



**State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL**
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Chief David P. Cahill
Chairman

John V. Scippa
Director

PUBLIC MINUTES
Police Standards and Training Council
May 19, 2020

Present: Chairman, Chief Cahill, Sunapee Police Department at PSTC with below listed staff
Chief Morency, Vice Chairman, Berlin Police Department; Sheriff Valerino, Coos County
Sheriff's Office; both at Chief Morency's Office
Judge Gardner, Circuit Court Judge; at home, alone
Dr. Maureen Sullivan; at PSTC with below listed staff
Commissioner Hanks, New Hampshire Department of Corrections; at her office alone
Major Marasco, at his office alone
Attorney General MacDonald; at his office alone
Mr. Edward Lecius, at his home alone
Judge Vetanze, 3rd Circuit District Division, Ossipee; at home alone
Sheriff Massahos, Rockingham County Sheriff's Office; at his office alone
Chief Capano, Manchester Police Department; at his office alone

Not present: Chief Cormier, Tilton Police Department; Chief Operating Officer, Charles Ansell,
Community College System of New Hampshire

Staff Present: Director John Scippa, Major Parenteau, (Ret.), Lt. Hawkins, , Lt. Towers, and
Anne Paquin, Investigative Paralegal at PSTC in classroom, one at PSTC and Program
Coordinator Chris Collman, (in Littleton NH via Zoom).

This month's Council meeting was held using "Zoom" due to COVID-19 restrictions for gathering of people. Per instruction for remote meetings, voting was done by roll call for every motion. Public and Nonpublic sessions were held by using separate log ins for "Zoom".

Chairman, Chief Cahill called the meeting to order at 9:10 a.m.

Anne took the roll call vote with each Council member identifying themselves, stating where they were participating from and whether they were alone or not.

Chairman Cahill asked Council members for motions to approve the public minutes from the April 28, 2020 Council meeting

Motion by Dr. Sullivan, seconded by Mr. Lecius to approve the public minutes from the April 28, 2020 Council meeting

Anne took the roll call vote:

Chief Morency	yes
Sheriff Valerino	yes
Judge Gardner	yes
Chief Cahill	yes
Comm Hanks	yes
Chief Capano	yes
AG MacDonald	yes
Judge Vetanze	yes
Sheriff Massahos	yes
Charles Ansell	yes
Major Marasco	yes
Edward Lecius	yes
Maureen Sullivan	yes

The motion passed.

Chief Cahill asked for a motion to approve the nonpublic meeting minutes from the April 28, 2020 meeting.

Motion by Chief Morency, seconded by Judge Gardner to approve the nonpublic meeting minutes from the April 28, 2020 meeting.

Anne took the roll call vote:

Chief Morency	yes
Sheriff Valerino	yes
Judge Gardner	yes
Chief Cahill	yes
Comm Hanks	yes
Chief Capano	yes
AG MacDonald	yes
Judge Vetanze	yes
Sheriff Massahos	yes
Charles Ansell	yes
Major Marasco	yes
Edward Lecius	yes
Maureen Sullivan	yes

Director's Report

(Copy attached)

Director Scippa addressed the members of the Council regarding his activity since the last Council meeting by summarizing the report that had been provided to them by email.

Director Scippa explained that the online learning system at PSTC is called "Moodle". It allows the creation of blocks of instruction, testing and online videos. He thanked both Lt. Adam Hawkins, and Program Coordinator Chris Collman, (who works remotely from Littleton, NH) as they are well versed in the technology and has kept the academy sessions going. He also thanked the New Hampshire Department of Corrections Assistant Commissioner Ben Jean for his assistance with online learning.

There has been significant financial savings at this time because PSTC is not providing meals for the full time academy since they are participating in distance learning. Major Parenteau has found \$170,000 which will carry over to help the state of New Hampshire to balance finances.

Director Scippa noted that he felt that the recent purchases of audio/visual equipment were necessary to bolster the online learning, as at this point no one knows how long training will continue in this manner. PSTC must maintain the ability to run the required classes.

Re-Entry Plan for the Full Time Police Academy and the Correction's Academy

(Copy attached)

Director Scippa also provided a report that details the precautions necessary to allow recruits to attend skills based training at the PSTC facility, and asked Council members for their approval.

The plan is one that is used by IADLEST, International Association of Directors of Law Enforcement Standards and Training.

There were no questions for the Director, who stated that he would forward the plan to Assistant Commissioner Perry Plummer.

Financial Report

Major Parenteau summarized that PSTC was maintaining its' financial status within the parameters of the Governor's orders on necessary spending; PSTC will lapse additional money as requested by the Governor.

The sole source contract for the Virtra firearms simulator upgrade is being finalized. It will be reviewed by the Attorney General's Office, and then go back to the Governor and Council for approval. The Virtra upgrade will not be completed before the end of the fiscal year, but later during the summer, they have suspended on site visits and travel because of Covid 19.

New BusinessStratham Police Department Audit

Major Parenteau summarized that PSTC staff found that there were no major problems; only a few minor issues that were addressed with the new chief. Their records were in compliance.

New Hampshire Department of Corrections Request

Lt. Scott Towers was present to discuss the request. A recruit from the last corrections academy was not able to graduate with his class because he failed to qualify at firearms. The Department of Corrections has asked if this recruit could attend the firearms training during the 112th Corrections Academy, due to begin on June 4, 2020, and have the opportunity to qualify and receive his certification.

Motion by Chief Cahill, seconded by Dr. Sullivan to allow the corrections officer recruit to attend firearms training during the 112th Corrections Academy.

Anne took the roll call vote:

Chief Morency	yes
Sheriff Valerino	yes
Judge Gardner	yes
Chief Cahill	yes
Comm Hanks	abstained
Chief Capano	yes
AG MacDonald	yes
Judge Vetanze	yes
Sheriff Massahos	yes
Charles Ansell	yes
Major Marasco	yes
Edward Lecius	yes
Maureen Sullivan	yes

The motion passed.

Consent Calendar

Jennifer Carew, Nashua Police Department (DOH: 03/24/20) was granted full-time police officer certification based on prior training and experience.

Adrian Dupuis, Bedford Police Department (DOH 04/20/2020) Will be granted certification upon successful completion of the medical exam, entrance fitness test, and the Law Package of the Full-Time Police Officer Academy, with the stipulation that the officer must work in the direct presence of a certified officer unless the officer completes the agency's FTO program and then may work under normal supervision.

Anthony LaRosa, Plaistow Police Department (DOH 05/18/20) Will be granted certification upon successful completion of the medical exam (completed April 15, 2020), entrance fitness test, and the Law Package of the Full-Time Police Officer Academy, with the stipulation that the officer must work in the direct presence of a certified officer unless the officer completes the agency's FTO program and then may work under normal supervision.

Spencer Sawicki, Portsmouth Police Department (DOH: 04/06/20) Will be granted certification upon successful completion of the medical exam, entrance fitness test, and the Law Package of the Full-Time Police Officer Academy, with the stipulation that the officer must work in the direct presence of a certified officer unless the officer completes the agency's FTO program and then may work under normal supervision.

Amanda Turcotte, New Hampshire Department of Corrections (DOH 05/08/20) Will be granted certification upon successful completion of the medical exam, entrance fitness test, defensive tactics and firearms qualification, with the stipulation that the officer must work only in the direct presence of a certified officer unless the council grants certification based successful completion of a reciprocal certification process, and the officer has completed the agency's field training program, the uncertified officer may work under normal supervision pending completion of the reciprocal certification process; or if the corrections officer trainee is stationed at or in a secured post such as a control room and has no direct contact with persons under departmental control.

Medical Extensions for fitness testing

The following officers were granted six month medical extensions:

Travis Austin, Hebron and Grafton County

Benjamin Black, Laconia Police Department

Motion to approve the Consent Calendar by Judge Gardner, seconded by Chief Morency.

Anne took the roll call vote:

Chief Morency	yes
Sheriff Valerino	yes
Judge Gardner	yes
Chief Cahill	yes
Comm Hanks	abstained on the Amanda Turcotte matter
Chief Capano	yes
AG MacDonald	yes
Judge Vetanze	yes
Sheriff Massahos	yes
Charles Ansell	yes
Major Marasco	abstained

Edward Lecius abstained on the Jennifer Carew matter

Maureen Sullivan yes

The motion passed.

Other New Business

Council members discussed the Performance Audit that was conducted by the Legislative Budget Committee. Director Scippa had addressed three items in his report. Council members were interested in an update on the audit items.

Chief Cahill suggested that the next meeting agenda could include a list of the audit items and the status on each. Council members can discuss the items during the next meeting.

The next meeting (#518) will be held on June 23, 2020.

Motion to adjourn the meeting by Chief Morency, seconded by Sheriff Valerino

Anne took the roll call vote:

Chief Morency yes

Sheriff Valerino yes

Judge Gardner yes

Chief Cahill yes

Comm Hanks yes

Chief Capano yes

AG MacDonald yes

Judge Vetanze yes

Sheriff Massahos yes

Charles Ansell yes

Major Marasco yes

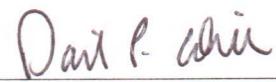
Edward Lecius yes

Maureen Sullivan yes

The motion passed and the meeting adjourned at 9:40 a.m.

June 23, 2020

Respectfully Submitted



David P. Cahill
Chairman

To: All NHPSTC Council Members
FROM: Director John Scippa
DATE: May 19, 2020
RE: Director's Monthly PSTC Council Report

Full Time Police Academy:

1. Recruit Class 182 began May 4 as scheduled via Zoom. 67 Recruits in the class.
2. At this writing, they are in week 3.

Part Time Police Academy:

1. Part time Recruit Class 279 is in session and due to finish May 23.
2. Due to Covid-19 pandemic, our staff is providing skills classes on both Saturdays and Sundays to reduce group size and to maintain social distancing guidelines. Anticipated to complete the academy on May 23.

Corrections Academy:

1. Corrections Class 112 began May 4.
2. This corrections class continues to use online learning, (Zoom)

In-service Training:

1. All scheduled In-Service Training that was scheduled up to July 1, 2020 was suspended.
2. The RFP for In-Service training have come in and are being reviewed for the upcoming fiscal year.

Outreach and Education:

1. NHPSTC staff members continue to work with the NH Fire Academy Media Unit to develop videos to support academy training. Please refer to on-going action items for more information under Date Base Purchase.

Staff Training and Development:

1. Because of the sudden shift to online learning necessitated by the pandemic, two LETS have been enrolled in an online training program that will assist them in developing and delivering online training through Moodle.

2. Lt Hawkins and Lt Watson continue to work with staff members from Granite State College regarding online learning techniques.

Completed Action Items:

1. AV Purchase: Based on the need to be situated to maintain online capabilities to sustain simultaneously FTA training, PTA training, CO Training and other types of online meetings, and in the realization of an additional 170,000 dollars saved in the meals line, the budgeted AV purchase was made.
2. Curriculum Review: LETS have been able to review their specific lessons that they teach to insure that lesson plans, lecture delivery and test questions bridge.
3. Virtra Upgrade: Governor and Council approved the DOS Homeland Security money to fund this upgrade. Major Parenteau continues to follow this process through.
4. Re-Entry Plan: I have developed a Re-Entry Plan borrowing heavily from materials offered through IADLEST. See separate document.

On-Going Open Action Items:

1. Curriculum Review: Training Staff has completed the review of their topics. Over the rest of this year, LETS will work with SMEs on their respective topics to insure that lesson plans, lecture delivery and test questions all bridge together. This is being done with the full understanding that a JTA will be completed early in 2021 and may have significant impact on the existing curriculum.
2. Database Purchase: Based on direction from the Governor's Office, the planned and budgeted purchase of the database software may be pulled from our operating budget. **This is an audit item** that needs to be addressed. Lt Hawkins and Lt Watson have diligently worked with members of the NH Fire Academy regarding their data management and online learning system. They are scheduling a meeting for later this week to further discuss the system that NHFA uses and the potential for that system being able to fit our needs as set forth in the audit.
3. Boiler Replacement Project: Based on direction from the Governor's Office, the planned and budgeted capital replacement of the Boilers in the main building and Tac Center may be pulled from our operating budget. The Governor's office has allowed us to have the engineering study completed with the hope that the Governor's Office will ultimately okay the project later in this biennium.

4. Virtra Upgrade: The Department of Safety, Homeland Security Grant was authorized by G+C. Major Parenteau will continue to work on following up with the Finance and the Vendor to complete the Virtra Upgrade.
5. Job Task Analysis: JusticeWorks, a research and development group of the Justice Studies Department at the University of New Hampshire, is ready to complete on our behalf, a JTA to re-evaluate our Basic Recruit Police and Corrections Academy curriculum. Justiceworks has provided a timeline of Jan 2021 to begin this project. **This is an audit item.**
6. Accreditation: I have been working with the Connecticut POST, who are an accredited training academy through CALEA. They have been very helpful and will be providing us with their policies, which will prove to be a tremendous resource in our efforts to seek accreditation. **This is an audit item.**
7. Corrections Advisory Committee: Working with Commissioner Hanks and with the NH Association of Counties, nominees for appointment to this committee have been identified and will be put on the next Council Meeting Agenda for consideration and possible appointment. **This is an audit item.**

Discussion/Open Action Items:

1. Open Major Position

NHPSTC Full Time Police/Corrections Academies

Proposed Re-Entry Plan

Due to the COVID-19 pandemic and subsequent quarantine orders, on March 16, 2020, the NH Police Academy moved to a virtual environment of instruction in order to continue moving forward with the education and training of police and corrections recruits as they quarantined and continued studies at home.

Despite the inherent challenges of this environment, we have successfully completed the 181st session of the Full Time Academy and 217th session of the Part Time academy. Further, we have begun the 182nd Full Time Academy and the 112th Corrections Academy in this same environment.

However, as we move through the on-going sessions, we will be exhausting all cognitive learning objectives (online learning opportunities) and will have to transition into the physical skills training in order to complete the training.

In an effort to thoughtfully “re-open” the NHPSTC facility and allow for the continuation of skills based training, this plan offers to outline the precautions that will be taken, as we move into this reentry phase. This document was developed from materials produced by the International Association of Directors of Law Enforcement Training and Texas Police Officer Standards and Training.

IMPORTANT NOTE: While the implementation of the additional safety and health protocols explained in this document will help mitigate the risk of spreading or contracting COVID-19 virus, NHPSTC cannot eliminate the risks associated with the virus completely. All students, instructors and staff retain personal responsibility for their individual health and safety. Any individual who feels unsafe or ill at any time during the delivery of training is required to immediately notify NHPSTC staff and cease engagement of any and all activities.

Adjustments to this plan or its associated protocols will be made as necessary in order to comply with ever changing guidelines issued by the CDC and/or the State of New Hampshire.

Safety Protocol

CDC has provided a wealth of information as it relates to the COVID-19 virus. Information related to symptoms and safety precautions can be found at the following website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

In order to ensure the safety of participants and staff, recruits will be required to follow certain procedures that comply with the CDC as well as State of New Hampshire mandated safety protocols:

1. NHPSTC Academies will transition from Online to Commuter academies when it becomes necessary due to the “hands on” component of the training topic. Those recruits that demonstrate an absolute need to stay at the academy will be provided a single room. Due to the interruption of food service normally available at NHTI, we may not be able to provide meals. If meals are not available, recruits will be required to bring lunch/snacks/drinks for the day and a manner to store it such as a cooler/lunch box.
2. Before reporting to class, staff and students temperature must be checked. If they have a fever (a temperature that reads 100.4°F or more) they must stay home and notify academy staff.

3. Upon arrival at the academy, staff and students must submit to a screening questionnaire and reading of their temperature. This information will be logged on each student each day. This effort will be coordinated by the academy commandant. Students having a fever (a temperature that reads 100.4°F or more) will be isolated and told to go home and quarantine.
4. If a recruit is feeling ill during the course of training, they must notify academy staff immediately. They will be required to leave the premises.
5. Recruits must provide their own personal protective equipment (PPE) to include masks, gloves. All students and staff must wear PPE during training unless social distancing in an open area is an option.
6. Students and staff must maintain social distancing by maintaining a minimum six-foot separation from each other.
7. Time will be allotted to allow for frequent washing of hands. Participants are encouraged to wash hands with soap and water for a minimum of 20 seconds. In the event soap and water is not available, sanitizer with an alcohol content of 60% or more may be used.
8. While the Facilities staff will continue their efforts to keep areas clean, students and staff will be required to assist in these efforts by individually ensuring the routine cleaning and sanitation of various areas and equipment. Students and staff will be required to wipe down desks, tables and other equipment before and after each training event.
9. Gym use will be limited to academy training only. No other use of the gym will be permitted.
10. Recruits should strive to not borrow or loan equipment to or from another recruit unless absolutely necessary. If necessary, recruits should strive to disinfect the item before doing so.

This transition is a fluid process and these guidelines are subject to change as new guidance is rendered from authoritative sources.

EVOC

All recruits will assist in the wipe down of vehicle interiors between runs. Masks, gloves and social distancing will be enforced. This block of instruction will occur by squad to reduce the number of recruits in the area.

Firearms

Any necessary lecture portion of firearms training will occur online. Outdoor ranges are being sought at this writing for possible off-site, open air, range days. In the event that we cannot secure an outdoor range, our indoor range has a state of the art ventilation system which will assist in maintaining a safe environment. Recruits will wear masks and practice social distancing requirements. When live-fire training occurs, recruits will be rotated by squad to the firing line. Rotating squads to the firing line will allow recruits to stay a minimum of 6 feet apart.

Defensive Tactics (DT)

DT will take place in the Tactical Center. This room is a large area that will allow students to maintain social distancing when not engaged in physical skills. The very nature of this training means recruits will learn to apply arrest and control techniques to one another. Recruits will be required to wear masks, disposable gloves and wash hands/use hand sanitizer after contact. Recruits will work with a single

identified partner to reduce cross-contamination. This will be taught out by squad to reduce the number of students in the area.

Standardized Field Sobriety Testing (SFST)

A portion of SFST will be presented in an online setting. The skills portion may be conducted outdoors or in multiple classroom in small groups to spread students out as much as possible. Masks, gloves and social distancing will be enforced. This will be taught out by squad to reduce the number of students in the area

Patrol Procedures and Simmunitions

Much of this training is scenario based and requires recruits to interact with each other. All efforts will be made to social distance during scenarios and to include the use of masks, gloves and sanitizing after any physical contact. Simmunitions training may be modified (Blanks instead of Marking Rounds) to eliminate the necessity of recruits sharing protective equipment such as full face helmets and chest protectors. “Sim Guns” will be cleaned after each use.

Summary

No plan can address, eliminate or mitigate every issue or threat that could be encountered during this pandemic. Conversely, the essential function of training and certifying police and corrections officers cannot be suspended. This thoughtful plan will help us continue our mission to provide such training while using every precaution we can to do so in the safest possible manner.