



Chief David P. Cahill
Chairman

State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
ARTHUR D. KEHAS
LAW ENFORCEMENT TRAINING FACILITY & CAMPUS
17 Institute Drive — Concord, N.H. 03301-7413
603-271-2133 FAX 603-271-1785
TDD Access: Relay NH 1-800-735-2964



PSTC Work Session Minutes 8-27-19

Present: Mark Long, Sheriff Valerino, Vice Chairman Chief Morency, Sheriff Massahos, Maureen Sullivan, Chief Capano, Assistant Commissioner Jean, Colonel Wagner, Judge Gardner, Judge Vetanze and AG MacDonald.

Not Present: Chief Cahill, Charles Ansell and Chief Cormier.

Staff Present: Chief Merrill, Lt. Hawkins, Anne Paquin, Investigative Paralegal

8:05 a.m.

Chief Morency presided over this work session for PSTC members to discuss the criteria for hiring a Director for Police Standards and Training.

Council members discussed choosing a **subcommittee** from the fourteen council members, a “cross section” to represent diversity in backgrounds. The subcommittee would be tasked with reviewing applicants for the Director position, narrowing down the number of candidates, and then they would make recommendations to the entire council.

Qualifications were discussed, Mark Long read from a section of RSA 106-L:5 XVIII,

The director shall have practical and academic knowledge in the field of law enforcement, including substantial administrative experience and a degree or degrees in criminology, police administration, or other similar field or any equivalent combination of education and experience.

The statute is broad, it clarifies minimum qualifications; preferred qualifications would be appropriate.

Colonel Wagner agreed to contact the state’s Department of Personnel to inquire about the official process for posting a job in an ‘unclassified’ position.

Attorney General MacDonald entered the meeting at this point, approximately 8:27 a.m.

Council members were directed to the draft job description for the Director of PSTC position that Chief Cahill had been working on.

AG MacDonald suggested that PSTC’s legal counsel SAAG Nancy Smith review the draft job description.

Discussion ensued amongst Council members, the manner in which to grade applicants, what weight to give each part of the application process, the necessity of culling applicants as there is likely to be many people interested in the position.

The subcommittee will meet on **Thursday, September 12, 2019 at 9:30 a.m. at PSTC.** Topics to be discussed at the meeting:

- Advice from HR Director
- Talk about the process
- How to advertise to fill the position

Minutes will be taken, the record should reflect what members have agreed to be responsible for during the process of hiring a Director. Nancy Smith will attend the September 12th meeting, also an individual from the State Division of Personnel. The meeting will be posted in the same manner as the regular monthly meetings.

The subcommittee members are:

- AG MacDonald
- Colonel Wagner
- Chief Capano
- Commissioner Hanks
- Mark Long
- Sheriff Valerino
- Maureen Sullivan
- Chief Morency

The members should review the draft job description for Director, and bring their thoughts or suggestions-with them to the meeting, the results will be presented to the entire Council during the next regular meeting on September 24, 2019. Members should also bring their own hiring selection guidelines.

There should be consistency in the entire hiring process, the individuals assigned to interview applicants should be the same individuals for all of the interviews.

A group email will be sent to subcommittee members on the subject matter.

PSTC staff will communicate to the Governor's Office instructing that if anyone calls them with questions about the Director position they should send resume's to the attention of Chief Morency in care of PSTC. The information will be kept until the subcommittee is ready to move forward in the hiring process.

9:00 end of work session.

September 24, 2019

Respectfully Submitted



Vice Chairman Peter Morency