

NEW HAMPSHIRE POLICE STANDARDS & TRAINING COUNCIL



TRAINING CALENDAR 2016 - 2017

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COURSE OFFERINGS

Advanced Report Writing

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This course will improve your writing skills in preparing police reports, administrative reports, memoranda, and other writing assignments.

Note:

- Please bring to class two recent reports that you have written.
- This course requires some work outside of class.

Dates: September 26-27, 2016 April 24-25, 2017

Advanced Stress Management for Police Officers

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 20

It is axiomatic that new police officers have a tendency not to employ stress management techniques during the early phases of their careers in law enforcement. As a result, the negative aspects of job-related stress appear to catch many officers by surprise. This course will reinforce the need to recognize and manage stress as it applies to the more experienced officer.

This course will review the basic principles of stress management and then move on to more specific issues associated with stress and contemporary policing. Additional time will be spent on methods of managing stress.

The student will be asked to participate in brief exercises and role play.

Date: November 03, 2016

AM I AWARE?

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 25

This is a powerful comprehensive two part training program that will provide an understanding of the Who, What, Why, and How Transgender/Transsexual people come to be. This training, enhanced by videos and a question and answer session will help us explore how to successfully live and work together. Part 1: Genetics and Fetal Development , Part 2: Psychological and Sociological Integration

NOTE:

- This is a 4 hour class.

DATE(S): DECEMBER 13, 2016

ANGER MANAGEMENT: HOW TO DE-ESCALATE YOUR ANGER AND THE ANGER OF OTHERS

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 10

A course designed for law enforcement focused on understanding anger on a personal and professional basis. The first part of the course will cover information on learning about the concept of anger, identifying personal anger styles and triggers, and utilizing appropriate interventions for personal anger management. The second part of the course will cover information on how to de-escalate the anger of others through assertive behaviors, effective verbiage and effective listening skills.

DATE(S): NOVEMBER 18, 2016

ANIMAL ABUSE INVESTIGATION

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

This two-day class will acquaint officers with animal abuse investigations and the special skills needed to effectively investigate these cases. Topics will include NH statutes specific to animal abuse crimes, a discussion of offender types and psychology of abusive behavior, and resources available to officers charged with investigating these cases.

DATE(S): TBA

Background Investigation

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 28

How to comply with the Police Standards & Training Council's rules regarding the background investigation of new police and corrections applicants, full and part-time. How to conduct a legally defensible, job-related background investigation, developing testing procedures for new employees based on bona-fide occupational qualifications, ramifications of the Americans with Disabilities Act, the HIPPA Act, and of RSA 188-F:27, III d-f, the law requiring three-year physical retesting of applicants hired after January 1, 2001.

Note:

- This class is approximately 4 hours.

Dates: October 26, 2016

April 27, 2017

December 05, 2016

June 28, 2017

Basic Drug Investigation

COORDINATOR: LIEUTENANT MARK J. OBRIEN

CLASS SIZE: 24

Taught by members of the N.H. State Police Narcotics Unit, this class teaches the basics of investigating suspected illicit drug trafficking. It deals with how uniformed police officers can develop information leading to drug arrests, how to introduce undercover officers into a drug investigation, "buy/bust" operations, drug identification, financial investigation of drug dealers, forfeiture laws, clandestine laboratories, and the use and control of informers and informants. Officers will participate in practical surveillance exercise and mock "buys."

Date: April 03-07, 2017

BASIC POLICE PHOTOGRAPHY FOR LAW ENFORCEMENT

COORDINATOR: MEDIA SUPERVISOR SCOTT A. FERGUSON

CLASS SIZE: 24

A five-day course covering basic photographic principles and equipment; exposure settings, use of the flash and law enforcement applications including documenting evidence at crime scenes and accident scenes, surveillance, arson, etc.

NOTE:

- This class requires four practical exercises including one night of evening photography.
- Student must bring their own digital camera, connection cables and a laptop with "Adobe Photoshop" (Elements) software to class.

DATE(S): MAY 08 – 12, 2017

Basic Police Prosecutor

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 24

This school provides police officers a combination of working knowledge and practical experience in the role of Police Prosecutor. Topics include substantive and procedural law, U.S. and N.H. Supreme Court decisions, and juvenile-related law. Practical exercises in pre-trial motions, responding to motions, probable cause and suppression hearings, the introduction of evidence, and trial preparation and tactics comprise a significant part of the course.

- Please bring to class the latest editions of (1) New Hampshire Criminal Code, (2) New Hampshire Selected Motor Vehicle, Boating and Related Laws Annotated, (3) New Hampshire Juvenile Laws, and (4) New Hampshire Rules of Evidence. Also recommended as reference material are: (1) New Hampshire Court Rules Annotated and (2) New Hampshire Office of the Attorney General Law Enforcement Manual.

Note:

- This course has a prerequisite requirement that the student be a Certified Police Officer or employed as a NH Bar Certified Attorney working as a Police Prosecutor.
- Students must pass a final written examination and three mock trials.

Dates: October 24–November 4, 2016 June 19-30, 2017

Breath Test Operator

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 22

This course leads to certification as an operator of the Intoxilyzer 5000 breath test instrument approved by the N.H. Department of Safety to detect alcohol-impaired drivers. Topics include the Pharmacology of Alcohol, Infrared Breath Testing Theory, and a Practicum.

Note:

- All students must pass written and practical examinations.

Date: May 09-11, 2017

Breath Test Operator Recertification - PSTC

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 21

This one-hour session is an update of the Breath Test Operator School and is a mandatory annual requirement for maintaining Breath Test Operator certification. The student will register for one session, beginning at 0900, 1030, 1230, or 1400.

To register for this class, contact the Toxicology Lab at 271-4668

Dates:	August 22, 2016	February 06, 2017
	September 19, 2016	February 27, 2017
	October 03, 2016	March 06, 2017
	October 17, 2016	March 27, 2017
	November 14, 2016	April 03, 2017
	November 28, 2016	April 17, 2017
	December 05, 2016	May 16, 2017
	December 19, 2016	June 05, 2017
	January 09, 2017	June 19, 2017
	January 23, 2017	

Breath Test Operator Recertification – Regional

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE 15

This one-hour session is an update of the Breath Test Operator School and is a mandatory annual requirement for maintaining Breath Test Operator certification. The student will register for one session, beginning at 1030 or 1300. To register for this class, contact the Toxicology Lab at 271-4668.

Dates: October 11, 2016	Troop F, Twin Mountain
November 08, 2016	Newmarket PD
March 14, 2017	Keene PD
May 02, 2017	Troop F, Twin Mountain
May 23, 2017	Newmarket PD

“BUILDING BRIDGES BETWEEN THE DEAF AND HARD OF HEARING AND THE LAW ENFORCEMENT COMMUNITY”

COORDINATOR: CAPT. BENJAMIN R. JEAN

CLASS SIZE: 25

The course is designed to assist law enforcement officer in the effective communication and interaction with those individuals who may be deaf or hard of hearing. This course will empower officers with knowledge of the laws governing interaction with this select community and the resources available in cases of emergency.

DATE(S): MARCH 16, 2017

Complaints and Warrants

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This class covers how to prepare arrest warrants, search warrants, affidavits, and complaints – why and when they are needed, where to obtain them, what information they must contain, and how to execute them. Special emphasis is placed on relevant statutes, court decisions, and rules of the court.

Dates: October 03, 2016	March 06, 2017
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Conducting Physical Fitness Testing Class

COORDINATOR: LT. JILL M. HAMEL

CLASS SIZE: 20

This course is designed to train officers from N.H. Law Enforcement agencies who will be given the responsibility to carry out the ongoing three-year testing regimen to maintain police or corrections certification, required for officers hired after January 1, 2001. Topics include rules and requirements necessary for the testing program, pre-testing medical clearances, liability issues, and proper administration of the test batteries.

Note:

- This is a 3-hour class.

Dates: August 02, 2016
October 12, 2016
December 07, 2016
February 23, 2017
April 18, 2017
June 07, 2017

CONTEMPORARY GANGS IN THE UNITED STATES

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 35

With the diversity of its people and an abundance of potential gang recruits, the U.S. is experiencing a variety of new threats within its borders. These contemporary gangs include Eastern European based organized crime, Asian organized crime, extremist groups, and modern street gangs. This class will acquaint you with the gangs and some proactive methods for coping with the threats they pose.

DATES(S): January 09-11, 2017

Crisis and Trauma in Police Work

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 20

This one-day class will discuss the day-to-day role of the contemporary police officer who is faced with the possibility and reality of a myriad of crises and trauma. This course will include an in-depth review of the definitions of crisis and trauma, as well as potential reactions and methods for dealing with these occurrences.

These discussions will include psychological and physiological considerations, including citizen and police suicide, police domestic violence, recognized types of trauma, critical incidents, and coping mechanisms.

The student will be asked to participate actively in discussions concerning crisis and trauma.

Date: December 01, 2016

Critical Incident Management

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 20

How law enforcement agencies can adapt the Incident Command System that is universally used in the Fire Service to the needs of police in responding to hostage situations, natural or human-made disasters, civil demonstrations and disturbances, major entertainment events, sporting events, and other occurrences that require a total commitment of personnel, mutual aid, or a multidisciplinary response.

Note:

- This training or ICS-100, ICS-200, available on the FEMA website, is now federally required of any agency applying for homeland security grants.

Date: March 14-15, 2017

DEADLINESS OF STRESS

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 10

A course designed for law enforcement focused on understanding stress as a killer, personal stress, on-the-job stress, burn out, Post-Traumatic Stress Disorder, and self-care interventions.

DATE(S): DECEMBER 14, 2016

Dealing with the Emotionally Disturbed Person

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 20

This is a one-day class on dealing with an emotionally disturbed person (EDP). As a result of the de-institutionalization efforts of the courts and social service agencies, today's police officer is tasked with interacting with the EDP more than ever.

This course will cover a variety of subjects associated with the EDP, including a review of abnormal behaviors, suicide, communication, and the recognition of psychological disorders.

Short exercises and role play are included in the course.

Date: December 15, 2016

Defensive Tactics Instructor

COORDINATOR: LIEUTENANT PAUL J. MOLLER

CLASS SIZE: 20

This course will cover the PSTC use of force progression, principles of suspect control, levels of positioning, joint manipulation, pressure points, defensive strikes, searching, ground fighting, weapon retention, and the use of impact weapons and OC spray.

Note:

- There are physical demands associated with this course that require participants to be in good physical condition to participate.
- Students must bring PT Gear or BDU's, fully-equipped duty belt, handcuffs, baton, OC spray, and note-taking materials.
- NO FIREARMS or AMMUNITION are allowed inside the training facility during this class.

Dates: August 22-26, 2016

April 03–07, 2017

DEVELOPING LAW ENFORCEMENT MANAGERS

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

The course focuses on the development, management and leadership of programs within our public safety community. You will learn a process for developing and implementing projects that can be applied to any social harm or public safety function. Lectures will provide you with information regarding delegation techniques, decision making, selection/retention, and mentoring strategies. You will learn the manager's obligation to treat the budget as a business. This process will be examined and you will learn leadership traits that can help build respect among your subordinates. There will be an open discussion of the current issues and concerns that managers may be tasked to address.

As part of the class, you will participate in an exercise that will help you understand your individual management style and identify the environment most conducive to success. In addition, you will be required to collaborate in a small group project to address and incorporate current trends in the workplace. It is **highly recommended** and **encouraged** that you bring a laptop computer to class with wireless connection, word processing and PowerPoint presentation capabilities.

Topics include:

- Identifying management styles
- Transitional and successional leadership
- Effective organization communication
- Your role in the agency's public image
- Cultural change and generational considerations
- Budgeting like a business
- Mentoring and retention strategies
- Early intervention systems
- Policy development and accreditation philosophy

Dates: December 05-09, 2016

Directed Operations

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 28

This a 4-hour class to provide students with a solid foundation and basis of knowledge with regards to safely planning, executing and debriefing law enforcement operations, along with proper documentation required for such events.

Note:

- This is a 4-hour class

Dates: October 31, 2016
December 14, 2016
January 26, 2017
June 01, 2017

DUST AND BUST

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE 20

This course is designed as a hands-on three day course for law enforcement patrol officers and newly assigned detectives. The course covers the fundamental techniques necessary to recover latent finger and palm impressions at a crime scene. Additionally, officers will be introduced to proper methods in Crime Scene Administration and Management and Collection and Preservation of Physical Evidence.

DATE(S): FEBRUARY 28 – MARCH 02, 2017

DWI Case Preparation and Courtroom Presentation

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 20

Your preparation and presentation of a DWI case should tell your story in a clear, concise fashion. It is always best to present this evidence in a well-orchestrated, chronological order. This intense program will require you to develop a DWI case, present testimony, and be critically evaluated. No matter what your level of experience, this course will help to refine your case preparation and courtroom testimony skills. This course will assist you in writing a thorough report and becoming better at giving testimony in court.

Dates: November 30 - December 2, 2016 April 25-27, 2017

DWI Prosecution

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 20

This one-day course is designed for Prosecutors who will be handling DWI cases in the Circuit Court System. The focus of the course will be on case preparation, direct and cross examination, and motions frequently involved in DWI cases. Recent cases and law changes will be discussed.

Note:

- This course has a prerequisite requirement that the student be a Certified Police Officer, or employed as a NH Bar Certified Attorney, working as a Police Prosecutor.
- Please bring to class the latest edition of the New Hampshire Selected Motor Vehicle, Boating, and Related Laws Annotated.

Date: May 18, 2017

Effective Business Communications

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE 20

This course will help you improve your written business communications and teach you how to make your communications more personal, more proficient, more professional, and more effective. You'll learn the basic mechanics of writing, composition, and grammar; elements of style and tone; composing letters and business documents, and common errors in business communications.

Note:

- Please bring to class two recent samples of your writing, as well as an article or book that you enjoyed reading.

Date: November 07-08, 2016

Expandable Baton Instructor

COORDINATOR: LIEUTENANT PAUL J. MOLLER

CLASS SIZE: 20

This class certifies the student as a PSTC Expandable Baton Instructor and is generic enough to apply to any expandable baton. Students are required to pass written and proficiency tests and to demonstrate oral teaching skills prior to certification.

Topics include the proper application of the baton in the force progression, instructional methods, use of training aids, and safety considerations.

Note:

- There are physical demands associated with this course that require participants to be in good physical condition to participate.
- Students must bring PT Gear or BDU's, fully-equipped duty belt, handcuffs,

expandable baton, and note-taking materials.

- NO FIREARMS or AMMUNITION are allowed inside the training facility during this class.

Dates: September 21–22, 2016

May 24 - 25, 2017

FIELD TRAINING OFFICER

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 30

This cutting edge course is the first in the nation to be presented specifically for 21st century field training officers. We will use an innovative approach to deliver a dynamic, accelerated, hard-hitting and fast-paced classroom experience that will prepare you to successfully train and mentor a new recruit.

Using the San Jose Model as its core, this course features the “best practice” legally defensible evaluation process that is being used in public safety agencies across the country. This FTO program model has been successfully defended in Federal Court. We will explain the benefits of using the Field Training and Evaluation Program during employee selection and your specific roles as a field training officer will be presented and discussed.

Trainee documentation and legally defensible standardized evaluation procedures will be instructed through discussion and practical exercises. You will learn about the FTO program’s structure and how to modify it specifically for your agency. Remedial training action plans will be developed to address your trainee’s performance weaknesses.

We will also provide you with the information you need to make valuable improvements to your agency’s existing program.

Date(s): January 31 – February 2, 2017

April 10 – 12, 2017

Firearms Instructor

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 16

This class leads to certification by the Police Standards & Training Council as a pistol instructor. Students attending this course are required to qualify with their handgun on PSTC Course #5 during the first day of the program. Students failing to qualify will not be admitted to the remainder of the class.

Note:

- Officers should attend dressed in fatigue-type uniforms, bring their service weapon, holster, leather gear, and 1,000 rounds of non-toxic primer ammunition, but should NOT bring sidearm or ammunition inside the classroom facility.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.
- Ballistic vests are required for all range activities.

Dates: October 17–21, 2016

February 13–17, 2017

Firearms Instructor Recertification

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 16

This one-day course is required every second calendar year to maintain firearms instructor certification.

Note:

- Officers should attend dressed in fatigue-type uniforms, bring their service weapon, holster, leather gear, and 250 rounds of non-toxic primer ammunition, but should NOT bring sidearm or ammunition inside the classroom facility.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.
- Ballistic vests are required for all range activities.

Dates:	August 18, 2016	December 22, 2016
	September 08, 2016	January 12, 2017
	October 06, 2016	February 09, 2017
	October 13, 2016	March 09, 2017
	November 03, 2016	April 06, 2017 (date changed)
	November 29, 2016	May 11, 2017
	December 15, 2016	June 08, 2017

Firearms – Advanced Skill Builder

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 12

This one-day course builds upon the skills learned in the Basic Skill Builder course.

Note:

- Students will need to bring 500 rounds of non-toxic primer ammunition, duty gear, and extra magazines.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.
- Ballistic vests are required for all range activities.

Date: June 22, 2017

Firearms – Basic Skill Builder

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 12

This one-day course is intended for the less confident shooter and reviews basic marksmanship fundamentals in a number of skill building courses of fire with an emphasis on sight alignment and trigger control. Dot drills, ball & dummy drills, drawing drills, reloading drills, and others will diagnose and address problem areas.

Note:

- Students will need to bring 500 rounds of non-toxic primer ammunition, duty gear, and extra magazines.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.
- Ballistic vests are required for all range activities.

Date: May 09, 2017

Force on Force

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 20

This one-day course is intended for firearms instructors who are tasked or involved with Simunitions scenario training. The course focuses on the specifications of Simunitions FX Ammunition and training pistols, the care and maintenance of training rounds/weapons/ and protective equipment and scenario planning and implementation.

- Students may want to bring personal protective gear such as athletic supporters.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.

Date: August 25, 2016

Forensic Psychology

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 24

This one-day class will discuss the theory and practice of Forensic Psychology which encompass a variety of topics. It is the goal of this course to introduce the student to the various facets of behavior that comprise this subject. Within the context of Forensic Psychology, one expects to discuss homicide in all its forms and functions. While this will occupy class time, other behaviors will be considered, including terrorism and suicide. Included here will be crime scene analyses, human development, a review of abnormal behaviors, and case studies.

Date: September 15, 2016

Fraud Investigations

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This class includes check fraud, computer fraud, confidence games and schemes, credit card fraud, financial fraud, identity fraud, telephone fraud, fraud against the elderly, and search warrants.

Date: May 15-17, 2017

Ground Fighting Techniques

COORDINATOR: LIEUTENANT PAUL J. MOLLER

CLASS SIZE: 20

A three-day class for experienced officers who wish to build on the skills and techniques they learned in the police academy and, in particular, to learn more about ground fighting, e.g., what to do if you are knocked off your feet in a confrontation, and when it may be tactically advantageous to take to the ground in a confrontation. We will also discuss weapons of opportunity and their utility and potential liabilities, and practice felony prone handcuffing techniques and advanced takedowns.

Note:

- This course is extremely physically demanding and requires participants to be in excellent physical condition to participate.
- Students must bring PT Gear or BDUs, fully-equipped duty belt, handcuffs, and note-taking materials.
- NO FIREARMS or AMMUNITION are allowed inside the training facility during this class.

Dates: November 07–09, 2016

March 13–15, 2017

Handcuffing Refresher

COORDINATOR: LIEUTENANT PAUL J. MOLLER

CLASS SIZE: 20

A half-day class review of the levels of positioning, Lee speed-cuffing technique, Lee modified technique, proper searching, proper removal of handcuffs, concerns of positional asphyxia, and handcuffing from the felony prone position.

Note:

- Students should arrive in PT gear or BDU's, with duty belt and handcuffs.
- Please indicate on the registration whether you will be attending the morning or afternoon session.

Date: Upon request and availability

HGN/SFST

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 24

This class teaches the curriculum approved by the National Highway Traffic Safety Administration and the International Association of Chiefs of Police for administering the roadside field sobriety test battery, including horizontal gaze nystagmus, the walk and turn, and the one-leg stand.

This is an essential class for officers who have never been exposed to this test battery, which has been sanctioned by the New Hampshire Supreme Court in the case of State v. Dahood.

Dates: November 28-30, 2016

May 22-24, 2017

HGN/SFST Refresher

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 24

This class teaches the curriculum approved by NHTSA. The course is designed to advance overall consistency of how the SFST test battery is administered, while improving skills at recognizing and interpreting DWI evidence, administering and interpreting the scientifically validated sobriety tests, and describing DWI evidence clearly and convincingly.

Note:

- This is a 4-hour class
- Students must have previously completed the NHTSA 3-day HGN/SFST Class

Dates: September 07, 2016

April 04, 2017

HOW TO EFFECTIVELY COMMUNICATE TO RESOLVE CONFLICT

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

This is a one-day class emphasizing communication skills as a tool in conflict resolution. Topics will include issues and myths of conflict, a self-assessment of participants' conflict management styles, discussion on how those styles impact on communication and conflicts, and advanced instruction on interaction and listening techniques, giving feedback, and building trust in a group.

DATE(S): DECEMBER 06, 2016

Instructor Development

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 24

A five-day course designed to develop police and corrections officers as instructors. Both lecture and practical exercises deal with developing learning goals and performance objectives, writing lesson plans, developing instructional media, increasing oral communications skills, and becoming familiar with theories of adult learning and testing. This course is ideal for supervisors and training officers.

Note:

- This course requires considerable work outside of class.

Dates: September 19-23, 2016

March 20-24, 2017

INTIMATE PARTNER VIOLENCE: IDENTIFYING THE MALE BATTERER

COORDINATOR: LIEUTENANT JILL M. HAMEL

CLASS SIZE: 25

A course designed for law enforcement focused on identifying and understanding: controlling thinking, the continuum of control, concept of co-dependency, the Stockholm Syndrome, characteristics of the batterer, gender differences in the perpetration of domestic violence, batterer's manipulation of law enforcement officials. This class specifically focuses on intimate partner violence perpetrated by the male batterer in heterosexual relationships.

DATE(S): FEBRUARY 15, 2017

Landlords, Tenants, and Police Response

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

Police are often called by tenants, tenant neighbors, and landlords to respond to situations at apartments and other rental facilities. Having a better understanding of the legal rights of the parties involved may help police in handling these situations. The course will cover the eviction process, the various types of "tenancies" that require an eviction process versus those that don't, and the law and process of tenants getting belongings back after a tenant vacates or is evicted. Other issues to be covered include: (1) whether a tenant property is abandoned; (2) so-called "no trespass orders" on tenant guests; and (3) issues related to domestic violence and tenants.

NOTE:

- This is a 3-hour class.

Dates: TBA

LAW ENFORCEMENT INTERVIEW TACTICS

COORDINATOR: LIEUTENANT JAMES A. WATSON

CLASS SIZE: 25

This two-day class is designed to teach law enforcement officers the dynamics of the interview process. Attendees will learn how to properly prepare for interviewing subjects and how to use a variety of tools to help cut through deceptive tactics in order to get to the truth.

Topics include:

- Physical and mental preparation
- Proper use of Miranda
- Assessing behavior and confrontation
- Truthful behavior vs. deceptive behavior
- Developing themes
- Working towards confession
- Defense mechanisms

Dates: January 26-27, 2017

April 18-19, 2017

LAW ENFORCEMENT LEADERSHIP

COORDINATOR: LIEUTENANT JAMES A. WATSON

CLASS SIZE: 25

This three-day class is designed for current first-line supervisors and/or officers filling supervisory roles. The focus will be on the fundamentals of leadership and management and how supervisors can create productive environments while fostering work satisfaction and good morale.

Topics include:

- Leadership & management (emotional intelligence, building trust, and setting standards and values).
- Effective communication & delegation (setting a productive climate).
- Providing direction/giving orders (Dealing with marginal, or “deadwood” employees).
- Training: a supervisor’s role (operational readiness & creating leaders).
- Administrative duties for frontline supervisors.
- Rewards and discipline.
- Motivating others.
- Employee retention.
- Team building.
- Leadership sustainability.

Dates: February 22-23, 2017

Law Enforcement Supervisor's Course

COORDINATOR: LIEUTENANT JAMES A. WATSON

CLASS SIZE: 28

This 80-hour course is designed for the new Law Enforcement Supervisor. Subject areas that will be covered include: Leadership Tools, Scene and Stress Management, Crime Analysis, Media Relations, Blood Draw, Ethics for Supervisors, Juvenile Law, Legal Liability and Responsibilities, Affidavits and Warrants, and Discipline and Performance Reviews. This class is taught by New Hampshire Instructors.

Dates: October 03-14, 2016

March 13-24, 2017

LIDAR Operator

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

LIDAR training is an eight-hour class designed to familiarize the officer with the various characteristics of LIDAR. The class covers the proper set-up, testing, and use of the LIDAR unit.

This class fulfills the eight-hour classroom prerequisite to becoming a LIDAR operator. Hands-on training is to be done individually at the student's agency.

Dates: November 16, 2016

June 15, 2017

MALE VICTIMS OF SEXUAL VIOLENCE: DECONSTRUCTING MYTHS AND CREATING A COMMUNITY OF HEALING

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 25

This two-hour program is divided into two parts; examining the myths and misconceptions of male victims of sexual violence and how do we create a community that is conducive to healing. It is an interactive program that combines group activities, videos, and current research to provide a space that allows people to ask questions and learn more about this often forgotten about population. Officers will leave with strategies on how to engage with these men and what they can do day to day to help reduce the barriers for coming forward.

NOTE:

- This is a 2-hour class.

Dates: February 21, 2017

Mental Health Response: Effective Interventions in Crisis Situations

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 28

A two-day class designed as a comprehensive and interactive training class for law enforcement in understanding and intervening with persons with mental illness and emotional disorders. Situations involving mental health problems can be complex and require extensive time and resources. This class is meant to provide officers with the tools to reduce the amount of time that officers spend on such incidents, while at the same time assuring an effective outcome and minimizing the risk of harm to all parties involved.

Dates: March 29-30, 2017

Mental Illness and Legal Process

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This 4-hour course is designed to provide the officer with a comprehensive understanding of specific mental illnesses, medications associated with mental illness, legal issues surrounding mental illness including the IEA process, probate and associated paperwork, admissions processes, de-escalation, and other interactive techniques that would be helpful to the officer in dealing with mentally ill persons. This class will be taught by professional staff from NH Hospital and will address officer interactions and processing in such an environment.

Date: November 16, 2016

Motion Drafting & Legal Research

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 28

This class will cover the drafting of generic motions, motions to suppress, motions relating to counseling records and disciplinary records (Laurie requests), and motions regarding articulable suspicion. We will also discuss techniques of legal research based on statutes, case law, and legal treatises, as well as sources of legal research.

Date: March 30, 2017

MOTORCYCLE CRASH INVESTIGATION

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

This course is designed for experienced traffic crash investigators who have a good working knowledge of the techniques and applications of formulas taught in basic crash

investigation courses and who wish to build upon that foundation with more advanced mathematical formulas used to analyze motorcycle crashes.

Various field tests will be conducted showing you a variety of motorcycle skids, accelerations and slide-to-stop drag factors. You will learn how to photograph skids and examine the subsequent effects that skids have on the tires and surfaces. Through these tests, you will gain valuable first-hand experience that can be beneficial in court proceedings.

You will be given a manual of applicable information to use as a motorcycle reference book.

Topics include:

- Analyzing and interpreting the motorcycle crash scene
- Determining acceleration and deceleration characteristics of the motorcycle
- Analyzing and interpreting modes of instability and handling characteristics in motorcycles
- Interpreting the operator factor
- Reviewing motorcycle tires, helmets and other equipment
- Using a practical application of formulas (projects)

Note:

- Students must bring a scientific calculator and traffic template to class.
- This course has extensive project work that may require outside of class resulting in overtime.
- This course may require off-site practical work.
- There is a final examination in this course.
- This course has a pre-requisite requirement of At-Scene and Technical Crash Investigation.

DATE(S): May 08 - 12, 2017

O. C. Instructor

COORDINATOR: LIEUTENANT JILL M. HAMEL

CLASS SIZE: 20

This course will qualify the successful applicant as an Instructor in the use of the OC weapons system. Certification is valid for three years.

Note:

- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.

Dates: November 09-10, 2016

May 17-18, 2017

Officer as the Prosecutor

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 28

This course is designed to assist the patrol officer in the basics of prosecuting district court cases. The course will cover some of the essential District Court Rules and Rules of Evidence. Upon completion, the officer should be able to prepare and prosecute violation level offenses, as well as Administrative License Suspension Hearings.

Dates: November 09-10, 2016

June 12-13, 2017

Oral Advocacy for Prosecutors

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This class focuses on courtroom presentation. Material covered includes organization and strategy of oral arguments, arguing the law, arguing the facts, preparing and examining witnesses, and techniques of oral presentation in the courtroom.

Note:

- This course has a prerequisite requirement of completion of the Basic Police Prosecutor Course or employment as a practicing prosecutor with admission to the N.H. Bar, certified Drug Recognition Expert, or Tactical Reconstruction Expert.

Dates: March 01, 2017

PBT Instructor

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 28

This course is intended for officers who will be assigned to maintain and instruct their officers in the use of Preliminary Breath Testing Devices. After successful completion, students will be certified as a PBT Instructor who can then train and certify officers as PBT Operators, satisfying the requirements of NH RSA 265–A:15.

Note:

- This is a 3 hour class

Dates: December 05, 2016

March 29, 2017

Police Driving Instructor

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 12

This class will train officers to present police defensive and emergency driving programs in their own law enforcement agencies. It includes how to establish a legally-defensible

driving program, safety measures, selection of vehicles and course locations, course layout, teaching techniques, policy and legal considerations involving pursuits and emergency responses, and evaluations and grading of students' capabilities.

Note:

- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate
- After completion of the course, students will be required to instruct or assist at a PSTC recruit academy driving program prior to receiving certification as a driving instructor.

Dates: August 22-26, 2016

Police Driving Instructor - Recertification

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 12

A one-day class for PSTC-certified driving instructors designed to update you on current techniques in driver training and to provide you with an update on applicable legal issues related to police driver training.

Dates: September 13, 2016

April 26, 2017

Police Driving Refresher

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 12

The intent of this class is to re-acquaint veteran officers with police defensive and emergency driving techniques. The course includes dynamic driving exercises on the skid pad.

Dates: September 14-15, 2016

April 27-28, 2017

RADAR Operator

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This course will cover the principles and characteristics of types of stationary and moving traffic RADAR. Topics include various aspects of RADAR use, such as the Doppler Principle, legal requirements, and the relationship of traffic radar to the overall speed enforcement program.

This class fulfills the eight-hour classroom prerequisite to becoming a RADAR operator. Hands-on training is to be done individually at the student's agency.

Dates: September 12, 2016

April 03, 2017

RESPONSE TO ACTIVE SHOOTER

COORDINATOR: LIEUTENANT JILL HAMEL

CLASS SIZE: 28

This 24 hour course is designed to prepare the first responder to isolate, distract, and neutralize an "active shooter" and will include dynamic "force on force" scenarios. The course will cover shooting and moving, threshold evaluation, concepts and principles of team movement, setting up for and room entry techniques, approach and breaching the crisis site, follow-on responder tactics, improvised explosive devices, and post engagement priorities of work. This course will include dynamic "force on force" scenarios.

Note:

- Days 1 and 2 will be held at Sununu Youth Services (YDC), 1056 North River Road, Manchester, New Hampshire 03104
- Day 3 will be held at PSTC, 17 Institute Drive, Concord, NH

Dates: TBA

Responding to Juveniles with Mental Health Needs

COORDINATOR: LIEUTENANT JILL HAMEL

CLASS SIZE: 28

This is a one-day class emphasizing the special considerations of intervention with a juvenile in crisis. Topics to be covered include stigma, legal options, involving parents, family members, and the resources available to law enforcement.

Date: April 26, 2017

Revolver Instructor

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 20

This is a one-day class to certify revolver instructors.

Note:

- Officers need to bring 250 rounds of non-toxic primer ammunition.
- Must currently be a NH PSTC certified firearms instructor.
- Ballistic vests are required for all range activities.

Date: November 22, 2016

Rifle Instructor

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 20

A four-day course designed to develop police rifle instructors.

Note:

- Officers need to bring 1,000 rounds of rifle ammunition and 50 rounds of duty pistol ammunition.
- Must currently be a NH PSTC-certified firearms instructor.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.
- Ballistic vests are required for all range activities.

Dates: May 15-18, 2017

Rules of Evidence for Prosecutors

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 28

This class will include an overview of rules of evidence, police personnel files, counseling records, the admissibility of other bad acts, hearsay, and responding to discovery requests.

Note:

- Students are requested to bring to class the latest edition of the New Hampshire Rules of Evidence.
- This course has a prerequisite requirement of completion of the Basic Police Prosecutor Course or employment as a practicing prosecutor with admission to the N.H. Bar, certified Drug Recognition Expert, or Tactical Reconstruction Expert.

Date: October 26, 2016

SEX CRIMES INVESTIGATION

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 30

To successfully solve violent, sexually motivated crimes, you need to be aware of the criminal personality you are confronting. You also need to be aware of the special investigative skills that are needed to manage and investigate these cases.

This course will cover basic and advanced investigative concepts and provide you with the knowledge and skills of a good sex crime investigator. There will be an in-depth study of the lust murderer, the pedophile, the child molester and the rapist. The psychology of the sex offender, as well as the victim, will be explored and the importance of physical evidence and the medical examiner's role will be examined.

As these cases are often sensitive in nature, you'll also learn the principles of

victimology in sexual assaults, how to best deal with the victims' psychological problems and techniques for interviewing both adult and child victims.

Topics include:

- Overview of sexually motivated crimes
- Human sexuality determinants of human behavior
- The criminal mind and abnormal psychology
- The symptomatic behavior of eroto-sexual dysfunction
- Exploitation of children, child pornography and sex rings
- Personality and classification of the rapist
- Physical evidence in sex crimes
- Serial murders and lust murders
- Auto-erotic and equivocal death investigations

DATE(S): May 01 - 05, 2017

Shotgun Instructor

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 20

The purpose of this course is to provide successful attendees with Police Standards & Training Council Shotgun Instructor Certification. The class deals with the 12-gauge shotguns that are commonly used in many N.H. police departments, their characteristics, safety features, hazards, and proper deployment; also the use of the riot shotgun to deploy tear gas and less-lethal rounds.

Note:

- Officers need to bring 600 (200 each of Buckshot, Birdshot and Slug) rounds of ammunition.
- Must currently be a NHPSTC-certified firearms instructor.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.
- Ballistic vests are required for all range activities.

Dates: May 22-25, 2017

Shotgun Operator for the Street Officer

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 12

This course is designed to provide the student with a solid foundation and hone their skills with the shotgun through a series of classroom, dry-fire, and live-fire exercises. This course is geared toward the patrol officer and/or investigator who may be first on scene and have to deploy the patrol shotgun. This is an operator-level course.

Note:

- Officers need to bring their duty shotgun and handgun with duty gear.
- Officers need to bring 100 rounds of “00” Buckshot, Birdshot, and Slugs, along with 100 rounds of handgun ammunition.
- Hearing and Eye Protection, Body Armor.
- There are physical demands associated with this course that require participants to be in good physical condition in order to fully participate.

Dates: June 06-07, 2017

Skid Control

COORDINATOR: LIEUTENANT JILL M. HAMEL

CLASS SIZE: 3

A half-day course designed to provide students with a refresher on the necessary hands-on skills to recognize, prevent, or recover from vehicle skids resulting from environmental conditions.

Note:

- Please indicate on the registration whether you will be attending the morning or afternoon session.

Dates: August 31, 2016

June 21, 2017

Sobriety Checkpoints for Supervisors

COORDINATOR: LIEUTENANT MARK J. OBRIEN

CLASS SIZE: 28

This four-hour block of instruction is intended for agency supervisors who would be responsible for planning, requesting, supervising, and reporting on the utilization of a Sobriety Checkpoint within their jurisdiction as authorized under RSA 265:1-a. There are specific criteria that must be met in order to apply for a Sobriety Checkpoint through Superior Court, along with specific guidelines that must be followed during checkpoint activities to insure that the methods utilized are acceptable under the law.

Attending supervisors will:

- Learn the law as it applies to Sobriety Checkpoints, including case law.
- Learn about what documentation and forms must be provided and included with a formal request for a Sobriety Checkpoint to Superior Court.
- Learn about site selection and set-up.
- Learn the guidelines that must be followed during Checkpoint activities.

Date: May 01, 2017

Sport Utility Vehicle (SUV) Familiarization

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 15

The Sport Utility Vehicle familiarization course is designed to introduce officers to the dynamics of driving a SUV versus a sedan while out on patrol. The course consists of a classroom block of instruction followed by several hours of driving courses in a SUV.

Note:

- This is a half-day class; students should wear their normal duty uniform including duty belt and ballistic vests.

Date: September 08, 2016

Stress Management for Supervisors

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 24

In addition to the stresses associated with line officers, the assumption of a supervisory position brings with it unique stressors. Not only will a supervisor experience stress associated with his/her position, but the supervisor must assume a "watchdog" role for those officers supervised. This one-day course will review the basic principles of stress management and then move on to more specific issues associated with stress and contemporary policing.

Additional time will be spent on methods of managing stress. The student will be asked to participate in brief exercises and role play.

Date: November 17, 2016

Telephone Records in Criminal Investigations

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This class will provide patrol officers and detectives with the knowledge, skills, strategies, and techniques to obtain and effectively utilize telephone call records and subscriber information in criminal investigations.

Date: February 13, 2017

Three Year Physical Fitness Testing

COORDINATORS: LIEUTENANT JILL M. HAMEL AND LIEUTENANT PAUL J. MOLLER

These are testing dates for officers who need to complete their three year fitness requirements under RSA 188:F-27.

Dates:	August 18, 2016	December 29, 2016
	September 15, 2016	January 26, 2017
	October 20, 2016	February 15, 2017
	November 22, 2016	March 30, 2017
	December 01, 2016	April 24, 2017
	December 13, 2016	May 11, 2017
	December 21, 2016	June 22, 2017

Workzone Operations

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 28

This is a four-hour Train-the-Trainer class that covers the NH Department of Transportation's (DOT) authorized curriculum on use of uniformed officers in workzone operations. The course is in compliance with the April 2013 mandate for all DOT-funded workzones.

NOTE:

- This is a 4-hour class.

Dates:	August 29, 2016	February 6, 2017
	December 12, 2016	May 08, 2017

IN-SERVICE TRAINING VIA THE WEB

In-service training is available on the web through PSTC's web-based portal. You may access the site by following the LOGIN link through PSTC's main website at www.pstc.nh.gov, or directly at www.inservice.pstc.nh.gov/Training. If you don't already have an account, you will need to create one by following the instructions associated with the CREATE A NEW ACCOUNT link on the main page. With your account you will be able to access The Bulletin Board at PSTC, class updates, forms, manuals and online classes. Classes require an enrollment key at first access, which should be obtainable through your department's training officer. (If your agency's training officer does not have a current list of keys, they can obtain them by contacting Captain Benjamin R. Jean, at 271-8278, or by email at Benjamin.R.Jean@pstc.nh.gov). You must be a New Hampshire Law Enforcement Officer to use the site, unless special written permission has been authorized by the Director.

Each course has been assigned a time value that will count toward the 8 hour annual in-service training requirement from PSTC. In order to receive credit, however, you must successfully complete the class, which means that you must complete the material and correctly answer the questions imbedded in the material. After successful completion of course material, there will be a link that unlocks in the course titled "COURSE COMPLETION". Using that link, you will be able to print out your course certificate. You should maintain a copy of that certificate for your records, and also provide a copy to your Training Officer. Course completions should be kept in your department's training file as record of course work towards the annual training requirements. PSTC will NOT generate or mail out certificates for online courses.

REGIONAL TRAINING PROGRAMS

The following classes are available for off-site training and may be hosted by any department which meets the following requirements:

- Department site personnel should provide instructional media aids if requested.
- Department Site personnel should handle notification, registration, and distribution of class materials.
- All requests for Regional Training should be made in writing to the Director.

Background Investigation

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 12

How to comply with the Police Standards & Training Council's rules regarding the background investigation of new police and corrections applicants, full-time and part-time. How to conduct a legally-defensible, job-related background investigation, developing testing procedures for new employees based on bona-fide occupational qualifications, ramifications of the Americans with Disabilities Act, the HIPPA Act, and of RSA 188-F:27, III d-f, the law requiring three-year physical retesting of applicants hired after January 01, 2001.

Critical Incident Management (ICS)

COORDINATOR: CAPTAIN JAMES F. MULLA

CLASS SIZE: 16

How law enforcement agencies can adapt the Incident Command System that is universally used in the Fire Service to the needs of police in responding to hostage situations, natural or human-made disasters, civil demonstrations and disturbances, major entertainment events, sporting events, and other occurrences that require a total commitment of personnel, mutual aid, or a multi-disciplinary response. This training, or ICS-100/ICS-200, available from the Federal Emergency Management Agency, is now federally required of any agency applying for homeland security grants.

Handcuffing Refresher

COORDINATOR: LIEUTENANT PAUL J. MOLLER

CLASS SIZE: 30

This is a four-hour class, which covers Lee and Lee-Modified handcuffing techniques, nomenclature, and searching techniques. Hosting department must have gym mats and a suitable available area.

NOTE:

- Must pass written and practical examinations.

HGN/SFST Refresher

COORDINATOR: CAPTAIN MARK G. BODANZA

CLASS SIZE: 20

This class teaches the curriculum approved by NHTSA. The course is designed to advance overall consistency of how the SFST test battery is administered, while improving the skills of: recognizing and interpreting DWI evidence; administering and interpreting the scientifically-validated sobriety tests; and describing DWI evidence clearly and convincingly.

NOTE:

- This is a four-hour class.
- Students must have previously completed the HGN/SFST Class.

Sport Utility Vehicle (SUV) Familiarization

Coordinator: Captain Mark G. Bodanza

Class Size: 12

The Sport Utility Vehicle familiarization course is designed to introduce officers to the dynamics of driving a SUV versus a sedan while out on patrol. The course consists of a classroom block of instruction followed by several hours of driving courses in a SUV.

NOTE:

- This is a half-day class; students should wear their normal duty uniform, including duty belt and ballistic vest.

Police Standards & Training Council

FACILITY RULES

THE FOLLOWING RULES SHALL BE OBSERVED BY ALL PERSONS ATTENDING PROGRAMS AT THE NEW HAMPSHIRE POLICE STANDARDS AND TRAINING FACILITY.

ACCESS AREAS - guests or other students are not permitted in the area of the recruit academy living quarters. In-service students staying overnight are not allowed to have guests. Students are not permitted in rooms of students of the opposite sex, and no romantic activity between students is permitted.

ALARM SYSTEM - The intrusion alarm system will be turned on from 4:30 p.m. to 7:00 a.m. Overnight students without pass cards must be back in the building by 9:00 p.m. or they will not be readmitted. To leave in an emergency, contact an Academy staff member to disable the alarm system.

ALCOHOL/DRUGS - No person shall be allowed on the premises with the odor of alcoholic beverages on their breath, and possession or consumption of illegal drugs or of alcoholic beverages at the facility is prohibited. Violation of this rule will result in immediate dismissal and possible decertification.

ATTIRE - All persons attending programs at the facility shall attend classes dressed in one of the following acceptable attires:

Male Personnel:

1. Official department uniform; or
2. A suit or sports jacket with dress shirt and tie; or sports shirt and sweater;
3. Slacks with coordinated open-collar shirt

Female Personnel:

1. Official department uniform; or
2. A dress; or
3. Skirt and blouse or sweater combination; or
4. Slacks and coordinated blouse

Blue jeans, denims, dungarees, casual shorts or sneakers are not to be worn during training sessions unless authorized by the class supervisor for a particular class. Appropriate casual attire is allowed after hours.

BREAK ROOM - Students shall help to keep the break room area clean by disposing of their own garbage. Students shall be considerate of others by keeping the television and conversation levels down. The break room is closed at 11:30 p.m.

CARE OF BUILDING - This building is provided by the people of New Hampshire for our benefit. All students and visitors shall treat the building and furniture as you would your own home. Do not put your feet on the wall, lean your chairs back, sit on tables, or otherwise mistreat the facility. Dispose of trash in designated trash receptacles. Report any damage or non-working items to staff at once.

CELL PHONES – While taking classes taught by PSTC personnel or contracted through PSTC regardless of the location, cell phones **MUST** be turned OFF. Violations of this will cause the student to be dismissed from the class and he/she will not receive credit for the class.

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE - The cafeteria and some classrooms are located on the campus of NHTI-Concord's Community College, and contact with civilian students and instructors are inevitable. Your conduct while on the college campus shall at all times be in accordance with the highest professional standards.

CONDUCT - While attending the facility, your conduct, both on and off the campus, reflects on the Training Council and your agency. Conduct unbecoming an officer will be dealt with accordingly. Students shall remain attentive during all class periods, and shall display proper respect and courtesy toward instructors, Council personnel, visitors and fellow students, and avoid using profanity, offensive terminology or gestures. Proper conduct is also required on the Technical Institute campus and on remote locations.

CONVERSATIONS WITH RECRUITS - The Council's primary statutory mandate is recruit training. The recruit academy must take precedence over all other activity at the facility. Recruits undergo weeks of strict paramilitary training and are forbidden to engage in conversation. If you speak to a recruit, you cause problems for the recruit as well as yourself. In-service students shall not engage recruits in conversation, nor subject them to any harassment whatsoever.

FIREARMS - Firearms shall not be worn visibly in the facility or on campus, unless the student is wearing a distinguishable police uniform. Firearms shall not be stored in dormitory rooms, but shall be stored in the firearm storage room or locked in the trunk of your vehicle. No horseplay or brandishing of any type of weapons is allowed at any time. If you need assistance in securing a weapon, see a staff member.

FOOD AND DRINK - Food and drink shall be consumed only in designated areas, and shall not be consumed or stored in dormitory rooms.

GAMBLING - Gambling in any form is prohibited.

HARASSMENT - No harassment or intolerance shall be shown at any time to students, staff or visitors, based on sex, age, and religion, or lifestyle preference.

HONOR CODE - All police and corrections officers and probation/parole officers are expected to abide by the Honor Code. Lying or cheating is strictly forbidden, and it is also an infraction to be aware of violations and not report them. Violators of the Honor Code or the Law Enforcement Officers' Code of Ethics face expulsion from class and possible decertification.

INFRACTIONS - Infractions of any of the foregoing rules may result in dismissal from the training program and/or subsequent Council programs, and an incident report may be sent to the student's agency. Any unwarranted damage to the facility or equipment, or failure to return Council property shall result in direct billing to the student, with a copy to the student's agency. Any criminal offenses committed on campus shall be referred to the local police department for prosecution, and to the Council for a decertification hearing.

LOUD NOISES/LANGUAGE - Persons using the facility shall not congregate, or engage in loud noises in the hallways or classrooms, use vulgar or unprofessional language, or otherwise demonstrate improper behavior, and shall show courtesy to staff and other students at all times. Breaks shall be taken in the designated break areas.

PARKING - Students and guests shall park their automobiles in the student parking area. Parking in restricted areas is prohibited. All vehicles shall be secured. Personal belongings and valuables shall not be left out in the open, but shall be secured in the trunk of your vehicle.

SMOKING - Students and guests shall not smoke or use tobacco in any form in the building or on the premises of PSTC.

TELEPHONE CALLS - Coin-operated telephones are provided in the classroom area, and are the only phones available for student use.

VISITORS - Visitors shall be allowed only with staff permission, and shall be restricted to public areas. Each student shall be responsible for his or her guests. No visitors are permitted after normal business hours. No children or animals(excluding service animals) are allowed without special permission.

FULL - TIME POLICE ACADEMY TRAINING

The Basic Recruit Academy requires overnight stay at the academy for all 16 weeks. In order to apply and attend, applicants must be hired and sworn in by a New Hampshire law enforcement agency and pass a medical examination, background investigation, criminal/motor vehicle record check, fingerprinting and physical fitness test.

Pre-entrance Physical Fitness Tests are administered prior to the start of the Academy and are based on the Cooper Aerobics Institute standards at the 35th percentile. Recruits are required to achieve the 50th percentile upon graduation.

Class size is limited to no more than 60 per session. Attendees will be determined after successful completion of the entrance fitness test based on the order of completed applications received.

All full-time officer applicants for certification based on prior training and experience will be required to submit proof of medical clearance on the appropriate Council-approved form and must pass the Academy entrance physical fitness test, the same as recruits.

Information about upcoming academies such as the dates of the session, entrance physical fitness test date, paperwork deadline and the number of applications already received can be found at www.pstc.nh.gov/schedule.htm.

PART - TIME POLICE ACADEMY TRAINING

Prerequisite: Must be hired and sworn in by a New Hampshire law enforcement agency and pass a medical examination, background investigation, criminal/motor vehicle record check, fingerprinting and physical fitness test.

Sponsoring by a department for purposes of attendance at one of these schools is not permitted; the officer must be hired and sworn-in with the purpose of actually working for the department.

The Basic Part-Time Academy Certification Training covers such topics as legal areas, tactics, survival, motor vehicle laws, criminal code, search & seizure, constitutional law, and many others. Basic Certification Training is required for certification as a part-time officer. Part-time officers may not work in excess of 1300 hours a year. The Part-Time Officer Academy will be held in Concord on Tuesday and Thursday nights and all day Saturdays for Practical Sessions. We are in the process of re-establishing regional locations in Hampton, Keene and Littleton and hope to have full capabilities by the end of this training period.

Part-time officers are also welcome to attend the full-time Academy, if they are sworn in and working for their department and are covered by their department's Workers' Compensation insurance, whenever space is available.

Information about upcoming academies such as the dates of the session, entrance physical fitness test date and paperwork deadline can be found at www.pstc.nh.gov/schedule.htm.

CORRECTIONS ACADEMY TRAINING

A 9-week, non-residential course required for certification by the New Hampshire Police Standards & Training Council as a State Correctional Officer.

Prerequisite: Must be hired by the New Hampshire Department of Corrections and pass a medical examination, background investigation, criminal record check, fingerprinting, and physical fitness test.

Information about upcoming academies such as the dates of the session, entrance physical fitness test date and paperwork deadline can be found at www.pstc.nh.gov/schedule.htm.

CEUs AND COURSE COMPLETIONS

The Council issues CEUs (Continuing Education Units) for the completion of in-service training courses sponsored by the Council. CEUs are a fairly standard way of recognizing training in the industry, and are awarded at the rate of one CEU per ten contact hours of class.

CEUs are a quantitative measure of training rather than a qualitative one. They do not take into account such factors as instructor credentials or whether a written examination was given; therefore, they do not translate into college credits in most cases. The only exception is that they might be taken into consideration by college registrars in cases where credit is given for experiential learning. The primary purpose of the awarding of CEUs is to give employers a yardstick by which to judge the quantity of training which their employees have received, and to recognize their attendance in courses to advance their professionalism.

In the case of one-day courses, since they involve less than ten contact hours of class time, no CEUs are awarded, but the Council sends a Course Completion notice to the employing agency. For all other in-service courses, a predetermined number of CEUs are awarded, according to a schedule established at the time the course is developed, and based generally on the one CEU per ten contact hours' criteria.

IN ORDER TO PROPERLY RECEIVE TOTAL CREDIT IN EITHER CASE, THE OFFICER MUST BE PRESENT FOR THE ENTIRE COURSE. PARTIAL CREDIT WILL NOT BE AWARDED.



APPLICATION PROCEDURES

1. Application for enrollment must be made on the following application form (or a reproduced copy of it). All information must be completed to be accepted.
2. Applications for enrollment will not be accepted earlier than 90 days prior to the scheduled date of class.
3. Deadline for submission of an application is 30 days prior to scheduled date of class.
4. Notification of acceptance or rejection will be forwarded to the department head or training officer prior to the beginning date of a particular class.
5. In case of over-enrollment, the course coordinator will approve the final selection, which will be based on:
 - a. The date the application was received in our office,
 - b. The number of students per department requesting slots,
 - c. Previous enrollment of students accepted from that department,
 - d. Extenuating circumstances or special needs as determined by the Director.

6. FACILITY ACCOMMODATIONS

Rooms are available to students accepted in Council programs. Subject to availability, it may be necessary to restrict rooms to those commuting 45 miles and more. Bedding is available; however, students will need to provide their own towels.

7. CHANGES IN THE TRAINING SCHEDULE

If there are any changes or additions to the training schedule, notification will be sent to your department. We reserve the right to cancel any school due to lack of enrollment, unavailability of an instructor, or other unforeseen circumstances.

8. DISABLED INDIVIDUALS

If you have a disability and require special accommodations, you must notify us at the time you sign up for a class. No accommodations can be made on the day a class begins.

9. OUT-OF-STATE OFFICER ATTENDANCE FEE

A charge of \$15.00 per content hour of class will be charged per student for all classes offered by PSTC.

10. TUITION CLASSES HOSTED BY PSTC

For any tuition class hosted at PSTC, any payments for attendance must be negotiated between the vendor and sending agency.

SPECIALIZED TRAINING GRANTS

Agencies may apply to the Training Council for training grants to help off-set the cost of attendance by their officers to police training programs not offered by PSTC. Please submit applications as outlined within the expense guidelines. As always, there are limits to the available funding so agencies are encourage to apply early as funding will exhaust in order of approved grant awards.

EXPENSE GUIDELINES

Applications must be submitted on the approved application form, and signed by the head of the law enforcement agency, under the following guidelines:

1. The only grants, which will be considered, are for specialized training courses of a type not available in New Hampshire, with the exception of courses that were hosted this year by PSTC that were previously provided at no charge. Information describing the course should be attached to the grant application. Conferences will NOT be considered and the application will be returned.
2. The department should agree to permit the NH Police Standards & Training Council to copy any notebooks, handouts or other instructional materials upon request.
3. Unless a special exception is granted, applications should be postmarked at least 60 days prior to the start of the scheduled training course, since grants are awarded by a majority vote of the Council at a scheduled meeting.
4. Grants will not be awarded retroactively and agencies are cautioned to make sure they have received written notice from PSTC that their grant has been approved by the Council.
5. Before receiving the Council's share (two-thirds of the total approved expenses for the grant funds up to a maximum of \$1,000.00 per officer), agencies shall submit all receipts for actual expenses incurred (except in the case of meals which will be paid at a per diem rate) and the course completion document for the officer who completed the course. The agency will have 30 days from the completion date of the approved training to submit all required paperwork to receive reimbursement. If the agency does not comply with this policy and fails to return the appropriate paperwork within the 30 days, the approved monies will be returned to the Specialized Training Grant Fund.
6. Grant budgets listing expenses in excess of the following guidelines will be rejected:

Hotels:

Whenever possible, hotel arrangements shall be at the most reasonable room rate available, and if accommodations are available at a special package rate for attendees, this rate shall be utilized.

Incidentals:

Incidentals such as the cost of laundry or dry cleaning, tips, cable TV or movies, room service, repair of clothing, etc., are not allowable.

Telephone:

Neither local nor long distance telephone calls or internet connections are allowable expenses.

Length of Stay:

Transportation schedules shall be arranged as to keep to a minimum the travel days and overnight accommodations. If an individual arrives earlier, or stays beyond the conclusion of a conference or school for personal reasons, this will be at his/her own expense.

Transportation:

All air travel shall be on a coach basis, not to exceed the least expensive airfare available (super-saver, etc.) between origin and destination. Travel by private vehicle may be allowed, and shall be at the current mileage reimbursement rate as determined by the U.S. Internal Revenue Service (IRS). No reimbursement will be allowed for travel by official vehicles. Ground transportation to and from the airport is allowable. Manipulation of travel schedules to accrue benefits under a frequent flyer plan is not allowable. The Council does not reimburse for travel expense to New Hampshire, Maine, Vermont or Massachusetts or other locations within normal driving distance.

Rental Cars:

Rental car expenses are not permissible.

Meals:

Meals will be reimbursed without receipt at rates based upon the vices Administration (GSA) travel per diem rates as approved by the State of New Hampshire, in effect at the time of travel.

Registration:

Actual registration or tuition fees and costs of textbooks, etc., are allowable.

Fees:

The cost of tours and entertainment are not allowable.

SPECIALIZED TRAINING GRANT APPLICATION

NOTE: Applications must be filled out in complete detail, signed by the agency head, and postmarked at least 60 days prior to the start of scheduled training. No retroactive grants will be considered. Acknowledgement in writing that the grant has been approved by the Council must be received by the agency prior to the expenditures or commitment of funds.

APPLICATION SUBMITTED BY:

Department: _____

Name & Title: _____

Signature: _____

Approved by Agency Head: _____

(Name and title)

Signature of Agency Head: _____ Date Submitted: _____

+++++

1. Brief description of training program (lists sponsor, title, location, city and state where training will be held).
2. Proposed training dates (including travel days):
3. Proposed Attendee(s):
4. Please describe in detail the type of training, and its applicability to your agency:

5. Is similar training available in New Hampshire? If so, why do you feel this school is required?

6. Is similar training available elsewhere at a lower cost? If so, why did you choose this school? Yes [] No []

7. Do you agree, upon request, to make copies of all notebooks, handouts, etc. available to the NH Police Standards & Training Council to copy at no cost?

Yes [] No []

8. Do you agree, upon request, to make your employee available at no cost, at a mutually convenient date, to lecture on this subject at NH Police Standards & Training Council courses?

Yes [] No []

9. Do you agree to send to NH Police Standards & Training a copy of the course completion document for the officer(s) once the officer has completed the course?

Yes [] No []

10. Proposed itemized expenditures for this training: (Itemize registration fees, tuition, air travel, ground transportation, lodging, meals, etc. Do not exceed amounts specified in grant guidelines.)

Registration Fee: \$_____

Tuition: \$_____

Lodging: \$_____

Meals: \$_____

Air Fare: \$ _____

Ground Transportation: \$ _____

Other/Misc: \$ _____

Total Cost: \$ _____

Requesting Department's Share (1/3): \$ _____

Council Share (2/3): \$ _____

(Be sure to enclose a copy of any brochures or other material describing in detail the specialized training course. Make a separate application for each course.)

STAFF RECOMMENDATION:

Grant []

Deny []

By: (Initials) _____

Date of Council Approval/Denial: _____



IT IS THE POLICE OFFICER

IT IS THE POLICE OFFICER, NOT THE REPORTER, WHO PROTECTS THE FREEDOM OF THE PRESS.

IT IS THE POLICE OFFICER, NOT THE POET, WHO GUARDS OUR FREEDOM OF SPEECH.

IT IS THE POLICE OFFICER, TRAINED IN THE LEGAL AND ETHICAL USE OF FORCE, READY TO DEFEND THE INNOCENT AND WEAK AGAINST THE AGGRESSIVE AND VIOLENT, WHO STANDS READY TO PROTECT EVEN WITH HIS OR HER LIFE IF NECESSARY.

IT IS THE POLICE OFFICER, NOT THE ATTORNEY WHO WARNS CRIMINAL DEFENDANTS OF THEIR RIGHTS.

IT IS THE POLICE OFFICER WHO DISCLOSES ALL EVIDENCE, EVEN THAT WHICH MAY WEAKEN A CASE, IN THE INTEREST OF A FAIR TRIAL.

IT IS THE POLICE OFFICER, NOT THE PREACHER, WHO SAFEGUARDS OUR LIBERTIES, INCLUDING THE FREEDOM TO WORSHIP.

IT IS THE POLICE OFFICER WHO SALUTES THE FLAG. SERVES BENEATH THE FLAG, AND WHOSE COFFIN IS DRAPED BY THE FLAG, WHO PROTECTS THE PROTESTER WHO BURNS THE FLAG.

IT IS THE POLICE OFFICER WHO VIGILANTLY SERVES THE PUBLIC, PROTECTING SOCIETY FROM EVIL AND PRESERVING OUR FREEDOMS.