

**CRISIS INTERVENTION (CIT) REIMBURSEMENT FOR LAW ENFORCEMENT
FAQs for LEOs**

What exactly is the CIT reimbursement going to cover?

The appropriation defined in Senate Bill 376-FN is to reimburse NH law enforcement agencies for any overtime and back fill costs associated with the attendance of one officer who attends and successfully completes a police standards and training council recognized CIT training offered within the state, for any costs associated with the transportation, lodging, and meal expenses incurred by the agency during such CIT training, for costs associated with police standards and training hiring any outside vendor to deliver the CIT training.

Reimbursement is NOT authorized to pay for an officer to attend a CIT training, officers who attend any training is considered a departmental expense, however reimbursement shall cover any back fill for officers covering an attendee's open shifts. Hotel, travel, and meal expenses for an attendee are reimbursable with paid in full receipts attached to a submitted form.

How to I apply for CIT reimbursement?

Applications and associated documents can be found in Benchmark and on the PSTC home page. The application must be completed and signed by the agency head. All paid receipts must be submitted with the application (electronically) to the Program Assistant. Verification of officer's names/ranks/rates of pay providing back fill for the CIT attendee's vacant shifts (40-hours) must be provided on the reimbursement form.

Who is my point of contact (POC) at PSTC?

Captain Tom Walsh is the Program Assistant. Please submit applications and paid receipts for processing departmental reimbursements to him directly. He can be reached directly at (603) 271-1076 or via email: Thomas.j.WalshJr@pst.nh.gov

Note: Captain Walsh is in the office Tuesday, Wednesday, Thursday, 0800-1630 hours, and will respond to messages and emails promptly.

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What expenses are covered for an officer attending a CIT Program?

PSTC will follow the General Services Administration (GSA) rates for hotels, meals, travel, and expenses.

- Hotel - \$114.00 daily (4-nights) if travel for attendee is 40-miles or more. 5-nights can also be reimbursable (Sunday stay, checking out on Friday morning) to better accommodate program attendees traveling distances that may preclude timely arrivals for presentations.
- Meals - \$64.00/daily, except first and last day of class is restricted to \$48.00. If meals (lunch) are offered at the course location, no lunch expense will be reimbursed.
 - Breakfast \$14.00
 - Lunch \$16.00
 - Dinner \$29.00
 - Incidental Expenses \$5.00 (no receipt necessary)
- Travel – Use of POV shall be reimbursed at the rate of \$.65/mile.
- Expenses – Tolls, parking, and related costs

Fill in the appropriate cells on the application for each expense, attach paid receipts and submit.

Are receipts needed?

Yes. Paid receipts (indicating a zero balance) must accompany reimbursement applications.

How do officers who fill open shifts for a CIT attendee get paid?

The reimbursement application provides space for 4-officers, if more than 1-officer covers the shifts vacated by the CIT attendee. Please list the names, rank, and pay rate, and the number of hours worked by each officer. The spread sheet calculates totals for each. If more than 4-officers are necessary to cover the open shifts, please use an additional application and submit all.

My agency has multiple CIT trained officers. Can I seek reimbursement for all of them?

No. The emphasis of Senate Bill 376-FN is to provide funding for every department to have 1-CIT officer. Since there are multiple officers in your agency, you may submit for reimbursement for 1-officer retroactively (detailed below).

What if an officer previously CIT trained has left the department and there is no other CIT officer in the department?

The department may enroll another officer in a future CIT program and apply for reimbursement upon successful completion of the program.

How does an agency apply for retro-active reimbursement for an officer who successfully completed a CIT program since July 8, 2022?

Submit a request for reimbursement in the usual way (for 1-officer per agency) providing the information requested.

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What if the officer in the previous question is no longer with my agency, can I still apply for reimbursement for his/her back fill?

Yes. Please submit the name of the officer who successfully completed the CIT training, dates of attendance and the names, ranks, rates of pay, and the number of hours worked of those who back filled the open shifts. The funding is in place to ensure that each department has 1-CIT officer.

What if an officer's hours working a back fill shift create an overtime rate of pay, will the reimbursement be at the hourly rate of pay, or the overtime rate of pay?

The rate of pay will be calculated and reimbursed as overtime for the appropriate number of hours that apply for each officer.

What happens when an officer does not complete the 40-hour CIT program? How is reimbursement for expenses and back fill handled?

Applications for reimbursements can only be made after an officer successfully completes the CIT program. If time is missed (partial or full days), all missed time must be made up at a future CIT program on a one-for-one basis due to block scheduling of course materials. Those arrangements must be made with NAMI NH CIT Manager, Sue Allen-Samuel (603) 225-5359, ext. 328, sallen@naminh.org. When the missed segment(s) have been made up. The application for reimbursement may be submitted. If the officer does not make up the missed time, there shall not be any reimbursement.

Can more than one officer be sent to the same CIT program?

Yes. However, only expenses and back fill for one officer will be reimbursed.

How soon should applications for reimbursement be filed?

To best assist in this process, completed forms and attached paid receipts should be submitted within 10-days of an officer successfully completing a CIT Program. Applications will be processed as they arrive.

After an application and supporting documentation has been submitted what happens if there are questions?

The Program Assistant will reach out directly to the agency head to clarify questions or any discrepancies, ensuring a seamless transition in the reimbursement process.

The expenditure of these reimbursement funds is subject to audit, please retain records accordingly.