



Chief Anthony J. King  
Chairman

State of New Hampshire  
POLICE STANDARDS & TRAINING COUNCIL  
NH LAW ENFORCEMENT ACCREDITATION COMMISSION  
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



John V. Scippa  
Director

**Public Minutes**

**NH Law Enforcement Accreditation Commission Meeting**

**November 1, 2023**

NH Police Standard & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301  
&  
Zoom

<https://us02web.zoom.us/j/83515401045?pwd=Z3VSRXV2Y2I4TE90VXBHZUM3bzNqQT09>

**1. Call to Order and Roll Call:** At 1:01pm Committee Chairman Chief King called the meeting to order.

- Committee Chair: Chief Anthony King Stratham Police Department present – in person
- Committee Vice Chair: Chief (Ret.) Ron Ace present – in person
- Secretary: Chief Mark Chase Center Harbor Police Department present – in person
- Commission member: Sheriff Eli Rivera Cheshire County present – in person
- Commission member: Chief Joseph Hoebeke Hollis Police Department present – in person
- Commission member: Director John Scippa NH Police Standards & Training present – in person
- PST Designee: Captain Adam Hawkins NH Police Standards & Training present – in person
- Commission member: Senator Sharon Carson NH Senate present – in person joined at 1:04 pm
- Commission member: Representative Terry Roy NH Representative – absent
- Commission member: Dr. Jeffrey Czarnec SNHU present - via zoom
- Commission member: Attorney General John Formella NHDOJ – Absent
- DOJ Designee: Senior Assistant Attorney General Matthew Broadhead NHDOJ present – in person joined at 1:04 pm
- Staff Present: Chief (Ret). Michael French Program Manager present - in person  
Dara May PST (Program Assistant) present – in person  
Attorney Stacie Moeser PST (Board Counsel) present - in person  
Major Max Schultz PST (Assistant Director) – present in person  
Jessical Nichols – PST (Business Administrator) present – in person
- Public Present: Scot Mattox, Esq. CEO of Dirigo Safety – in person



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- 2. Acceptance of Public Meeting Minutes:** A motion was made to accept the October 11, 2023, minutes by Sheriff Rivera and seconded by Chief Hoebeke. A rollcall vote was cast, and the motion passed unanimously.
- 3. Acceptance of Nonpublic Minutes:** A motion was made to accept the sealed nonpublic minutes by Chief (Ret.) Ace and seconded by Chief Hoebeke. A rollcall vote was cast, and the motion passed unanimously.
- 4. Financial Process:** Major Schultz and Business Administrator Nichols reviewed, explained, and answered questions on the process for expenditures with state purchasing system. If there is an existing state contract, then services are required to go through that vendor. There is some flexibility with lower cost purchases that are outside of specific contracts. Both Schultz and Nichols will assist with the process but emphasized the importance of timely notice as it can be a time-consuming process. They are currently in process of purchasing the items requested for the accreditation table that will be staffed by the Program Manager for the NH Chiefs Conference. A budget sheet (attached) will also be prepared for the Commissions monthly meetings going forward. At the completion of the presentation both Schultz and Nichols departed the meeting.
- 5. Public Input:** Mr. Scott Mattox, Esq. CEO of Dirigo Safety, LLC wanted to personally appear before the Commission to apologize for any inappropriate or unintended statements made by member of his staff at a recent Commission meeting. The individual had an off day and has been reassigned. Chief Chase thanked Mr. Mattox and reported that he had been contacted by the individual and Mr. Mattox both apologizing and reported that he has a lot of respect for both Mr. Mattox and his employee and that Dirigo is well respected company. Director Scippa echoed those statements and stated that he believes that Dirigo has a role in NH and the services they provide will help many departments achieve accreditation. Chief Hoebeke also thanked Mr. Mattox and wanted to him to know that our thoughts and prayers were with all of Maine's Law Enforcement after the recent mass shooting that took place in Lewiston. At the conclusion of the discussion Mr. Mattox departed the meeting.

At 2:00 pm Dr. Czarnec departed the meeting.

- 6. PSTC Update:** There was discussion regarding the training and compensation of assessors. Attorney Broadhead stated if the assessor position was voluntary, it gives the most flexibility for assessors. Per diem positions were not permitted and part-time employees could not operate under a contractual program manager. Chief French stated that if it was a volunteer position, then it would impact the quality of obtaining team leaders. Chief French felt potential assessors would be at a financial loss, as the potential assessors would be retired, unattached to an agency, and unpaid. In addition, Chief French felt confident that the Commission would be able to obtain assessors from CALEA certified agencies, but he had concerns about being able to retain Team Leaders. Sheriff Rivera felt concerned about CALEA assessors not being able separate the difference between the CALEA and the NH standards after attending the recent training. Director Scippa felt confident that



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they could, as the role was to assess whether a standard was being met as written. During this process we may need to review the verbiage of standards to ensure clarity. In addition, if there are standards concerns, they will be heard by the Commission. A motion was made by Chief (Ret.) Ace and seconded by Chief Hoebeke that assessors would be volunteers who will be trained and supervised by the Program Manager. There was a rolcall vote was cast and the motion passed unanimously. Director Scippa reported that the Accreditation Program on 10/31/2023 was successful. Chief French stated the training was full, and six individuals had to be turned away. Chief Hoebeke stated there should be more training, scheduled in advance, and this would be a great opportunity to utilize the Primex facility. Director Scippa also reported that the food expenditure for training on 10/31/23 came in below the approved amount. Specifically, \$560 was used out of \$700.

- 7. Program Manager Update:** Chief French stated he is going to work on further Accreditation Manager training. Chief French submitted a written update (attached) as well as an oral report. Chief French reported that he is having continuous meetings with Primex and PowerDMS. Chief French offered to have Amy Reynolds from PowerDMS to give a demonstration on how to use the software. Chairman King asked who would be responsible for updating and revising the standards on the PST website. Chief Hoebeke offered for the PowerDMS standards to be public facing, which would increase the accuracy and efficiency of the revisions, and Chief French will follow-up on this with PowerDMS. Chief French reported an update of the current enrolled agencies.

Nottingham Police Department | Application submission date – July 17, 2023.

Bow Police Department | Application submission date – July 18, 2023.

Rye Police Department | Application submission date – July 18, 2023.

Derry Police Department | Application submission date - July 19, 2023.

Center Harbor Police Department | Application submission date – July 31, 2023.

Cheshire County Sheriff's Office | Application submission date – August 21, 2023.

Ossipee Police Department | Application submission date – August 21, 2023.

East Kingston Police Department | Application submission date – August 22, 2023.

Newfields Police Department | No submission date, Orientation date – August 22, 2023.

Hampton Police Department | Application submission date – September 15, 2023.



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Merrimack Police Department | Application submission date – September 22, 2023

Sunapee Police Department | Application submission date – October 09, 2023.

Alton Police Department | Application submission date – October 27, 2023.

Wolfeboro Police Department | Received by Chief French on October 31, 2023. Date on application – October 16, 2023.

A motion was made by Senator Carson and seconded by Chief Hoebeke for the Commission to officially approve accepting the enrolled agencies into the Accreditation program. A rollcall vote was cast, and the motion passed unanimously. Both Chief Chase and Sheriff Rivera abstained from voting for the approval of their respective agencies.

- 8. Subcommittee Reports:** The Commission Operations Subcommittee for PSTC/Commission/Program Manager responsibilities submitted documents / MOU (attached) outlining each of the respective duties for those involved and the subcommittee's recommendations. A motion was made by Senator Carson and seconded by Chief (Ret.) Ace to approve the documents and MOU as written. A rollcall vote was cast, and the motion passed unanimously.
- 9. Old Business:** Director Scippa will explore if it is possible for PSTC / the Commission to have a revolving account. There was a motion to Director Scippa and seconded by Chief Hoebeke to approve "NHLEAccred" to be used as an acronym for the program to distinguish between the program and the Commission. A rollcall vote was cast, and the motion was approved unanimously.
- 10. New Business:** There was discussion regarding creation of a new standard requiring agencies to be in compliance with PSTC rules and regulations, which had been raised by the Operations Subcommittee. Specifically, the annual reporting requirements. The Standards Subcommittee will work on drafting a new standard for Commission review.
- 11. Meeting schedule / next meeting:** The next two Commission meetings will be held at:

NH Police Standards & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301

December 6, 2023, and January 3, 2024, at 1:00 pm  
By Zoom

<https://us02web.zoom.us/j/83515401045?pwd=Z3VSRXV2Y2I4TE90VXBHZUM3bzNqQT09>



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**The first meeting of the Standards Subcommittee will be held at:**

NH Police Standards & Training  
Arthur D. Kehas Law Enforcement Training Facility and Campus  
17 Institute Drive  
Concord, NH 03301

December 6, 2023, at 12:00 noon  
By Zoom

<https://us02web.zoom.us/j/83515401045?pwd=Z3VSRXV2Y2I4TE90VXBHZUM3bzNqQT09>

**Adjournment:** The meeting adjourned at 2:41 pm.

Respectfully submitted,

Chief Mark C. Chase



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**STATEMENT OF APPROPRIANTS SHEET**

Q1201 Date 11/01/23  
Time 05:52

Statement of Appropriations by Office

Fiscal Year 2024

Periods From 1 to 4  
Period Beg 07/01/23 End 10/31/23 Page 1

Company 0010 General Fund  
Agency 037 POLICE STDS & TRAINING COUNCIL  
Organization 3515 LAW ENFORCEMENT ACCREDITATION

BUR/DIV 8705 ADMIN & STANDARDS  
Sub-Org  
Acct Unit 3515LEA

Class	Appropriation	Est Revenue	Expenditures	Revenue	Encumbrances	Transfers	Lapsed	Bal Fwd	Available	Rate
009	AGENCY INCOME	0.00	0.00	28,166.67	0.00	0.00	0.00	0.00	28,166.67	0.00
000	FED REV XFERS FR OTH AGENC	0.00	0.00	0.00	0.00	0.00	0.00	65,500.00-	65,500.00-	0.00
020	CURRENT EXPENSES	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	4,000.00	0.00
040	INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00
046	CONSULTANTS	71,000.00	9,223.64-	0.00	60,000.00-	0.00	0.00	60,000.00	61,776.36	.52
070	IN STATE TRAVEL REIMBURSEME	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	4,000.00	0.00
***Organization***	75,000.00	0.00	9,223.64-	28,166.67	60,000.00-	0.00	0.00	0.00	33,943.03	



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## PROGRAM MANAGER ACTIVITY

OCTOBER 2023

Following a request from departments, worked on a Basic Accreditation Training Class. NH PSTC is making space available. Experienced Accreditation Managers from NNEPAC will assist with this training scheduled for October 31<sup>st</sup> at 8:30 AM. Response is outstanding. Some agencies were turned away as we had to cap attendance at 60. May wish to consider doing another training class in the future.

Initial orientation meeting with candidate agencies is conducted following application submission. Site visits that were requested were completed during the month. A previously requested site visit is being deferred due to HVAC issues in the agency facility.

An initial draft of a PowerPoint Presentation for Assessor Training has been submitted to the Chair of the Commission for review. A draft Assessor application form has been submitted to the Chairperson for review.

### **MEETINGS:**

October 3, 2023 – site visit at Newfields, and Nottingham PD

October 10, 2023 – Accred Net Meeting

October 11, 2023 – Commission Meeting

October 12, 2023 – Meeting at PrimeX

October 13, 2023 – NNEPAC Meeting

October 17, 2023 – site visit at Merrimack PD

October 24, 2023 – Meeting with Regional Rep from Power DMS

October 25, 2023 – Planning meeting for Basic Training Class

October 31, 2023 – Basic Training Class at PSTC

### **UPCOMING MEETINGS –**

November 1, 2023 - Commission Meeting



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November 20, 2023 – Meeting with Power DMS and PrimeX

November 28, 2023 – Monthly meeting with Power DMS Regional Rep

On-Going activities –

Research for purchase promotional items for upcoming Chief Conference

On going report of candidate agency status

Monthly check-in with candidate agencies

Submitted information to Standards Review Committee regarding Standard 1.1.4.

REQUESTED COMMISSION ACTION –

Clarification of procedure for Standards Review sub-committee regarding in-person meetings. Possible to meet virtually as a work group? Recommendations to full Commission for discussion in an open meeting.

Web site development

Regional Rep from Power DMS to present at next Commission meeting about Content Hub and other features available to Commission members.

Should we do another Basic Class?

Date for Assessor Training





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## STATE OF NEW HAMPSHIRE

### **Memorandum of Understanding** **New Hampshire Police Standards and Training Council** **and** **New Hampshire Law Enforcement Accreditation Commission**

WHEREAS, the New Hampshire Police Standards and Training Council (“NH PSTC”) is a duly constituted executive branch agency of the State of New Hampshire pursuant to RSA Chapter 106-L:4;

WHEREAS, the New Hampshire Law Enforcement Accreditation Commission (“NHLEAC”) was established as administratively attached to NH PSTC through Executive Order 2022-06 in order to create a sustainable accreditation program that is predicated upon nationwide best practices in law enforcement procedure and policy;

WHEREAS, pursuant to RSA 21-G:5, I, “‘Administratively attached agency’ means an independent agency linked to a department for purposes of reporting and sharing support services”;

WHEREAS, pursuant to RSA 21-G:10, I, “An agency administratively attached to a department shall: (a) Exercise its powers, duties, functions and responsibilities independently of the department and without approval or control of the department, except as otherwise specifically provided by statute; (b) Submit the budget requests required by RSA 9 through the department; and (c) Submit reports required of it by law or by the governor through the department”;

WHEREAS, pursuant to RSA 21-G:10, II “The department to which an agency is administratively attached shall: (a) Provide budgeting, recordkeeping and related administrative and clerical assistance to the agency, if mutually agreed to in writing, provided that the agency shall pay the department on a cost allocation basis for such services; (b) Include the agency's budget requests, as submitted and without changes, in the departmental budget”;

NOW THEREFORE, NHLEAC and NH PSTC (collectively, “the Parties”) enter into this Memorandum of Understanding (“MOU” or “Agreement”) to their mutual benefit, the benefit of the State, and in furtherance of constitutional or statutory authority and objectives.



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1. The NHLEAC, through the program manager and as established in Executive Order 2022-06, agrees to:
  - a. Ensure program manager accountability and contractual responsibilities are met, as described in the attached MOU Exhibit A.
  - b. Hold regularly scheduled Commission meetings to meet program demands and deliverables.
  - c. Provide recommendations and continual review to NH PSTC to establish State law enforcement accreditation standards consistent with nationally recognized standards and New Hampshire law.
  - d. Oversee training and management of assessors.
  - e. Issue certificates of accreditation and re-accreditation for law enforcement agencies upon demonstration of compliance with the established standards.
  - f. Promote the accreditation program for future sustainability.
  - g. Provide training relating to the accreditation program for New Hampshire law enforcement and members of the public.
  - h. Conduct research and network with national, regional, and local, public and private, associations, agencies, and experts to continuously improve the accreditation program and the delivery of law enforcement services in New Hampshire.
  - i. Provide necessary reports to the Governor and NH PSTC as required.
  - j. Conduct financial planning, and review and approve program expenditures.
  - k. Review and approve agency acceptance and progress in the program.
  - l. Conduct hearings on appeals of accreditation decisions.
  
2. To aid the Commission in delivery a sustainable, well-managed program, NH PSTC agrees to:
  - a. Provide recordkeeping and related administrative and clerical support as necessary.
  - b. Provide IT assistance, social media platforms, and a central repository for Commission meeting postings, minutes, and agendas.
  - c. Input trainings and other relevant program information into the Benchmark system.
  - d. Provide site access for relevant accreditation program training and Commission meetings.
  - e. Provide monthly expenditure requests and budget/treasurer reports to the Commission.
  - f. Provide legal expertise/support to the Commission and overall accreditation program.



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- g. Present and communicate with government entities as needed on financial and operational matters.
  - h. Fulfill all RSA 91-A obligations.
3. All obligations hereunder are contingent upon the availability and continued appropriation of funds and subject to the availability of resources. The Parties shall not be required to transfer funds from any other account in the event that funds are reduced or unavailable.
4. This Agreement is effective for a term beginning upon full execution and terminating on June 30, 2028. The Parties agree to commence negotiations with respect to renewal of this Agreement on or about January 15, 2028.
5. This Agreement may be amended by an instrument in writing signed by both parties. Either party may suspend or terminate this agreement by providing written notice to the other party of at least 30 (thirty) days.
6. The Parties agree that the obligations, agreements, and promises made under this Agreement are not intended to be legally binding on the Parties and are not legally enforceable.
7. Disputes arising under this Agreement which cannot be resolved by the Parties shall be referred to the New Hampshire Department of Justice for review and resolution.
8. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.
9. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
10. In the event any of the provisions of this Agreement are held to be contrary to any state or federal law, the remaining provisions will remain in full force and effect.
11. This MOU constitutes the entire Agreement and understanding between the parties and supersedes all prior understandings relating hereto.
12. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.



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IN WITNESS WHEREOF, the Parties hereto have signed their names on the date indicated below.

**New Hampshire Law Enforcement Accreditation Commission**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Anthony J. King, Chair

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

By: \_\_\_\_\_

Date: \_\_\_\_\_

John V. Scippa, Director



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**MOU Exhibit A: Program Manager Responsibilities**

The overall program manager duties and responsibilities are outlined below and are subordinate to the exhaustive obligations in the current contract:

1. Develop a timeline with milestones for the accreditation program and provide updates and guidance to the Commission.
2. Facilitate the adoption and ongoing maintenance of accreditation standards in the accreditation software system and be point of contact with PowerDMS.
3. Monitor and provide updates to the Commission on national and state level accreditation standards and procedures through research and participation in accreditation associations.
4. Create program materials including but not limited to manuals, the assessor evaluation form, and the program evaluation form.
5. Assist in the recruitment of assessors and develop assessor training.
6. Create materials and participate in educational programs for agencies and promotional marketing outreach.
7. Attend an on-site visit when a new agency applicant enters the program to meet with the Chief and view facilities to identify any areas of concern.
8. Maintain monthly communications with agencies through the onsite assessment process and Commission review.
9. Schedule onsite reviews, receive reports, and coordinate applicant and ongoing participant agency review before the Commission.
10. Collaborate with NH PSTC staff in the administration of fees and contracts for the accreditation program.
11. Research and apply for grants on behalf of the Commission and in coordination with partner and participating agencies, including but not limited to those available through the United States Department of Justice Office of Community Oriented Policing Services.
12. Submit completed monthly invoices in a form satisfactory to NH PSTC for reimbursement of authorized expenses.
13. Perform additional services as requested by the Commission and required for the accreditation program.
14. Provide training to and daily management of assessors subject to the oversight of the Commission.
15. Create a formal tracking document for the Commission to monitor and approve program participation.
16. Review assessor reports and determine accreditation recommendation for presentation to the Commission.



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17. Compile and disseminate to Commission members a monthly report of program manager and state-level accreditation program activities.