



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF SAFETY**  
***DIVISION OF STATE POLICE***  
**PROFESSIONAL STANDARDS OF CONDUCT**



DIRECTIVE TITLE: TROOP SCHOOL LIAISON PROGRAM

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RESCINDS/AMENDS: \_\_\_\_\_

**CHAPTER 44-B**  
**TROOP SCHOOL LIAISON PROGRAM**

**44-B.1.0 Discussion:**

Due to the geographic nature of our state, many of the troop patrol areas are comprised of numerous small towns and communities where the Division either has primary law enforcement jurisdiction or works closely with the established smaller local police departments. When a Division member is assigned to work in one of these patrols, they become a visible and noticeable part of the area. The Division member's primary role is to act in a law enforcement capacity. However, with the passage of time, the Division member may take on other roles in the various communities. For instance, citizens may turn to the Division member as a resource for information or contact with different social services such as crisis centers or counseling. In addition to these roles, the Division members working in these patrols are often looked upon as role models for the youth and the school systems with whom they come in contact. It is not uncommon for schools to make formal requests to have Division members come into the classrooms and make presentations to students of all grade levels on any number of topics. For example, Division members have spoken to students about personal safety; basic drug and alcohol identification and information; driving safety; Driving While Intoxicated Awareness; and career opportunities in law enforcement.

Providing students with accurate, realistic and useful information is important from an educational standpoint. It is also important when considering the potential effects an open discussion including information and consequences, may have on reducing or preventing juvenile delinquency in a community.

In an effort to address this issue, the Division shall offer a program to school officials throughout the state whereby Division members working in these patrols will contact the schools and offer their assistance in the form of classroom presentations on pertinent subject matter relating to existing or potential delinquent behavior.

#### **44-B.2.0 Responsibility:**

This program will be implemented on the troop level under the direction of the individual Troop Commanders or their designee. Division members will be designated to contact all primary and secondary schools located in areas where the Division has primary jurisdiction. During this initial contact between Division member and school official, assistance will be offered in an effort to benefit the youth through education, guidance or friendship. Contacts with schools and children will then be recorded and tracked by a system maintained at each troop station.

#### **44-B.3.0 Procedures:**

- A. Each Troop Commander or his designee will determine which patrols within the troop area will be able to implement the Troop School Liaison Program.
- B. The Troop Commander will consider all Division members assigned to work in the targeted patrol areas and then assign specific Division members to make direct contact with school officials offering classroom presentations where appropriate. The Troop Commander will also maintain a log recording the assigned Division member, the school, the presentation topic, the grade level of the students and the approximate number of students in attendance.
- C. When school officials express interest in having a Division member come into the classroom setting to make a presentation on specific subject matter, the Division member should direct the school to make their request in writing to the Director. The written request should include such information as:
  1. The type of presentation desired;
  2. The date, time and length of presentation, if known;
  3. The age group and approximate number of students to be in attendance; and,
  4. The identity of the contact person and specific Division member being requested.
- D. Upon receipt of the school's written request at Headquarters, the request will then be forwarded to the appropriate Troop Commander.
- E. The Troop Commander will make the presentation assignment and ensure that there are no scheduling conflicts for the assigned Division member.
- F. The assigned Division member will make follow-up contact with the school officials to obtain further details concerning the presentation.

- G. Upon completion of the presentation, the Division member, in accordance with Professional Standards of Conduct Chapter 54-C "PUBLIC RELATIONS REQUESTS AND ASSIGNMENTS", shall submit a "Completed Public Relations Requests" form within ten (10) days after the presentation.
- H. The troop presentation log shall be kept up to date and available for review at all times.

SOURCES:

**C.A.L.E.A. 3<sup>rd</sup> Ed. STANDARD(S):** 44.2.4