



New Hampshire Liquor Commission

50 Storrs Street
Concord, NH 03301
(603) 230-7015

IF

Joseph W. Mollica
Chairman

Kelly A. Ayotte
Governor

Nicole Brassard Jordan
Deputy Commissioner

June 6, 2025

Her Excellency, Governor Kelly A. Ayotte,
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

For inclusion on the Governor and Executive Council Consent Calendar, pursuant to MOP 1200, I. D., authorize the New Hampshire Liquor Commission to pay the Commission on Accreditation for Law Enforcement Agencies, Inc. (VC #170812), Gainesville, VA, the amount of \$4,065 for Fiscal Year 2026 membership dues effective upon Governor and Executive Council approval for the period of August 1, 2025, through July 31, 2026. 100% Liquor Funds.

Funding is available in account Liquor Commission, Enforcement; Enforcement, Licensing & Education, as follows:

Account	FY 2026
02-77-77-770512-7878000-026-500251 – Organizational Dues	\$4,065.00

EXPLANATION

The purpose of the Commission on Accreditation for Law Enforcement Agencies (CALEA) is to improve the delivery of public safety services by maintaining a body of professional standards that provide the best practices related to life, health, and safety procedures for an agency. The law enforcement accreditation program provides a framework to ensure that officers are prepared to meet basic community service expectations and manage critical events.

The NHLC's Division of Enforcement & Licensing completed the requirements and received accreditation by CALEA on July 29, 2023. This was the culmination of an accreditation process that began in 2020 pursuant to an accreditation agreement approved by the Governor and Executive Council on March 25, 2020, Item 41. The payment requested is the Continuation Fee for the 25th month following the initial award of accreditation as outlined in Section 6.3 of the agreement.

Listed below are answers to the standard questions required for Governor and Executive Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

CALEA was established in 1979. The NHLC's Division of Enforcement enrolled in the accreditation process on April 8, 2020, and received its CALEA accreditation award on July 29, 2023.

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

No.

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

CALEA law enforcement accreditation has been awarded to agencies in 47 states, as well as Canada, Mexico, and Barbados. There are currently 21 accredited law enforcement agencies in New Hampshire, including the NHLC's Division of Enforcement.

4. How is the dues structure established? (Standard fee for all states, based on state population, based on other criteria, etc.)

CALEA's fees are based on the number of full-time employees within the agency.

5. What benefits does the state receive from participating in the membership?

CALEA standards provide the Division of Enforcement & Licensing with a proven management system of written directives, educational resources, and clearly defined lines of authority that support the Division's decision-making and resource allocation. Accreditation assures citizens that the NHLC's Division of Enforcement is committed to excellence, and that its leadership team recognizes their responsibility to strive for continued improvement. Accredited agencies are also better able to defend themselves against legal action due to the implementation of sound strategies and standards.

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

Participating agencies are provided with standards manuals, a vast policy library, and a host of other resource materials through the CALEA website to aid them in creating and building a successful accreditation program and to constantly improve agency operations. These resource materials are provided to all members at no additional costs, but are accessible only to members. However, the Division will be, upon approval of the Governor and Executive Council, continuing to utilize a policy management system through PowerDMS, Inc. that provides efficient and effective progress and data tracking programs, reporting tools, and training modules that are required for the Division of Enforcement & Licensing's CALEA accreditation. There are additional costs associated with the use of PowerDMS's software.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known, and purposes of membership supported trips.

No travel for state employees is included in the fee.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.)

No agency employees are directly involved with CALEA.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

CALEA accreditation provides the NHLC's Division of Enforcement with tools and resources that contribute to its success and aid in the implementation of the NHLC's statutory obligations to maintain proper controls and enforce alcoholic beverage laws. Loss of this accreditation would mean that the Division of Enforcement would no longer be able to access the data, information, and resources that CALEA provides to its members that keep agencies up to date with modern standards and best practices, potentially resulting in a decline in efficiency and an increase in liability.

Based on the foregoing, I respectfully request authorization to pay the Continuation Fee to the Commission on Accreditation for Law Enforcement Agencies, Inc.

Respectfully Submitted,



Joseph W. Mollica
Chairman, New Hampshire Liquor Commission



9532 LIBERIA AVENUE
SUITE 813
MANASSAS, VA 20110
(703) 352-4225

Invoice

06/02/2025

INV46298

Bill To:

New Hampshire Liquor Commission
Division of Enforcement
Accreditation
Concord NH 03302

Ship To:

New Hampshire Liquor Commission
Division of Enforcement
Accreditation
Concord NH 03302

Purchase Order No.	Customer ID	Ship Method	Payment Terms	Ship	
	N3902		NET 30	06/02/2025	
Quantity	Item Code	Description		Price Each	Amount
1	0030400010145	Annual Continuation Fee		\$4,065.00	\$4,065.00

Per Agreement

Total

\$4,065.00

PAYMENT REMITTANCE:
BOX 424064
WASHINGTON, DC 20042-4064

