

APPENDIX II-G

COVER SHEET FOR FINAL PROPOSAL

Notice Number	<b>2021-17</b>	Rule Number	<b>Pol 403.02</b>
1. Agency Name & Address: <b>Police Standards and Training Council</b> <b>17 Institute Drive</b> <b>Concord NH 03301</b>		2. RSA Authority: <b>RSA 106-L:5, 1</b> 3. Federal Authority: 4. Type of Action: <input type="checkbox"/> Adopt <input type="checkbox"/> Amendment (only if Initial Proposal was filed before 9/27/20.) <input type="checkbox"/> Repeal <input type="checkbox"/> Readoption <input checked="" type="checkbox"/> Readoption w/amendment	

5. Short Title: Annual In-Service Training

6. Contact person for copies and questions:

Name:  
John V.  
Scippa  
  
Address:  
17  
Institute  
Drive,  
Concord  
NH  
03301

Title:  
Director  
  
Phone #:  
603-271-  
1793

7. The rulemaking notice appeared in the Rulemaking Register on February 25, 2021

**SEE THE INSTRUCTIONS--PLEASE SUBMIT ONE COPY OF THIS COVER SHEET  
AND ONE COPY OF THE FOLLOWING:  
(optional to number correspondingly)**

8. The "Final Proposal-Fixed Text," including the cross-reference table required by RSA 541-A:3-a, II as an appendix.

9. Yes ☒ N/A ☐ Incorporation by Reference Statement(s) because this rule incorporates a document or Internet content by reference for which an Incorporation by Reference Statement is required pursuant to RSA 541-A:12, III.

10. Yes ☒ N/A ☐ The "Final Proposal-Annotated Text," indicating how the proposed rule was changed because the text of the rule changed from the Initial Proposal pursuant to RSA 541-A:12, II(d).

11. Yes ☐ N/A ☒ The amended fiscal impact statement because the change to the text of the Initial Proposal affects the original fiscal impact statement (FIS) pursuant to RSA 541-A:5, VI.



## INSTRUCTIONS FOR THE COVER SHEET FOR FINAL PROPOSAL

The first and second unnumbered items, and Items 1 through 5, shall be completed with the same information as appeared in the “Rulemaking Notice Form” (Appendix II-C) as published for the Initial Proposal in the Rulemaking Register. Item 6 shall identify the name, title, address, and telephone number of the person in the agency who can answer questions about the proposed rule and supply copies.

In Item 7 the agency shall list the full date, by month, day, and year, on which the “Rulemaking Notice Form” was published in the Rulemaking Register.

Items 8 through 11 all relate to required attachments to the “Final Proposal Cover Sheet”. PROVIDE ONE COPY OF EVERYTHING SUBMITTED. IT IS OPTIONAL TO NUMBER THEM ACCORDINGLY. Item 8 is required in every filing, and therefore is listed without a check-box. Items 9 through 11 will be required only under the circumstances set forth in the description of the items listed below. The agency shall determine whether such attachment is required and then check either the “Yes” box to indicate that the document is required and has been attached or the “N/A” box if the document is not required and therefore not applicable:

- Item 8. The “Final Proposal—Fixed Text,” required by RSA 541-A:12, II(b). See also Section 2.12 of Chapter 3 in the Manual. Include the cross-reference table required by RSA 541-A:3-a, II as was done for the Initial Proposal. See Section 2.4 of Chapter 3 in the Manual.
- Item 9. An “Incorporation by Reference Statement” (Appendix II-H) if the agency has incorporated a third-party document or Internet content by reference for which such a statement is required pursuant to RSA 541-A: 12, III. See Section 3.12 of Chapter 4 in the Manual.
- Item 10. The text of the final proposal annotated to reflect how the text of the Final Proposal differs from the text of the Initial Proposal, if the text has changed during the public hearing and comment process. See RSA 541-A:12, II(e) and Section 5.4 of Chapter 4 in the Manual.
- Item 11. The amended fiscal impact statement obtained from the Legislative Budget Assistant if, as a result of the public hearing and comment process, a change has been made to the rule which affects the original fiscal impact statement. See RSA 541-A:5, VI and Section 2.11 of Chapter 3 in the Manual.

Notice Number 2021-17

Rule Number Pol 403.01

1. Agency Name & Address:  <b>Police Standards and Training Council 17 Institute Drive Concord NH 03301</b>	2. RSA Authority: <b>RSA 106-L:5, I</b>
	3. Federal Authority: _____
	4. Type of Action: _____
	Adoption _____
	Repeal _____
	Readoption _____
	Readoption w/amendment <u>X</u>

5. Short Title: **Annual In-Service Training**

6. (a) Summary of what the rule says and of any proposed amendments:

**The Police Standards and Training Council is proposing to readopt with amendment Pol 403.01 on annual training of police, and corrections, and probation/parole officers. The amendments include changing the section heading from “Refresher Training” to “Annual In-Service Training”, amending paragraph (a) and inserting a new paragraph (b), and renumbering the existing paragraph (b) as (c). The amendments in (a) and the new (b) are summarized as follows:**

**Paragraph (a) is amended to replace 8 hours of annual refresher training for each police or corrections officer with, beginning on January 1, 2021, 6 hours total of mandatory in-service training for every certified officer on implicit bias and cultural response, ethics, and de-escalation.**

**Paragraph (b) requires, in addition to the in-service training in (a), an additional 4 hours of in-service training as specified in the rule beginning on January 1, 2021; and 6 hours beginning on January 1, 2022; and 8 hours beginning on January 1, 2023. Paragraph (b) also specifies where the training may be completed.**

6. (b) Brief description of the groups affected:

**Police, corrections, and probation/parole officers**

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

Rule Number	NH Statute Implemented	Federal Statute Implemented
Pol 403.01	RSA 106-L:5, V	

7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name: **John V. Scippa**

Title: **Director**

Address: **Police Standards and Training Council**

Phone #: **271-1793 or 365-6784**

**17 Institute Drive**

Fax#: **271-1785**

**Concord NH 03301**

E-mail: **John.V.Scippa@pst.nh.gov**

TTY/TDD Access: Relay NH 1-800-735-2964  
or dial 711 (in NH)

8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **March 31, 2021**

☒

Fax

☒

E-mail

☐

Other format (specify):

9. Public hearing scheduled for:

Date and Time: **March 23, 2021 at 9:00 a.m.**

Place: **Police Standards and Training Council  
17 Institute Drive  
Concord NH 03301**

**This meeting can also be accessed via Zoom using the information below:**

**Zoom Meeting**

**<https://us02web.zoom.us/j/83255636113?pwd=NHVzWkZWQ1daZFFxcIJVK1ZiQkxadz09>**

**Meeting ID: 832 5563 6113**

**Passcode: pstc2133**

**If there are any public access or technical problems during the meeting,  
Contact Lt. Adam Hawkins at Adam.C.Hawkins@pst.nh.gov.**

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 20-112 , dated 01-05-2021

1. **Comparison of the costs of the proposed rule(s) to the existing rule(s):**

There is no difference in cost when comparing the proposed rules to the existing rules.

2. **Cite the Federal mandate. Identify the impact on state funds:**

No federal mandate, no impact on state funds.

3. **Cost and benefits of the proposed rule(s):**

A. **To State general or State special funds:**

None.

B. **To State citizens and political subdivisions:**

None.

C. **To independently owned businesses:**

None.

11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

**This rule requires no additional expenditures by political subdivisions beyond those already required by statute. Therefore, there is no violation of Part I, Article 28-a.**

**Readopt with amendment Pol 403.01, effective 11-16-16 (Document #12041), to read as follows:**

Pol 403.01 Annual In-Service Training.

(a) Beginning January 1, 2021, every certified officer, in order to maintain their certification, shall complete annually 2 hours each of the following mandatory in-service training, on each of the following topics:

- (1) Implicit bias and cultural response,
- (2) Ethics, and
- (3) De-escalation.

(b) Annually, each police, corrections, or probation/parole officer shall complete, in addition to the above mandated 6 hours of in-service training;

- (1) Beginning on January 1, 2023, an additional 4 hours of appropriate in-service training, for a total of 10 hours of in-service training required for 2023, exclusive of firearms, first aid, or defensive tactics, sanctioned by the agency or the council;
- (2) Beginning on January 1, 2024, an additional 6 hours of appropriate in-service training, for a total of 16 hours of in-service training required for 2024, exclusive of firearms, first aid, or defensive tactics, sanctioned by the agency or the council;
- (3) Beginning on January 1, 2025, an additional 8 hours of appropriate in-service training, for a total of 24 hours of in-service training required for 2025 exclusive of firearms, first aid, or defensive tactics, sanctioned by the agency or the council; and

(c) Appropriate training requirements shall be completed by officers attending in-service training at PSTC, by attending law enforcement training through 3rd party vendors, by attending local agency classes or by completing on-line. In the case of local agency classes, the records requirements under Pol 403.01 (c) apply.

(d) The hiring authority shall submit to the council 30 days after the conclusion of each calendar year a certification that it has complied with this requirement, and shall retain in its files for 5 years a copy of the lesson outlines and attendance rosters of any training relied upon to satisfy the requirement.

**APPENDIX**

<b>Rule Number</b>	<b>NH Statute Implemented</b>	<b>Federal Statute Implemented</b>
Pol 403.01	RSA 106-L:5, V	