

<p><b>Commonwealth of Pennsylvania</b></p>  <p><b>Pennsylvania Board of Probation and Parole</b></p>	<p><b>Volume III</b> <b>CHAPTER 4</b></p> <p><b>Procedure</b> <b>2.06.07</b></p>	<p><b>Date Revised:</b> <b>Replaces</b></p> <p><b>NEW</b></p>
<p><b>Chapter Title</b> <b>ADMINISTRATIVE, MANAGEMENT</b></p>		<p><b>Date of Issue</b> <b>4/18/16</b></p>
<p><b>Subject</b> <b>STAFF SAFETY EQUIPMENT TRAINING</b></p>		<p><b>Effective Date</b> <b>6/1/16</b> <b>PUBLIC</b></p>

**I. AUTHORITY**

The chairman of the board is delegated authority to direct the operations and administration of the board, as well as directing and administering the work of the staff. 61 Pa.C.S. § 6112 (a) (1-4).

**II. PURPOSE**

The purpose of this procedure is to explain staff safety equipment training.

**III. APPLICABILITY**

This procedure is generally applicable to board staff with detention/arrest powers, investigative responsibility, staff safety training responsibility and/or who are assigned board-issued weapons. Designated portions of this procedure shall also apply to employees who have been otherwise authorized by the chairman to carry firearms and institutional parole staff.

**IV. DEFINITIONS**

**V. POLICY**

The Pennsylvania Board of Probation and Parole recognizes that employees shall be responsible for all issued or provided Commonwealth property, and shall ensure it is serviceable and available for use at all times. Commonwealth property issued or otherwise provided by the board shall be used exclusively in the performance of official commonwealth duties and in conformance with the law, commonwealth and board directives and procedures and, when appropriate, in accordance with training and/or instructions provided on the proper use and care of commonwealth property.

**VI. PROCEDURE**

**A. Training**

1. Any employee or other participant scheduled to attend any staff safety training must report at the designated time. The inherent danger involved with any staff safety training requires all participants to receive the appropriate safety briefings prior to the start of the training and after any extended break periods. Any employee or other participant reporting late for any reason to any staff safety training and/or missing any portion of the safety briefing will be instructed to leave the training.

## 2. Mandatory staff safety training

Designated employees must attend and complete the following training:

- a) Basic training academy (BTA) – resistance and control/staff safety skills training
- b) O.C. Spray.
- c) Impact weapon (expandable baton).
- d) Initial firearms training
  - 1) All employees assigned as field supervision staff (field agents, supervisors, or other designated staff) who request to carry a board issued firearm shall attend and successfully complete the entire initial firearms training course.
  - 2) All employees assigned as field supervision staff (field agents, supervisors, or other designated staff) that do not request to carry a board issued firearm shall complete the firearms safe handling course. In the event that remedial training is needed it will occur during the BTA.
  - 3) Parole agents, supervisors and other staff assigned to a state correctional facility are exempt from this requirement.
- e) Weapon retention
- f) All staff safety annual update training

## 3. Staff safety annual update training

- a) Designated employees must attend and successfully complete the staff safety annual update training each fiscal year. This training shall be in addition to any annual firearms related training required to maintain board-issued firearm.
- b) The staff safety annual update training will consist of eight training hours annually. The topics of the annual training will vary each year based on agency needs.
- c) During a three-year training cycle; the content of the staff safety annual update training will include all staff safety training updates, re-certifications on weapons (except firearms), refresher training on handcuffing and other defensive tactics as well as an additional relevant yearly topic. Examples of the yearly topics are building searches, advanced arrest, agent hostage situations, tactical communication, dynamic scenarios, and incident response.
- d) The FTTD shall develop the staff safety annual update training to ensure that all time parameters for weapon and defensive tactics re-certification are met. This training will be developed based on, but not limited to, the following re-certification schedule:
  - (1) Resistance and control continuum / justification of control – annually
  - (2) Handcuffing – 3 years

- (3) Defensive tactics – 3 years
  - (4) Oleoresin capsicum (OC) re-certification – 3 years
  - (5) Impact weapon (expandable baton) re-certification – 3 years
  - (6) Weapon retention/disarming – 3 years
  - (7) Taser – 3 years
- e) The board's training bureau will establish minimum requirements for all written and practical examinations to determine successful completion of this training. Participants failing to successfully complete any portion of the training will be required to re-take that portion of the training a second time.
  - f) If the participant fails to successfully complete any portion of the training a second time, the participant will be required to attend a remedial training session, for only that portion of the training that was failed, at the next available basic training academy (BTA). Additionally, if the failure involves any re-certifications of a weapon (expandable baton or oleoresin capsicum (OC) spray, or staff safety equipment (handcuffs) the employee's authorization to carry the weapon will immediately be suspended and the weapon(s) shall immediately be relinquished to the lead instructor of the staff safety annual update training.
  - g) If an employee does not complete annual staff safety update training for any reason, they will immediately relinquish their board-issued weapons and staff safety equipment to their supervisor or a regional staff safety instructor until they complete this training. Temporary exemptions to this regulation must be approved by the appropriate office director in conjunction with the scheduled make-up session, not to exceed 90 days.

#### 4. Firearms training

All employees participating in any firearms training must report to the training with all of the employee's issued firearms related equipment, including firearm, all three issued magazines, holster, magazine pouch, flashlight, duty ammunition, protective body armor, baseball style cap, jacket or shirt to conceal the firearm, hearing and eye protection.

#### 5. Training required for employees authorized to carry a board-issued firearm.

- a) Before an employee may receive authorization to carry a board-issued firearm, the employee shall successfully complete the following training programs:
  - (1) Basic training academy – resistance and control/staff safety skills training
  - (2) Oleoresin capsicum (OC) spray
  - (3) Impact weapon
  - (4) Taser training
  - (5) Initial firearms training

- b) An employee who has not successfully completed the resistance and control/staff safety skills portion of the basic training academy within three years of the date the employee is requesting permission to carry a board-issued firearm, must successfully complete this portion of the basic training academy prior to receiving authorization to carry a board-issued firearm.
- c) The course instructor and the board's training bureau will determine successful completion of a course. Employees failing to meet the minimum requirements of any of the required courses will be ineligible to carry a board-issued firearm until the employee successfully completes all of the required training.

#### 6. Initial firearms training

- a) Designated employees must attend the initial firearms training. Successful completion does not require qualification, but does require that the employee safely handles the firearm throughout firearms training. Parole agents, supervisors and other staff assigned to a state correctional facility are exempt from attending the initial firearms training.
- b) The initial firearms training course shall consist of a period of classroom instruction, range training and a remedial firearms training course (if necessary). Employees must obtain a minimum score as established by the board's training bureau on the shooting qualification, written exam and must successfully pass the dim light/night fire and tactical firearms training. Participants failing to successfully complete any portion of the training will be required to re-take that portion of the training a second time.
- c) Employees will be given one attempt to qualify at the initial firearms training. The remedial firearms training session will afford employees who fail the shooting portion of the initial firearms training additional instruction, practice and a second opportunity to qualify with the board-issued firearm. One qualification attempt will afford the employee three (3) chances to successfully qualify with the board-issued firearm.
- d) If an employee fails to pass the initial firearms training, the employee shall be given a second opportunity to participate in the next available initial firearms training course. Employee's requesting to attend the initial firearms training course for a third or subsequent attempt must receive permission from the director of training, or his designee and the appropriate office director, or his/her designee. Employees attending initial firearms training for a third or subsequent attempt must qualify at least twice during a qualification attempt.
- e) Upon meeting the basic eligibility requirements, the decision to request authorization to carry a board-issued firearm is optional for the employee.

#### 7. Annual firearms re-qualification

- a) Following the initial firearms training, employees shall successfully complete the next regularly scheduled re-qualification training (except those employees who complete the initial firearms training during the below listed re-qualification period). The employee shall re-qualify annually thereafter.

- b) In order to maintain authorization to carry, employees shall successfully complete all mandatory annual firearms training to include re-qualification, dim light/night fire and tactical training. If an employee fails to successfully complete any segment of the mandatory annual firearms training by the last date of the respective segment (listed below), the district weapons custodian or the regional staff safety instructor shall retrieve the employee's board-issued firearm.
  - c) The following is the sequence of annual board firearms training:
    - (1) Re-Qualification – July 1 through October 31
    - (2) Dim Light/Night – October 1 through March 1
    - (3) Tactical Training – February 1 through June 30
  - d) Certified board firearms instructors (BFI) shall be exempt from the above training sequence and can complete the mandatory annual firearms trainings at any time within a training year.
  - e) Make-up trainings will be held by the FTTD for employees who are unable to attend any of the above listed training within the time parameters due to extended leaves of absence, medical reasons, etc. The FTTD supervisor will coordinate and schedule these make-up training sessions.
8. Failure to re-qualify or successfully complete mandatory annual firearms training
- a) Should an employee fail to re-qualify or successfully complete any mandatory annual firearms training the firearm shall be immediately cleaned and returned to a board firearms instructor prior to leaving the firing range. The employee's authorization to carry shall be temporarily suspended.
  - b) When an employee fails to re-qualify or successfully complete any mandatory annual firearms training with the board-issued firearm, the firearms instructor conducting the training shall notify the FTTD supervisor within 24 hours.
  - c) Should an employee fail to successfully complete any mandatory annual firearms training, the employee shall be scheduled to attend a remedial firearms training course. The remedial firearms training shall not occur on the same day the employee originally failed the training. The employee will be given one additional opportunity to successfully complete the required training at the remedial firearms training course.
  - d) If the employee does not successfully complete the required training at the remedial firearms training course, the employee's authorization to carry a board-issued firearm shall be suspended and the employee shall attend the next available initial firearms training. The staff safety skill bank instructor conducting the remedial firearms training shall return the employee's cleaned firearm to the weapon custodian.
  - e) Once the employee successfully completes the mandatory annual firearms by qualifying at remedial firearms training, the board-issued firearm may be returned to the employee.

- f) For purposes of this section regarding annual re-qualification, an attempt shall mean one qualification attempt which will afford the employee three (3) chances to successfully qualify with the board-issued firearm.
9. Independent firearms practice
- a) Practice shall occur only at a firing range, public or private.
  - b) Employees shall purchase their own ammunition for independent practice sessions. Ammunition must be new, factory-loaded, ammunition. Reloaded and Plus P (+P) ammunition is not authorized to be fired from any board-issued firearm.
  - c) Employees may be issued 150 rounds of ammunition per training year for guided firearms practice coordinated by the field tactical training bureau. Independent firearms practice will be accomplished on the employee's own time.
  - d) The firearm shall be worn on the employee's person when transported to and from the firing range.
  - e) Employees not authorized to carry a board-issued firearm may not practice with any board firearm without a board firearms instructor present at the practice session.

## VI. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

## VII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

## VIII. RELEASE OF INFORMATION AND DISTRIBUTION PROCEDURE

- A. This procedure does contain information that impacts the security of board staff or parolees and may therefore not be released to the public.
- B. This procedure is to be distributed to all board staff.

## IX. CROSS REFERENCES

### A. Statutes

#### 1. Federal

Title 18 USC § 926B (Federal Law Enforcement Officers Safety Act of 2004)

#### 2. State

61 Pa.C.S. § 6112 (a) (1) & (a) (4).

### B. PBPP Policies - None.

C. American Correctional Association Standards

1. 4-APPFS-3A-22-M
2. 4-APPFS-3A-23
3. 4-APPFS-3B-01-M
4. 4-APPFS-3B-02-M
5. 4-APPFS-3B-03-M
6. 4-APPFS-3B-06