



Chief David P. Cahill  
Chairman

State of New Hampshire  
**POLICE STANDARDS & TRAINING COUNCIL**  
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John V. Scippa  
Director

**PUBLIC MINUTES**  
**Police Standards and Training Council**  
**June 23, 2020**

Present: Chairman. Chief Cahill, Sunapee Police Department at PSTC with below listed staff

Chief Morency, Vice Chairman, Berlin Police Department and Sheriff Valerino, Coos County; both at Chief Morency's office (9:12 am log in)

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 PSTC with below listed staff

Colonel Noyes, at PSTC with below listed staff

Attorney General MacDonald; at his office alone

Mr. Edward Lecius, at PSTC with below listed staff

Judge Vetanze, 3<sup>rd</sup> Circuit District Division, Ossipee; at home alone

Sheriff Massahos, Rockingham County Sheriff's Office at PSTC with below listed staff

Chief Capano, Manchester Police Department; at his office alone

Chief Cormier, Tilton Police Department at his office alone;

Not present: Chief Operating Officer, Charles Ansell, Community College System of New Hampshire

Staff Present: Director John Scippa, Major Parenteau, (Ret.), Lt. Hawkins, 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". There were no nonpublic sessions at this meeting.**

Chairman, Chief Cahill called the meeting to order at 9:05 a.m.

Chairman Cahill asked Council members for a motion to approve the public minutes from the May 19, 2020 Council meeting

Motion by Judge Gardner, seconded by Dr. Sullivan to approve the public minutes from the May 19, 2020 Council meeting.

Roll call vote

Chairman, Chief Cahill	Yes
Vice Chairman, Chief Morency	No response
Attorney General MacDonald	Yes
Colonel Noyes	Yes
Commissioner Hanks	Yes
Judge Vetanze	Yes
Judge Gardiner	Yes
Chief Capano	Yes
Chief Cormier	No response
<del>Mr. Charles Ansell</del>	
Sheriff Valerino	No response
Sheriff Massahos	Yes
Dr. Maureen Sullivan	Yes
Mr. Ed Lecius	Yes

The motion passed.

(Anne took a roll call vote after this motion, with each Council member identifying themselves, stating where they were participating from and whether they were alone or not; document heading).

#### Director's Report

Director Scippa presented a report (attached) which summarized all of his work since the May 19, 2020 Council meeting.

Council members discussed points from the Director's report:

Potential start date for the next Part Time officer academy, currently there are only five people registered, it would be best to make a decision at the July 28<sup>th</sup> meeting.

(Chief Morency and Sheriff Valerino logged on to the meeting via Zoom at 9:12 a.m)

Chairman Cahill noted that PSTC was saving money currently because recruits were not having their meals at the academy. Director Scippa confirmed that PSTC spends a lot of money on meals for recruits.

It appears that the next full time academy will have to be a day academy because PSTC will not be able to adhere to social distancing to provide meals and accommodations for

recruits. Director Scippa and staff have acquired a large refrigerator for the recruits that will have to stay in the dorms because of travel distance. They will be able to store food and prepare their own meals. The cafeteria at the college (NHTI) will not be open for breakfast or dinner until the end of August, and even then, it is unsure whether or not the recruits will have access to use the dining hall, meals may have to be delivered.

The only way to deliver classes to the full time academy is in the tactical center, social distancing is impossible in classrooms with 67 students. The Correction's Academy is a smaller group, and they are able to use Lecture Hall one for their classroom work. The next full time academy, classes will start at 8:00, lunch will be brought over for them, and their physical fitness training will be the last class of the day since they will not have access to the showers because of social distancing.

Commissioner Hanks asked if there were any academy classes that could be done on-line as pre-requisites to beginning the academy, thereby reducing the number of days of the academy. Director Scippa's response was that Lt. Hawkins was working with the Fire Academy for on-line classes. The Fire Academy is advanced in delivering on-line learning, and in fact PSTC staff was developing a pre-academy course of study. Delivering an orientation type course, enabling the recruits to know what to expect when they arrive the first day, and the staff would be assured that the baseline of learning has begun, and could proceed forward from that point. The pre-academy course of study may or may not reduce hours, it may create more time for experience based learning.

Chief Cahill asked Director Scippa about the Senate Judiciary Committee bill proposed to have PSTC reimburse the town for the cost of the psychological testing for their officers. Director Scippa responded that he appreciated the help with compliance that the bill defines, however the funding source listed for reimbursement was the Drug Asset Forfeiture fund. He was not in favor of diverting money from drug investigations. He suggested using money from the Penalty Assessment fund for reimbursement of agencies psychological testing. It will also be necessary for the Council to develop rules on how to assess reimbursement requests from the agencies.

Chief Cahill stated that he had testified at the House and spoke with the representatives, they had been given the total number of recruits in the academy, and arrived at a cost of ninety six thousand dollars. All officers would be covered, corrections and probation and parole officers were included in the bill. It does not exclude agencies that have already budgeted for testing in the past. It is concerning that PSTC may now feel another financial burden from agencies that have been paying for psychological testing all along, and will now ask to be reimbursed. Major Parenteau confirmed that the language in the bill covered police, corrections and probation and parole officers.

The bill on mandatory reporting suggested that PSTC would conduct internal investigations and release all of the information later. This bill had been rewritten so that PSTC would not be tasked with the investigation. The agency head would be compelled to report to PSTC the name of the individual and the misconduct. Based upon these amendments, PSTC has no debate regarding the bill.

In response to Commissioner Hanks' question regarding the retirement of Captain Mulla, Director Scippa responded that he and Major Parenteau would be in contact with the

Governor's Office in an attempt to fill the position. Currently there is a hiring freeze, PSTC is still under sourced with Director Scippa and Major Parenteau working their own positions as well as the full time position last held by Chief Merrill. Council members agreed that Captain Mulla's position will leave a void and attempts to fill the position should be made as soon as possible.

Director Scippa reviewed information about purchasing database software for PSTC. Due to the budget, the purchase is not possible right now; however he is going to pursue the matter. With new software staff would have the ability to track all officers on their training and any reports of misconduct. The current database being used is antiquated and it is difficult to retrieve information. Recently PSTC has received requests for information, the only means to gather the information was for the staff to manually count. There is no platform to deliver quality on-line training. The last budget submitted for PSTC included one hundred fifty thousand dollars for a database purchase. Lt. Hawkins and Lt. Watson have researched software. Director Scippa intends to make a special request for consideration to the Governor; PSTC needs the technology more than ever.

#### Update on Performance Audit (copy attached)

Director Scippa had provided Council members with a memorandum that he had drafted. An edit was made to the date of the memorandum listing it as "June 23, 2020". There were no questions from the Council members.

#### Certification of Adjunct Instructors (copy attached)

Director Scippa provided Council members with a draft document for adjunct instructor certification. Certification of Adjunct Instructors is an audit item. Director Scippa asked the Council members to review the document and any amendments could be discussed during the July 28<sup>th</sup> Council meeting. When asked by Chief Cahill, he confirmed that the document covered qualifications of any volunteers that would assist with firearms and driving training. Director Scippa will send out the original document from the Technical Assistance Manual for the Council to view the changes he has made. He confirmed that the document is for all instructors at the academy, police, corrections and probation and parole officers. Chief Cahill noted that once Council members have reviewed the criteria and the document is finalized, it could be sent to all agencies to be certain that their instructors meet the requirements.

Chief Cahill expressed gratitude to Director Scippa and the staff of PSTC for all of the efforts being put forth to maintain and improve the academy in all aspects.

#### Previous or Unfinished Business

Director Scippa provided the council members with a document (copy attached) with the names of individuals for the New Hampshire Department of Corrections Advisory Committee.

Commissioner Hanks spoke about the nominations, noting that there were a few minor changes, Acting Warden Nicole Plante was a warden now, and her phone number was adjusted to 0205. There may be an adjustment later to the person nominated from the New Hampshire Association of Counties.

Motion to approve the nominations for the New Hampshire Department of Corrections Advisory Committee by Mr. Ed Lecius, seconded by Chief Cormier.

Anne took the roll call vote on the motion:

Chairman, Chief Cahill	Yes
Vice Chairman, Chief Morency	No response
Attorney General MacDonald	Yes
Colonel Noyes	Yes
Commissioner Hanks	Yes
Judge Vetanze	Yes
Judge Gardiner	Yes
Chief Capano	Yes
Chief Cormier	No response
<del>Mr. Charles Ansell</del>	
Sheriff Valerino	No response
Sheriff Massahos	Yes
Dr. Maureen Sullivan	Yes
Mr. Ed Lecius	Yes

The motion passed.

#### New Business

Deputy Sheriff Al Brackett of the Rockingham County Sheriff's Office, and retired officer, Kevin Collins, were present via Zoom to request eligibility for prior training and experience certification for Mr. Collins.

Deputy Sheriff Brackett summarized Kevin Collins employment and certification history for the Council.

Major Parenteau explained that Kevin Collins had a lapse of law enforcement employment of five and a half years. PSTC's matrix for prior training and experience certification indicates that those that have had a lapse of three years or more must attend an entire academy. Rockingham County Sheriff's Office will hire Kevin Collins as a part time deputy. He will be hired specifically as a piper for the Rockingham County Sheriff's Office Color Guard, but he may be occasionally tasked with serving arrest warrants or transporting prisoners.

When asked, Major Parenteau acknowledged that the Council has given prior training and experience certification in the past to officers that have lapses of law enforcement employment of over three years.

Motion by Chief Cahill, seconded by Commissioner Hanks to grant prior training and experience certification to Kevin Collins after completion of the medical exam, entrance fitness test, and the law package classes.

Anne took the roll call vote on the motion:

Chairman, Chief Cahill	Yes
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Vice Chairman, Chief Morency	Yes
Attorney General MacDonald	Yes
Colonel Noyes	Yes
Commissioner Hanks	Yes
Judge Vetanze	Yes
Judge Gardiner	Yes
Chief Capano	abstain
Chief Cormier	Yes
<del>Mr. Charles Ansell</del>	
Sheriff Valerino	Yes
Sheriff Massahos	abstain
Dr. Maureen Sullivan	Yes
Mr. Ed Lecius	abstain

The motion passed.

Consent Calendar

PT&E Requests

Rodney Plante, New Hampshire Department of Corrections (DOH: 05/22/20) Was 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.

John DiFrancesco, Hampton Falls Police Department (DOH: 05/11/20) Was granted certification upon successful completion of the medical exam, and entrance fitness test 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.

Craig Winkler, Hinsdale Police Department (DOH: 05/04/20) Was granted certification upon successful completion of the medical exam, entrance fitness test, and 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.

Michael J. Kehoe, Chester Police Department (DOH: 05/29/20) Was granted certification upon successful completion of the medical exam, entrance fitness test, and 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.

Steven Gahan, East Kingston Police Department (DOH: 06/01/20) Was granted certification upon successful completion of the medical exam, and entrance fitness test 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.

Teighlar Carney, Sugar Hill Police Department (DOH: 03/26/20) Was granted certification upon successful completion of the medical exam, and entrance fitness test 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.

Richard Davis, Whitefield Police Department (DOH 05/27/20) Was granted certification upon successful completion of the medical exam, entrance fitness test, 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.

There were no requests for academy extensions for Council approval this month.

Requests for Fitness Testing Extension were granted until December 31, 2020

John Mounsey, Seabrook Police Department

Shaun O'Keefe, Lyme Police Department

Michael Pelletier, NHSP

Allison Cummings, Hudson Police Department

Kristen Gore, Londonderry Police Department

Gerald Lewis, Windham Police Department

Jason Dzierlatka, Windham Police Department

Brian Lord, Antrim Police Department

James O'Leary NHSP

Michael Chavez, Rockingham County Sheriff's Office

Christopher Bashaw, Rockingham County Sheriff's Office

Theresa Moore, Windham Police Department  
Kira Goodheart, Laconia Police Department  
Melissa Scott, NHSP

Motion by Mr. Ed Lecius, seconded by Chief Cormier to approve the Consent Calendar.

Anne took the roll call vote on the motion:

Chairman, Chief Cahill	Yes
Vice Chairman, Chief Morency	Yes
Attorney General MacDonald	Yes
Colonel Noyes	abstained on Michael Pelletier and Melissa Scott
Commissioner Hanks	abstained on Rodney Plante
Judge Vetanze	Yes
Judge Gardiner	Yes
Chief Capano	Yes
Chief Cormier	Yes
<del>Mr. Charles Ansell</del>	
Sheriff Valerino	Yes
Sheriff Massahos	abstained on Michael Chavez and Christopher Bashaw
Dr. Maureen Sullivan	Yes
Mr. Ed Lecius	Yes

The motion passed.

Chief Cahill asked Council members if there was anything further to discuss.

Commissioner Hanks inquired if the Cooper's standard for fitness testing was still appropriate.

The upcoming Job Task Analysis for the Performance Audit will address three year fitness testing. There may be other alternatives to consider, Cooper fitness program is defunct now. It's owned by "ACE" American Council on Exercise. If there is a decision to use another fitness standard for law enforcement, PSTC's administrative rules would have to be amended to remove "Cooper" from the language.

Lt. Hawkins offered that ACE is a program for fire certification. There is the initial exam for fire fighters, they do not participate in required ongoing three year testing that law enforcement in New Hampshire does.

Major Parenteau asked for Council guidance regarding officers getting medical exams. Covid 19 was making it difficult for them to get appointments. They need a medical exam for approval to participate in three year fitness testing, or the Form D medical for entrance testing.

Chief Cahill answered, he understands it may be difficult for doctor visits, however asking the Council to waive a medical clearance report form was not in the best interest of the officer.

Director Scippa informed the Council members that he had been receiving requests from chiefs to waive the eight hour in-service training requirement, due to lack of the available training classes.

Council members agreed that this request was early in the year, and that officers should be attempting to find webinars and on-line opportunities for training.

Chief Cahill noted that the eight hours of training as defined is any training that the officer's chief / supervisor finds acceptable. Agencies and their officers should continue to search for training opportunities. He suggested that the Director send an email to all the agencies inquiring about their on-going training status.

Director Scippa agreed that he will send an email as soon as possible asking the agency chief or supervisor to start putting forth effort into the eight hour training.

He went on to say that there should be in-service refresher training on implicit bias and procedural injustice. It may be training that is organized between now and the end of the year, with the hope that it's mandated for all police and corrections, probation/parole officers.

Motion to adjourn by Commissioner Hanks, seconded by Chief Cormier.

Anne took the roll call vote on the motion:

Chairman, Chief Cahill	Yes
Vice Chairman, Chief Morency	Yes
Attorney General MacDonald	Yes
Colonel Noyes	Yes
Commissioner Hanks	Yes
Judge Vetanze	Yes
Judge Gardiner	Yes
Chief Capano	Yes
Chief Cormier	Yes
<del>Mr. Charles Ansell</del>	
Sheriff Valerino	Yes
Sheriff Massahos	Yes
Dr. Maureen Sullivan	Yes
Mr. Ed Lecius	Yes

The motion passed.

10:25 a.m. the meeting adjourned

The next Council meeting #520, will be held on July 28, 2020.

July 28, 2020

Respectfully Submitted

  
David P. Cahill, Chairman