



Excel users sometimes experience a situation where duplicate data has been entered into a spreadsheet. This is relatively common when there are multiple users who are entering data. Duplicate data will affect column totals and other values within the sheet. Elimination of duplicate data will insure the integrity of your data results. To accomplish the removal, first highlight all of the data as indicated below. Next, click on the Data tab and select Remove Duplicates.

The **Remove Duplicates** dialog box will appear. You have the option of selecting all fields of data, or you can select random columns by deselecting columns (Note: when all of the data is selected, by default, Excel checks each column). This is done by clicking on the checked box. In the example below, the first two rows have identical data. To remove the duplicate row, simply click on OK and the duplicate record will be removed.

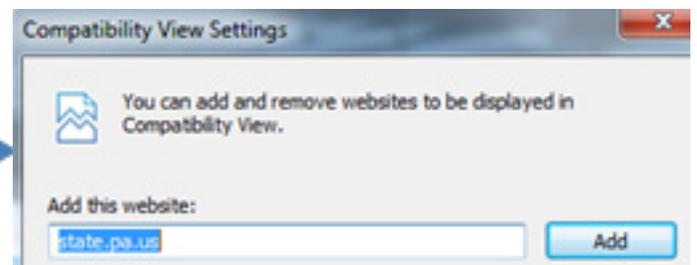


Setting Compatibility Mode for Internet Explorer

Some users have experienced problems viewing information/links on the MPOETC Web Portal. These users will receive an error message indicating that the information cannot be displayed. This problem can be easily resolved by setting the compatibility mode in your browser.

To accomplish this action, go first to the MPOETC web page and in the browser window, select Tools from the menu bar. Locate and select Compatibility View Settings

You will see "state.pa.us" populate the *Add this website window*. Click on Add and close.



New Agency Executives

Chief Troy D. Bell	Reynoldsville Borough PD Jefferson County
Chief William M. Gardner	Fayette City PD Fayette County
District Attorney Robert C. Greene	Office of the Warren County DA Warren County
Chief Matthew J. Juzwick	Mt. Oliver Borough PD Allegheny County
Chief Joseph D. Kelly, III	Yardley Borough PD Bucks County
Chief Bradley S. Klock	Cresson PD Cambria County
Chief Cameron S. McLay	Pittsburgh City PD Allegheny County
Chief Kevin A. Meyer	Cranberry Township PD Butler County
Chief Russell P. Miller, Jr.	South Connellsville Borough PD Cambria County
Chief Michael A. Moravec	Kingston Township PD Luzerne County
Chief Nelson A. Ocasio	Upland Borough PD Delaware County
Chief Kerry J. Parkes	Riverside Borough PD Northumberland County
Chief Thomas J. Rentschler	East Union Township PD Schuylkill County
Chief Brian Sabatini	Butler Township PD Luzerne County
Chief Rodney Smith	Hughesville Borough PD Lycoming County
Chief Matthew A. Stofflet	West Pottsgrove Township PD Perry County
Chief Chad G. Thomas	Mahoning Township PD Montour County
Chief Melville Tomeo	Girardville Borough PD Schuylkill County
Chief Brian P. Uhrmacher	Hopewell Township PD Beaver County
Chief Theodore D. Woodhead	Northern Cambria Borough PD Cambria 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

e-mail: 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
Telephone: (717) 346-4086
Fax: (717) 346-7781 or (717) 346-7782

GRANT REIMBURSEMENT

e-mail: 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
Telephone: (717) 346-4086
Fax: (717) 346-7781 or (717) 346-7782