



Sheriff Michael L. Prozzo, Jr.
Chairman

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



Donald L. Vittum
Director

August 27, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Police Standards & Training Council (NHPSTC) to enter into a service agreement with Charles C. Hemp, of 27359 Haiti Lane, Ramrod Key, FL 33042 (Vendor Code 230947) in the amount of \$6,200.00 to provide instruction to law enforcement officers on how best to conduct internal affairs investigations. The training is to be held at the Arthur D. Kehas Law Enforcement Training Facility and Campus, effective upon Governor and Council approval through the end of the fiscal year June 30, 2015. 100% Penalty Assessment Fund.

Funding is available in account titled Training as follows:

06-87-87-08700-89990000-067-500557 Provider Training & Education FY2015 \$6,200.00

EXPLANATION

Each year, the NH Police Standards and Training releases a request for proposals for specialized in-service training classes that we lack either staffing or the expertise to present ourselves. These classes are offered to New Hampshire police officers at no charge to them or their departments, as a service. The specific class to be provided under this agreement in Fiscal Year 2015 is *Internal Affairs Investigations* at a cost of \$6,200. The funding for these classes comes from the Penalty Assessment Fund. This request has no General Fund impact.

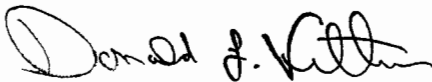
PSTC maintains a list of potential vendors for specialized instructional courses offered as part of our normal training programs. When prospective individuals or companies contact us about providing courses, their information is added to our potential vendor list so they can participate in our yearly RFP process. This year, the RFP was released on April 14,

2014, with each member of our vendor list being mailed the RFP request packet containing the list of course topics we plan to provide the following fiscal year. Submissions received were then evaluated and assessed to determine the extent to which the content of the classes matched the description the vendors were provided for each course offering. The credentials of the persons proposed to teach each of the classes were also evaluated, as well as the proposed price for each class. A group of employees from NHPSTC who are knowledgeable in police training rated and scored the submissions according to a process that was developed with input from the Department of Administrative Services and the Governor's Office. Those participating in the bid evaluation process were Law Enforcement Training Specialists Mark Bodanza, Tim Merrill, and Benjamin Jean.

In the topic area of internal affairs related investigations, and the training thereof, the proposal received from Charles C. Hemp earned the highest score with the lowest cost. The evaluators also determined that the class content was such that it met the best interests of NHPSTC and the law enforcement community.

This agreement has no general fund impact. We respectfully request your approval for this agreement.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Donald L. Vittum". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

Donald L. Vittum
Director

DLV:brj

STATE OF NEW HAMPSHIRE
 Police Standards and Training Council
RFP: Internal Affairs Investigations
DATE: May 16, 2014 at 4:00 PM

Internal Affairs Investigations Course Instruction
NH Police Standards and Training Council

VENDOR	Reviewer					Average	Proposed Cost
	Received	BRJ	MGB	TJM			
Institute of Police Technology Management	May 15, 2014	79	80	0	53	\$13,500.00	
Charles C. Hemp	April 23, 2014	83	90	0	58	\$6,200.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	

Indicates award made to this bidder

No Bid/Disqualified Bid
N/A

Subject: In-Service Training

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1.1 State Agency Name NH Police Standards and Training Council		1.2 State Agency Address 17 Institute Drive, Concord, NH 03301	
1.3 Contractor Name Charles C. Hemp		1.4 Contractor Address 21470 SW 90 Court, Cutler Bay, FL 33189 RAMROD KEY 27359 HAITI LANE FL 33042	
1.5 Contractor Phone Number 305-395-2044	1.6 Account Number 06-87-87-08700- 89990000-067-500557	1.7 Completion Date 06/30/2015	1.8 Price Limitation \$6,200
1.9 Contracting Officer for State Agency Donald L. Vittum, Director		1.10 State Agency Telephone Number 603-271-2133	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Charles C. Hemp	
1.13 Acknowledgment: State of <u>N. Carolina</u> County of <u>Wake</u> On <u>7-22-14</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity and office in block 1.12.			
1.14 Signature of Notary Public or Justice of the Peace 			
1.15 Name and Title of Notary or Justice of the Peace 			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Donald L. Vittum, Director, <u>BENJAMIN R JEAN</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: <u>Sara Mulligan</u> Director, On: <u>9/4/14</u>			
1.17 Approval by the Attorney General (Form, Substance and Execution) By:  On: <u>8/28/2014</u>			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement

those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law. 5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this

Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30)

days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of

termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.


14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer


7/22/14

identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and

inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Exhibit A

The contractor will provide instruction, instructors, and all instructional materials for the following class to be held at the NH Police Standards and Training Council (PSTC):

Internal Affairs Investigation	04/06/2015-04/10/2015	\$6,200
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Maximum enrollment for this course is 30 students. PSTC will assess enrollment for each course 20 days prior to presentation and if sufficient enrollment does not exist, the course will be canceled with notice to the vendor no later than 15 days prior to the presentation without cost to PSTC.


Exhibit B

Upon completion of each class scheduled, and submission of an invoice, the contractor will be paid the sum as outlined in Exhibit "A".

Exhibit C

1. The contractor will abide by all the conditions and requirements outlined in the "RFP for In-Service Training Course" released April 14, 2014.

2. The insurance provisions in paragraph 14 are waived.

Contractor Initials: 

Date: 7/22/14



Investigative Training

Charles Hemp
27359 Haiti Lane
Ramrod Key
FL 33042

305-395-2044
chuckhemp@att.net

August 20, 2014

Jason Sargeant
Business Administrator
Chief Fiscal Officer
NH Police Standards & Training Council
17 Institute Drive
Concord, NH 03301

Dear Jason:

Per your request please be advised of the following:

Regarding my application for training contracts I am a sole proprietor and as such have no employees. I operate privately from my home and contract with police agencies and training providers.

I will be conducting the April 2015 "Internal Affairs Investigations" course myself and do not subcontract my work product. If you have any questions please contact me at your convenience at any of the following;

Chuckhemp@att.net

305-395-2044

Sincerely,

Charles C. Hemp

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AUG 25 2014

N.H. POLICE STANDARDS

Resume'

Charles C. Hemp
27359 Haiti Lane

Ramrod Key, FL 33042
(305) 395-2044 (cell)

EMPLOYMENT

December 15th 1989 – Sept 1st 2001 (Retired)

State of New Hampshire Police Standards & Training
17 Institute Dr.
Concord, NH 03301
(603) 271 2133

Rank at retirement – Captain

Supervisor – Earl M. Sweeney (Director)

Duties – **Compliance investigator:**

- 1 - Responsible for the investigation of NH police standards rules violations involving the decertification of police officers.
- 2 - Responsible for conducting compliance audits of police agencies in the state of NH

Training specialist:

- 1 - Responsible for teaching both at recruit and in-service level

Academy courses taught – Burglary and Robbery Investigation, Evidence and Forensics, Uniform Crime Scene Response, Death Investigation, The Proper Taking of Inked Fingerprints.

In-service courses taught – Homicide Investigation, Internal Affairs Investigations, Background Investigations, Uniform Crime Scene Response, Basic Criminal Investigation.

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N.H. POLICE STANDARDS

September 15th 1962 – November 15th 1989 (retired)

City of Oakland Park Police Department – District #12 Broward County Sheriff's
Department.
301 NE 38th Street
Oakland Park, FL 33334

Duties - Served for 27 years in all divisions.
Rank at retirement - Lieutenant, Commander Major Case Unit

Recognition - 3 citations for valor
17 meritorious citations

Education - Broward County Community College - AS Degree Criminal Justice
Nova University – BS Degree Criminal Justice Administration
University of Louisville - 76th AOC (Class President)

Certifications - Former - Senior Crime Scene Analyst - certified by the International
Association of Identification

Former Licensed GC Boat Captain

Licensed Scuba Diving Instructor (Retired)

ADDITIONAL QUALIFICATIONS:

Adjunct instructor - University of Louisville (SPI)
University of North Florida (IPTM)
Forensic Consultants of New England
Investigative Training (Sole Proprietor)

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N.H. POLICE STANDARDS

Curriculum Vitae

CHARLES C. HEMP

Sole Proprietor for: Investigative Training - 305-395-2044

Adjunct Instructor: IPTM - Institute of Police Technology and Management
University of North Florida – IPTM

SPI - Southern Police Institute
University of Louisville

Forensic Consulting Associates of New England, LLC
Charles J Walsh F.B.I. ret

Chuck began his police career with the City of Oakland Park Public Safety Department in South Florida, now District #12 Broward County Sheriff's Department. He served from 1962 until he retired in 1989 for 2 police chiefs and 3 sheriffs. He received 17 decorations for outstanding work in the field and 3 Mayor's citations for valor. During his time there, his assignments varied from patrol, narcotics, vice, intelligence, organized crime and 12 years as a Lieutenant in the Major Crimes.

In 1989 Chuck received a lateral transfer as a Lieutenant with the State of New Hampshire Police Standards and Training Council. He was later promoted to Captain. His duties there included teaching in the police academy and in-service training involving certified courses in Death Investigation, Internal Affairs Investigations and Crime Scene related topics. He also served as the State's compliance investigator involving police officer decertification issues. Chuck remained with the State of New Hampshire until 2001 when he retired and returned to Florida.

Chuck has a Bachelor of Science Degree in Police Administration from Nova Southeast University. He attended, and was class president, of the 76th session of "Administrative Officer's Course" at the University of Louisville's Southern Police Institute.

As an expert in death investigations, he lectures throughout the country. He is a former IAI Board Certified "Senior Crime Scene Analyst". He is also a licensed Scuba Instructor and a licensed Coast Guard Boat Captain. Chuck is a member of the Southern Police Institute Alumni Association and the National Association of Underwater Instructors. He has taught Post certified courses throughout the United States and the U.S. Virgin Islands.

He currently resides on Ramrod Key an island in the Florida Keys.

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N.H. POLICE STANDARDS

Contact information:

Charles C. Hemp

Cell Ph: 305-395-2044

Email: chuckhemp@att.net

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N.H. POLICE STANDARDS

Course Syllabus
INTERNAL AFFAIRS INVESTIGATIONS

Internal affairs investigations are perhaps one of the most important responsibilities of any law enforcement agency. In order for an agency to command the public trust and respect, as well as function efficiently, the internal affairs investigative function must be done promptly and properly. These are delicate investigations that involve issues of misconduct or criminal behavior or both. The failure to properly conduct these investigations can result in a loss of the public trust, corruption within the agency and the destruction of administrative careers.

Topics will include; A discussion of reality vs. perception concerning IA investigations; common street ethics of police officers; identification and control of misconduct; general orders and SOP's; cases involving residency, grooming, speech, political activity, off duty conduct and conduct "unbecoming"; police decertification; background investigations and training issues; early warning signals; suspensions; mandatory reports; criminal vs. misconduct investigation; dual investigations; the use of polygraph; interviewing witnesses; interviewing the subject officer. Officer involved shooting and officer involved deaths.

Maximum Students: 35 (or NH PST regulation number)

Equipment required: PowerPoint projector with sound capability; Blackboard and Chalk; Flip Chart and black markers

Training aids: A CD will be furnished to each student containing all notebook material in an electronic form as opposed to a paper manual.

Additional training aids used will include video and audio material pertinent to the topic of the course.

The Instructor is willing to allow a rebroadcast of this course.

Breakout Rooms: One or more breakout rooms would be beneficial for class problem exercises, but not essential. All class problem exercises will involve leadership and discussion as opposed to physical role playing.

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N.H. POLICE STANDARDS

COURSE SCHEDULE

Class hours 9 am – 4:00 pm
Lunch break 12:00 noon - 1pm

Mon:

9 – 10 am Administrative details; introductions and discussion of student expectations for the week.
10 – 11 am – Reality vs. perception concerning IA Investigations.
11 – 12 noon Street ethics of police officers

1 – 4 pm Identification and control of misconduct.

Tue:

9 – 10 am General orders and SOP's
10 – 11 am Issues of residency; grooming; free speech issues;
11 – 12 noon organizational memberships and the rights of employers.

1 – 3 pm Political activity; off duty conduct; on duty conduct; "Conduct unbecoming" an officer;
3 – 4 pm Class problem exercise

Wed:

9 – 10:30 am The relationship and importance of "Background Investigation" and "Training" to the police internal affairs function.
10:30 – Noon Police decertification.

1 – 2 pm Level #1 and Level #2 complaints.
2 – 3 pm The use of the polygraph; interviewing witnesses; interviewing subject officers.
3 – 4 pm Class problem exercise

Thur:

9 – 10 am Suspensions with and without pay.
10 – 11 am Mandatory reports
11 – 12 Noon Criminal vs. administrative misconduct investigations

1 – 3 pm Understanding the Garrity & Broderick & Mirada Issues as they apply to IA cases.
1 – 4 pm Class problem exercise.

Fri:

9 – 11 pm Officer involved shootings cases and officer involved deaths.
11 - Noon Class problem exercise.

1 – 3 pm Class exercises evaluated and critiqued.
3 – 4 pm Class Concluded and awarded certificates.

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N.H. POLICE STANDARDS

Donald L. Vittum
Director
New Hampshire Police Standards and Training Council

Dear Director Vittum:

Regarding item #8 liability insurance I would respectfully request a waiver of that requirement because of the following reasons:

- #1 – I was a full time employee of the New Hampshire Police Standards and Training Council for 11 years having retired in September of 2001.
- #2 - That during those 11 years I taught in-service students the Internal Affairs Investigations programs many times as well as other high profile courses such as homicide investigation and major case management.
- #3 - **The student exercises utilized in the Internal Affairs class involves all mental and management problem solving solutions and no physical activity.**
- #4 - Police Standards under your leadership has waived the insurance requirement for my contracted classes in the past. I would certainly be happy to sign any waiver you required.
- #5 - In my 25-year association with NH Police Standards and Training I have never been sued nor have brought suit.

Thank you for your consideration of this request.

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