

IN RE: : IN THE COURT OF COMMON PLEAS OF
IN THE MATTER OF CONSTABLES : VENANGO COUNTY, PENNSYLVANIA
28TH JUDICIAL DISTRICT :
(VENANGO COUNTY) : CIV. No. 2056 - 1999

ADMINISTRATIVE ORDER

REFERENCE: ACT OF JUNE 15, 1994 (CONSTABLE TRAINING ACT), 42 Pa.C.S.A. § 2941; CONSTABLE ACT, 13 P.S. § 1; RULES GOVERNING STANDARDS OF CONDUCT OF CONSTABLES, 13 P.S. § 21; ADMINISTRATIVE ORDER OF THE COURT OF THE COMMON PLEAS OF VENANGO COUNTY AT CIVIL NO. 2056 - 1999 (REVISED TO DECEMBER 29, 1999).

FILED
COMMON PLEAS COURT
VENANGO COUNTY, PA
2000 MAY 24
PEGGY PROTHONOTARY
CLERK

AND NOW, this 24th day of May, 2000, in order to provide a uniform and orderly process for the Court to act on petitions of individuals who want to be appointed constable and to thereafter perform judicial duties within Venango County, it is hereby ordered as follows:

1. Any person desiring to be appointed constable by the Court of Quarter Sessions of the 28th Judicial District shall file with the Clerk of Courts a verified petition conforming to Pa. R.C.P. 206.1 substantially in compliance with the form attached and will pay such filing fees to the Clerk of Courts as the Clerk routinely charges for constable petitions.
2. Appended to the petition, as an exhibit, should be a petition signed by not less than (10) electors of the municipality (election district) from which the petitioner is requesting to be appointed. The petition should be substantially in the form attached. (13 P.S. § 11).
3. The petition shall have attached to it proof that the petitioner is licensed to drive a motor vehicle in the Commonwealth of Pennsylvania, and has motor vehicle liability insurance in the minimum sum of \$250,000.00 per person and a minimum \$500,000.00 per accident. (42 Pa.C.S.A. § 2942).

4. The petitioner shall attach to the petition a surety bond in the sum of at least \$3000.00 payable to the Commonwealth of Pennsylvania or County of Venango as their interests appear for the faithful discharge of his duties as constable. (13 P.S. §§ 6, 9).
5. The petitioner shall attach to the petition the recommendations or comments pertaining to the application from the station commander of the Pennsylvania State Police, Franklin barracks; Chief of Police of the municipality where the petitioner resides, (if there is a police department in the petitioner's municipality); and the Venango County Sheriff.
6. The petitioner should attach to the petition letters of reference from at least three reputable persons, preferably from the municipality wherein the petitioner resides and/or intends to serve, preferably the persons should be involved in some way with law enforcement, such as fire chief, ambulance personnel, township supervisors, code enforcement officers or school officials.
7. The petitioner shall provide proof of training as required by the Constable's Education Training Program as specified under §2944 and §2945 of the Constable Education Training Act (42 Pa. C.S. § 2942 (a)).
8. The petitioner shall attach to the petition proof that he has, currently in force, a policy of professional liability insurance covering the constable in the performance of his quasi judicial duties with minimum coverage of \$250,000.00 per incident and a minimum aggregate coverage of \$500,000.00 per year (42 Pa.C.S.A. § 2942 (b)).
9. The petitioner shall represent that he is willing to conform to the educational and professional standards required by the Constable's Education Training Act.

10. If the petitioner desires to carry a firearm in the performance of his duties, then the petitioner should attach a copy of the certification of qualification in at least one of the following:

(1). The standards established by the Constable's Education and Training Board, 42 Pa.C.S. § 2948 (a);

(2). The act of June 18, 1974 (P.L. 359, No. 120), referred to as the Municipal Police Education and Training Law;

(3). The act of October 10, 1974 (P.L. 705, No. 235), known as the Lethal Weapons Training Act; or

(4). The act of February 9, 1984 (P.L. 3, No. 2), known as the Deputy Sheriffs' Education and Training Act (42 Pa.C.S. §2948).

11. The petitioner shall attach to the application a criminal history record check (act 34) and a child abuse record check (Act 33).

12. The petitioner must allege that if the petition is granted and the petitioner is approved as constable by the Court, the petitioner will take and comply with the oath required by the Constable Act (13 P.S. §5).

13. The constable shall allege and represent that he or she will at all times maintain all required and ongoing certifications.

14. The petitioner will disclose any history of criminal convictions (misdemeanor or above) from this or any jurisdiction. The petitioner shall recite the date and place of conviction, the sentence date, the offense, the grade and the disposition. The petitioner will promise to report any incident occurring after the appointment that may bear upon his fitness to continue as a constable.

