



Sheriff Christopher D. Connelly
Chairman

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

Public Minutes
August 22, 2023
Police Standards and Training Council

In attendance:

Chairman, Sheriff Christopher Connelly, Hillsborough County Sheriff's Office
Assistant Commissioner Paul Raymond, NH Department of Corrections
Chief Joseph Hoebeke, Hollis Police Department
Chief Allen Aldenberg, Manchester Police Department
Mr. Michael Harrington
Attorney General John Formella
Dr. Maureen Sullivan
Mr. Edward Lecius
Chief Emily Cobb, New London Police Department
Officer Jaqueline Pelletier, Goffstown Police Department
Sheriff Charles Massahos, Rockingham County Sheriff's Office

Zoom Attendance:

Chief Kevin Rourke, Nashua Police Department
Judge Sawako Gardner, Circuit Court Judge
Judge Melissa Countway, Circuit Court Judge

Not in Attendance:

Vice Chairperson, Commissioner Helen Hanks, New Hampshire Department of Corrections
Dr. Robert Eckstein
Mr. Christopher Stawasz

Staff Present:

Director John Scippa, Major David Parenteau (ret.); Major Max Schultz, Attorney Stacie Moeser, Captain Thomas McCabe, Captain Adam Hawkins and Anne Paquin, Investigative Paralegal.

Guests: Sgt. Richard Fortin and Chief Kevin Maxwell of the Mason Police Department

Chairman Connelly called the meeting to order at 9:09 a.m.

Motion by Chief Hoebeke, seconded by Chief Aldenberg to approve the minutes of July 25, 2023. Chairman Connelly took the roll call vote.

Raymond	abstain
Cobb	yes
Hoebeke	yes
Countway	yes(zoom)
Gardner	yes(zoom)
Massahos	yes
Aldenberg	yes
Rourke	abstain (zoom)
Pelletier	yes
Sullivan	yes
Lecius	abstain
Harrington	yes
Formella	yes
Connelly	yes

The motion passed.

Director's Report (copy attached)

Director Scippa expanded on the following

- Training staff is preparing a proposed academy that will be expanded by a week and a half or two weeks. The expanded academy is needed due to the extra classes for LEACT, increased scenario training, as well as CIT, Crisis Intervention Training.
- PTSD training is being developed for online access. The training is 30 minutes and will be available in Benchmark or Moodle, for all active police officers, corrections officers, and retired officers.

Budget

Major Schultz informed the Council members that Director Scippa would be at the Governor and Council meeting to request finances for:

- the memorandum of agreement (MOA) for the New Hampshire State Police regarding the State Police providing cadres to assist PSTC during each academy.
- the MOA with New Hampshire Technical Institute to use their facility's cafeteria. The cost is \$20,000 each year, it was initiated fifteen years ago and will expire in five years.

Director Scippa has received the Corrections Advisory Committee nominations from Commissioner Hanks. The Committee is still lacking a nomination for someone from the Teamsters and someone from the Association of Counties.

Director Scippa asked if the Council members had reviewed Chapter Three of the Technical Assistance Manual, he'd provided it in an email the night before today's meeting. He'd like their approval on Adjunct Instructors Certification Standards.

New Business

Schleiden Meneide – Attorney General's Office Agreement

Major Parenteau explained that Schleiden Meneide's case was similar to several that the Council members had acted on in the past. Mr Meneide agreed to voluntarily surrender his certification in order to avoid prosecution.

Schleiden Meneide, when employed by the Hooksett Police Department, used the State Police Online Telecommunications system to research information on a woman. He contacted the woman later on Facebook for personal purposes. The New Hampshire Attorney General's Office was prepared to file criminal charges against Mr. Meinede. The charges included Records and Certification, Misuse of Computer or Computer Network, and Official Oppression.

The Attorney General's Office agreed to enter a negotiated resolution with Mr. Meinede rather than initiating criminal charges against him. Mr. Meinede resigned from the Hooksett Police Department, and voluntarily surrendered his police certification. As a result of his decertified status, Mr. Meinede's name will be entered into the national decertification registry. He agreed to not seek employment in law enforcement, and he will not contest his name being placed on the Exculpatory Evidence Schedule if the Hooksett Police Department decides to proceed in that manner.

Major Parenteau explained that in past discussions on the same topic, (voluntary surrender of certification), the Council discussed making the officer's certification a revocation by the Council instead of accepting the voluntary surrender.

Motion to accept the voluntary surrender and that the Council revoke Schleiden Meinede's police certification by Chief Hoebeke, seconded by Chief Cobb.

Chairman Connelly took the roll call vote.

Raymond	yes
Hoebeke	yes
Countway	yes Zoom
Gardner	yes Zoom
Massahos	yes
Aldenberg	abstained
Rourke	yes Zoom
Pelletier	yes
Sullivan	yes
Lecius	yes

Harrington yes
Formella abstain
Connelly yes

The motion passed.

Administrative Rule Pol 403.01 Inservice Training

Major Parenteau explained that the version of Pol 403.01 that the Council voted on, on March 22, 2022 to adopt was a previous version. Attorney Moeser has been in contact with the Department of Administrative Services, Administrative Rules staff to decide how to correct the filing error.

Major Parenteau asked Council members to review the information that was in their agenda as it was explained by documents. Director Alukonis of the Joint Legislative Committee on Administrative Rules filed a document to void the rule the Council had filed last year. Other documents include the copy of the rule that was filed incorrectly with track changes by OLS, and the correct version of Pol 403.01 to vote as adopted rule on this date.

Motion by Mr. Lecius to accept the amendments made to Pol 403.01, Annual Inservice Training, Attorney General Formella seconded the motion.

Chairman Connelly took the roll call vote.

Raymond yes
Cobb yes
Hoebeke yes
Countway yes Zoom
Gardner yes Zoom
Massahos yes
Aldenberg abstained
Rourke yes Zoom
Pelletier yes
Sullivan yes
Lecius yes
Harrington yes
Formella abstain
Connelly yes

The motion passed.

Mason Police Department

Sergeant Richard Fortin and Chief Kevin Maxwell were in attendance, the request put forth by Sergeant Fortin had been tabled from the July 25, 2023 Council meeting.

The Council had asked PSTC staff to research Sergeant Fortin's request regarding:

- a retired officer who was certified full-time and worked full-time,
- retired, was hired as a part-time officer with a part time certification,
- and then wished to return to a full-time position.

Major Parenteau summarized the Mason Police Departments request regarding Sgt. Fortin.

- Sgt. Fortin's request from the July 25th Council meeting was to have his full-time certification reinstated.
- He was full-time certified in March 1986
- He worked for the Milford Police Department and retired in 2007
- He was out of police work for eight years and ten months
- He was hired for a part-time position at Mason Police Department in 2015
- He attended the 272nd part-time academy due to the length of time he'd been away from police work
- The discussion at the last Council meeting in this matter included asking staff to research what had been done in the past in similar circumstances.
- Staff did not find any similar circumstances
- Anyone out of law enforcement for more than three years must provide a connection to law enforcement in some capacity
- In the past, officers have been granted a part-time certification after being full time certified after a significant amount of time. They were required to take law package classes.
- There were two cases, recently, from the Salem Police Department. There were full-time officers that retired, and were out for six or seven years. Salem asked them to return as part-time officers. These officers showed that they had maintained their law enforcement education through their recent positions, including security at a college or other employment relative to law enforcement.
- Staff could not find an identical situation from requests in the past, full-time to part-time back to full-time.

When asked, Sgt. Fortin explained that during the time he was not employed as a police officer he worked for "IMC" software company. Part of his position was to go to many law enforcement agencies to train officers on the software.

Chief Maxwell expressed that he knew Sgt. Fortin's situation was unique. He believes that Sgt. Fortin meets the criteria and is well-qualified if the Council grants the request.

Major Parenteau stated that the Law Package classes that the Salem officers were required to take included mental health. He noted that he had taken the time to compare the curriculum from both academy sessions that Sgt. Fortin attended with the current curriculum of the 191st academy.

Major Parenteau read the class names and Sgt. Fortin responded to whether or not he'd received training in that class.

Discussion ensued between PSTC staff and members of the Council. Major Parenteau explained that the Council could grant the waiver and stipulate to specific class requirements for Sgt. Fortin

to take, or they could deny the request because of the length of time that Sgt. Fortin had been out of a full-time police employment. The protocol on prior training and experience is for anyone out of law enforcement employment greater than three years are required to attend the entire full-time academy.

Director Scippa noted that the request to reinstate a full-time police officer certification was precarious for many reasons.

- The certification is only valid if classes are taught at PSTC
- Director Scippa would like a general proposal to bring to the Council to address the exact situation that Sgt. Fortin is in, and the ability to answer every person who asks the same question.
- Sgt. Fortin is attempting to achieve reinstatement of his full-time certification, is it for his current situation or a different situation in the future?

Director Scippa asked the Council members for another month to develop requirements and establish a process.

Sgt. Fortin stated that the reason for asking that his full-time certification be reinstated was because of the staff shortage at Mason Police Department. There is not enough staff to cover the hours at the agency, the part-time certification limits his ability to work more hours, thereby keeping the agency covered.

Council members discussed the matter further

- Number of hours allowed for a part-time officer, as well as what was allowed by the retirement board
- Setting a precedent for the future if the request is granted

Motion by Attorney General Formella, seconded by Mr. Lecius to grant Sgt. Fortin's request to restore his full-time status, based on the fact that even if we determine that the curriculum has materially changed since he was originally certified, and then became part-time certified having completed a part-time academy not long ago, at a minimum his ongoing training adequately familiarizes him with any changes that may have occurred in the curriculum. AG Formella conditions this waiver on Sgt Fortin, Director Scippa and Council staff mutually determining any additional training that may assist Sgt. Fortin. In the future, suspend any additional requests similar to this one to give the PSTC staff an opportunity to discuss a new process to be put in place for future requests.

Chairman Connelly took the roll call vote.

Raymond	yes
Cobb	yes
Hoebcke	abstain
Countway	yes Zoom
Gardner	yes Zoom
Massahos	yes
Aldenberg	abstained

Rourke yes Zoom
Pelletier yes
Sullivan yes
Lecius yes
Harrington yes
Formella yes
Connelly yes

The motion passed.

Consent Calendar

8. PT&E Requests

Eva Golden, NH Department of Fish and Game 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.

Robert Buelte, Henniker Police Department Will be granted certification upon successful completion of the medical exam 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.

Mark Cavic, Moultonborough Police Department 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.

Connor Barcus, Mason Police Department Will be granted certification upon successful completion of the medical exam, (done July 3, 2023) 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.

Robert Labarge North Hampton Police Department Will be granted certification upon successful completion of the medical exam, (done July 12, 2023) entrance fitness test, and the Law Package of the Full-Time Police Officer Academy.

9. Requests for Extensions

Note: Extensions granted until the first council meeting following the fitness testing for the requested Academy, and, if testing is successful, to the first council meeting following the end of the requested Academy.

*Full Time Academy

Class Number	193
Dates	June 12, 2023 – September 29, 2023
	194
	July 31, 2023 – November 17, 2023

* More detailed information about each academy session can be found in Benchmark. This will include the dates of the session, the fitness testing date and number of available seats.

***Part Time Academy**

Class Number	283
Dates	TBD

* More detailed information about each academy session can be found in Benchmark. This will include the dates of the session, the fitness testing date and number of available seats.

***Corrections Academy**

Class Number	121
Dates	October 11, 2023 – December 8, 2023

* More detailed information about each academy session can be found in Benchmark. This will include the dates of the session, the fitness testing date and number of available seats.

Extensions

Timothy D’Entremont, Plaistow Police Department

Plaistow Police Department will be granted an additional six-month extension for Timothy D’Entremont to gain certification with the stipulation that the officer shall work only in the direct presence of a New Hampshire certified police officer unless the officer has completed the agency’s field training program, then may work under normal supervision pending completion of the reciprocal certification process.

Motion by Chief Hoebeke, seconded by Sheriff Massahos to approve the Consent Calendar.

Chairman Connelly took the roll call vote.

CONSENT CALENDAR	Raymond	yes
	Cobb	yes
	Hoebeke	yes
	Countway	yes Zoom
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Gardner yes Zoom
Massahos yes
Aldenberg abstained
Rourke yes Zoom
Pelletier yes
Sullivan yes
Lecius yes
Harrington yes
Formella yes
Connelly yes

The motion passed.

Motion by Chief Hoebeke, seconded by Chief Aldenberg to adopt changes in the Technical Assistance Manual regarding Chapter Three, certifying adjunct instructors.

Chairman Connelly took the roll call vote.

Raymond yes
Cobb yes
Hoebeke yes
Countway yes Zoom
Gardner yes Zoom
Massahos yes
Aldenberg abstained
Rourke yes Zoom
Pelletier yes
Sullivan yes
Lecius yes
Harrington yes
Formella yes
Connelly yes

The motion passed.

Motion to adjourn at 10:36 a.m. by Chief Hoebeke, seconded by Sheriff Massahos.

Chairman Connelly took the roll call vote.

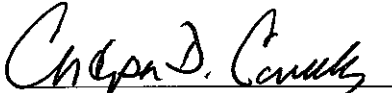
Raymond yes
Cobb yes
Hoebeke yes
Gardner yes Zoom
Massahos yes
Aldenberg abstained
Rourke yes Zoom

Pelletier yes
Sullivan yes
Lecius yes
Harrington yes
Formella yes
Connelly yes

The motion passed.

September 26, 2023

Respectfully Submitted,


Christopher D. Connelly
Chairman

To: All NHPSTC Council Members
FROM: Director John Scippa
DATE: August 22, 2023
RE: Director's Monthly PSTC Council Report

Bureau of Recruit Training:

1. 193rd Full Time Police Academy began on June 12th.
2. 194th Full Time Police Academy began on July 31st.
3. 122nd Corrections Academy began July 24.
4. 283rd Part-Time Police Academy will begin as soon as we receive enough applications.
5. With all the required LEACT classes, increase in scenario training and adding CIT to the schedule, the council will need to discuss extension of the length of the academies, (FTA and PTA). Position paper and model schedule to follow.

Bureau of Professional Development:

1. Court Security Officer Training and Certification program initial meeting with AOC was conducted earlier this month. More planning meetings will be occurring to establish curriculum and schedule.
2. RFPs for In-service Training contracts are prepared and ready to go to G and C for approval.
3. 30 minute PTSD awareness training has been built for online access.

Bureau of Standards and the Conduct Review Committee:

1. Conduct Review Committee (CRC) has its last meeting on August 18th.
2. CRC staff has had meetings with the AG PIU, AG Civil Rights Bureau and with the Director of the NH HRC to refine workflow.
3. An offer was made to a candidate for the part time investigator position. After the entire background package was complete, the applicant declined the offer for a higher paying job. The position is advertised again. Interviews to follow.

NH Law Enforcement Accreditation Commission:

1. The program has been launched and we now have 7 agencies signed up for the process.

PST Budget:

1. In an effort to accommodate the rolling corrections academy, we have expended some resources to re-purpose the Morton Room to create a 25-person classroom. The equipment we purchased will still allow for reconfiguration of the room for meetings as needed.
2. Capital Projects for Firearms Range and AC replacement projects have begun with engineering proposals. Unknown when the projects will begin.
3. We have presented Aladdin Food Services with a contract extension for a modified dining services contract for one year. The modifications include that lunches will be the only meal covered by the contract and that the price for lunch was increased from 7 dollars per meal to 15 dollars per meal per Aladdin. This contract has been finalized and ready to be presented to the Governor and Council for final approval.

Outreach, Education and Legislation:

1. There are two bills of interest that were retained. The first is HB 113, that deals with the elimination of the 3 year incumbent fitness testing. I have filed a proposed amendment with the CJ Committee Chair that attempts to retain the mandate of three year medical exams and fitness testing but eliminates the suspension for failure of the fitness test. The second bill is in ED&A HB 130, which proposes to allow retired firefighters the opportunity to work at NH FST and have those hours not count against the retired cap. I have testified in support of this bill if they provide the same relief for retired police and corrections officers working at NH PSTC.
2. The MOU between DHHS NH PST and NHFEMS for the grant to help us jointly develop a state-wide First Responder training program for PTSD is almost finalized. NHFEMS will manage the grant.

Staff and Operations:

1. We are excited to welcome Lt. Eric J. (EJ) Foulds as the new full-time investigator for the CRC. EJ comes to us from the North Andover Ma Police Department where he just retired as a detective lieutenant after 32 years of service.
2. We have three LETS registered to attend Scenario Instructor Training with Simmunitions in October of this year.
3. We are waiting to have DAS approve the SJDs and post the positions for the following new authorized positions:
 - a. Full time Instructional Designer
 - b. Full time Program Coordinator to assist with accreditation and active shooter training.
 - c. Two Part time LETS candidates to support CSO training and augment overall academy and in-service training efforts have been given conditional offers of employment and their background investigations have been started.

Open Action Items:

1. **Administrative Rules Committee:** Chapters 100 to 400 have been amended and are being prepared for final council review and approval.

Discussion Items:

1. Request the council to review of proposed changes to Chapter Three of the Technical Assistance Manual regarding a standardized certification process for academy and in-service instructors. (Amended with newest version sent out)

**STATE OF NEW HAMPSHIRE
NH Police Standards and Training Council**

TECHNICAL ASSISTANCE MANUAL

Title: Chapter 3 – Adjunct Instructor Certification Standards	
Effective Date: 06/01/2023	Revision Date:
Page(s): 6	
References:	Authorizing Signature: _____ John V. Scippa Director, NH Police Standards and Training

Chapter 3 – Adjunct Instructor Certification Standards

Purpose

The Council shall certify adjunct instructors considered qualified to teach in one or more prescribed Council-offered training courses based on the standards provided in this section. Within this policy, guidelines shall be set to establish consistent recertification standards for Council-sponsored instructors.

Scope, Classification and Applicability

A person who is currently certified or licensed by the State of New Hampshire or a nationally recognized certifying body shall not require certification by the Council to teach recruit and/or certified officers a subject for which the person is already certified or licensed.

All Adjunct Instructors will be classified as one of the following:

- Adjunct Instructor I (Level I)
- Adjunct Instructor II (Level II)
- Adjunct Instructor III (Level III)
- Professional Lecturer

Eligibility

Instructors shall be eligible for certification if they meet the minimum qualification in the areas of education, training, and experience for each classification of Adjunct Instructor.

All applications shall be completed on PSTC’s record management system and approved by the Director and/ or designee.

Prerequisites for Certification

Adjunct Instructor I (Scenario Training): This level instructor will be used primarily for scenario-based training. This instructor will be used to either be a role player, safety monitor or evaluator during scenario-based training. They will work under the direction of a LETS, Level II or Level III Instructor. A person applying for certification to be an Adjunct Instructor I shall meet the following prerequisites:

- Active Full-Time NH Police Officer or NH Corrections Officer as applicable.
- Experience of more than one year as a police or corrections officer as appropriate.
- Recommendation and Permission from the Chief of the hiring authority including:
 - A declaration from the Chief that the candidate is not on the EES or under investigation at the time of the application; and
- Reviews, understands, and commits to following all NHPSTC general orders regarding safety and professional interaction with academy recruits.

Adjunct Instructor II (Teaching Assistant): A person applying for certification as an Adjunct Instructor II shall generally be used to instruct police or corrections procedures. A Level II instructor may lead a block of instruction under the guidance of a LETS or Level III instructor and must meet the following requirements:

- Active Full-Time NH Police Officer or NH Corrections Officer as applicable;
- Experience of 3 years or more as a police or corrections officer as appropriate;
- Recommendation and permission from the Chief of the hiring authority including:
 - A declaration from the Chief that the candidate is not on the EES or under investigation at the time of application;
- Reviews, understands and commits to following all NHPSTC general orders regarding safety and professional interaction with academy recruits; and
- In the case of being certified to teach any of the topic areas below, the candidate must have completed an Instructor Level Certification Program through NHPSTC (Copy of Certificate) or equivalent:
 - Defensive Tactics
 - Driving
 - OC Spray
 - Baton
- For Firearms Instructor Certification, the candidate must comply with all requirements set forth in Pol 404.05.
- In the case of a topic area not listed in the above list, the candidate must list all relative experience and training they have that set forth their skills, knowledge, and ability for teaching that topic area. Examples of these types of topic areas include Motor Vehicle Stops, Building Searches, Officer Survival, High Risk Operations, Active Shooter Response, etc.

Adjunct Instructor III (Lead Instructor): A person designated as an Adjunct Instructor III shall be a reliable subject matter expert, as determined by the Director, Assistant Director or Academy Staff Topic Coordinator and a proven and seasoned academy instructor. A Level III instructor may lead a block of instruction under the guidance of a LETS and must meet the following requirements:

- Active Full-Time NH Police Officer or NH Corrections Officer as applicable;
- Experience of 5 years or more as a police or corrections officer as appropriate;
- Recommendation and permission from the Chief of the hiring authority including;
 - A declaration from the Chief that the candidate is not on the EES or under investigation at the time of application;
- Reviews, understands, and commits to following all NHPSTC general orders regarding safety and professional interaction with academy recruits;
- Completion of NHPSTC Instructor Development Program or similar block of instruction (Copy of Certificate); and
- In the case of the listed topic areas below, the candidate must have completed an Instructor Level Certification Program through NHPSTC or equivalent (Copy of Certificate):
 - Defensive Tactics
 - Driving
 - OC Spray
 - Baton
- For Firearms Instructor Certification, the candidate must comply with all requirements set forth in Pol 404.05. (Copy of Certificate)
- In the case of a topic area not listed in the above list, the candidate must list all relative experience and training they have that set forth their skills, knowledge and ability to support them teaching that topic area. Examples of topic areas include Motor Vehicle Stops, Building Searches, Cell Extraction, Officer Survival, High Risk Operations, Active Shooter Response, etc.
- During their time of providing instruction during academy training as an Adjunct Instructor II, through evaluation by the Director, Assistant Director or member of the Academy staff, they routinely demonstrate their ability to be an effective and reliable instructor as determined by their quality and method of instruction, and their ability to meet the generally accepted principles of instruction as defined below:
 - Attitude toward students;
 - Command and knowledge of the subject;
 - Ability to hold students' interest
 - Organization of the material prescribed;
 - Use of training aids;
 - Overall preparation;
 - Clarity of presentation;
 - Student performance on examinations; and
 - Projection of an image reflective of professionalism and community-based service.
 - Assures the safety of the students and the classroom/teaching environment.

Professional Lecturer: A person who is currently certified or licensed by the State of New Hampshire or a nationally recognized certifying body shall not require certification by the Council to teach a topic area for which the person is already certified or licensed. A person regarded as a Professional Lecturer is generally teaching academic non-police or corrections

subjects, including, but not limited to; mental health, criminal law, criminal procedure, management, human relations, or administration, and shall have:

- A college degree in a related field; and
- Experience in the subject to be taught.

Waiver of Requirements

The Director and/ or designee shall, in his/her discretion, waive any part of the requirements of this chapter if he or she finds that a person has an equivalent combination of education, training and experience.

Oversight of Program

The LETS coordinator of any training program or topic accredited by the Council shall monitor the program periodically while under the direct supervision of the Bureau of Professional Development and Technology to ensure that instructional excellence is maintained.

Reciprocal Certification

If an officer has successfully completed an instructor certification course for Driving, Baton, Defensive Tactics, Firearms, Oleoresin Capsicum (OC) and/ or Instructor Development other than the Council-approved instructor certification program and their instructor certification is current and wishes to receive a reciprocal instructor certification, the officer's reciprocal instructor certification will be approved if the officer:

- Submits a complete report with attached documentation and copy of certificate via PSTC's record management system, and upon review of the course curriculum, the Director or designee has determined is equivalent to the Council instructor course; and
- Requires the officer to demonstrate the equivalent level of skills and knowledge required by successfully completing a Council sponsored instructor recertification course in that specific discipline.

Revocation of Certification

Instructor certification shall be revoked by the Director whenever an instructor is found to be no longer qualified, or it is objectively determined that the instructor:

- Has been discharged or asked to resign, or has resigned in lieu of internal investigation or discharge from their agency as a certified NH Law Enforcement Officer;
- Has failed to provide adequate instruction or to maintain a professional reputation;
- Has falsified or omitted information on an application for certification or supporting documents;
- Is not following the curriculum prescribed by the Council for the course being taught or is in violation of any other Council rules or standards; or
- The quality or method of instruction violates generally accepted principles of instruction or training –
 - "Generally accepted principles of instruction," as used in this section, means an evaluation of an instructor's:

- Attitude toward students;
- Command and knowledge of the subject;
- Ability to hold students' interest;
- Organization of the material prescribed;
- Use of training aids;
- Overall preparation;
- Clarity of presentation;
- Student performance on examinations;
- Projection of an image reflective of professionalism and community-based service, and
- Assures the safety of students and the classroom and teaching environment.

Lapse of Certification

Starting January 1st, 2024, to maintain any New Hampshire Police Standards and Training Council -sponsored instructor certification in name and/ or content for Driving, Baton, Defensive Tactics, Conducting 3-year Physical Fitness Test, and/ or Oleoresin Capsicum (OC) each officer must:

1. Successfully pass one Council sponsored instructor refresher course every second calendar year; and
2. Instruct, administer and/ or assist in at least one academy or in-service training program held at or sponsored by PSTC every second calendar year.

Any Driving, Baton, Defensive Tactics, and/ or Oleoresin Capsicum (OC) instructor who received their instructor certification prior to 2023 shall be required to take a Council-sponsored instructor recertification course on or by December 31st, 2024. If this requirement is not met, the officer's instructor certification will lapse.

There is no recertification course for Shotgun, Rifle and/ or Revolver. These courses remain current as long as the Officer's Firearms Instructor certification remains active.

If an officer fails to stay current on any Council sponsored instructor certification, the officer must:

1. Complete a Council sponsored instructor recertification course within one (1) year of the date of lapse. Prior to successful recertification, the officer cannot administer any test or teach any block of instruction associated with the lapsed instructor certification.
2. Failure to stay in compliance with the above-mentioned instructor recertification standards a second time will result in a lapse in certification and will require the officer to retake the full instructor course.

An instructor's certificate shall become inactive if the holder of the certificate does not maintain either full-time or part-time status as a police, corrections or probation/parole officer.

Certification as a Firearms Instructor shall be as dictated by Pol 404.05. It should be noted that successful completion of the Shotgun, Rifle and/ or Revolver Instructor Course **DOES NOT** recertify an officer as a Council-sponsored Firearms Instructor.

Use of Guest Lecturers

Other instructors may be utilized on an occasional basis for a specialized subject area of a training program. They shall be classified as guest lecturers, and the requirements for an application and certification shall be waived by the Director, Assistant Director or Academy Staff Topic Coordinator. "Guest lecturer" means a person who, by reason of position or experience, can make a worthwhile contribution to a training program and is experienced in a specialized area, with his or her instruction limited to that area of experience.

DRAFT