



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: 4-1-16
Submitted by: Lt. Brian Levesque
Department: Police
Speakers: Lt. Brian Levesque

Date of Meeting: 4-14-16
Time Required: 10 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input checked="" type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Police Standards and Training Council Training Grant

DESCRIPTION OF ITEM

The Police Standards and Training Council previously hosted certain courses at no cost, Field Training Officer and Accident Investigation courses taught by IPTM. Due to budget issues, they no longer offered those classes and we had to pay for the courses for our officers to receive the training. The state restored PSTC training grant funding and we applied and were approved for two separate grants for \$595 (FTO school) and \$1,900 (At Scene Accident Investigation School)

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

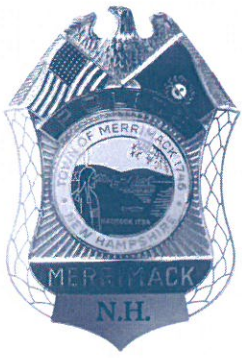
EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input checked="" type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Lt. Brian Levesque</u>	Address:	<u>Merrimack Police</u>
Phone Number:	<u>420-1854</u>	Email Address:	<u>blevesque@merrimacknh.gov</u>

APPROVAL



MERRIMACK POLICE DEPARTMENT

31 Baboosic Lake Road • Merrimack, NH 03054
(603)424-3774 • Fax (603)424-1760
www.merrimackpd.org

Mark E. Doyle
Chief of Police

MEMO

DATE: APRIL 1, 2016
TO: MERRIMACK TOWN COUNCIL
CC: EILEEN CABANEL, MARK E. DOYLE
FROM: LT. BRIAN LEVESQUE
RE: POLICE STANDARDS AND TRAINING COUNCIL GRANT

The agenda request before the council is to approve acceptance of two training grants approved by the New Hampshire Police Standards and Training Council in the amount of \$595 and \$1,900. The PSTC previously offered various courses such as Field Training Officer and At Scene Accident Investigation taught by the Institute of Police Technology and Management, however this past year due to budget constraints they were unable to offer these courses for free. The Merrimack Police Department was in need of officers to receive those training courses and had to purchase the training for Field Training Officer (\$595) and At Scene Accident Investigation (\$950x2 officers). The state recently restored funding to PSTC, who then opened applications for training grants. The Merrimack Police Department applied to receive a grant for those two courses that were previously offered at no cost to the department and we were awarded the grants.



State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
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



Chief Anthony F. Colarusso, Jr.
Chairman

Donald L. Vittum
Director

March 29, 2016

Chief Mark Doyle
Merrimack Police Department
31 Baboosic Lake Rd
Merrimack, NH 03054

Dear Chief Doyle,

This letter is to confirm that the Police Standards & Training Council, at their meeting on March 22, 2016, approved your requested training grant for a maximum of \$595 for one officer that attended the IPTM: Field Training and Evaluation Program Course at PSTC February 29- March 2, 2016

In order to process the reimbursement please forward a copy of their certificate of completion and receipt(s) showing the payment of any expense(s) requested for reimbursement. Further, the Council has instituted a policy regarding the disbursement and distribution of training grant funds; that is, when training grants are awarded the agency will have **30 days** to submit all required paperwork to receive reimbursement. If the agency does not comply with this policy, the approved monies will be returned to the Specialized Training Grant Fund to fund future grant requests.

If you have any questions regarding this matter, please feel free to contact me at 271-8278.

Sincerely,

Captain Benjamin R. Jean
Support Bureau Commander



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March 29, 2016

Chief Mark Doyle
Merrimack Police Department
31 Baboosic Lake Rd
Merrimack, NH 03054

Dear Chief Doyle,

This letter is to confirm that the Police Standards & Training Council, at their meeting on March 22, 2016, approved your requested training grant for a maximum of \$1,900 for two(2) officers to attend the IPTM: At-Scene Crash Investigation Course at the Dover Police Department from April 18-29, 2016.

Rental car fees are not a permissible expense under the Council's published guidelines, and disbursement of grant funds will be made only after the department sends PSTC staff all receipts for expenses incurred in conjunction with the training. Upon the officer's completion of the program, the Council requires that the department forward certificates of completion from the training organization to my attention. These certificates of completion must accompany the receipts in order to receive reimbursement of training grant funds.

Further, the Council has instituted a policy regarding the disbursement and distribution of training grant funds; that is, when training grants are awarded the agency will have **30 days** from the completion date of the approved training to submit all required paperwork to receive reimbursement. If the agency does not comply with this policy, the approved monies will be returned to the Specialized Training Grant Fund to fund future grant requests.

If you have any questions regarding this matter, please feel free to contact me at 271-8278.

Sincerely,

Captain Benjamin R. Jean
Support Bureau Commander