

# NEW HAMPSHIRE POLICE STANDARDS & TRAINING COUNCIL



## TRAINING CALENDAR 2017 - 2018

CHIEF DAVID P. CAHILL  
CHAIRMAN

DONALD L. VITTUM  
DIRECTOR

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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 27-28, 2017

April 23-24, 2018

## **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 08, 2017

## **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): September 13, 2017  
December 06, 2017

March 07, 2018  
June 13, 2018

## **ANIMAL ABUSE INVESTIGATION**

COORDINATOR: CAPTAIN THOMAS J. McCABE, JR.

CLASS SIZE: 20

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 THOMAS J. McCABE, JR.

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, 2017  
December 05, 2017

April 26, 2018  
June 28, 2018

## **Ballistic Patrol Shield Instructor**

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 28

This course is designed to train the student in the fundamental principles and usage of the ballistic shield in patrol and tactical settings and hen be able to instructor others.

### **Note:**

- Officers should attend dressed in fatigue-type uniforms, bring their service weapon, holster, leather gear, and 500 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: September 06-07, 2017

## **Ballistic Shield Operator**

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 28

This course is designed to familiarize the student in the fundamental principles and usage of the ballistic shield in patrol settings.

### **Note:**

- Officers should attend dressed in fatigue-type uniforms, bring their service weapon, holster, leather gear, and 500 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: September 05, 2017

## **Basic Drug Investigation**

COORDINATOR: LIEUTENANT JAMES WATSON

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, 2018

## **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): TBA



## **Basic Police Prosecutor**

COORDINATOR: LIEUTENANT JUSTIN PAQUETTE

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.

Date: June 11-22, 2018

## **Breath Test Operator**

COORDINATOR: LT. MARK J. OBRIEN

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.

Dates: September 19-21, 2017

May 15-17, 2018

## Breath Test Operator Recertification - PSTC

COORDINATOR: LIEUTENANT MARK J. OBRIEN

CLASS SIZE: 22

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 223-3855

Dates:	August 21, 2017	January 22, 2018
	August 28, 2017	February 05, 2018
	September 11, 2017	February 26, 2018
	September 25, 2017	March 05, 2018
	October 16, 2017	March 26, 2018
	October 30, 2017	April 02, 2018
	November 13, 2017	April 16, 2018
	November 27, 2017	May 21, 2018
	December 04, 2017	June 04, 2018
	December 18, 2017	June 18, 2018
	January 08, 2018	

## Breath Test Operator Recertification – Regional

COORDINATOR: NHSP TOXICOLOGY LAB

This two-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 223-3855.

Dates:	October 10, 2017	Troop F, Twin Mountain
	November 07, 2017	Newmarket PD
	March 13, 2018	Keene PD
	May 08, 2018	Troop F, Twin Mountain
	May 22, 2018	Newmarket PD

## 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 02, 2017	March 05, 2018
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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, 2017	February 21, 2018
	October 09, 2017	April 03, 2018
	December 04, 2017	June 28, 2018

## **Conflict Management for Front-line Supervisors**

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 15

This class will help supervisors gain insights into applying effective communication skills and anger management techniques in dealing with conflict in their supervision of officers.

### **Note:**

- This is a 3-hour class.

Dates: TBA

## **Crime Scene for the 1<sup>st</sup> Responder**

COORDINATOR: MEDIA SUPERVISOR SCOTT A. FERGUSON

CLASS SIZE: 15

This class explores the interface between first responders (officers, detectives, EMTs, and firefighters) and the crime scene. Students will learn best practices for crowd management, preservation of the crime scene, and evidence collection and preservation. Firearms and ballistic evidence, blood and other DNA evidence, trace evidence, and fingerprint evidence will be covered. Special emphasis will be placed on being productive without being destructive in crime scene response.

Dates: TBA

## **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 06, 2017

## **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 20-21, 2018

## **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 13, 2017

## **De-escalation Strategies for Public Safety**

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

This class uses the P.I.E.R. De-Escalation Model\* as a pathway for Public Safety personnel to de-escalate “acting-out” behavior that they may encounter as they interact with the public.

\*Prevention—Intervention—Enforcement—Recovery

Date: TBA

## **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: November 13-17, 2017

April 02-06, 2018

## **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, 2017

June 01, 2018

## **Dust and Bust**

COORDINATOR: MEDIA SUPERVISOR SCOTT A. FERGUSON

CLASS SIZE 15

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

## **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 06-07, 2017

## **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 13-14, 2017

May 30-31, 2018

## **FIELD TRAINING OFFICER**

COORDINATOR: LIEUTENANT JUSTIN I. PAQUETTE

CLASS SIZE: 30

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): TBA

## **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: August 28-September 1, 2017

October 23-27, 2017

February 12-16, 2018

## 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:	July 06, 2017	December 21, 2017
	August 10, 2017	January 11, 2018
	September 07, 2017	February 08, 2018
	October 05, 2017	March 08, 2018
	October 12, 2017	April 12, 2018
	November 02, 2017	May 10, 2018
	November 09, 2017	June 07, 2018
	December 01, 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 14, 2018



## **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 15, 2018

## **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, 2017

## **Forensic Evidence from Crash Fatalities**

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 24

Traffic crash investigators, crime scene technicians, and other personnel involved in evidence recovery at traffic crashes will learn best practices and procedures to guide them in their work. Lectures, discussions, demonstrations, and practical field exercises will highlight forensic light sources, trace, hair, and fiber collection, camera techniques, DNA packaging, bloodstain pattern documentation, and pedestrian and occupant kinematics. Hands-on use of the appropriate materials and equipment is an important part of the class.

Date: TBA

## **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 20, 2017

## **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 14-16, 2018

## **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: October 17-19, 2017

March 13-15, 2018

## **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: LT. MARK J. OBRIEN

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, 2017

May 22-24, 2018

## **HGN/SFST Refresher**

COORDINATOR: LT. MARK J. OBRIEN

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, 2017

April 04, 2018

## **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 11-15, 2017

March 19-23, 2018

## **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: October 18, 2017

March 14, 2018

## **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 02-13, 2017

March 12-23, 2018

## **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: October 30, 2017

June 04, 2018

## **Major Crimes Investigations**

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 20

This class will help current investigators and seasoned patrol officers explore and apply the fundamentals of investigation tactics and crime scene management to serious crimes such as death investigations, sexual assaults, and drug overdose cases.

Dates: TBA

## **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: September 18, 2017

April 17, 2018

## **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.

### **NOTE:**

- This is a 4-hour class.

Date: November 15, 2017

## **Mental Illness and Treatment in the Correctional Setting**

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 20

Jails and prisons now house over three times more mentally ill persons than hospitals. Since inmates with mental illness are at a higher risk of victimization, misbehavior, and suicide, it is critical that corrections officers know how to deal with this dynamic. This class will examine common mental disorders affecting inmates, and suggest various treatments that can be implemented in the correctional setting to help both inmates and officers deal with these issues.

Dates: TBA

## **Non-fatal Intimate Partner Strangulation Crimes**

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 12

This class is intended to help officers investigate intimate partner non-fatal strangulation as a crime by using relevant interview questions. The class will discuss relationship dynamics as well as pointers for additional investigation, including photography and recording, case report writing, and the Lethality Assessment Program.

### **NOTE:**

- This is a 3-hour class.

Date: November 15, 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 21-22, 2017

May 15-16, 2018

## **Officer as the Prosecutor**

COORDINATOR: LIEUTENANT JUSTIN PAQUETTE

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 7-8, 2017

June 05-06, 2018

## **PBT Instructor**

COORDINATOR: LIEUTENANT MARK J. OBRIEN

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, 2017

March 29, 2018

## **Police Driving Instructor**

COORDINATOR: LIEUTENANT EARL D. NELSON

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 21-25, 2017

## **Police Driving Instructor - Recertification**

COORDINATOR: LIEUTENANT EARL D. NELSON

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, 2017

May 09, 2018

## **Police Driving Refresher**

COORDINATOR: CAPTAIN THOMAS J. McCABE, JR.

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, 2017

May 10-11, 2018



## **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 18, 2017

April 16, 2018

## **RESPONSE TO ACTIVE SHOOTER**

COORDINATOR: LIEUTENANT JUSTIN PAQUETTE

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

## **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 21, 2017

## **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 01-04, 2018

## **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 29 – June 01, 2018

## **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 05-06, 2018

## **Skid Control**

COORDINATOR: LIEUTENANT EARL NELSON

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.

Date: Upon request and availability

## **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.

### **Note:**

- This is a 4-hour class.

Date: May 01, 2018

## **Social Media – A Tool for Modern Policing**

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

Social Media have dramatically changed all of us by becoming a primary means of communications. As these media have become essential components to our daily activities and personal lives, so have they impacted law enforcement techniques and personnel, who can use these media to advantage for community relations and investigations. This class covers developing and implementing public social media accounts and policies, using public media for community relations, developing these media for undercover investigations as well as background checks, and overall cautions and advice.

Dates: TBA

## **Special Issues in Internal Affairs Investigations**

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

Through interactive group exercises and lecture, students will learn how to overcome challenges facing I.A. investigators—issues regarding compliance review hearings, integrity testing, body cameras, and freedom of speech. Students will learn how to address disciplinary trends involving social media, on-duty personal cell phone usage, and the Driver's Privacy Protection Act. Current trends, problematic areas, and legislative and case law changes will serve as a backdrop for the course.

Dates: TBA

## **Stress and Fatigue in High-Risk Professions**

COORDINATOR: LIEUTENANT GERALD E. TAYLOR

CLASS SIZE: 25

The trauma and stress experienced by law enforcement officers often impact mental and physical health and personal life, as well as work performance. Signs and results of this toll include anxiety, depression, substance misuse, post-traumatic stress, and even suicide. This 4-hour class will address in an interactive and personally-directed way some warning signs, recognition and understanding of the dynamics involved, effective and proactive strategies, helpful resources, and ways to overcome the stigma which often results in barriers to getting help.

### **Note:**

- This is a 4-hour class.

Date: TBA

## **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 16, 2017

## **Suicide Investigation**

COORDINATOR: CAPTAIN BENJAMIN R. JEAN

CLASS SIZE: 30

This course seeks to fill the gaps between basic homicide investigations, suicides, and accidental deaths. A study of the contributors and motives of suicidal persons as well as case analyses will help the student develop the knowledge and ability to take on the most complex death investigations. Emphasis will be placed on the psychological, sociological, and biological perspective of suicide investigation.

Dates: TBA

## **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 05, 2018

## **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:	July 14, 2017	December 28, 2017
	August 01, 2017	January 11, 2018
	September 05, 2017	February 06, 2018
	October 04, 2017	March 07, 2018
	November 06, 2017	April 05, 2018
	December 11, 2017	May 09, 2018
	December 20, 2017	June 12, 2018

## **Thought Patterns for High Performance 3.0**

COORDINATORS: LIEUTENANT JAMES A. WATSON

This class focuses on three outcomes: personal, professional, and organizational development. Students will learn how to: address habits that are impacting personal and professional performance; recognize new approaches and opportunities; facilitate change; and develop heightened effectiveness and self-awareness.

Dates: TBA

## **What to Do When a Citizen Reports They Have Been Victims of Investment Fraud**

COORDINATOR: CAPTAIN THOMAS J. MCCABE, JR.

CLASS SIZE 25

This four-hour class is designed to provide law enforcement officers with the tools and knowledge to handle allegations of investment fraud and scams, when either reported by citizens or discovered in the course of an investigation. The class will cover the types of scams and frauds being perpetrated in NH and what to do when you encounter them. Case studies of actual situations will be reviewed to assist you in recognizing the signs of fraud. Handouts will be provided that may be given to citizens for appropriate referral to regulators. Significant Q & A time will ensure the class is covering the information you need to respond to reports of investment fraud.

### **NOTE:**

- This is a 4-hour class.

Dates: August 28, 2017

December 11, 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 28, 2017  
February 12, 2018

December 11, 2017  
May 07, 2018

## 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](http://www.pstc.nh.gov), or directly at [www.inservice.pstc.nh.gov/Training](http://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](mailto: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.



# 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 and exit Physical Fitness Tests are administered and are based on the Cooper Aerobics Institute standards at the 35th percentile based on age and gender.

Class size is limited to no more than 67 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](http://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. Attendance at a satellite location is available in Hampton and Littleton (depending on attendance numbers) for Tuesday/Thursday lecture classes.

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.

Pre-entrance Physical Fitness Tests are administered and are based on the Cooper Aerobics Institute standards at the 35th percentile based on age and gender.

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](http://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.

Pre-entrance and exit Physical Fitness Tests are administered and are based on the Cooper Aerobics Institute standards at the 20th percentile for entry and the 35<sup>th</sup> percentile for exit based on age and gender.

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](http://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.

NH POLICE STANDARDS & TRAINING COUNCIL  
17 INSTITUTE DRIVE  
CONCORD, NH 03301-7413  
TEL #: (603) 271-2133 FAX #: (603) 271-1785  
COURSE REGISTRATION APPLICATION

COURSE TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE(S): \_\_\_\_\_

NOTE: FOR ANY TUITION CLASS HOSTED AT PSTC, REGISTRATION AND PAYMENTS FOR ATTENDANCE MUST BE NEGOTIATED BETWEEN THE VENDOR AND SENDING AGENCY.

PLEASE NOTE: DUE TO SCHEDULING REQUIREMENTS, APPLICATIONS RECEIVED SOONER THAN 90 OR LATER THAN 30 DAYS BEFORE A SCHEDULED SCHOOL WILL NOT BE ACCEPTED. IF CANCELLATION OF AN APPLICATION IS NECESSARY, PLEASE NOTIFY THIS OFFICE IMMEDIATELY. YOU MAY REQUEST AN ACCOMMODATION FOR A DISABLING CONDITION IN ORDER TO ATTEND THIS COURSE.

NOTE: APPLICANTS ARE CONSIDERED IN THE ORDER THEY ARE LISTED BELOW

RANK	FULL LEGAL NAME	PSTC ID#

SIGNATURE OF DEPT. HEAD OR TRAINING OFFICER: \_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_