



Chief Anthony F. Colarusso, 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

*JLR 120*

May 17, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the New Hampshire Police Standards & Training Council (NHPSTC) to enter into a Memorandum of Agreement (MOA) with the Department of Safety, Division of State Police in the amount of \$34,965.00 for the assignment of one Trooper to serve as cadre for each of the full-time academy sessions to be held during Fiscal years 2018 and 2019. This MOA is to be effective upon Governor and Council approval, for the period of July 1, 2018, through the end of the fiscal year, June 30, 2019. Source of funds: 100% General Funds.

Funds are available in the account titled Administration and Standards pending approval of the next biennium budget:

<u>Organization</u>	<u>Accounting Unit</u>	<u>FY2018</u>
PSTC	06-87-87-08700-89800000-049-500294	\$17,482.50
<u>Organization</u>	<u>Accounting Unit</u>	<u>FY2019</u>
PSTC	06-87-87-08700-89800000-049-500294	\$17,482.50
Total		\$34,965.00

**EXPLANATION**

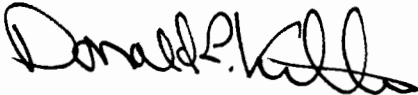
The purpose of this agreement is to reimburse the Department of Safety, Division of State Police for the assignment of one Trooper to each of the three full-time police academies that will be held during Fiscal Year 2018 and to each of the three full-time police academies that will be held in Fiscal Year 2019. The Trooper will be assigned to serve as a cadre to the Full-time Police Academy for the full sixteen weeks of the session. The cadre will assist the PSTC Academy Commandant, the Law Enforcement Training

Specialists, and other PSTC staff members in the implementation of the Academy's programs and procedures, and will provide assistance to recruits in their training.

PSTC will transfer funds to the Department of Safety, Division of State Police after the completion of each of the academies. The reimbursement rate will not exceed \$5,827.50 per academy session or \$17,482.50 annually for Fiscal Year 2018 and Fiscal Year 2019.

This agreement is 100% General Funds. 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 a prominent loop at the end.

Donald L. Vittum  
Director

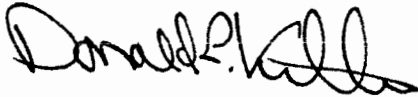
DLV:brj

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Respectfully Submitted,

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Donald L. Vittum  
Director

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## MEMORANDUM OF AGREEMENT

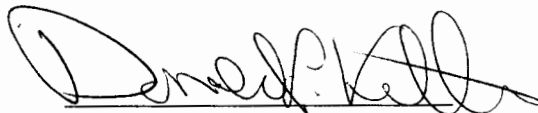
This agreement is executed this 25<sup>th</sup> day of April, 2017, by and between the Department of Safety, Division of State Police (hereinafter NHSP), located at 33 Hazen Drive, Concord, New Hampshire 03301, and the New Hampshire Police Standards and Training Council (herein after PSTC), located at 17 Institute Drive, Concord, New Hampshire 03301. Both parties are agencies of the State of New Hampshire.

- 1). NHSP will assign one Trooper to serve as cadre for each Full-Time Academy session.
- 2). The assigned Trooper will report to assist with the Entrance Fitness Testing Day for the Academy session to which he/she is assigned.
- 3). The assigned Trooper will report on Day 1 of the Academy session to which he/she is assigned.
- 4). The assigned Trooper will serve as cadre for the complete fourteen (16) weeks of the Full-Time Academy session.
- 5). The assigned Trooper will review and comply with the New Hampshire Police Standards and Training Council Staff/Cadre Assistance Pamphlet.
- 6). The assigned Trooper will review and comply with the New Hampshire Police Standards and Training Council Technical Assistance Manual.
- 7). PSTC shall transfer to DOS the sum of \$5,827.50 at the conclusion of each academy session. Should a Trooper be unable to complete an academy session, payment will be pro-rated based upon the number of weeks completed.
- 8). The terms of this agreement may be amended by either party upon mutual agreement.
- 9). This agreement may be severed upon 30 days written notice by either party.
- 10). This agreement shall remain in effect for Fiscal Years 18 and 19 (July 1, 2017 – June 30, 2019) unless severed.

This agreement is entered into by:

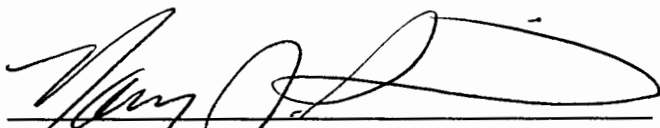


Christopher Wagner  
Director  
NH State Police



Donald L. Vittum  
Director  
NH Police Standard and Training

Approved for form and substance:



Sr. Assistant Attorney General Nancy Smith (date)  
NH Department of Justice