

New Hampshire Police Standards and Training Council



Annual Report July 1, 2018 - June 30, 2019

David P. Cahill	Chairman
Peter P. Morency	Vice Chairman
Donald L. Vittum	Director



GOVERNOR AND EXECUTIVE COUNCIL

Governor Christopher T. Sununu

Honorable Michael J. Cryans, Executive Councilor, District One
Honorable Andru Volinsky, Executive Councilor, District Two
Honorable Russell E. Prescott, Executive Councilor, District Three
Honorable Theodore L. Gatsas, Executive Councilor, District Four
Honorable Debora B. Pignatelli, Executive Councilor, District Five

POLICE STANDARDS AND TRAINING COUNCIL

Member	Original Appointment	Term Expires
Chief David Cahill (town) Sunapee Police Department Chairman Appointment	January 1, 2012 May 12, 2017	May 16, 2020
Chief Peter Morency (city) Vice Chairman Berlin Police Department	September 13, 2017	March 20, 2019
Sheriff Brian Valerino Coos County Sheriff's Office	March 7, 2018	March 17, 2020
Chief Robert T. Cormier Tilton Police Department	March 18, 2019	March 18, 2021
Sheriff Charles Massahos Rockingham County Sheriff's Office	January 3, 2019	May 21, 2020
Chief Carlo Capano (city) Manchester Police Department	July 27, 2018	March 20, 2019
Judge Sawako Gardner Dover District Court	September 13, 2011	March 17, 2019
Judge Melissa Countway-Vetanze Ossipee District Court	October 24, 2017	October 24, 2019
Mr. Mark Long Civilian Member	October 24, 2017	October 24, 2019
Dr. Maureen Sullivan, DA, MBA Civilian Member	June 5, 2019	June 5, 2021
Chancellor Ross Gittell Designee: CCO Charles Ansell Community College System of NH	February 1, 2012	(ex-officio)
Colonel Christopher J. Wagner New Hampshire State Police	October 10, 2016	(ex-officio)
Commissioner Helen Hanks NH Department of Corrections	November 8, 2017	(ex-officio)
Attorney General Gordon MacDonald	April 13, 2017	(ex-officio)

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MISSION STATEMENT

New Hampshire Police Standards and Training is committed to supporting and enhancing a dual mission:

Providing high-quality, innovative, credible and responsive basic, advanced, and specialized training to New Hampshire Police, Correctional, Probation and Parole officers; and,

Adopting and enforcing reasonable, professional standards in a manner consistent with the law, considerate of the public trust, and committed to basic values and the highest ethical standards.

COUNCIL MEMBERSHIP

The members of the New Hampshire Police Standards and Training Council during Fiscal Year 2019 were:

Chief David P. Cahill of the Town of Sunapee Police Department, currently serving as Chairman; Corrections Commissioner Helen Hanks; Chief William R. Hart, Jr., Town of Londonderry Police Department, Vice Chairman; Chief Carlo Capano, City of Manchester Police Department; Chief Peter Morency, City of Berlin Police Department, currently serving as Vice Chairman; Grafton County Sheriff Douglas R. Dutile; Coos County Sheriff Brian Valerino; Rockingham County Sheriff Charles Massahos; Associate Justice Sawako T. Gardner of the Dover District Court; Associate Justice Melissa Countway-Vetanze of the Ossipee District Court; Charles Ansell, Chief Operations Officer, CCSNH, designee for Ross Gittell, Chancellor of the Community College System of New Hampshire; Colonel Christopher Wagner, Director of the New Hampshire State Police; Attorney General Gordon MacDonald; Civilian Members Ms. Debra Noyes; Mr. Mark Long; and Maureen Sullivan, DA, MBA.

By law, the members of the Council, appointed by the Governor, must include two town police chiefs, two city police chiefs, two high sheriffs, two justices of the District or Superior Court System, the Chancellor of the Community College System of New Hampshire, the Attorney General, the Commissioner of Corrections, the Director of the NH State Police and two public members. Terms are two years in length. The Chairman is designated by the Governor, and the members elect the Vice-Chairman. Effective July 26, 2014, by RSA 188-F:24, legislation added two public members to the Council.

NH POLICE STANDARDS AND TRAINING COUNCIL

ANNUAL REPORT

Fiscal Year July 1, 2018 - June 30, 2019



ORGANIZATION AND FUNCTIONS

The Police Standards and Training Council was established by the New Hampshire Legislature in 1971. Policies are set by the 14-member Police Standards and Training Council who appoints the Director to oversee the operation of the agency.

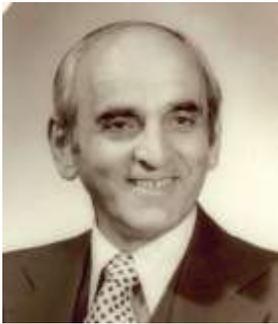
Police Standards and Training is an independent, executive branch agency. The current director, Donald L. Vittum of Rochester, was appointed to his first four-year term on February 1, 2007 and is currently serving in his fourth term.

The Council is charged with establishing minimum hiring and educational standards for police, state corrections, and probation-parole officers; the certification of persons qualified to serve in those positions; and providing mandatory basic training to new police, state corrections and probation-parole officers.

The Police Standards and Training Council approves the curriculum for County Corrections Officers who are enrolled in the Group II retirement system.

The Council currently certifies 4,212 police officers, both full and part time, who are employed by State, County and local units of government, plus 501 sworn employees of the New Hampshire Department of Corrections.

Our headquarters are located at 17 Institute Drive in Concord, in a law enforcement training facility that opened on October 25, 1983. An additional lecture hall, two more classrooms, and several additional offices were opened on July 1, 1989. Another 33,280 square feet (on two floors) Tactical Training Center and a 7,600 square feet (on two floors) dormitory addition were completed in 1993, giving us a total of 77,000 square feet on 20.87 acres of land and overnight accommodations for more than 100 persons.



On May 2, 2007 in honor of the late Arthur D. Kehas the first Director of Police Standards and Training, the Governor and Executive Council changed the name of our building and grounds to the Arthur D. Kehas Law Enforcement Training Facility and Campus. On June 14, 2010, a ceremony was held to dedicate a bronze plaque donated by the Kehas family to commemorate the naming of the campus in honor of Arthur Kehas. That plaque remains proudly displayed in our lobby.

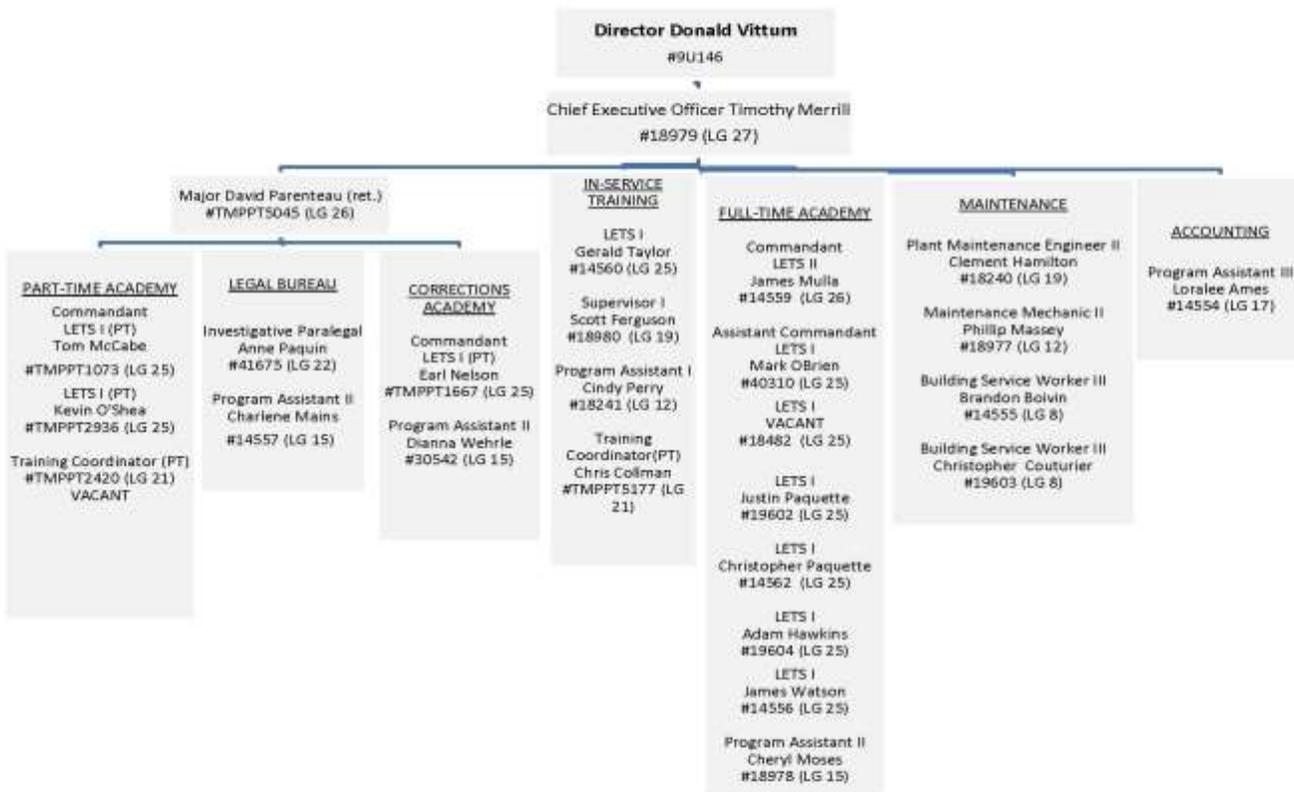
On July 1, 2016, the funding for PSTC changed to 100% general fund and the balance of the training fund and any future penalty assessment revenue previously directed to PSTC was transferred to the general fund.

The Council was a non-affiliated state agency reporting directly to the Governor until July 1, 1985. With the passage of Chapter 152, Laws of 1985, it became attached to the Department of Postsecondary Technical Education, subsequently called the NH Department of Regional Community-Technical Colleges, and known since 1998 as the NH Community Technical College System. Laws of 1985, 152:4, provide that Police Standards and Training shall be a separate PAU within the System, administratively attached and separately financed. The Council also retains its rule-making authority independent from the System. By a law enacted by the 1998 Legislature, the Police Standards and Training Council, like the rest of the college system, gained flexibility in making purchases and in fiscal transfers through the System's Board of Trustees. Chapter 361, Laws of 2007, changed the governance structure of the system again and renamed the system the New Hampshire Community College System. Beginning in SFY 2008, PSTC transfers are approved through the Joint Legislative Fiscal Committee. In 2011, the property of the CCSNH, PSTC and the McAuliffe Shepard Discovery Center was surveyed and re-distributed under RSA 188-F:1-a with PSTC receiving 20.87 acres of allocation. In 2017 RSA 188-F:22 through 32-a was repealed and the provisions were moved to RSA 106-L, removing the Council from attachment to the Community College System.

PSTC PERSONNEL

The current authorized staffing level at PSTC is reflected below, and the section on expenditures and revenue follows.

	6/30/16	06/30/17	06/30/18	06/30/19
Unclassified	1	1	1	1
Classified	20	20	20	20
Part-Time	6	6	6	6
	27	27	27	27



MAJOR ACCOMPLISHMENTS AND REFLECTION OVER THE LAST YEAR

FY19 has been a very productive year for Police Standards & Training. The capital project for our driver training and parking lot rehabilitation is completed allowing for a safe driver training area, additional accessible parking spaces and updated pedestrian walkways. This project also included upgrading the parking lot lights and Tactical Center outdoor lighting to be more energy efficient.

We replaced 2000 Ford F350 pickup plow truck with a 2019 Ford F350, and we replaced the 26 year old Gator utility vehicle with a New Holland tractor. We have upgraded audiovisual equipment in both lecture halls and replaced student chairs in lecture hall one.

Coordination with the Office of Energy Efficiency allowed us to receive LED exit signs for our facility. Upgrading the LED signs will decrease the energy use and will increase the longevity of the lights.

With the assistance of NH Department of Information Technology, we have launched a new website resulting in a more secure and dependable website.

PSTC had a Legislative Performance Audit completed during the fiscal year. The final report consisted of sixteen observations and recommendations. Several of the observation recommendations have been completed and the Council and staff continue to address those that remain.

FINANCIAL ACTIVITY
REVENUE PSTC is 100% General Fund
EXPENDITURES

ADMINISTRATION AND SUPPORT	June 30, 2017	June 30, 2018	June 30, 2019
Permanent Personnel	\$282,962.35	\$330,252.79	\$350,274.17
Director	\$98,995.12	\$99,944.02	\$104,333.98
Overtime	\$2,256.37	\$844.36	\$493.81
Current Expense	\$43,644.34	\$35,873.95	\$33,240.84
Lease Rent - Other Than State	\$2,753.97	\$2,576.58	\$2,584.08
Heat, Water & Electricity	\$73,573.56	\$70,101.70	\$74,650.44
Maint Other Than Bldg & Grounds	\$4,404.52	\$4,275.09	\$4,936.90
Organizational Dues	\$550.00	\$550.00	\$550.00
Office of Information Technology	\$39,359.34	\$73,880.60	\$77,872.08
Equipment	\$58,384.95	\$9,057.40	\$84,313.63
Telecommunications	\$12,042.03	\$10,013.00	\$9,931.93
Debt Service	\$79,702.66	\$0.00	\$0.00
Own Forces Maint. Bldg & Grounds	\$1,028.00	\$0.00	\$0.00
Contract Maint Bldg. & Grounds	\$114,171.31	\$66,374.68	\$38,212.54
Transfer to Other State Agencies	\$60,722.00	\$80,281.50	\$80,727.50
Temporary Personnel	\$0.00	\$49,570.16	\$65,579.82
Benefits	\$182,147.60	\$210,157.67	\$232,425.22
Retiree Pension Benefit Health Ins.	\$38,116.02	\$0.00	\$0.00
In-State Travel	\$6,202.47	\$2,050.00	\$2,050.00
Out-of-State Travel	\$3,832.00	\$4,969.37	\$6,599.85
<i>Subtotal Administration & Support</i>	\$1,104,848.61	\$1,050,772.87	\$1,168,776.79

TRAINING	June 30, 2017	June 30, 2018	June 30, 2019
Permanent Personnel	\$761,025.32	\$887,950.83	\$906,728.15
Overtime	\$3,302.86	\$2,034.55	\$1,648.37
Current Expense	\$61,962.82	\$61,734.90	\$68,106.68
Food Institutions	\$289,699.78	\$318,652.39*	\$320,161.05†
Equipment	\$7,613.25	\$12,099.26‡	\$62,821.04§
Telecommunications	\$6,797.00	\$10,609.07	\$13,107.89
Temporary Personnel	\$207,657.65	\$161,891.19	\$163,088.53
Benefits	\$415,446.09	\$469,272.31	\$487,575.79
Retiree Pension Benefit Health Ins.	\$70,770.52	\$0.00	\$0.00
Training of Providers	\$122,183.00	\$126,791**	\$116,387.00
In-State Travel	\$1,951.98	\$2,645.55	\$2,650.00
Specialized Training Grants	\$11,004.59	\$0.00	\$0.00
<i>Subtotal Training</i>	<u>\$1,959,414.86</u>	<u>\$2,053,681.05</u>	<u>\$2,142,274.50</u>

WORKERS COMPENSATION	June 30, 2017	June 30, 2018	June 30, 2019
Workers Comp	\$5,020.84	\$31,815.66	\$28,739.98
<i>Subtotal Workers Compensation</i>	\$5,020.84	\$31,815.66	\$28,739.98

TACTICAL ROOF REPAIR	June 30, 2017	June 30, 2018	June 30, 2019
Roof Related Expense	\$22,040.00	\$169,844.00	\$0.00
<i>Subtotal Roof Repair</i>	\$22,040.00	\$169,844.00	\$0.00

* Includes \$8,471.95 for FY17 encumbered expense which was paid in FY18

† Includes \$12,596.34 for FY18 encumbered expense which was paid in FY19

‡ Includes \$3,096.00 for FY17 encumbered expense which was paid in FY18

§ Includes \$24,043.99 encumbered expense which was paid in FY19

** Includes \$725.00 for FY17 encumbered expense which was paid in FY18

HIGHWAY SAFETY RELATED EXPENSES	June 30, 2017	June 30, 2018	June 30, 2019
HGN/SFST Training Manuals	\$3,898.00	\$0.00	\$0.00
Driving Simulator	\$0.00	\$108,000.00	\$0.00
<i>Subtotal Driving Simulator</i>	\$3,898.00	\$108,000.00	\$0.00

CORRECTIONS	June 30, 2017	June 30, 2018	June 30, 2019
Permanent Personnel	\$131,041.66	\$0.00	\$0.00
Overtime	\$0.00	\$0.00	\$0.00
Current Expense	\$2,132.56	\$0.00	\$0.00
Food Institutions	\$14,771.00	\$0.00	\$0.00
Telecommunications	\$2,805.00	\$0.00	\$0.00
Benefits	\$54,363.99	\$0.00	\$0.00
Retiree Pension Benefit Health Ins.	\$6,488.84	\$0.00	\$0.00
<i>Subtotal Corrections</i>	\$211,603.05	\$0.00 ^{††}	\$0.00 ^{‡‡}
<i>Subtotal Administration & Support</i>	\$1,104,848.61	\$1,050,772.87	\$1,168,776.79
<i>Subtotal Training</i>	\$1,959,414.86	\$2,053,681.05	\$2,142,274.50
<i>Subtotal Workers Compensation</i>	\$5,020.84	\$31,815.66	\$28,739.98
<i>Subtotal Simulator Related Exp.</i>	\$0.00	\$0.00	\$0.00
<i>Subtotal Roof Repair</i>	\$22,040.00	\$169,844.00	\$0.00
<i>Subtotal NHSA Related Exp.</i>	\$3,898.00	\$108,000.00	\$0.00
TOTAL EXPENDITURES	<u>\$3,306,825.36</u>	<u>\$3,414,113.58</u>	<u>\$3,339,791.27</u>

CAPITAL PROJECT

DRIVER TRAINING AND PARKING LOT REHABILITATION	June 30, 2017	June 30, 2018	June 30, 2019
Driver Training and Parking Lot Rehabilitation	\$0.00	\$0.00	\$577,098.50
<i>Total Driver Training and Parking Lot Rehabilitation</i>	\$0.00	\$0.00	\$577,098.50

^{††} Starting in FY18 Corrections accounting unit was eliminated and expenses merged into admin and training.

^{‡‡} Starting in FY18 Corrections accounting unit was eliminated and expenses merged into admin and training.

PAYMENTS TO POLICE AGENCIES

	June 30, 2017	June 30, 2018	June 30, 2019
Specialized Training Grants	\$11,004.59	\$0.00	\$0.00
	\$11,004.59	\$0.00	\$0.00

PAYMENTS TO OTHER STATE AGENCIES OR ENTITIES

	June 30, 2017	June 30, 2018	June 30, 2019
NH Technical Institute	\$26,552.00	\$26,552.00	\$26,552.00
Attorney General	\$59,952.00	\$62,029.00	\$62,475.00
Health & Human Services	\$770.00	\$770.00	\$770.00
Safety - State Police Cadre	\$0.00	\$17,482.50	\$17,482.50
Div. of Inform. Technology	\$39,359.34	\$73,880.60	\$77,872.08
State Indirect Costs	\$0.00	\$0.00	\$0.00
Telecomm	\$6,937.88	\$12,388.61	\$14,399.24
	\$133,571.22	\$193,102.71	\$199,550.82

PHYSICAL PLANT AND PROPERTY APPRAISAL

	June 30, 2017	June 30, 2018	June 30, 2019
Equipment	\$1,859,416.92	\$1,983,979.21	\$1,982,259.89
Physical Plant	\$7,620,169.00	\$7,635,853.00	\$8,167,910.00
	\$9,479,585.92	\$9,619,832.21	\$10,150,169.89

COMPLIANCE MONITORING

Another function of our agency is that of compliance monitoring to insure that agency administrative rules are being followed. That activity is characterized by the following:

- Investigations into alleged rules violations or other departmental or individual conduct that could result in suspension or revocation of police or corrections officers' certifications.
- Background investigations conducted on the ability and fitness of persons to serve as Police Standards and Training Council employees, staff members.
- Examination of the documentation submitted by officers from other states requesting certification in New Hampshire based on prior training and experience or by officers re-entering the field.
- Reviews of incidents involving police officers that indicate a need for positive changes in our training programs or entrance standards.
- Monitoring compliance with our various rules, which involves submission of forms and data from state, county, and local law enforcement and/or corrections agencies.

Surrender of police certification carries the same ramifications as revocation of police certification - a minimum two-year period before a petition can be made to the Council to grant eligibility to regain recertification. Decisions of the Council are appealable only to the New Hampshire Supreme Court. The following table details the results of decertification and suspension hearings held in the past fiscal year.

SUSPENSION/DECERTIFICATION ACTIVITY

Revocations/Decertification.....	1
Voluntary Surrender	1
Temporary Surrender	0
Temporary Suspension	0
Suspensions	1

ACADEMY STATISTICS

REQUIRED BASIC CERTIFICATION TRAINING

FULL-TIME OFFICERS	
YEAR	WEEKS
May 2015-Present	16
2009 - April 2015	14
1994	12
1982	10
1978	8
1972	6
1969	5
1967	3
1966	2

PART-TIME OFFICERS	
YEAR	HOURS
2008 - Present	200
1989	100
1984	78
1980	32
1979	Not required

PROBATION/PAROLE OFFICERS	
YEAR	HOURS
1988 to 1996	208 ^{§§}

CORRECTIONS OFFICERS	
YEAR	WEEKS
2008 - Present	9
1996	8
1989	6
1988	5

^{§§} As of 1996, PPO training consists of the Corrections Academy, 15 classes of the Police Academy and 28 Probation/Parole classes taught by Probation/Parole staff.

FULL-TIME POLICE OFFICER STATISTICS

NUMBER OF FULL-TIME OFFICERS IN N.H.	
2019	3,050
2018	3,071
2017	2,839
2016	2,813
2015	2,816
2014	2,825
2013	2,822
2012	2,858
2011	2,867
2010	2,887
2009	2,897
2008	3,024
2007	2,936
2006	2,871
2005	2,814
2004	2,780
2003	2,729
2002	2,845
2001	2,638
2000	2,595
1999	2,546

FULL-TIME POLICE ACADEMY ACTIVITY				
	176th	177th	178th	Total
Officers Certified	65	66	67	198

FULL-TIME RECIPROCAL CERTIFICATION ACTIVITY				
	176th	177th	178th	Total
Officers Certified	10	15	10	35

PART-TIME POLICE OFFICER STATISTICS

NUMBER OF PART-TIME OFFICERS IN N.H.	
2019	1,161
2018	1,166
2017	1,017
2016	1,025
2015	1,077
2014	1,136
2013	1,166
2012	1,152
2011	1,164
2010	1,230
2009	1,247
2008	1,297
2007	1,376
2006	1,483
2005	1,585
2004	1,625
2003	1,680
2002	1,601
2001	1,516
2000	1,556
1999	1,637

PART-TIME POLICE ACADEMY ACTIVITY			
	276th	277th	Total
Part-time Officers Certified	13	24	37

PART-TIME RECIPROCAL CERTIFICATION ACTIVITY			
	276th	277th	Total
Part-time Officers Certified	0	1	1

FULL-TIME CORRECTIONS OFFICER STATISTICS

NUMBER OF FULL-TIME CORRECTIONS OFFICERS IN N.H.	
2019	432
2018	488
2017	499
2016	484
2015	497
2014	470
2013	474

FULL-TIME CORRECTIONS ACADEMY ACTIVITY				
	108th	109th	110th	Total
Corrections Officers Certified	12	13	22	47

FULL-TIME PROBATION/PAROLE ACTIVITY				
	176th	177th	178th	Total
Probation/Parole Officers Certified	3	3	3	9

**IN-SERVICE TRAINING CLASSES STATISTICS
FISCAL YEAR JULY 2018 - JUNE 2019**

Title	Class Hours	Certificates Awarded
Am I Aware	7	12
Animal Cruelty Investigations	14	19
Background Investigation	4	53
Below 100 - Core Presentation	3.5	26
Below 100 - Train the Trainer	3.5	13
Breath Test Operator	21	21
Communicating to Avoid Conflict	7	20
Complaints and Warrants	7	21
Conflict Management for Front-Line Supervisors	3	14
Crime Scene for the First Responder	7	39
Crisis and Trauma in Police Work	7	25
Critical Incidents and De-Escalation in the Correctional	7	11
Defensive Tactics Instructor	35	32
Drug Investigations	35	35
Dust and Bust	21	15
Emotionally Disturbed Person Dynamics	7	40
Expandable Baton Instructor	14	20
Field Training Officer	21	61
Firearms Instructor	35	31
Firearms Instructor Recertification	7	205
Force on Force	7	9
Forensic Evidence for Crash Fatalities	21	8
Forensic Psychology	7	15
Fraudulent Investment Investigations	4	29
Gangs and Drugs - Advanced	21	6
Gangs and Drugs - Basic	21	13
Ground Fighting Techniques	21	17
HGN/SFST	21	40
HGN/SFST Refresher	4	15
Instructor Development	35	10
Internal Affairs	14	25
Interviews and Interrogations	35	23
Landlords, Tenants, and Police Response	3	50
Lidar Operator	8	19
Mental Illness and the Legal Process	4	21
Mental Illness Response Involving Juveniles	4	16
OC Instructor	14	20
Older Adults with Behavioral Concerns	4	15
PBT Instructor	3	18

Title	Class Hours	Certificates Awarded
Photography for Law Enforcement	35	10
Physical Fitness Testing - Administering	3	101
Police Prosecutor - Advanced	70	9
Police Prosecutor - Basic	14	53
Radar Operator	8	7
Report Writing	14	10
Revolver Instructor	7	7
Rifle Instructor	35	17
Shotgun Instructor	28	14
Stress Management for Police Officers	7	8
Stress Management for Supervisors	7	8
Suicide: Understanding, Encountering, and its Impact	7	21
Supervisor's Course in Law Enforcement	35	18
Telephone Records from Criminal Investigations	7	20
Workzone Operations	4	19
TOTAL		1,404

REGIONAL IN-SERVICE COURSES

Title	Class Hours	Certificates Awarded
Firearms Instructor Recertification - NH State Police	7	5
Firearms Instructor Recertification - NH State Police	7	7
Firearms Instructor Recertification - Dept. of Corrections	7	6
HGN/SFST Refresher - Gilford Police Department	4	13
Police Rifle - Department of Corrections	32	11
TOTAL		42

COMPUTER BASED COURSES

Title	Class Hours	Certificates Awarded
Communicable Disease & Isolation for LEOs	2	24
Complaints and Warrants	4	24
Domestic Violence Protocol for L.E.	2	21
Ethics in Law Enforcement	2	42
Eyewitness Identification	2	29
Handling Dog Related Incidents & Encounters	2	54
Juvenile Law Update	3	18
Legal Update	2	45
On-Going Three Year Fitness Testing Instructor Refresher	2	58
Pedestrian and Bicycle Laws	1	66
Radio Interoperability	3	12
Suspicious Activity Reporting	1	10
TOTAL		403

STUDENT HOURS OF TRAINING	
Basic Police	135,432
Reciprocal/Prior Training & Experience	3,885
Part-Time Police	7,696
Basic Corrections	14,352
Probation/Parole	342
In-Service Police	17,833.50
Regional Police	530
Computer-Based In-Service Training	808
TOTAL	180,878.50