



Chief David P. Cahill
Chairman

State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
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PSTC
Subcommittee Meeting
9-12-19

In attendance: Vice Chairman, Chief Morency, Berlin Police Department; Colonel Wagner, New Hampshire State Police; Chief Capano, Manchester Police Department; Sheriff Valerino, Coos County; Attorney General MacDonald, Commissioner Hanks, New Hampshire Department of Corrections; Maureen Sullivan and Mark Long

Guests: Mark Bodanza, Michael Moranti, New Hampshire Division of Personnel and SAAG Nancy Smith, PSTC counsel

Staff: Lt. Adam Hawkins, Anne Paquin, Investigative Paralegal

Chief Morency called the meeting to order at 9:35 a.m.

The objective of the meeting is for the subcommittee to agree on the job description and learn how to proceed with the process of hiring a new Director.

The job description/job posting for Director can exceed the statute, which describes the position of Director of Police Standards and Training Council. The statute is general, and minimal. The Council can better define the position because the statute gives the Council the power to delegate authority to the Director.

Colonel Wagner introduced Mike Moranti who was present from the Department of Personnel, Human Resources. Colonel Wagner asked him to attend the meeting to assist in the process of finding a new Director.

The Director position is "unclassified", there is a lot of discretion that can be used to define it.

The search for a new Director should be a process with the opportunity for a wide selection of candidates; this will enable the Council to review individual qualifications and choose the most qualified person.

"NH First", the state of NH personnel website, would be a collection point for applications; the job should be advertised both in-state and out-of-state simultaneously to make the best use of the time available.

The "Indeed" employment service was brought up by Commissioner Hanks, reflecting that Indeed is simple to use to filter the applicants that do not meet the criteria.

Commissioner Hanks also drafted a proposal for an advertisement for the Director position, providing copies to Council members.

Attorney General MacDonald stated the importance of the objective of the subcommittee; using the opportunity to find a new PSTC Director by a wide search of candidates.

The subcommittee will bring the job description to the next Council meeting for approval, and then go forward with the search and hiring process; and finally will bring the subcommittee's recommendation back to the Council.

Commissioner Hanks mentioned using Google and social media to help filter applicants as well.

When collecting the applications, they can be sorted and tiered, then a decision will be made on which people to interview, and a grading/scoring system can be used for interviews.

Attorney General MacDonald asked about a national search, effective channels to send out the job description to professional groups that are beyond New Hampshire.

Chief Capano noted, there may be many applicants that are law enforcement executives that have retired, looking for a retirement job.

Nancy Smith asked if it will be a requirement for the person to be a NH certified officer, or have the ability to be certified with prior training and experience?

Discussion ensued regarding a requirement of New Hampshire law enforcement certification for the Director position.

- Credibility when teaching recruits

- Is it a preferred standard that the person is certified?

- An opportunity for the Director candidate to become certified, prior training and experience certification

- The response from PSTC recruits regarding a Director from outside the state of New Hampshire as a role model

- Would someone outside of NH, commit to learning and living in NH?

Chief Capano mentioned that the sheriff's in Florida cover both law enforcement and corrections, this could be a valuable resource.

Chief Morency stated that there would be a broad search for candidates for Director with many opportunities to see qualities of the applicants. He thanked Mike Moranti for his help.

Discussion ensued about the means to advertise the position, NH First, Indeed, national organizations.

- The job would be posted for 30 days.

- The applications will be reviewed by the subcommittee each week, rather than wait until there is a volume after the 30 day time period.

- Candidates would receive a general email response after they submit an application.

- There must be a timeline to receive applications, review them and then schedule interviews.

An email questionnaire can be provided to each applicant after they have sent in an application. The questionnaire will ask specific questions, and it could be used during their interview, asking for a verbal response for comparison.

Further discussion ensued, testing to be required of the candidate:

- Polygraph
- Urinalysis
- Medical exam
- Psychological
- "Eye detect"

Subcommittee members confirmed that if the person chosen for the Director position changes their mind and decides not to take the job, in that case they would choose the number two candidate.

Chief Morency asked that the subcommittee agree to:

- Complete the job description in two weeks
- Post the position in October

Attorney General MacDonald discussed that in order to finalize the job description it would be necessary to have both

- Council approval
- Department of Personnel approval

Additional associations to be contacted for posting, in addition to the NH Division of Personnel and "Indeed"

- FBI
- International Association of Chief's of Police
- National Association of State Correctional Administrators
- American Probation and Parole Association
- National Organization of Black Law Enforcement Executives
- National Organization of Police Organizations
- International Association of Directors of Law Enforcement Standards and Training
- New Hampshire Chief's Association
- New Hampshire Sheriff's Association

Chief Morency agreed to be the point of contact to answer questions about the position, while the applications would go to Mike Moranti at the Division of Personnel.

The job posting would be first paragraph of the document drafted by Commissioner Hanks, with a few edits. Description of salary and benefits should be on the job posting and would be included in a

hyperlink. The document will be completed by Friday, September 13th and will be included in the October Council meeting agenda.

Nancy Smith suggested further items for the job description

- Monitor legislation under the direction of the Council
- Oversee the academy staff's investigation of violation of Council rules
- Present items for discipline before the Council

Council members also suggested


- Demonstrated excellence in accountability and responsibility in their agency
- Maintained a high level of code of conduct
- Has completed advanced leadership training
- Certified in New Hampshire law enforcement, corrections or probation/parole; or Willing and able to become certified
- Will be encouraged to belong to national law enforcement organizations and to attend the organization's training
- Demonstrated performance and success in establishing and measuring performance goals

The next meeting will be held on Thursday, October 24 at 9:30 at PSTC.

The meeting adjourned at 11:00 a.m.

September 24, 2019

Respectfully Submitted


Peter Morency, Vice Chairman