

CIT Training Grant Reimbursement Protocols

- **PURPOSE**: Identify personnel and expenses that are reimbursable for officers successfully completing the 40-hour CIT educational course. Reimbursement is specifically for departments that <u>do not yet have a CIT trained officer</u>.
- However, with the passage of Senate Bill 376-FN, the reimbursement is now open retroactively to CIT officers that successfully completed training <u>after</u> July 8, 2022 (one officer per each department).
- Departments seeking retroactive reimbursement may complete the application process. The application, instructions, and associated forms are in Benchmark. Please complete the application and forms, supply the names of CIT attendee (one per department), course dates and the name(s) of officers, rates of pay, and hours worked that backfilled for the CIT attendee and submit the forms electronically to:

Captain Tom Walsh
Thomas.J.WalshJr@pst.nh.gov
603-271-1076

- Upon receipt and after verification, the application will be processed and submitted to the Director for approval. Once approved, reimbursement funds shall be released directly to the agency from the PSTC Business Office.
- Officers who have received the 4-hour CIT refresher updates since <u>July 8</u>, <u>2022</u>, may now have their agency submit for reimbursement for this training as well. The procedure is the same as previously detailed above and referred to in this document.

• GOING FORWARD:

- New CIT attendees MUST complete the 40-hour training to qualify for reimbursement.
- Missed portions of the course or missed days must be made up on a one-for-one due to block scheduling for materials presented. Once completed, application may be submitted.

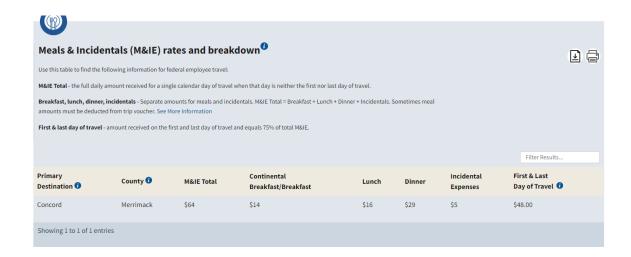


- Departments may now apply for officers who take and complete the 4-hour CIT refresher classes and related back fill expenses utilizing the protocols detailed in this document.
- Back fill Personnel Reimbursement (round up to two decimal places):
 - PSTC will only cover payroll expenses for officers who back fill the attendee's open shifts (40-Hours).
 - o Officer's regular pay rate & OT if applicable for hours worked.
 - o If only a portion of the open shifts are filled, that is what will be reimbursed.
 - If no shifts are back filled, there will be no reimbursement for same, as the purpose behind the funding is to compensate specifically for the back fill officers & expenses for the attendee's training.
- Lodging and Meal Reimbursement for the attendee (PER General Services Administration (GSA) guidelines for Concord, NH):
- Hotel \$122/daily (4 or 5 nights, depending on distance traveled)
 - GSA qualifying travel distance for hotel expense is established at 40-miles. Classes begin on Mondays at 8:00 AM, therefore, an officer traveling more than 40-miles may make a reservation on Sunday evening with a check out on Friday morning the week of the class.
 - A copy of the hotel receipt indicating 'no balance' or 'paid in full' so indicated on it, must accompany the application.





- Meals (\$64/daily) Paid receipts required.
 - Breakfast \$14.00
 - o Lunch \$16.00
 - o Dinner \$29.00
 - o Incidentals \$ 5.00 (no receipt required)
 - 1ST & last day of travel reduced to \$48.00
 - If meals are being served at the training venue, that meal is not reimbursable.



NOTE: Receipts for alcohol <u>are not</u> accepted as reimbursable for any part of a meal! Alcohol is an out-of-pocket expense.

- Additional Reimbursable Expenses for CIT Attendee:
 - Mileage for use of POV \$.67/mile (1/2024)
 - o Tolls
- Police Standards and Training Accounting:
 - The application, associated forms, and instructions shall be in Benchmark.
 - Applications and paid receipts can be submitted electronically.
 - Once data is received, checked & verified, the application requires approval of the Director or his designee. Once verified, reimbursement is made through the PSTC business office directly to the requesting agency.



- A CIT Excel Workbook designed specifically to account for all expenditures of CIT-related funds shall be maintained for all courses and the Workbook updated at the conclusion of each course throughout the training year.
 - o Excel worksheets shall be maintained for every CIT course, identifying:
 - Course location
 - o Dates
 - Attendee's last names
 - Attendee's Departments
 - Per Diem expenses (individually and collectively for each course)
 - Hotel
 - Meals

for attendee

- Incidentals
- Mileage, tolls
- Back fill pays for officers
- Date of Director's Approval
- Totals for each CIT course are tabulated and captured on the final page of the CIT Excel Workbook and available for audit.
- Application and supporting documentation to be submitted (as with any other official record to PSTC) under the provisions of RSA 641:3, unsworn falsification.
- If a CIT trained officer leaves their department, and there is no other CIT
 officer in the department, another officer may attend a CIT course and the
 head of the department may apply seeking reimbursement upon the
 successful attendance and completion of the course by the officer.

Questions - please contact: Captain Tom Walsh Thomas.J.WalshJr@pstc.nh.gov 603 271-1076