DEPUTY SHERIFFS' TRAINING BULLETIN

PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

PCCD deployed the initial Pilot License to Carry (LTC) application for Cumberland County the beginning of August and has continued deployment to counties in the Northwest Region of the State. Several issues have emerged during the rollout of the application which we would like to avoid during future deployments. We have encountered issues with the various printers procured to produce the permits. Based on our analysis we are recommending the Epson Workforce 30 printer, which is a color printer with a straight feed paper path. This printer is on order for testing in the LTC LAB. We have also successfully tested the Kyocera FS-CS100DN to produce permits. The Epson Workforce 1100 has also been utilized successfully at other counties. We are requesting Issuing Authorities which are not yet in production procure one of the above printers in order to limit the number of printer configurations issues encountered during future implementations.

Attached please find a LTC implementation site survey we are asking each Issuing Authority to complete and return to c-almclea@state.pa.us, or fax to (717) 657-4360 if you have not already done so.

PCCD has schedule 1 day of onsite assistance for counties who previously requested assistance in creating the address extract files. In the event the Issuing Authorities are not able to create address extract files, with or without assistance, as specified in previous bulletins, Issuing Authorities can manually update the address information for their records in the new LTC application. Issuing Authorities also have the option of creating renewal notices as they have done in the past until the addresses have been updated. Address extract files can also be imported after implementation if necessary.

The address extract file requirements are provided below for reference. Please note: The descriptions of the three error reports that will be created when the file is processed have been updated.

Address Extract File Requirements:

Information regarding the address extract file specifications provided in previous bulletins is provided below:

Several counties have already created and submitted test extract files to PCCD. Most of these files had formatting issues which had to be corrected. Additional detail and examples of common errors are provided below for further clarification:

- Extract records should only be created for records that are active (i.e. permits that have not expired).
- The two digit county code should not be included in the permit number field. Include your permit number as you have it on file.
- Delimiters must be provided between all fields, including both address fields, even if a second address line does not exist. For fields where there may not be data, such as Middle Name, Suffix, and Addr2, the double quotes must be within the commas denoting a NULL field. Example: ,"",
- Only the data requested should be included.
- No periods or special characters should be included in the State field. Apostrophes can be used in the Last Name field.

Date of Birth must be 8 digits in MMDDCCYY format. A date of May 15, 1962 must be represented as 05151962, including the leading zero for the month.

Acceptable Example: 05151962

Unacceptable Examples: May 15, 1962, 5/15/1962, 5-5-1962, 19620502, 1962-05-02 etc.

Last Name (LN), First Name (FN), Middle Name (MN) and Suffix(S) must be provided in separate fields. If your existing repository has any extraneous names, they should be mapped to and included in the Middle Name field.

Examples:

John J. Smith JR   mapped as   FN John, MN J, LN Smith, Suffix JR
J. Robert Smith   mapped as   FN J, MN Robert, LN Smith
Robert Allen Patrick Smith   mapped as   FN Robert, MN Allen Patrick, LN Smith

As the format of the data is critical to ensure we are able to correctly match and update address information for active permit holders, the requested extract file format from Training Bulletin 96 is provided below:

IAs are also welcome to email test extract files to c-almclea@state.pa.us for testing and validation at any time.

Field	Format	Required	Sample Data
County Code	2 digits numeric	Y	21
Permit Number	10 characters max; numeric	Y	1123456789
Last Name	40 characters max; alphanumeric	Y	O'Malley

Suffix	5 characters max; alphanumeric	N	
First Name	40 characters max: alphanumeric	Y	Alan
Middle Name	35 characters max: alphanumeric	N	C
Date of Birth	MMDDCCYY; numeric	Y	12191986
Address Line 1	65 characters max; alphanumeric	Y	1313 Mocking Bird Lane
Address Line 2	65 characters max, alphanumeric	N	PO Box 12
City	65 characters max: alphanumeric	Y	Harrisburg
State	2 characters max; alphanumeric, valid state abbreviation	Y	PA
Zip	9 characters max (zip +4) ; numeric	Y 5 digit zip	17108

For example, the record update from the sample column in the above table would be formatted as follows: "21","1123456789","O'Malley","","Alan","C","12191986","1313 Mockingbird Lane","PO Box 12", "Harrisburg", "PA", "17108".

The files that are created should conform to the following naming convention: **CCLTCADDRESSTEST.txt** or **CCLTCADDRESSPROD.txt**, where CC represents the 2 digit County Code, LTCADDRESS is a constant, and TEST or PROD is a variable suffix used to reflect whether the file is a Test or Production extract file.

For example the production extract file for Cumberland County should be named: '21LTCADDRESSPROD.txt' .

In the event, you are not able to provide a text file with the address information as requested, Pennsylvania State Police (PSP)   will accept the same data in an MS Excel format. Alternatively, counties which utilize paper systems and or counties which choose not to create an extract file will be able to manually update the address information for their records, after the county is implemented into production.

The PCCD project team will utilize the records provided in the IA extract files to locate and populate address information for the records in the new LTC repository.

Three error reports will be created and provided to the IA and PSP in the event records from the supplied file error off during the merge process. These include:

Records in Extract with No Match in PSP Database - These represent records submitted by the IA which did not update because an exact match on County, First Name, Last Name, and DOB could not be made.

If the record in question belongs to the county associated with the Issuing Authority.   The IA can locate the record using the search screens and update the address information. If the record in question cannot be located in the repository using the search screens and the permit was issued for the IA, the IA will need to mail copies of the permits to the PSP for data entry.

Records in PSP Database with No Match in Extract - These represent any Applicant records which have a permit of the type 'PERM' for the IA which do not have an address present after this process. The IA will be responsible for working with PSP to research and resolve these issues.

Incorrect County Code: These represent records submitted by the IA that match Applicant records on First Name, Last Name, and DOB but not County. Testing has shown that there have been records where the county was mis-keyed by PSP. PSP will correct these so that the IA will have access to them to update the addresses.

LTC IMPLEMENTATION SITE SURVEY

COUNTY: _____

POC: _____

PHONE: _____

1. **Have you procured or do you have the following equipment which meets the specifications provided in Training Bulletin 96 by the PCCD?**

    ☐ **PC 5 + USB ports, Windows XP OS, Microsoft Office 2007 Professional,** Adobe Acrobat 9.0 (Reader) or later version, Monitor, Keyboard

    ☐ **Web Cam - *Logitech® Webcam Pro 9000* or**

    ☐ **Web Cam – *Logitech® QuickCam Orbit AF* or**

    ☐ **Web Cam – Microsoft LifeCam VX-7000**

    Make and or Model of Webcam or camera if different from one of the above.

    _____

    ☐ **Signature Pad - *Topaz SignatureGem LCD 1x5 capture pad Model T-LBK462-HSB***

    ☐ **Magnetic Card Reader *Logic Controls Model MR3300U-BK* or**

    ☐ **Magnetic Card Reader *HP USB POS Keyboard with Magnetic Stripe Reader - FK218AA#ABA* or**

    ☐ **Magnetic Card Reader *Versakey USB Keyboard with Magnetic Stripe Reader by ID Tech Item #: IDKA-234133B***

    Please note: PCCD will support only the above Magnetic Card readers as specified in Bulletin 96. Any other make or model of card reader must be returned and replaced with one of the above.

    ☐ **Color Printer**

    ☐ **Thermal Laminator**

    ☐ **1 up credit card size (2 1/8" x 3 3/8") synthetic paper on perforated 4" x 6" stock**

    ☐ **2 1/8" x 3 3/8" credit card 5 mil Butterfly laminate pouches**

    ☐ **18% Gray Backdrop and 3 point lighting per ANSI/NIST Best Practices for Mug shots**

2. **Is the Equipment Connected to the PC?**
   ☐ Yes ☐ No

3. **Have device drivers been installed for the Web Cam on the PC?**
   ☐ Yes ☐ No

4. **Do you have High Speed Internet Access from the PC?**
   ☐ Yes ☐ No

5. **Please note, Local Firewalls must be opened up to allow traffic to flow originating from the LTC workstation to the following URLS:**
   a. http://www.paltc.state.pa.us **(Port 80)**
   b. https://www.paltc.state.pa.us **(Port 443)**
   c. http://www.paltctrain.state.pa.us **(Port 80)**
   d. https://www.paltctrain.state.pa.us **(Port 443)**
   e. https://www.paltcreporting.state.pa.us **(Port 443)**

   Please note: Your county level firewalls and proxy servers should disable caching for the above URLs. Caching prevents the detection and automated deployment of new versions of the LTC software.

6. **Will the LTC workstation have an Antivirus installed? If so, what brand and version? *Some antivirus programs have been found to interfere with / intercept the file download and version updates pushed over the Internet. Some antivirus "security suites" include firewall or port blocking functionality. The antivirus program may require configuration to add rule exceptions for the application.**

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7. **Does your corporate network employ a Proxy Server or Web Monitoring Software? *Proxy Servers have been found to interfere with / intercept the file download and version updates pushed over the Internet. Proxy Server rules must be disabled for IP address of the LTC workstation else proxy authentication error messages halt program execution.**

8. **Does your corporate network employ a firewall or have special network address translation (NAT) or port-forwarding rules? *Some corporate firewalls have additional software that can interfere with / intercept the file download and version updates pushed over the Internet by blocking executable (.exe) and dynamic link libraries (.dll). Firewall rules of this nature must be disabled for the LTC workstation IP address.**

Comments: _____