

CIT REIMBURSEMENT HANDOUT



Police Standards and Training is pleased to announce that funds resulting in the passage of **Senate Bill 376-FN** are now available to provide NH law enforcement agencies the opportunity to submit for total reimbursement for all expenses incurred (*salary for CIT attendees excluded*) while officers are engaged in the 40-hour Crisis Intervention Team Programs (CIT) for New Hampshire's First Responders. This reimbursement opportunity commences immediately and is retroactive to agencies whose officers (**1-per agency**) have successfully completed the CIT program since **July 8, 2022**, the date Senate Bill 376-FN was enacted.

The over-arching goal of SB 376-FN is to provide every law enforcement agency in the state with at least **one CIT officer** on staff. To this end, from this point forward, agencies providing officers for CIT Programs (to include a 4-hour refresher) shall be able to submit for reimbursement for an officer's expenses (not payroll) while in CIT training (hotels, travel, meals & expenses). Additionally, departments can now be reimbursed for payroll expenses for all officers who back fill the CIT attendee's open shifts while attending CIT Programs (40-hours and 4-hours, respectively). If shifts are not back filled during your attendance in the CIT programs, no reimbursement for this expense shall be available. If shifts are partially covered, reimbursement is available for the officers and hours worked.

The application for reimbursement, associated documents, and FAQs are on **Benchmark** and the **PSTC home page**. Once submitted the information is reviewed and verified, it is presented to the Director for approval. Once approved, payment is issued by the PSTC Business Office directly to the agency.

If, by your attendance this week, you are to be the only (or first) CIT trained officer, your department can apply for reimbursement to cover expenses for the officers who back fill your open shifts, overtime for you to cover travel to and from this training site, (approved weekly time sheets are required for any overtime claimed by a CIT course attendee). Hotel rooms (40-mile minimum one-way travel), and meal expenses can also be reimbursed. Paid receipts must accompany the reimbursement application.

If there are multiple officers in your agency that have already received CIT training, your department can still retroactively apply for reimbursement for ONE officer that has been trained since July 8, 2022.

Please submit all applications, paid receipts, other expense-related documents, and questions to:

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