

# AGENDA

The Rochester Police Commission posts notice of their regular monthly meeting on **Wednesday, April 1, 2020 at 7:00 P.M.** in City Hall, Council Chambers, 31 Wakefield Street Rochester, NH

## MEETING AGENDA – APRIL 1, 2020 7:00 P.M. CITY HALL, COUNCIL CHAMBERS

1. **CALL TO ORDER**
  - A. Pledge
  - B. Opening Prayer
  - C. Roll Call by the Clerk
2. **PUBLIC COMMENT**
3. **ACCEPTANCE OF MINUTES:**
  - A. March 4, 2020
4. **OLD AND UNFINISHED BUSINESS:**
  - A. Policy Update; Second Reading for Adoption
    1. Policy 1.3.4.2 Use of Force, Pepper Ball Gun
  - B. Other
5. **NEW BUSINESS:**
  - A. Monthly Reports
  - B. Other
6. **CORRESPONDENCE:**
  - A. Off. Johnson is thanked for her compassion by a motorist who stopped to assist at a serious accident scene
  - B. Off. Robinson is recognized for extra effort in counseling a juvenile on choices after damaging a neighbors property
  - C. Off. Riddle is thanked for his professional courtesy conducting a civil escort detail.
  - D. Off. Danie is thanked for participating in Read Across America Day.
7. **INFORMATION:**
  - A. 2019 Year End Reports – Strafford County Regional Accident Reconstruction Team
  - B. Other
8. **NON PUBLIC SESSION (Pursuant to: RSA 91-A:3)**
  - A. RSA 91-A:3 (II-a) Personnel
  - B. RSA 91-A:3 (II-e) Legal

Rochester Police Commission  
Rochester, NH 03867

Derek J. Peters, Commissioner  
David R. Stevens, Commissioner  
Lisa M. Stanley, Commissioner

MINUTES OF THE POLICE COMMISSION MEETING

The Rochester Police Commission held their regular monthly meeting in City Hall Council Chambers on Wednesday, March 4, 2020 at 7:00 P.M. Present at this meeting was Comm. Stevens, Comm. Stanley, Chief Toussaint, Dep. Chief Boudreau, Capt. Pinkham and Secretary Warburton.

The meeting was called to order at 7:00 P.M.

A. Pledge. All participated in the Pledge of Allegiance.

B. Prayer. Chaplain Cilley was excused. A moment of silence was observed for those affected by the tornados in Tennessee.

C. Roll Call. The clerk called the roll marking Commissioner's Stevens and Stanley present.

Commissioner Peters was excused.

**2. PUBLIC COMMENT:**

No Public Comment.

**3. ACCEPTANCE OF MINUTES:**

A. February 5, 2020 regular meeting

**Comm. Stanley MOVED to accept the minutes of the February 5, 2020 meeting as presented. Comm. Stevens SECONDED the motion. The motion to accept the minutes, PASSED unanimously.**

**4. OLD AND UNFINISHED BUSINESS:**

There was no old or unfinished business to come before the Commission.

## 5. NEW BUSINESS

### A. Policy Update; First Reading

#### 1. Policy 1.3.4.2 Use of Force, Pepper Ball Gun

**Comm. Stanley MOVED to place Policy 1.3.4.2 Use of Force, Pepper Ball Gun into first reading. SECOND by Comm. Stevens and PASSED unanimously.**

Open for discussion.

Comm. Stanley noted areas within the document requiring typo corrections and renumbering, and use of proper terminology. Those areas will be corrected and the document brought back to the next meeting.

Dep. Chief Boudreau noted an additional change on page one where it says peppercball gun that will be changed to read peppercball system.

### B. Monthly Reports

**OPERATIONS:** Ward 6 was the only ward that met this period. There were no major issues. There was a review of the crime map from Lexis Nexis. The remaining wards are scheduled to meet as follows:

**Ward 1:** Scheduled for April 8<sup>th</sup> 7pm at the City Hall Annex.

**Ward 2:** Scheduled for April 27<sup>th</sup> at 6:30pm at the City Hall Annex.

**Ward 3:** Scheduled for April 22<sup>nd</sup> at 6:30pm at the Briar Ridge Estates Community Room.

**WARD 4:** Scheduled for April 13<sup>th</sup> 7pm at the City Hall Annex.

**Ward 5:** Scheduled for April 15<sup>th</sup> at 6pm—location change to the City Hall Annex.

The investigations bureau had 47 cases submitted for review. There are currently 83 cases assigned. There were 20 cases presented to the Grand Jury all with true bills. There were three detective call outs, (1 death investigation, 1 stabbing and a storage unit burglary.) There was one evidence call out. There was one polygraph and one background completed. There were four compliance checks for sex offenders. There were 276 pieces of evidence logged in, and 55 items returned to owners.

**COMPSTAT:** In field activity, traffic stops are consistent with past months and are taking place in the higher density areas, and main roads in and out of the city. Arrests from traffic stops, two were drug related, one vehicle had drugs (meth) found after a search warrant was completed.

We have seen a trend in the direction of overdoses compared to this time last year. They are a little more than doubled, but are still down from the year before.

The accidents are consistent with no major locations or trends. Most accidents took place on North Main Street and Farmington Road. We did have one fatal accident when a vehicle struck a parked car and rolled over.

We had two DWI's for the month - one was an accident, and one was a stop after a reported erratic operation complaint. One was drugs, and the other was alcohol. There are no trends or patterns in DWI's for this reporting period.

In property crimes, we had 4 burglaries, and half of those are storage units where a suspect and others involved have been identified. The other two have suspects and are not common to each other or a trending factor. There were five thefts from motor vehicles. These were sporadic and no trends were identified. Property crimes are down slightly year to date.

In drug related matters, we had 17 possession cases. The drugs ranged from meth, heroin, suboxone, adderall, methadone, mushrooms, fentanyl, and marijuana. Of the 9 over doses, they were from heroin or fentanyl. There were no fatal over doses.

In violent crime, we had one isolated robbery involving three females that were known to each other. There were two aggravated assaults. One was domestic violence related and the other a self-inflicted stab wound that was originally reported as an assault. Violent crime is up slightly, with an increase in simple assaults.

Comm. Stevens noted that traffic stops have almost doubled which is a good indication of what happens when you are fully staffed. You can do more.

Chief Toussaint added that traffic stops is a focus area and are a big measure of proactive activity. It means healthy shift numbers. We are also going to be adding to the bike patrol unit this summer. We are using some remaining JAG grant funds to equip eight officers.

Comm. Stevens noted that a long time ago patrol did some bike patrols in Gonic and in East Rochester. He'd like to see us do that again. Bring the bikes over with the car, and ride through the neighborhoods. During the summer, the pools are open and there are a lot of side streets. It is good for those neighborhoods.

Dep. Chief Boudreau said that we have done that in the past and we can again, with staffing. The bikes are a great tool.

**K-9:** This month the Rochester K-9 unit responded to four tracks, all in Rochester.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie and Sgt. Babine have been working closely with Nashua PD and Somersworth PD gathering information on establishing POP units. Two officers (Seager and Robinson) will be joining the POP unit at the next shift rotation. The Skate with a Cop event was the largest to date attendance with over 250 youth. Officer Danie is also working on Wings and Wheels, National Night Out and Community Coffee at the Community center.

Comm. Stanley asked how many staff attended Skate with a Cop. We couldn't provide the individual number but there were quite a few.

**COMMUNICATIONS:** The newest dispatcher will be starting in March. The dispatch supervisor attended training related to evaluations. We are looking to have SPOTS installed on all of the consoles to streamline operations. The radio project is set to begin in the next few weeks in dispatch. Upcoming trainings for dispatch include a certified training officer as well as a tactical operator with SPOTS via NCIC. We do have some upcoming maternity leaves and are adjusting the schedules, using per diems and the dispatch supervisor to cover open shifts. There will be some overtime.

**PROSECUTION - ADULT:** There were 322 new cases with 343 charges. There were 99 guilty pleas, 90 not guilty, 40 cases nol prossed. There were 94 who failed to appear, 5 found guilty by the court, 7 cases dismissed by the court and 4 cases placed on file. There were 4 cases continued.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 17 petitions. There were 21 arraignments (6 were rescheduled). There were nine trials (5 pleas, 4 continued). There were 5 hearings, (1 review, 3 violation, 1 dispositional). One charge nol prossed for juvenile aging out. There were 3 investigations or complaints/warrant for bail jumping, and 2 motions to impose suspended sentences or motions to bring case forward for trial.

Lt. Gould attended a meeting for Ryan Home Project to discuss ideas related to teens in need of housing and services.

#### **SCHOOL RESOURCE OFFICERS:**

High School Highlights: Officer Jackson attended Teen Night. He completed some LEADS classes. He filed a complaint and warrant for an issue involving an adult student. He did daily checks on the external doors, Hanson Pines and related parking lots. He performed a "secured campus drill" with staff and students. He counseled students on issues of fighting. He completed 2 offense and 2 arrest reports.

Middle School Highlights: Sgt. Deluca completed the LEADS lesson 5 with 150 students. He attended Teen Night. He worked with guidance and students on societal and emotional stress issues. He assisted the William Allen School with an issue involving a parent and also assisted with a re-entry meeting at School Street. He completed a texting lesson with 7<sup>th</sup> graders. He had one offense report and five arrest reports.

Elementary School Highlights: Officer Porfido did daily checks with all schools throughout the week for safety issues and school lunch. He did a check in at Maple Street for two students and met with the William Allen principal and a student regarding a face book post. He conducted crossing guard responsibilities at a couple of locations in the City where there are vacancies. He worked with Officer Danie regarding Skate-with-a-Cop, and skated with the Rochester Team for the game with the Granite Cannons. He monitored the William Allen School for traffic issues. He chaperoned a field trip to the Museum of Science in Boston. Officer Porfido also visited the Hope Program on a regular basis and coordinated a public skate event for the students with the Rochester Ice Arena.

Explorer Post: Officer Jackson held two Explorer meetings this month. He is working on setting up a post meeting at Pease Air Force Base.

Comm. Stevens commented what an honor it is for Sgt. Deluca to be recognized as LEAD instructor for New Hampshire.

**DIVERSION:** February Teen night had the highest attendance this school year with 237 youth. Our partner service agency was Seacoast Youth Services. Nicole completed additional work on the Juvenile Justice Summit and the Justice Transformation project. She also assisted the POP Unit with the Skate with a Cop event promoting pro-social youth relationships.

**EMD USE:** Display and Deploy: None                      Display Only: None

**FORFEITURE SPENDING:** We spent \$59.99 for cruiser equipment.

**HONOR GUARD:** The Honor Guard will participate in the Battle of the Badges, C.H.a.D. game on March 13, 2020.

**HOUSING:** We had 28 Police related calls for service this month. There has been a concern about some homeless people getting into the Wyandotte building. We are working on target hardening with the maintenance and parking the cruiser there to deter activity. One person was trespassed from the property. There were six background checks for new applicants.

**FINANCIAL/PURCHASING:** We are 66% through the fiscal year and overall where we should be in our spending. We have had some minor transfers in heating fuel and staff

development for some training. Our second projection is still showing a surplus of about \$288,000., most from salary and benefit lines throughout the year.

Comm. Stevens commented like other departments, we use our appropriated funds wisely and what we don't use goes back to the general fund. We don't just spend to spend.

Comm. Stanley asked was that before the \$51,000 authorized by the Council for the ISB furniture project.

Chief Toussaint confirmed it was. We will be updating the furniture in the investigations bureau. He said its really not a want, it's a need. What is in there was all hand-me-downs from the former Cabletron. The City's Joint Loss Management Committee has said you can't have things the way they are in there. There are not enough outlets in there and there are extension cords, which are tripping hazards. It is not safe. This is way overdue.

Comm. Stevens said this was going in next year's budget anyway. So it will be done this year instead.

Dep. Chief Boudreau added that we did have this as a project in our FY21 budget. However, during our FY21 budget presentation to the City Manager we proposed funding this with surplus FY20 funding. As noted, all of that furniture was hand-me-down and original to our move-in date in 2004. The Council finance committee recommended approval and sent this on to the full council for a vote, which they approved at their March 3, 2020 meeting. We are looking at state of the art workstations, ergonomic desks, electric outlets, paint and carpeting. It is long overdue and will last them for another fifteen years.

Our presentation on the FY21 operating budget is scheduled for April 28, 2020 and the CIP projects for May 12, 2020. The City Manager's overall budget presentation to Council is for April 21.

The online crime reporting software project has moved into the testing phase. We sent emails out to various individuals asking them to be part of the testing and to provide feedback on the process.

Comm Stanley said there is language that says if further review is needed you may be contacted. As a citizen filing a report with my local PD, I think I would want some type of response, not you may be contacted. Even if its just an email that we have your report, and pending nothing further needed it will be filed.

Dep. Chief Boudreau said there is an auto generated response when you put in your email that gives notification we received the report and assigns it a number.

Comm. Stanley commented then it is likely no one will respond.

That is correct, unless further follow up is necessary.

Comm. Stanley said then the email needs to be clear that this may be the only contact you have from us. A citizen may be thinking I've submitted and I'm waiting to hear from an officer. There will be times they won't hear. It needs to be obvious.

Dep. Chief Boudreau noted that he will look at the file to see if that can be modified. We think this is going to be helpful and convenient for the public. Sometimes they will call and report something suspicious, such as the car was gone through, but nothing was taken, so they don't necessary need to see us.

Comm. Stanley asked if video can be attached.

Dep. Chief Boudreau said you can attach photos. He will check on the video.

Chief Toussaint said that if the citizen has video it is likely something we would want an officer to go collect.

Dep. Chief Boudreau said we could have multiple reports of similar activity and one officer may be assigned follow up for all of them. We are in test phase through March and then we will go live with it.

Purchases of \$5,000.00 or more requiring a signature from the Commission included the Watchguard Systems in car video system for new cruiser; payment for equipment on the radio project; new mobile radios (two) for cruisers.

The Council accepted our JAG Grant. It had been approved in February, but it wasn't allocated correctly in the language. It needs to go to a non-lapsing multi-year fund. As the Commission is aware, we are purchasing the outer vest carriers with that money.

**HIRING:** We still have one full time police position remaining to be filled. Sgt. Cost has mapped out our next hiring process to create an eligibility list. We have received the list of people who took the most recent Great Bay College police entrance exam and have sent invitations to our process. We also will be starting advertisement with Indeed.com which we have had good luck with. We have requested two new positions in the FY21 budget. If they are approved, we are targeting attendance in the August academy.

**TRAINING:** Officers' Colson and Knox are through eight weeks of the Academy, with no concerns. Officer Marshall has been released to solo patrol. Officers' Miller and Flathers are



moving into their final observation period prior to being released to solo patrol. During the month, we sent personnel to various training classes, which included search and seizure mobile enforcement training. And a LEAD Conference in New Jersey.

Sgt. Cost and Off. Root are working on a basic criminal investigation course to be taught in house. With their combined experience, our goal is to further develop the abilities of some of our younger officers in investigating criminal cases.

### **Other.**

Drug Take Back Day. We registered with the DEA for Drug Take Back Day on April 25, 2020. It runs from 10a-2P here in front of the police department.

COPS Grant. We received notice that the COPS office had grant funding available. Applications are due by March 11. The City Manager gave us permission to apply for one officer. This grant funds \$125,000 over three years and we are obligated to keep the officer for an additional year. Our current COPS grant for the SRO in the middle school expires this month.

This application will not affect our request for officers in the budget this year. But it may assist us getting additional personnel down the road. It is a very competitive grant, with short application timetables. We don't know at this point, if we will get the position.

Comm. Stevens noted that we have had good luck in the past.

Chief Toussaint said they like to have specific areas that you will target, such as drugs or violent crime. We would use it to beef up our POP unit.

## **6. CORRESPONDENCE:**

Correspondence for the month included: Off. Plumb and Off. Butcher are thanked by a victim of domestic violence for how they handled the call for service. Spec. Bibeau, Spec. Spicer, Off. Johnson, Off. Williams-Hurley, Sgt. Benjamin, Off. Riddle and Off. Robinson are recognized for patience and kindness addressing the concerns of a citizen. A victim of credit card fraud thanks Off. Root for his assistance.

## **7. INFORMATION:**

A. 2019 Year End Reports. Comm. Stevens said the year-end reports contain a lot of good information and are a good snapshot of the things we do, and do well, such as affirmative action, crisis intervention and the tactical team. A number of the SWAT calls were in Rochester this past year. I think we had the most. But it does show it's a worthwhile team to belong to.

Chief Toussaint said it is. He said even if you don't stay with the team, you get sound tactical techniques that you will use in your career, which also prepares you for future leadership roles.

Comm. Stevens was impressed with the 2019 internal investigations from 31 to 12; at one point back in 2011 and 2013 we had in the 60's. That is a good sign of leadership from the top down is keeping a handle on things.

Chief Toussaint said we employ some quality people who do good and professional work, on a daily basis.

Comm. Stevens added that we have hired some quality people and any department would be lucky to have them.

Comm. Stanley also commented on the drop in the number of internal investigations. The fact that six were internally generated and six were externally generated says that we are doing the job.

Comm. Stanley commented the one thing that stood out to me, and my concern might not founded is the use of force numbers. While significantly down, which again is a huge positive when calls are up, what stood out to me was that two officers had 24 of the 81 incidents, which is almost 30% of the total number. Looking at when those occurred they were during the evening shift, which was responsible for 45 of the 81 incidents. So those two were responsible for over half of the incidents on that shift. It may or may not be an issue. I just want to make sure we are looking at that and are aware of those numbers.

Capt. Pinkham said that all Use of Force is reviewed. The Sergeant responds out to the call, and completes a use of force report. That report is then reviewed by the Lieutenant, and forwarded to the Captain. Many layers of review go into these. If there are issues that are noticed, they are addressed. He added that the 4-12 shift is historically the shift with the highest number.

Chief Toussaint said that we are aware. When we have high numbers, we do look closer. Even if the force is justified and follows policy it can be a disturbing pattern if it's the same officer repeatedly, which is part of the reason we look at and analyze the year-end closely.

Comm. Stevens said you have to make sure what it is. Just a display of the taser can be a use of force.

Chief Toussaint said not can be. It is.

Comm. Stevens continued that a use of force doesn't mean it was a physical altercation it just means we had to move up the escalation to get the person to comply.

A use of force can be as simple as an officer directing a person to put their hands behind their back, and if they don't comply, an officer can take the wrist and help them do it.

Chief Toussaint said if you have to grab a wrist to handcuff, or they are pulling away and you pull them back, we do a use of force report on that.

Comm. Stanley said we are way down on use of force, shockingly low; I just want to make sure that we are cognizant of the percentage of these calls between small numbers of officers. And I know we are. I am not suggesting in any way that we are beating on suspects.

Chief Toussaint added these things go hand in hand with internal investigations. If people feel in any way that too much force was used, they make a complaint and that would show up in our internal investigations.

#### **8. NON-PUBLIC SESSION: (Pursuant to: RSA 91-A:3)**

**Commissioner Stanley MOVED to enter a nonpublic session at 7:41 P.M. pursuant to RSA 91-A:3, paragraph II, section A (personnel) and section E (legal.) Comm. Stevens SECONDED the motion. The motion PASSED by roll call vote 2 - 0 with Comm. Stevens and Comm. Stanley voting in the affirmative.**

**The non-public session closed at 8:00 P.M. on a MOTION by Comm. Stanley, SECOND by Comm. Stevens. The motion PASSED by roll call vote 2 - 0 with Comm. Stevens and Comm. Stanley voting in the affirmative.**

**Comm. Stanley MOVED to seal the minutes indefinitely. SECOND by Comm. Stevens. The motion PASSED by roll call vote 2 - 0 with Comm. Stevens and Comm. Stanley voting in the affirmative.**

#### **9. MISCELLANEOUS:**

**Comm. Stanley MOVED to award per the collective bargaining agreement a merit track advancement on the respective anniversary date to Off. Dwayne Hatch to merit track 6. Comm. Stevens SECONDED the motion. The motion PASSED unanimously.**

#### **10. ADJOURNMENT:**

**Comm. Stevens MOVED to adjourn. SECOND by Comm. Stanley 8:01 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION:

ADOPTION  
**ROCHESTER POLICE DEPARTMENT**  
23 Wakefield Street  
Rochester, New Hampshire 03867  
(603) 330-7127

**POLICY #: 1.3.4.2**

**SUBJECT: Use of Force, Pepper Ball Gun System**

**UPDATED: 03/04/2020**

NOTE: This written directive is for the internal governance of the Rochester Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**DISCUSSION:** The purpose of this policy is to establish the circumstances, deployment, and after-action practices regarding the use of Pepperball SA200 System.

1. CHARACTERISTICS.

A. Pepperball SA200, is a mix of OC Contamination (Burning sensation on skin, involuntary closure of eyes, respiratory irritation, impaired breathing - coughing, feeling of panic) and Kinetic energy impact.

1. Kinetic Pepper System (long range delivery for OC using High Pressure Air - 3000 PSI)

2. Can be used on individual targets and for area saturation

(a). Target specific range: ~~0-30~~ 0 - 60 ft.

(b). Area saturation: ~~0-100~~ 0 - 150 ft.

~~3. SA200 is a modified Tippman Carbine (paintball gun)~~

3. Pepperball system is a mix:

(a) Kinetic energy impact

(b) OC contamination

(c) Psychological effect (sound, impact, and unknown weapon system – in appearance) -  
They may think they've been shot with a lethal system.

(d) If one part fails (ie: not affected by OC), then you still have other effects.

(e) Approximately 14% of population is not affected by OC.

5. System is ~~non-~~ less-lethal

6. Safe to fire at point blank range.

2. RANGE/TACTICS.

A. Pepperball SA200 System

1) .68 Caliber rounds weighing ~ 2 g (lighter than paintballs at 3.2 g)

2) Rounds are plastic and frangible (micro-scored on interior to fracture upon impact)

3) Rounds are rigid enough to prevent fracturing inside launcher during firing.

4) ~~Accuracy of rounds / launcher: at 30 ft, 7 9" groups~~

(a) ~~Due to the weight of the projectiles, they loose accuracy beyond 30 ft.~~

4) ~~5) Rounds travel at approximately 300 to 380~~ 280-385 ft per second

5) ~~6) Kinetic energy of rounds is 8-12 ft / lbs of energy (similar to paintballs, although they weigh approximately 1/3 less).~~

6) ~~7) Pepperball projectiles impact with a greater sting than paintballs because the hard plastic casing focuses the energy on a smaller area.~~

(a) The gel cap of the paintball round allows the kinetic energy to be spread over a wider area, producing less sting.

### 3. PRECAUTIONS.

#### A. Pepperball SA200 System

1) The Pepperball SA200 System is target specific from ~~0 to 30~~ 0 to 60 feet. It is safe at point blank range. The only area of a person's body that should not be targeted is the face, ~~region~~ neck and spine.

2) Clothing of suspects: Heavily clothed suspects (winter jackets, etc) may cause projectiles to not break. In this event, less heavily clothed areas may be targeted (i.e. legs).

### 4. DECONTAMINATION OF OC SPRAY AND PEPPERBALL SA200

A. Once an attacker has been sprayed and has ceased resisting, undertake decontamination procedures.

B. Instruct him/her to calm down and relax, handcuff him/her, and tell him/her to try and breathe normally.

C. Move him/her to fresh air, if possible.

D. Flushing the affected area with cool water will speed recovery time. The Rochester Police Department utilizes the eye wash station located in the booking room, near the fingerprint area for the decontamination of OC exposure. Fresh water is used to flush out the eyes and the area is then pat dried with paper towels

E. All symptoms should disappear within 15-45 minutes. Decontamination processes will be conducted at the Police Department in the temporary holding cell, as indicated in paragraph D of this Section.

1) Obtain medical attention if the subject requests it, or the symptoms persist beyond 45 minutes. If a suspect requests medical attention for the decontamination process, the suspect will be transported to Frisbie Hospital Emergency Room as soon as possible for the process. Officers shall notify the suspect if he/she requests medical treatment for the decontamination process, it SHALL BE at his/her own expense. ~~The attending officer will ensure that the suspect signs a medical release form provided by the hospital prior to treatment, which will ensure that the~~

~~responsible party for payment of the emergency room treatment is the suspect and NOT the Police Department.~~

F. All subjects who have been sprayed will be given a copy of the Rochester Police Department "Release Care Instructions."

G. Officers will notify the Strafford County Jail personnel of any prisoner transported to their facility who has been sprayed with O.C.

H. Officer's should take precautions when handling prisoners who have been sprayed with OC, due to the possibility of being exposed to bodily fluids (i.e., mucous secretions from the nose and mouth). Protective disposable gloves should be worn when handling prisoners exposed to OC. Officers should be familiar with SOP 41, AIDS/Infectious Disease, section for Precautions and Custody Procedures.

I. Decontamination procedures shall be effected when a police vehicle transports a person exposed to OC. An "Isolation Area-Do Not Enter" sign shall be posted and the vehicle taken to the service center for decontamination procedures (where appropriate). The vehicle maintenance guidelines set forth in SOP 41 AIDS/Infectious Disease will be followed.

## 5. PLACEMENT ON THE FORCE CONTINUUM.

A. The Pepperball SA-200 is a force option that may be employed at any times as appropriate, and as dictated by:

1) threat levels

2) relative capabilities of an officer and subject, such as physical exhaustion, martial arts skills, multiple subjects, etc., or

3) special circumstances which may require you to escalate quickly to the Pepperball SA-200, skipping other steps on the force continuum.

B. The Pepperball SA200 should **NEVER** be used on a **PASSIVELY RESISTING** subject. It shall only be used against ~~ACTIVE AGGRESSIVE RESISTANCE~~ **ACTIVE AGGRESSION OR ACTIVE RESISTANCE** or a credible threat of aggressive resistance coupled with an apparent present ability to carry it out. **USE SHALL NOT CONTINUE ONCE THE SUBJECT HAS CEASED RESISTING.**

## 7. CARE AND MAINTENANCE.

A. Pepperball SA200

1) Depressurizing SA200:

- a. make sure chamber is clear (SA200 Pepperball System is unloaded)
- b. Point SA200 Pepperball System in a safe direction
- c. Slide on/off slide to the "off" position

2) Storage of the Pepperball SA200 System

- a. The SA200 Pepperball System will be stored in the trunk of the supervisor's vehicle in its protective case. SA200 The Pepperball System and rounds are able to withstand high heat and cold temperatures.
- b. The SA200 Pepperball System will be stored with one air bottle attached and the second in the carrying case as a spare in case of a malfunction.
- c. Rounds can be preloaded in the hopper for faster deployment. A spare container of rounds will be stored in the carrying case also. These are for refilling the hopper after use.
- d. SA200 ~~instructors~~ Supervisors are responsible to check the spare container of rounds during normal maintenance checks. If more rounds are needed, instructors shall be notified.

### 3) Calibrating Pepperball System

a. Pepperball Instructors should calibrate the Pepperball System using a Chronograph and set the FPS to the manufacturers recommended settings.

- (1). Round Pepperball 280-315 FPS
- (2). Shaped Pepperball 280-385 FPS

## 8. TRAINING.

A. No officer shall deploy the Pepperball SA200 system without first attending an ~~six (6) hour~~ instructional / user course.

## 9. REPORTS TO BE USED FOR THE PEPPERBALL SA200 System.

A. An incident report, as well as an OC use report shall be filed whenever an officer deploys the Pepperball SA200 System against a human being, or an animal, other than in an officially scheduled training session.

B. All OC Use Reports will be forwarded to the Patrol Division Captain.

## 10. RESTRICTED USE IN SCHOOLS AND HOSPITALS

Due to the characteristics associated with OC, the use of this product is prohibited in schools and hospitals. Officers will need to utilize other tools if use of force is deemed necessary in either a school or a hospital. This restriction is due to the ventilation systems, and building designs.

---

APPROVED: PAUL R. TOUSSAINT  
CHIEF OF POLICE



**PATROL DIVISION  
MONTHLY REPORT  
March 2020**

**R.U.N. Program:**

All six wards were scheduled to meet in April, but due to the health pandemic, all ward meetings are on hold.

**RPOA:** Lt. Bossi attended the March meeting. Lt. Bossi spoke about the staffing at the department, and how we have been able to use the staff. He talked about the new P.O.P. Unit and advised that he will be bringing them to the next meeting to introduce them and they can talk about and answer questions on what they do. Lt. Bossi talked about crime as warm weather approaches and provided crime prevention tips. The next meeting will be on April 9<sup>th</sup> at 8am at the Hellenic Center, 219 Long Hill Road in Dover.

**HONOR GUARD:** We were set to participate in the Battle of the Badges, C.H.a.D. game on March 15<sup>th</sup>, but were cancelled 15 March 2020. Due to COVID-19 concerns the event was closed to the public. C.H.a.D. did request our participation in their benefit football game this summer, and we are now preparing for this event. The HG received a donation of three brand new 9mm carbine rifles from the American Legion. They are a nice addition to the unit and we will be working to replace the remaining WW2 era rifles that are currently in use. These new ones are lighter, easier to maintain, easier to find ammo for, and are more compact. We are pleased to have received the donation.

**K-9:** This month the Rochester K9 Unit responded to a total of five calls for service. All of the calls were for tracks, and they were all in Rochester.

**CompStat:** There was a slight increase in traffic stops this month. Traffic stops have been dedicated to the high-density downtown areas, and along the main roads that lead in to that area. Many motor vehicle violation and arrests have been for minor offenses. From proactive traffic stops this month, we had four DWI arrests and several consent searches that did not yield anything.

We are still seeing accidents occurring on the main roads in and out of town as well as around the heavy visited shopping areas. We are still seeing a trend in parking lot accidents. Two accidents resulted in DWI arrests that were from narcotics. Most of the DWIs this month came from calls for service—eight of these were alcohol related DWIs.

Thefts from motor vehicles were low for the month, and we are still seeing most of the thefts coming from motor vehicles left unlocked. There were no suspects, patterns or trends generated from these investigations.

There were a couple of burglaries in which large value tools were taken. The investigations bureau recovered most of the tools from a property in Maine. There were several suspects for many of these cases. We are waiting for lab results to come back for evidence recovered.

In relation to drug possessions, most are from searches incident to arrests where subjects have drugs in their possession. We have started to see edible marijuana and vaping marijuana incidents coming from the schools. Officers are still pushing rehabilitation programs to assist those addicted to drugs, but people are not very receptive to the information.

There have not been any other trends or patterns in property crimes.

Respectfully submitted,

Captain Jason Thomas

# Rochester Police Department

## February 2020 Comp Stat Report



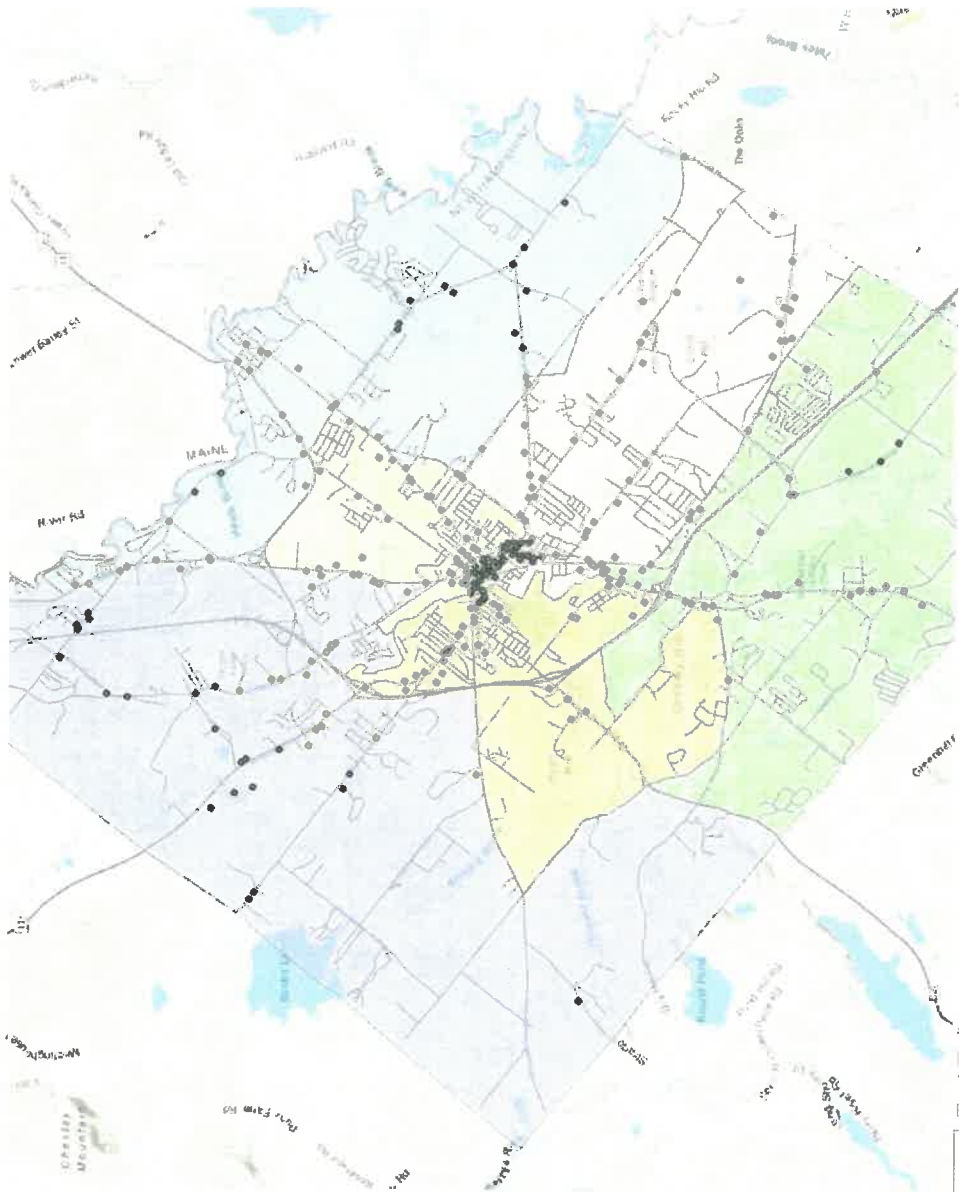
# Field Activities

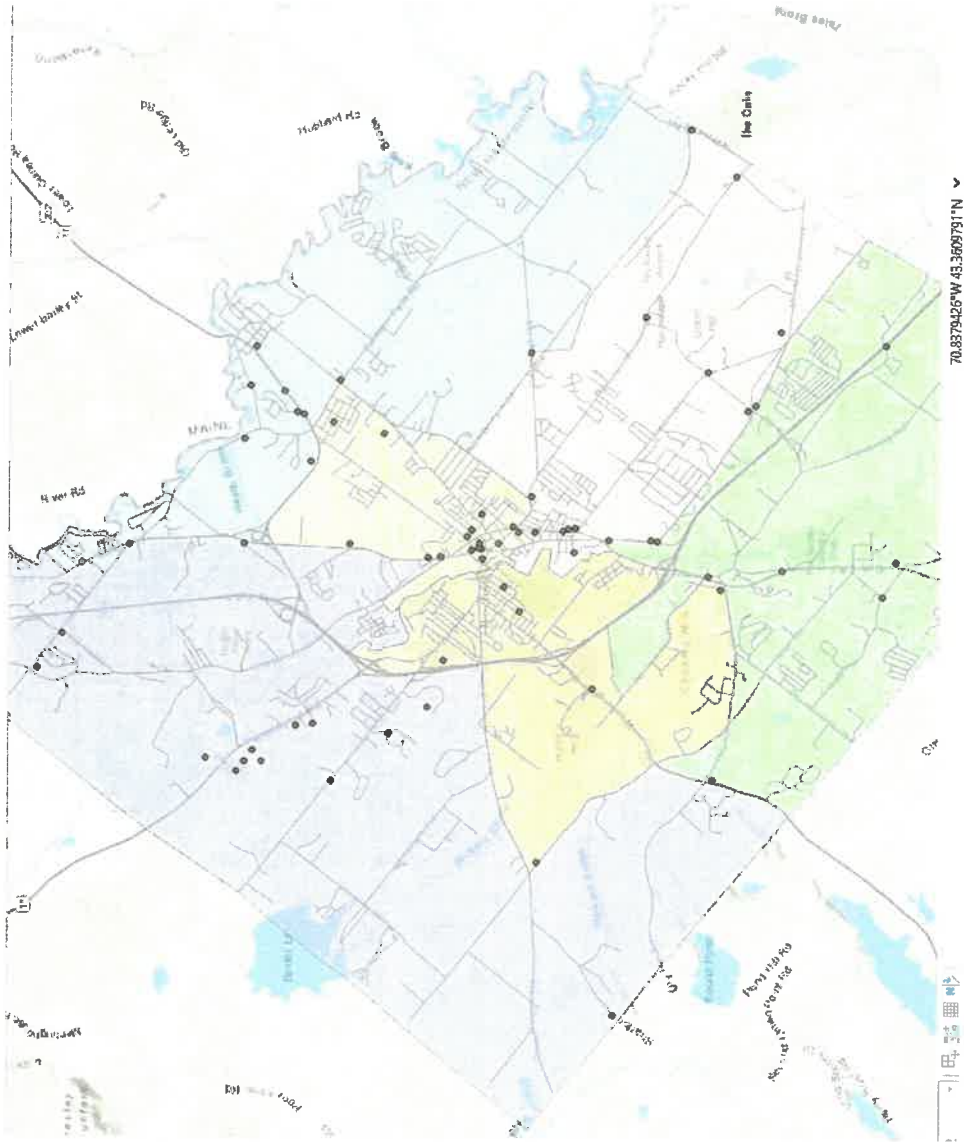
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	612	341	79%	549	11%	498	1223	627	95%	1881
Arrests from Stops	14	26	-46%	25	-44%	18	39	43	-9%	55
Summons	36	15	140%	12	200%	6	48	25	92%	100
Warnings	551	294	87%	500	10%	457	1051	546	92%	1664
No Action	8	5	60%	10	-20%	10	18	12	50%	46
Accidents	81	76	7%	81	0%	121	162	162	0%	157
Summons from ACs	3	2	50%	0	100%	4	3	4	-25%	4
Arrests from ACs	5	4	25%	5	0%	1	10	13	-23%	13
Field Interviews	8	4	100%	8	0%	6	16	7	129%	7
DWI	10	7	43%	3	233%	6	13	10	30%	10
Narcotics	2	4	-50%	2	0%	0	4	5	-20%	1
Alcohol	8	3	167%	1	700%	6	9	5	80%	9
DWI from Accidents	2	2	0%	2	0%	5	4	2	100%	5

### Traffic Stops

- 612 Traffic Stops
- 14 Arrests
- 36 Summons
- 551 Warnings

The majority of traffic stops this month continues the recent trend of activity in the high-density enforcement area downtown and along main roads that lead into that area.





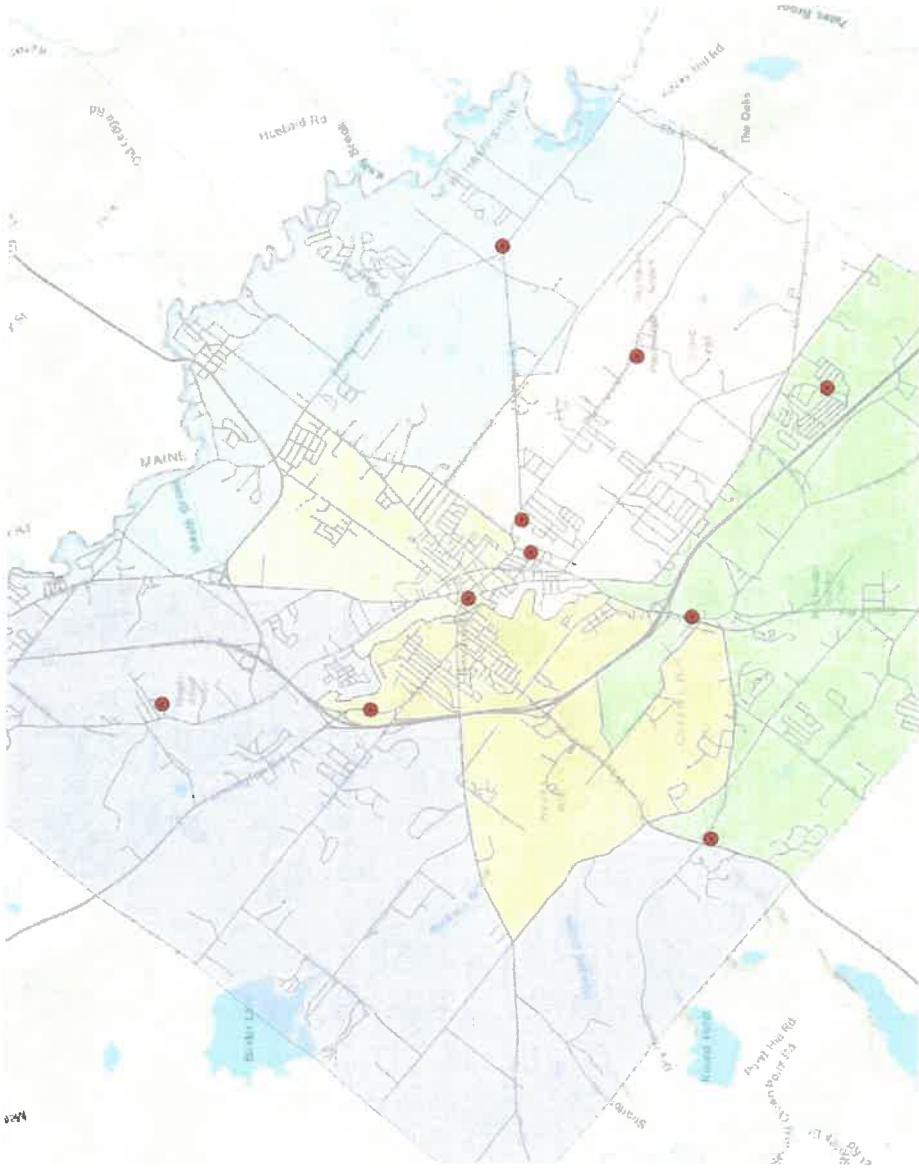
## **Motor Vehicle Crashes**

- 81 total crashes
- 2 reported crashes that resulted in DWI arrests.
- Parking lot trend w/minor crashes continues.
- Roads with highest crashes:
  - Wakefield St (5)
  - Washington St (3)
  - Farmington Rd (3)
- Busiest Days:
  - Thursday (14)
  - Friday (14)
  - Saturday (15)
  - Sunday (13)



## 10 DWI arrests

- 2 arrests result of traffic accident
- 4 arrests result of calls for service
  - 1 was a domestic disturbance
  - 1 was for a motorist assist, off the road
- 4 arrests result of officer initiated traffic stop



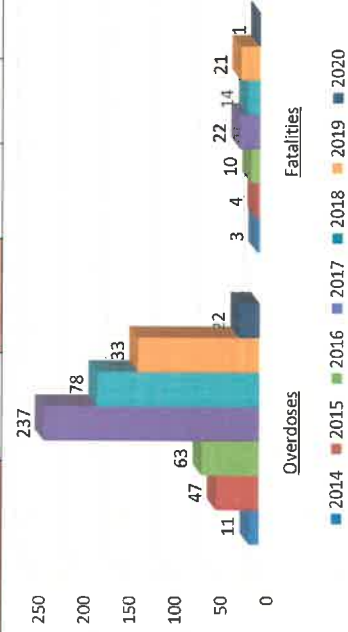
# Property Crimes

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD-19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	4	6	-33%	4	0%	7	8	9	-11%	13%	15%	14
Shoplifting	12	25	-52%	23	-48%	27	35	54	-35%	109%	82%	43
Theft from a Building	12	18	-33%	17	-29%	11	29	34	-15%	24%	28%	36
Theft from MV (including Parts)	6	12	-50%	4	50%	9	10	17	-41%	10%	4%	20
All Other Theft	9	4	125%	8	13%	10	17	9	89%	24%	7%	15
MV Theft	2	0	100%	2	0%	2	4	7	-43%	50%	18%	5
Vandalism	34	21	62%	27	26%	27	61	53	15%	36%	28%	53
<b>Total Property</b>	<b>79</b>	<b>86</b>	<b>-8%</b>	<b>85</b>	<b>-7%</b>	<b>93</b>	<b>164</b>	<b>183</b>	<b>-10%</b>	<b>42%</b>	<b>28%</b>	<b>186</b>
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD-19	% Change			
Burglary	0	3	-100%	1	-100%	1	1	4	-75%			
Shoplifting	5	24	-79%	33	-85%	17	38	52	-27%			
Theft from a Building	1	2	-50%	6	-83%	2	7	8	-13%			
Theft from MV (including Parts)	1	1	0%	0	0%	0	1	2	-50%			
All Other Theft	1	1	0%	3	-67%	0	4	1	300%			
MV Theft	0	0	0%	2	-100%	0	2	1	100%			
Vandalism	8	6	33%	14	-43%	6	22	23	-4%			
<b>Total Property</b>	<b>16</b>	<b>37</b>	<b>-57%</b>	<b>59</b>	<b>-73%</b>	<b>26</b>	<b>75</b>	<b>91</b>	<b>-18%</b>			



# Drug Incidents

All Incident Reports												
	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-2020	YTD-2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Specific Crimes												
Possession	10	16	-38%	17	-41%	14	27	24	13%	67%	75%	16
Drug Events	21	28	-25%	14	50%	23	34	39	-13%			N/A
Overdoses	13	17	-24%	9	44%	10	22	21	5%			23
Fatal	1	1	0%	0	100%	5	1	1	0%			2
<b>Total Drug</b>	<b>31</b>	<b>44</b>	<b>-30%</b>	<b>31</b>	<b>0%</b>	<b>37</b>	<b>61</b>	<b>63</b>	<b>-3%</b>			<b>39</b>
					<b>Arrests</b>							
Specific Crimes												
Possession	6	10	-40%	12	-50%	5	18	18	0%			12



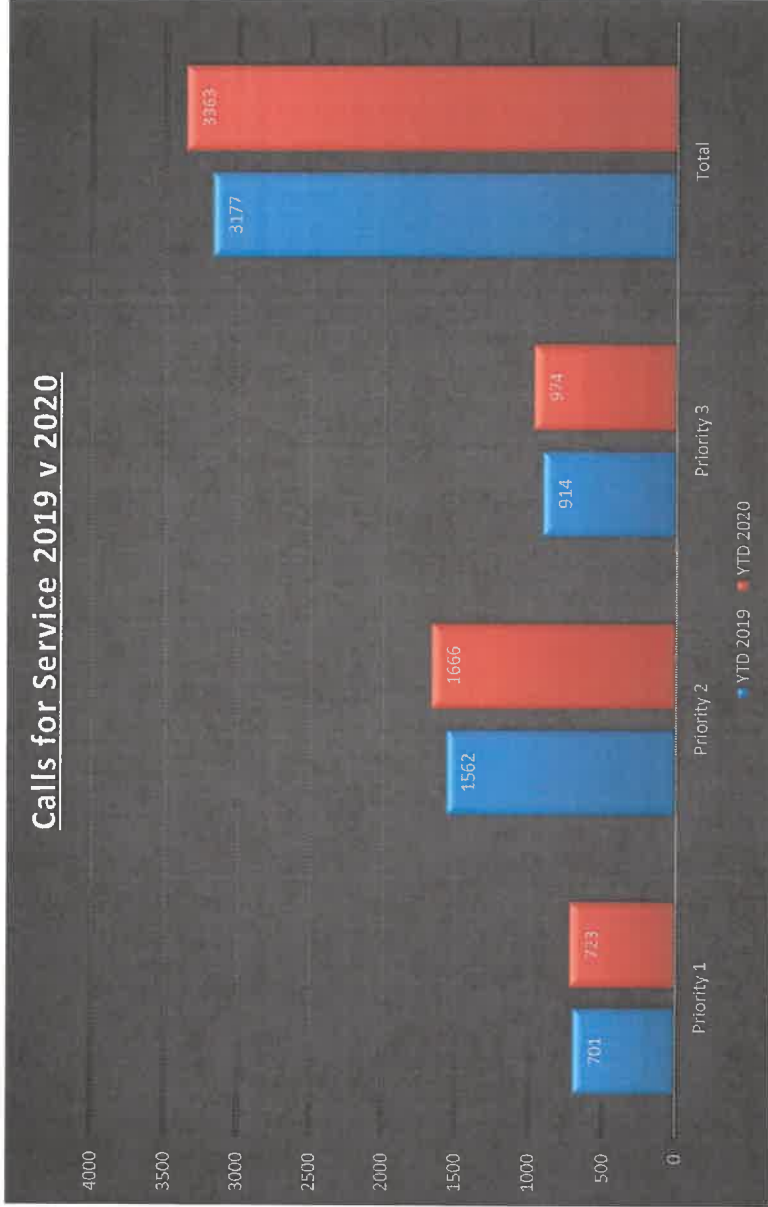
# Violent Crimes

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	1	1	0%	1	0%	0	2	2	0%	0%	150%	4
Aggravated Assault from DV*	3	4	-25%	2	50%	6	5	7	-29%	60%	71%	8
Simple Assault	1	1	0%	1	0%	5	2	3	-33%	100%	100%	6
from DV*	34	29	17%	32	6%	38	67	58	16%	45%	66%	83
Simple Assault	18	17	6%	14	29%	28	32	30	7%	59%	67%	45
<b>Total Violent</b>	<b>38</b>	<b>34</b>	<b>12%</b>	<b>35</b>	<b>9%</b>	<b>44</b>	<b>74</b>	<b>67</b>	<b>10%</b>	<b>26%</b>	<b>72%</b>	<b>95</b>
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change			
Homicide	0	0	0%	0	0%	0	0	0	0%			
Robbery	0	0	0%	0	0%	0	0	3	-100%			
Aggravated Assault from DV*	1	3	-67%	2	-50%	4	3	5	-40%			
Simple Assault	12	19	-37%	16	-25%	19	30	38	-21%			
from DV*	9	11	-18%	10	-10%	17	19	20	-5%			
<b>Total Violent</b>	<b>13</b>	<b>22</b>	<b>-41%</b>	<b>18</b>	<b>-28%</b>	<b>23</b>	<b>31</b>	<b>46</b>	<b>-33%</b>			

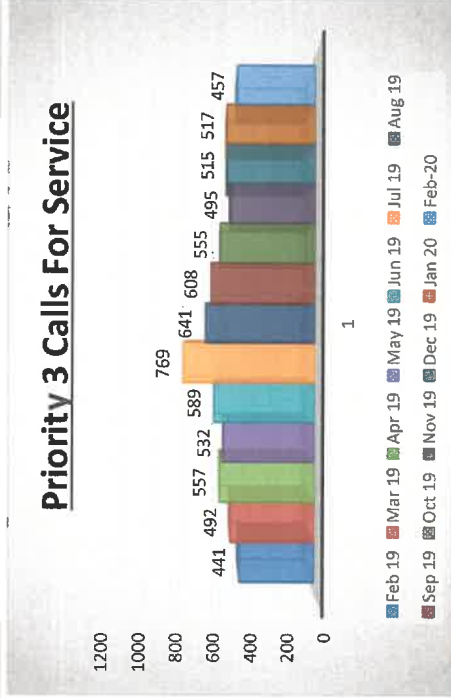
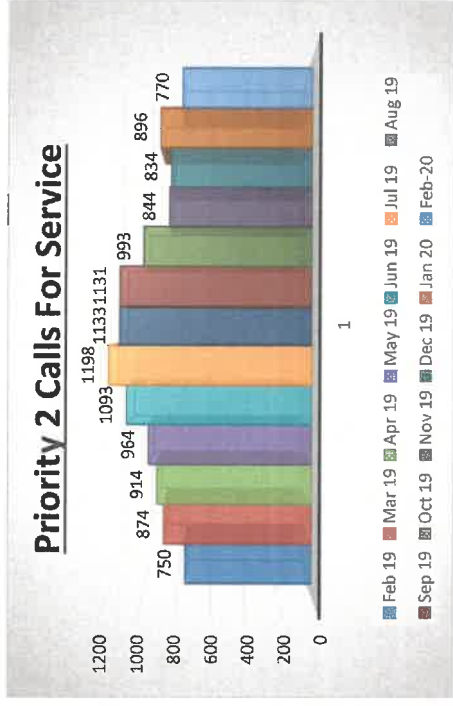
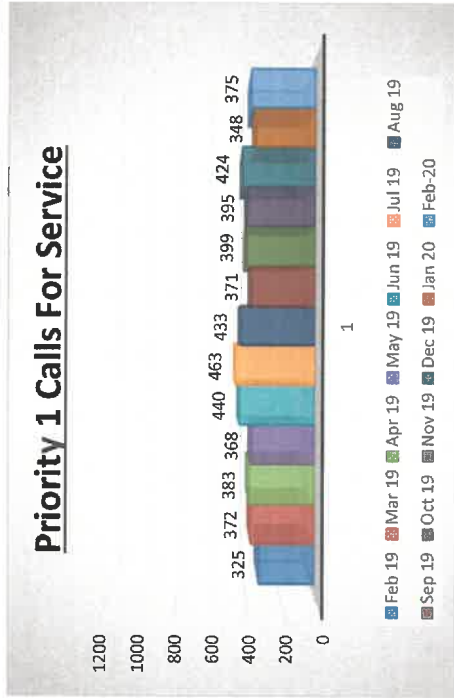
# 2020 Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-101	81	Normal
Traffic Stop	763	418-1108	612	Normal
DWI	7	5-10	10	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	6	3-8	3	Normal
Simple Assault	39	30-47	35	Normal
Burglary	9	5-13	4	Low
Shoplifting	24	17-31	12	Moderately Low
Theft from Building	18	11-25	17	Normal
Theft from MV	16	7-25	6	Low
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	34	Normal
Possession	16	10-21	10	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	46	36-56	39	Normal
Property	121	92-150	79	Low

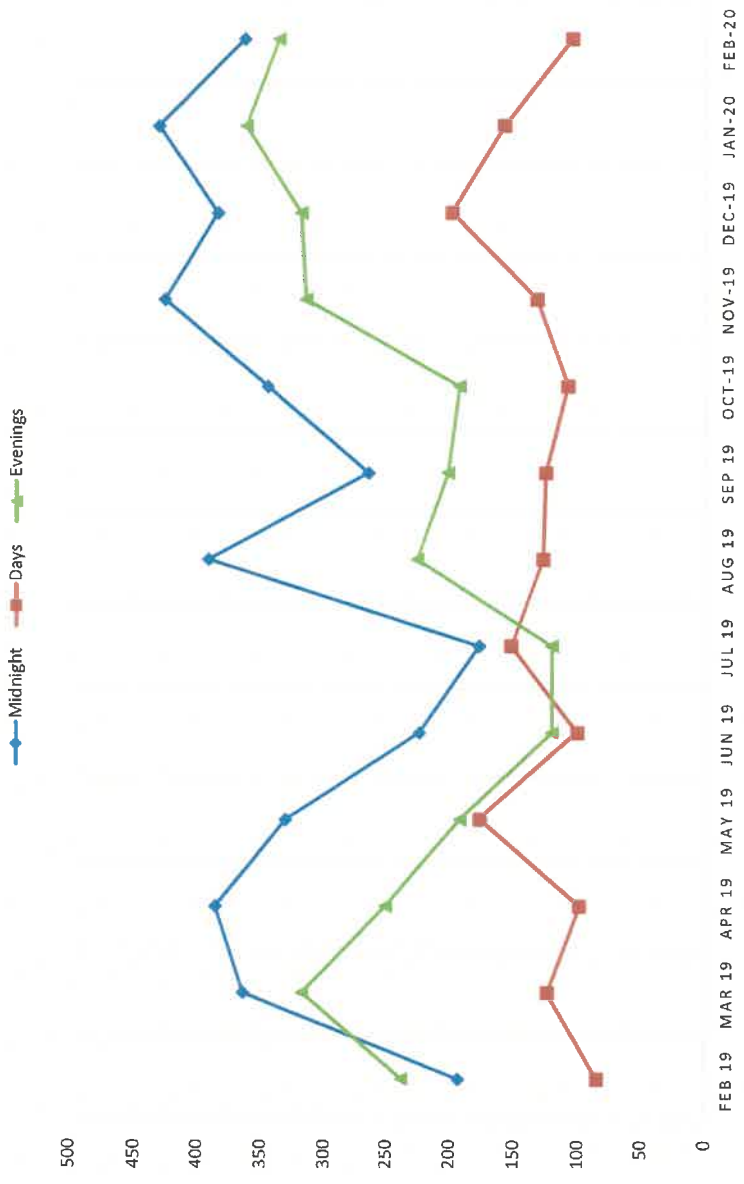
### Calls for Service 2019 v 2020



# Calls For Service By Month



# Monthly Proactive Hours by Shift



# Domestic Violence Related Statistics

## February 2020

### Breakdown of Domestic Violence cases for the month of January:

Total Cases: (90F + Arrests): 29

90F: 14

Misdemeanor Arrests: 14. Of those 14, two cases involved non-arrest calls for service in the preceding 12 months. Both were intimate partner cases.

Felony Arrests: 1. Of those arrests, none involved a non-arrest call for service in the preceding 12 months.



**SUPPORT SERVICES DIVISION  
MONTHLY REPORT  
MARCH 2020**

**INVESTIGATIVE SERVICES BUREAU (ISB):**

- 50 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 81 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 0 cases/true bills presented at Grand Jury due to Court shutdown
- 8 phones analyzed with Cellebrite
- There were 4 callouts during this period (3 OD Deaths and Jackson St fire death case).
- 1 Polygraph examinations
- 1 Background investigations
- 2 Sexual offender compliance checks

**EVIDENCE:**

- Number of pieces taken in: 346
- Number of pieces returned: 54
- Number of pieces destroyed: 36

**COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT:**

- The first full week of existence for the new POP Unit (Sgt. Babine, Officers Robinson, Seager and Danie) went very well. In the first week they began following up with overdoses, making contact with homeless to track camps and movement, made several arrests, started working drug operations and building cases, introduced themselves to downtown businesses and worked with other agencies during their Granite Shield.
- With the changes made to operations resulting from the COVID-19 pandemic, the unit has transitioned in to building cases, researching trends, being a presence in the community to show strength/support/safety and helping patrol/isb where it is needed.
- Officer Danie had a huge success with the RAD program this month and continued with his meetings and duties until the outbreak.

**COMMUNICATION CENTER - DISPATCH:**

- Our new dispatcher is 3 weeks into her training, answering phones and toning ambulances.
- Dispatch was able to reach a tentative agreement in negotiations and expect a final draft of their contract soon.
- Trainings were canceled this month because of the COVID-19 pandemic.
- SPOTS terminals were added to two additional computers in dispatch making all four computers available to SPOTS access.
- We were able to utilize our new radio equipment early by establishing a second dispatch location to be used as a backup. This is to be used only if we have a potential case of COVID in the center and need to quarantine and decontaminate the center. With the help of 2 way, IT and the Gonic FD we were able to get the ball rolling on this within a 24 hour window. This



backup center is fully functional and can dispatch police, fire and ems along with taking incoming calls for service from the public.

- Maternity leaves (3) will be starting shortly – One of the specialists volunteered to go to midnight shift to cover our first maternity leave and absorb majority of the overtime associated with that absence.
- The radio project was set to begin in April however because of the COVID outbreak and utilizing the new radio equipment, which is now delayed.

### **ADULT PROSECUTION**

- Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity.

### **JUVENILE PROSECUTION/ SCHOOL RESOURCE OFFICERS/ EXPLORERS**

**Juvenile Prosecution:** The below numbers are not typical as a result of the reduction of cases being presented by the Court

#### **New cases:**

- Petitions: 3
- CHINS: 1
- Motions To Impose Suspended Sentences: 0
- Motions to Bring Forward a Diversion Agreement for Sentence: 0

#### **Hearings:**

- 1 = Emergency Placement AND/OR Arraignment
- 6 = Arraignments (set for trial, but those have been cancelled for now)
- 6 = Arraignments (resolved with a plea)
- 1 = Arraignment rescheduled, MTC, FTA
- 3 = Review hearings
- 4 = Violation hearings
- 7 = Trials resolved with a plea
- 2 = Trials with True (guilty) finding
- 8 = Trials either FTA or MTC

#### **Completed Investigation District Courts Cases:**

- 5 Investigations/complaint/warrant for **Bail Jumping** from District Court
- 9 Motion to **Impose suspended** sentences or Motions to **Bring case forward for trial**

#### **Other:**

- Completed **16** RSA 193:1 warrants/investigations (waiting to make the cases active when the public allowed back to the PD for normal business)
- 25 hours: doing District Court/Prosecution work typically done by an Administrative Assistant

- With the closing of the court, Lt. Gould is dealing with JPPOs on a daily basis to deal with juveniles on the caseload, what to do with them when we are unable to file violations in court at this time, etc.
- Lt. Gould will be monitoring the full dispatch logs daily to make sure that patrol is handling cases properly when dealing with juvenile issues and will pass along any needed calls for service to JPPOS while the Court has reduced hearings etc..
- 3/7 Represented Rochester in in the Winni Dip for Special Olympics. The RPD team raised approximately \$5000.

**SRO highlights:** \*\*COVID-19 school closures went into effect March 18<sup>th</sup>. SRO Jackson and Porfido have been assigned to Patrol during the closure while SRO Deluca has been assisting the schools with helping families in need of services get food and other items needed during the closure. \*\*

High School: Officer Jackson

- worked Teen Night
- worked with the Foreign Language Class to make a video
- taught 3 Criminal Justice classes involving SWAT instruction; brought the Bear Cat and SWAT equipment
- two different occasions assisted Admin with dealing with two sets of unruly parents
- counseled four sets of parents regarding legal issues and school rules
- LEADS: completed half of the lessons for two classes before school was called off
- 2 arrest reports for Unlawful Possession Tobacco
- 1 offense report that will result in charges/petitions

Middle School: Sgt. Deluca

- attended the LEAD conference and received the “Instructor of the Year” award for all US States.
- worked Teen Night
- dealt with 15 different instances of assisting students with learning how to migrate through social issues
- dealt with 9 students regarding available interventions for dealing with stress
- completed LEAD lesson plans 1-7, now trying to figure out how to present on-line to students while school has been postponed to on-line learning
- weekly security checks on doors
- target hardening several rooms with teachers and staff
- working on an active shooter plan for end of season school drill
- assisted the entire RMS Admins staff with preparations for school shut-down and on-line learning such as disseminating all school Chromebooks to students, giving out food to students for “End 68 Hours of Hunger”, etc.
- working with the teachers at RMS and working daily with assisting the teachers and the on-line learning, assisting students with homework via video chat
- 1 offense report for police information
- 0 arrests

### Elementary School (9): Officer Porfido

- worked Teen Night
- weekly check-ins at all schools
- participated in afternoon recess, Phys Ed sessions and lunches with students
- worked with McDonald's to obtain 1000 dessert cards to use as gifts to students who successfully complete LEADS at the Elementary and Middle School(s)
- Police Explorer meetings
- met with parents at Chamberlain School about a juvenile matter involving two students
- Rotary fingerprinting at William Allen School
- assisted School St School with an issues involving a parent/student issue
- since the schools closed Officer Porfido has been checking in daily with all the principals to see if there is any assistance needed regarding students at home, etc.
- 1 offense report

### Explorer Post: Officer Jackson

- Officer Jackson held two Explorer meetings this month.
- One of the two meetings was held at Pease Air Force Base Military Police

### **DIVERSION PROGRAM/TEEN DRUG COURT**

- March's Teen Night drew another high attendance turnout for this year, with 231, making this year's on average attendance being 214 youth accessing Teen Night. We had New England Wellness and Martial Arts attend as the local service provider connecting to the youth for the month.
- Due to safety caution the remainder of the year, Teen Night for April & May have been canceled due to Covid risks.
- Staff continues to work on the Juvenile Probation Transformation Certificate Program with the State team in developing the state-wide plan with our Capstone summary being presented at the end of the month. Challenges with the submission are that all deadlines are moving targets due to the Covid cancelations and inability to have contact with individuals and groups.
- Staff has had to juggle rescheduling the many events being working on, the Diversion Network Annual Summit, the Strafford County Addiction Team's Legislative Breakfast, Diversion Network's meetings and trainings and helping diversion programs find ways to conduct work virtually. The Covid precautions have forced many programs to find ways to use technology that never have, so creativity in forms and technology tools has been the focus for the Diversion Network.
- Staff attended the End Youth Homelessness Summit and was able to network with the new Vice President of the Granite YMCA, which is working hard at connecting to the Rochester community.
- Staff continues to work with Berlin PD in developing a diversion option for Coos County.
- Staff helped the Employee Recognition Committee with the Employee Appreciation Day, as Staff was requested to be a Committee Member.

### **HOUSING:**

- There were 33 police related calls for service this month at the various housing buildings.
- There were 5 background checks performed for potential new residents.
- Officer Blair has adjusted his operations to comply with COVID-19, but is still patrolling and being a presence at the various buildings.
- Officer Funk remains out of work due to injury and his return status is still not known

Respectfully Submitted,

Captain Todd Pinkham  
Support Services Division

NEW BUSINESS MONTHLY

**ADMINISTRATIVE MONTHLY REPORT** REPORTS - ADMIN  
March 2020

**Financial/Purchasing**

- We are approximately 75 % of the way through FY20 and overall our operating budget is in line with where we would expect to be.
- On March 19<sup>th</sup> the finance office notified all departments of a budget freeze, which will be evaluated on April 20<sup>th</sup>. The freeze was a result of the ongoing Covid-19 crisis. While this will have an effect on some of our budget purchases, we will be allowed to make emergency purchases for day-to-day operations.
- After receiving approval from the city council to move \$51,000 from our salary lines to our O&M for purchase of furniture for the ISB division, this project is being placed on hold due to the budget freeze. I have talked with the sales representative and based upon several factors it is unknown if we are given the permission to move forward on April 20<sup>th</sup> if we will be able to get the project completed before the June 30<sup>th</sup> deadline.
- Our online crime reports platform is currently up and running. We made a quick push to bring it online a little earlier than expected due to changes in our day-to-day operations because of the covid-19 crisis. During this crisis, we hope this platform will allow citizens to file non-priority reports and limit the face-to-face contact with officers to protect everyone. While slow starting we have had a limited amount of reports filed online.
- Our JAG funds were accepted this month and we have filed the required paperwork with the JAG office. This is the first year we have managed our own JAG grant in many, many years. We are required to complete some on line training prior to the funds being distributed. The vests are part of a state bid contract for Safariland equipment and I have reached out to the dealer to get the process moving forward. I have also been soliciting from officers what they want for pouches on their vests so I can put a complete list together for the order.
- The radio replacement project will not be affected by the budget freeze, as it is an “in process” project. The greatest part of the Motorola gear has been delivered to 2-way Communications and they are working on staging it in their lab. Due to the covid-19 crisis we have actually utilized some of the radio gear to set up a second dispatch location at the Gonic Fire Station in case of a contamination in the main center.
- I have been in contact with our Irwin Ford in regards to our FY20 cruiser purchase. They’ve advised both of the cruisers have been built, and one of the is in transit to the dealership. I don’t have an explanation regarding why only one of the two is in transit. Irwin holds the state bid and it is my guess with many agencies waiting for their cruisers they are trying to spread them out among the agencies.

- Purchases of \$5000 or more which would require a signature from the commission this month.
  - New workstations for ISB
  - IT switches and gear associated with the radio replacement project. This was not signed by the commission in an effort to limit potential exposures to Covid-19.

### **Training/Hiring**

- Recruit Officers Knox and Colson have completed 11 weeks of the police academy. Unfortunately, due to the Covid-19 crisis, the academy was shut down on Monday March 16<sup>th</sup> and they sent the recruits to their agencies. The academy was not only concerned about having 67 recruits so close together in dorm living, but several instructors were cancelling as they didn't want to be potentially exposed. Throughout the week, the academy staff has been working on remote learning platforms and they are starting remote learning on March 24<sup>th</sup>. It appears the recruits will continue remote learning through most of April. It is unknown at this point how it will affect graduation.
- Officers Miller and Flathers have since been released on to solo patrol after they successfully completed their exit interviews on March 16<sup>th</sup>.
- Officer Bilodeau has had moved in his final observation week and is scheduled for his final training review board on March 30<sup>th</sup>. By extending his time in FTO it has allowed him to better address his report writing and case management. His FTO's have noted an improvement.
- Due to the ongoing Covid-19 crisis, we have made the decision to postpone the physical agility test which was scheduled for April 4<sup>th</sup>. There were no certified candidates. Given the situation we are under with the current recruit academy, it is unknown if the May Academy will start on schedule. We were aiming with this process for the August academy, as the May Academy is at maximum applicants. As this crisis starts to decline, we will reschedule the testing.
- During the month we sent personnel to various training classes which included:
  - Officers Plumb and Hatch to the 40hr CIT certification
  - Sgt. Babine to managing narcotics informants
  - Officers Danie, Murphy, Oswald, Plumb to basic drug investigations
  - SWAT members attended a bomb awareness for SWAT officers course outside of their normal training.
  - Officer Root to portable breath test instructor certification

### **Other**

- Due to the Covid-19 crisis, the DEA cancelled the National Drug Take Back Day. At this time, it has not been rescheduled.

Respectfully Submitted,  
Gary Boudreau  
Deputy Chief of Police



**March 2020**  
**Expense & Revenue Reports**

NEW BUSINESS MONTHLY  
REPORTS - FINANCIALS



CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 PD ADMINISTRATIVE SERVICES							
12010053 511001 SALARIES - FULL	622,251.00	.00	622,251.00	474,302.95	.00	147,948.05	76.2%
12010053 511002 SALARIES - PART	102,602.00	.00	102,602.00	77,335.17	.00	25,266.83	75.4%
12010053 511003 SALARIES - EARL	.00	.00	.00	.00	.00	.00	.0%
12010053 511004 SALARIES - HOLI	.00	.00	.00	.00	.00	.00	.0%
12010053 511005 SALARIES - OUTS	192,000.00	.00	192,000.00	148,289.70	.00	43,710.30	77.2%
12010053 511099 SALARIES - ADJU	23,340.00	.00	23,340.00	.00	.00	23,340.00	.0%
12010053 513001 OVERTIME - REGU	.00	.00	.00	.00	.00	.00	.0%
12010053 513002 OVERTIME - TRAI	.00	.00	.00	.00	.00	.00	.0%
12010053 513004 OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12010053 514000 EDUCATION INCEN	9,000.00	.00	9,000.00	.00	.00	.00	.0%
12010053 516000 LONGEVITY	3,550.00	.00	3,550.00	6,576.66	.00	2,423.34	73.1%
12010053 521100 HEALTH INSURANC	62,733.00	.00	62,733.00	2,950.00	.00	600.00	83.1%
12010053 521200 DENIAL INSURANC	1,824.00	.00	1,824.00	48,638.64	.00	14,094.36	77.5%
12010053 521300 LIFE INSURANCE	1,217.00	.00	1,217.00	1,240.56	.00	583.44	68.0%
12010053 522000 SOCIAL SECURITY	13,497.00	.00	13,497.00	981.75	.00	235.25	80.7%
12010053 523000 RETIREMENT CONT	239,140.00	.00	239,140.00	10,012.31	.00	3,484.69	74.2%
12010053 523300 RETIREMENT STAT	.00	.00	.00	159,807.89	.00	79,332.11	66.8%
12010053 525000 UNEMPLOYMENT CO	.00	.00	.00	.00	.00	.00	.0%
12010053 526000 WORKERS' COMPEN	68,512.00	.00	68,512.00	65,615.39	2,896.61	.00	100.0%
12010053 528001 DISABILITY INSU	3,150.00	.00	3,150.00	2,657.18	.00	492.82	84.4%
12010053 531002 STIPEND	.00	.00	.00	.00	.00	.00	.0%
12010053 532001 STAFF DEVELOPME	17,543.00	500.00	18,043.00	11,485.00	375.50	6,182.50	65.7%
12010053 532200 CONTRACTED SERV	72,000.00	.00	72,000.00	71,928.04	74.20	-2.24	100.0%*
12010053 533003 PHOTO DEVELOPME	3,910.00	.00	3,910.00	300.00	.00	300.00	.0%
12010053 533004 MEDICAL SERVICE	1,000.00	979.00	4,889.00	3,715.18	860.82	313.00	93.6%
12010053 533005 ANIMAL DISPOSAL	.00	.00	1,000.00	452.00	548.00	.00	100.0%
12010053 533009 LEGAL	.00	.00	.00	.00	.00	.00	.0%
12010053 533010 LABOR NEGOTIATI	4,000.00	.00	4,000.00	1,786.15	2,213.85	.00	100.0%
12010053 533011 ANIMAL BOARDING	.00	.00	.00	.00	.00	.00	.0%
12010053 534001 STATE FEE COMPU	.00	.00	.00	.00	.00	.00	.0%
12010053 541100 WATER/SEWAGE	3,430.00	.00	3,430.00	1,660.50	1,041.90	727.60	78.8%
12010053 543001 VEHICLES MAINT	33,000.00	.00	33,000.00	14,034.86	6,751.49	12,213.65	63.0%
12010053 543002 EQUIPMENT MAINT	53,480.00	.00	53,480.00	38,298.24	7,598.06	7,583.70	85.8%
12010053 543500 INSURANCE CLAIM	5,000.00	.00	5,000.00	3,278.65	.00	1,721.35	65.6%
12010053 544200 RENTAL OF EQUIP	400.00	.00	400.00	400.00	400.00	.00	100.0%
12010053 544500 LEASE COPIER/PR	14,748.00	.00	14,748.00	14,581.31	.00	166.69	98.9%
12010053 544900 RENTAL OF OTHER	.00	.00	.00	.00	.00	.00	.0%
12010053 552001 FLEET INSURANCE	9,674.00	.00	9,674.00	8,861.00	813.00	.00	100.0%
12010053 552002 PROPERTY INSURA	4,199.00	.00	4,199.00	3,846.00	353.00	.00	100.0%
12010053 552003 GENERAL LIABILI	26,404.00	.00	26,404.00	24,185.00	2,219.00	.00	100.0%





CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 552004 OFFICERS LIABIL	43,423.00	.00	43,423.00	39,774.00	3,649.00	.00	100.0%
12010053 553000 COMMUNICATIONS	43,118.00	.00	43,118.00	26,212.57	2,570.82	14,334.61	66.8%
12010053 553400 POSTAGE FEES	8,050.00	.00	8,050.00	5,220.06	.00	2,829.94	64.8%
12010053 554000 ADVERTISING	500.00	.00	500.00	248.30	.00	251.70	49.7%
12010053 555000 PRINTING AND BI	4,000.00	.00	4,000.00	1,721.60	90.00	2,188.40	45.3%
12010053 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12010053 558000 TRAVEL	6,100.00	-500.00	5,600.00	2,426.69	2,428.38	744.93	86.7%
12010053 561003 OFFICE SUPPLIES	5,473.00	.00	5,473.00	2,834.94	545.21	2,092.85	61.8%
12010053 561005 PUBLICATIONS	2,250.00	.00	2,250.00	717.86	210.00	1,322.14	41.2%
12010053 561006 AMMUNITION	25,974.00	.00	25,974.00	24,246.82	570.00	1,157.18	95.5%
12010053 561008 VEHICLE SUPPLIE	11,030.00	.00	11,030.00	4,166.50	922.13	5,941.37	46.1%
12010053 561009 TRAINING MATERI	350.00	.00	350.00	313.72	.00	36.28	89.6%
12010053 561010 CLOTHING	37,500.00	.00	37,500.00	20,702.79	3,339.06	13,458.15	64.1%
12010053 561032 OTHER OPERATION	16,885.00	.00	16,885.00	4,405.44	1,604.03	10,875.53	35.6%
12010053 562200 ELECTRICITY	60,000.00	.00	60,000.00	37,762.70	21,501.46	10,735.84	98.8%
12010053 562400 HEATING FUEL	7,500.00	3,000.00	10,500.00	7,368.73	3,131.27	.00	100.0%
12010053 562600 VEHICLE FUEL	77,984.00	-3,435.00	74,549.00	30,858.71	.00	43,690.29	41.4%
12010053 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	.0%
12010053 573401 ADMIN EQUIPMENT	1,500.00	.00	1,500.00	166.29	.00	1,333.71	11.1%
12010053 573900 OTHER EQUIPMENT	14,244.00	50,456.00	64,700.00	4,579.94	39,247.04	20,873.02	67.7%
12010053 581000 DUES AND FEES	2,520.00	.00	2,520.00	1,563.00	810.00	147.00	94.2%
12010053 581100 DONATION EXPEND	.00	.00	.00	.00	.00	.00	.0%
12010053 589003 SEIZED PROPERTY	.00	.00	.00	.00	.00	.00	.0%
12010053 589004 SEIZED PROPERTY	.00	.00	.00	.00	.00	.00	.0%
12010053 589005 DARE CONTRIBUTI	.00	.00	.00	.00	.00	.00	.0%
12010053 589006 DARE CONTRIBUTI	.00	.00	.00	.00	.00	.00	.0%
12010053 589007 CITY WIDE PROGR	.00	.00	.00	.00	.00	.00	.0%
12010053 589100 LLEBG 102 RECEI	15,750.00	.00	15,750.00	11,242.00	3,129.01	1,378.99	91.2%
12010053 589101 LLEBG 102 FEDER	.00	.00	.00	.00	.00	.00	.0%
12010053 589102 LLEBG 102 CITY	.00	.00	.00	.00	.00	.00	.0%
12010053 589113 LLEBG 115 RECEI	.00	.00	.00	.00	.00	.00	.0%
12010053 589114 LLEBG 115 FEDER	.00	.00	.00	.00	.00	.00	.0%
12010053 589115 LLEBG 115 CITY	.00	.00	.00	.00	.00	.00	.0%
12010053 589130 COPSMORE 032 RE	.00	.00	.00	.00	.00	.00	.0%
12010053 589131 COPSMORE 032 FE	.00	.00	.00	.00	.00	.00	.0%
12010053 589132 COPSMORE 032 CI	.00	.00	.00	.00	.00	.00	.0%
TOTAL PD ADMINISTRATIVE SERVIC	1,976,055.00	51,000.00	2,027,055.00	1,423,052.79	109,892.84	494,109.37	75.6%
12012453 PD PATROL SERVICES							
12012453 511001 SALARIES - FULL	3,040,202.00	-51,000.00	2,989,202.00	2,064,985.49	.00	924,216.51	69.1%



CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012453 511002 SALARIES - PART	48,787.00	.00	48,787.00	38,915.67	.00	9,871.33	79.8%
12012453 511003 SALARIES - EARL	92,769.00	.00	92,769.00	44,320.27	.00	48,448.73	47.8%
12012453 511004 SALARIES - HOLI	128,978.00	.00	128,978.00	91,289.35	.00	37,688.65	70.8%
12012453 511099 SALARIES - ADJU	1,571.00	.00	1,571.00	.00	.00	1,571.00	.0%
12012453 513001 OVERTIME - REGU	108,546.00	.00	108,546.00	96,665.33	.00	11,880.67	89.1%
12012453 513002 OVERTIME - TRAI	28,940.00	.00	28,940.00	23,348.75	.00	5,591.25	80.7%
12012453 513004 OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12012453 514000 EDUCATION INCEN	21,000.00	.00	21,000.00	13,326.39	.00	7,673.61	63.5%
12012453 516000 LONGEVITY	.00	.00	.00	1,500.00	.00	-1,500.00	100.0%*
12012453 521100 HEALTH INSURANC	460,576.00	.00	460,576.00	325,424.99	.00	135,151.01	70.7%
12012453 521200 DENTAL INSURANC	11,244.00	.00	11,244.00	8,250.25	.00	2,993.75	73.4%
12012453 521300 LIFE INSURANCE	464.00	.00	464.00	383.77	.00	80.23	82.7%
12012453 522000 SOCIAL SECURITY	48,101.00	.00	48,101.00	32,708.93	.00	15,392.07	68.0%
12012453 523000 RETIREMENT CONT	960,386.00	.00	960,386.00	651,135.23	.00	309,250.77	67.8%
12012453 523300 11539 RETIREMENT	.00	.00	.00	.00	.00	.00	.0%
12012453 525000 UNEMPLOYMENT CO	.00	.00	.00	.00	.00	.00	.0%
12012453 526000 WORKERS' COMPEN	.00	.00	.00	.00	.00	.00	.0%
12012453 528001 DISABILITY INSU	.00	.00	.00	15.01	.00	-15.01	100.0%*
12012453 532001 STAFF DEVELOPME	.00	.00	.00	.00	.00	.00	.0%
12012453 533003 PHOTO DEVELOPME	.00	.00	.00	.00	.00	.00	.0%
12012453 533004 MEDICAL SERVICE	.00	.00	.00	.00	.00	.00	.0%
12012453 533005 ANIMAL DISPOSAL	.00	.00	.00	.00	.00	.00	.0%
12012453 533011 ANIMAL BOARDING	.00	.00	.00	.00	.00	.00	.0%
12012453 543001 VEHICLES MAINT	.00	.00	.00	.00	.00	.00	.0%
12012453 543002 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00	.0%
12012453 544200 RENTAL OF EQUIP	.00	.00	.00	.00	.00	.00	.0%
12012453 544900 RENTAL OF OTHER	.00	.00	.00	.00	.00	.00	.0%
12012453 553000 COMMUNICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012453 553400 POSTAGE FEES	.00	.00	.00	.00	.00	.00	.0%
12012453 554000 ADVERTISING	.00	.00	.00	.00	.00	.00	.0%
12012453 555000 PRINTING AND BI	.00	.00	.00	.00	.00	.00	.0%
12012453 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12012453 558000 TRAVEL	.00	.00	.00	.00	.00	.00	.0%
12012453 561003 OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.0%
12012453 561005 PUBLICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012453 561010 CLOTHING	.00	.00	.00	.00	.00	.00	.0%
12012453 561032 OTHER OPERATION	.00	.00	.00	.00	.00	.00	.0%
12012453 562600 09529 VEHICLE FU	.00	.00	.00	.00	.00	.00	.0%
12012453 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	.0%
12012453 573401 ADMIN EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012453 573900 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012453 581000 DUES AND FEES	.00	.00	.00	.00	.00	.00	.0%
TOTAL PD PATROL SERVICES	4,951,564.00	-51,000.00	4,900,564.00	3,392,269.43	.00	1,508,294.57	69.2%
12012553 PD SUPPORT SERVICES							

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553 511001 SALARIES - FULL	145,718.00	.00	145,718.00	109,792.21	.00	35,925.79	75.3%
12012553 511002 SALARIES - PART	195,384.00	.00	195,384.00	111,300.13	.00	84,083.87	57.0%
12012553 511003 SALARIES - EARL	.00	.00	.00	.00	.00	.00	.0%
12012553 511004 SALARIES - HOLI	.00	.00	.00	.00	.00	.00	.0%
12012553 511099 SALARIES - ADJU	1,749.00	.00	1,749.00	.00	.00	1,749.00	.0%
12012553 513001 OVERTIME - REGU	3,000.00	.00	3,000.00	993.34	.00	2,006.66	33.1%*
12012553 513002 OVERTIME - TRAI	.00	.00	.00	736.58	.00	-736.58	100.0%*
12012553 513004 OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12012553 514000 EDUCATION INCEN	.00	.00	.00	.00	.00	.00	.0%
12012553 516000 LONGEVITY	2,530.00	.00	2,530.00	1,465.00	.00	1,065.00	57.9%
12012553 521100 HEALTH INSURANC	31,737.00	.00	31,737.00	24,816.96	.00	6,920.04	78.2%
12012553 521200 DENTAL INSURANC	900.00	.00	900.00	674.85	.00	225.15	75.0%
12012553 521300 LIFE INSURANCE	228.00	.00	228.00	225.85	.00	2.15	99.1%
12012553 522000 SOCIAL SECURITY	25,885.00	.00	25,885.00	16,641.69	.00	9,243.31	64.3%
12012553 523000 RETIREMENT CONT	17,010.00	.00	17,010.00	12,286.45	.00	4,723.55	72.2%
12012553 523300 11539 RETIREMENT	.00	.00	.00	.00	.00	.00	.0%
12012553 525000 UNEMPLOYMENT CO	.00	.00	.00	.00	.00	.00	.0%
12012553 526000 WORKERS' COMPEN	.00	.00	.00	.00	.00	.00	.0%
12012553 528001 DISABILITY INSU	.00	.00	.00	.00	.00	.00	.0%
12012553 532001 STAFF DEVELOPME	1,674.00	.00	1,674.00	1,163.74	.00	510.26	69.5%
12012553 533003 PHOTO DEVELOPME	.00	.00	.00	.00	.00	.00	.0%
12012553 533004 MEDICAL SERVICE	.00	.00	.00	.00	.00	.00	.0%
12012553 543001 VEHICLES MAINT	.00	.00	.00	.00	.00	.00	.0%
12012553 543002 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00	.0%
12012553 544200 RENTAL OF EQUIP	.00	.00	.00	.00	.00	.00	.0%
12012553 544900 RENTAL OF OTHER	.00	.00	.00	.00	.00	.00	.0%
12012553 553000 COMMUNICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012553 553400 POSTAGE FEES	.00	.00	.00	.00	.00	.00	.0%
12012553 554000 ADVERTISING	.00	.00	.00	.00	.00	.00	.0%
12012553 555000 PRINTING AND BI	.00	.00	.00	.00	.00	.00	.0%
12012553 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12012553 558000 TRAVEL	.00	.00	.00	.00	.00	.00	.0%
12012553 561003 OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.0%
12012553 561005 PUBLICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012553 561009 TRAINING MATERI	.00	.00	.00	.00	.00	.00	.0%
12012553 561010 CLOTHING	.00	.00	.00	.00	.00	.00	.0%
12012553 561032 OTHER OPERATION	.00	.00	.00	.00	.00	.00	.0%
12012553 562600 09529 VEHICLE FU	.00	.00	.00	.00	.00	.00	.0%
12012553 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	.0%
12012553 573401 ADMIN EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012553 573900 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012553 581000 DUES AND FEES	.00	.00	.00	.00	.00	.00	.0%
12012553 589007 CITY WIDE PROGR	.00	.00	.00	.00	.00	.00	.0%
TOTAL PD SUPPORT SERVICES	425,815.00	.00	425,815.00	280,096.80	.00	145,718.20	65.8%

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	7,353,434.00	.00	7,353,434.00	5,095,419.02	109,892.84	2,148,122.14	70.8%
TOTAL EXPENSES	7,353,434.00	.00	7,353,434.00	5,095,419.02	109,892.84	2,148,122.14	



FOR 2020 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	7,353,434.00	.00	7,353,434.00	5,095,419.02	109,892.84	2,148,122.14	70.8%

\*\* END OF REPORT - Generated by Rhonda Young \*\*

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12030153 DISPATCH CENTER							
12030153 511001 SALARIES - FULL	509,061.00	.00	509,061.00	338,668.14	.00	170,392.86	66.5%
12030153 511002 SALARIES - PART	2,000.00	.00	2,000.00	5,331.39	.00	-3,331.39	266.6%
12030153 511004 SALARIES - HOLI	18,794.00	.00	18,794.00	14,260.88	.00	4,533.12	75.9%
12030153 511099 SALARIES - ADJU		.00			.00		
12030153 513001 OVERTIME - REGU	34,000.00	.00	34,000.00	20,183.84	.00	13,816.16	59.4%
12030153 513002 OVERTIME-TRAINI	10,000.00	.00	10,000.00	2,375.46	.00	7,624.54	23.8%
12030153 516000 LONGEVITY	2,250.00	.00	2,250.00	1,849.98	.00	400.02	82.2%
12030153 521100 HEALTH INSURANC	136,038.00	.00	136,038.00	80,962.54	.00	55,075.46	59.5%
12030153 521200 DENTAL INSURANC	3,324.00	.00	3,324.00	2,130.89	.00	1,193.11	64.1%
12030153 521300 LIFE INSURANCE	40,879.00	.00	40,879.00	721.14	.00	157.86	82.0%
12030153 522000 SOCIAL SECURITY	40,989.00	.00	40,989.00	27,371.58	.00	13,617.42	66.8%
12030153 523000 RETIREMENT CONT	64,135.00	.00	64,135.00	42,098.38	.00	22,036.62	65.6%
12030153 525000 UNEMPLOYMENT		.00			.00		
12030153 526000 WORKERS' COMPEN	1,367.00	.00	1,367.00	696.85	670.15	.00	100.0%
12030153 528001 DISABILITY INSU	4,935.00	.00	4,935.00	3,710.25	.00	1,224.75	75.2%
12030153 532001 STAFF DEVELOPME	3,300.00	.00	3,300.00	916.00	783.00	1,601.00	51.5%
12030153 532200 CONTRACTED SERV		.00			.00		
12030153 533004 MEDICAL SERVICE		.00			.00		
12030153 533010 LABOR NEGOTIATI		.00			.00		
12030153 534001 STATE FEE COMPU	4,500.00	.00	4,500.00	1,716.00	.00	2,784.00	38.1%
12030153 534003 SOFTWARE MAINT//	4,130.00	.00	4,130.00		4,130.00	.00	100.0%
12030153 543002 EQUIPMENT MAINT	29,360.00	.00	29,360.00	21,004.94	3,688.04	4,667.02	84.1%
12030153 544500 LEASE COPIER/PR		.00			.00		
12030153 552003 GENERAL LIABILL	2,867.00	.00	2,867.00	2,626.00	241.00	.00	100.0%
12030153 553000 COMMUNICATIONS	500.00	.00	500.00	577.82	.00	-77.82	115.6%*
12030153 554000 ADVERTISING	68.00	.00	68.00		.00	68.00	.0%
12030153 556000 TUITION		.00			.00		
12030153 558000 TRAVEL	2,000.00	.00	2,000.00	633.55	28.58	1,337.87	33.1%
12030153 561003 OFFICE SUPPLIES	1,250.00	.00	1,250.00	560.59	213.79	475.62	62.0%
12030153 561010 CLOTHING	1,300.00	.00	1,300.00	199.00	.00	1,101.00	15.3%
12030153 561032 OTHER OPERATION	2,500.00	.00	2,500.00	606.37	.00	1,893.63	24.3%
12030153 573401 ADMIN EQUIPMENT	2,312.00	.00	2,312.00		375.99	1,936.01	16.3%
12030153 573900 OTHER EQUIPMENT		.00			.00		
12030153 581000 DUES AND FEES	469.00	.00	469.00	339.00	.00	130.00	72.3%
TOTAL DISPATCH CENTER	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	65.7%
TOTAL GENERAL FUND	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	65.7%
TOTAL EXPENSES	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	

FOR 2020 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	65.7%

\*\* END OF REPORT - Generated by Rhonda Young \*\*



03/25/2020 16:39  
rhonda.young

CITY OF ROCHESTER  
REVENUE FOR MARCH

IP 1  
glytdbud

FOR 2020 09

ACCOUNTS FOR:  
1000 GENERAL FUND

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
12011 POLICE CITY REVENUE						
12011 400403 AMUSEMENT PERMITS	.00	.00	.00	.00	.00	.0%
12011 400407 PISTOL PERMITS	-2,000.00	.00	-2,000.00	-1,140.50	-859.50	57.0%*
12011 402110 INCOME FROM COPY M	-5,000.00	.00	-5,000.00	-12,286.59	7,286.59	245.7%
12011 402111 OUTSIDE SECURITY S	-255,000.00	.00	-255,000.00	-191,188.03	-63,811.97	75.0%*
12011 402112 OUTSIDE DUTY ADMIN	.00	.00	.00	.00	.00	.0%
12011 402115 ALARM FEES	-5,000.00	.00	-5,000.00	-2,575.00	-2,425.00	51.5%*
12011 402120 WRECKER SERVICE IN	.00	.00	.00	.00	.00	.0%
12011 402121 DOG SHELTER & TRAN	-1,600.00	.00	-1,600.00	-1,844.00	244.00	115.3%
12011 402122 DOG FINES	-14,000.00	.00	-14,000.00	-16,833.00	2,833.00	120.2%
12011 405201 COURT FINES	-10,000.00	.00	-10,000.00	-3,118.38	-6,881.62	31.2%*
12011 405202 PARKING TICKETS	-5,000.00	.00	-5,000.00	-3,840.00	-1,160.00	76.8%*
12011 405203 EXCESS ALARM PENAL	-800.00	.00	-800.00	-760.00	-40.00	95.0%*
12011 406201 MISCELLANEOUS REVE	-8,000.00	.00	-8,000.00	-5,297.93	-2,702.07	66.2%*
12011 406209 POLICE RESTITUTION	-1,000.00	.00	-1,000.00	-564.64	-435.36	56.5%*
12011 406210 WITNESS FEES	-7,000.00	.00	-7,000.00	-3,143.86	-3,856.14	44.9%*
12011 406216 HOST TRAINING FEES	-6,000.00	.00	-6,000.00	.00	-6,000.00	.0%*
12011 406299 INSURANCE CLAIM RE	-5,000.00	.00	-5,000.00	.00	-5,000.00	.0%*
TOTAL POLICE CITY REVENUE	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%
12012 POLICE STATE REVENUE						
12012 402116 DRUG GRANT NEW HAM	.00	.00	.00	.00	.00	.0%
12012 402117 HIGHWAY SAFETY GRA	.00	.00	.00	.00	.00	.0%
12012 402118 PEDESTRIAN GRANT	.00	.00	.00	.00	.00	.0%
12012 402119 DWI GRANT	.00	.00	.00	.00	.00	.0%
TOTAL POLICE STATE REVENUE	.00	.00	.00	.00	.00	.0%
12013 POLICE FEDERAL REVENUE						
12013 402113 LLEBG GRANT	.00	.00	.00	.00	.00	.0%
12013 402114 JUSTICE DEPARTMENT	.00	.00	.00	.00	.00	.0%
TOTAL POLICE FEDERAL REVENUE	.00	.00	.00	.00	.00	.0%
TOTAL GENERAL FUND	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%
TOTAL REVENUES	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%


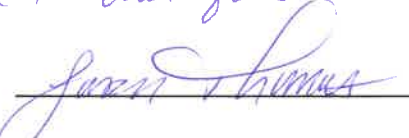




FOR 2020 09

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%

\*\* END OF REPORT - Generated by Rhonda Young \*\*

CORRESPONDENCE

<b>RECORD #</b>	<b><u>ROCHESTER POLICE DEPARTMENT</u></b>	<b><u>PERSONNEL RECORDS ENTRY FORM</u></b>
<b>1. <u>EMPLOYEE NAME:</u></b> Johnson, Hattie		<b>DATE:</b> 3.6.2020 <b>TIME:</b> 1700
<b>2. <u>TYPE OF ENTRY</u></b> ___ RECOMMENDATION                      ___ COUNSELING ___ TRAINING INTERVIEW                      ___ DISCIPLINARY ___ EVALUATION/FOLLOW UP <u>X</u> OTHER		
<b>3. <u>NARRATIVE:</u></b> Officer Johnson is recognized by a citizen for her actions at the scene of a significant motor vehicle collision. Johnson was cited as being "absolutely amazing," and it was noted that she took the extra step to ensure the well-being of an uninvolved witness and their son.		
<b>4. <u>ACTION TAKEN BY SUPERVISOR:</u></b> Prepared and submitted. Thank you for your compassion and professionalism.		
SIGNATURE: <u></u>		DATE: <u>3.6.2020</u>
<b>5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER:</u></b> <i>Way to go Hattie! Thank yu for your professionalism!          Forward to eval file</i>		
SIGNATURE: <u></u>		DATE: <u>3/9/2020</u>
<b>6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE:</u></b> <i>Great job Hattie!</i>		
SIGNATURE: <u></u>		DATE: <u>3-9-20</u>
<b>7. <u>COMMENTS OF CHIEF OF POLICE:</u></b> <i>Nice work Hattie!</i>		
SIGNATURE: <u></u>		DATE: <u>3/10/20</u>

8. ACKNOWLEDGMENT OF EMPLOYEE:

I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation.

EMPLOYEE SIGNATURE: 

DATE: 3/18/2025





## Andrew Swanberry

---

**From:**  
**Sent:** Friday, March 6, 2020 12:19 PM  
**To:** Andrew Swanberry  
**Subject:** [External] Patrol officers

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I don't know if you remember me, I used to go by the name [REDACTED]. But that's besides the point. I just wanted to say I was on the scene of the accident on old Dover road the 3rd of March. And I will say all of the rescue personnel and officers there were amazing. They were just absolutely incredible. But there is one that is sticking in my mind in particular. I can't remember her name but she had dark hair. I just want to recognize that she was absolutely amazing. With everything going on she even took the extra step to make sure that my son and I were okay. Knowing that we weren't involved in the accident that we just happened to come upon it, and stopped to help. I felt that I needed to email somebody or talk to somebody to let it be known. And say thank you so very much. ☺

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Robinson, William		DATE: 3.6.2020 TIME: 1630
2. <u>TYPE OF ENTRY</u> ___ RECOMMENDATION                    ___ COUNSELING ___ TRAINING INTERVIEW                    ___ DISCIPLINARY ___ EVALUATION/FOLLOW UP <u>X</u> OTHER		
3. <u>NARRATIVE</u> : Officer Robinson is recognized for the extra effort he put into counseling a juvenile who had damaged their neighbor's property. <i>70-708-0F</i>		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Prepared and submitted. Thank you for your professionalism and maintaining our community.  SIGNATURE: <u></u> DATE: <i>3.6.2020</i>		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Great work Will!! Thank for you all you do! Forward to eral file-</i>  SIGNATURE: <u></u> DATE: <i>3/9/2020</i>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great work Will!</i>  SIGNATURE: <u></u> DATE: <i>3-9-20</i>		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Nice work Will!</i>  SIGNATURE: <u></u> DATE: <i>3/10/20</i>		

8. ACKNOWLEDGMENT OF EMPLOYEE:

I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation.

EMPLOYEE SIGNATURE:

A handwritten signature in black ink, appearing to be "A. M. [unclear]", written over a horizontal line.

DATE: 03/12/2020



*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128  
[www.rochesterpd.org](http://www.rochesterpd.org)



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** CAPTAIN THOMAS  
**FROM:** Lieutenant Swanberry  
**DATE:** 3.6.2020  
**SUBJECT:** Officer Recognition  
**CC:**

---

Captain Thomas,

In the course of my normal duties, I reviewed a particular investigation that stuck out to me, 20-708-OF, completed by Officer William Robinson. This caused me to speak with Robinson to confirm my understanding of how this investigation was handled.

The report describes that two citizens reported having their window and mailbox damaged by juveniles in the neighborhood. The citizens did not wish to see charges filed against the juveniles, they only wanted them spoken to. Officer Robinson completed the normal investigative steps to determine the identity of the juveniles, locate them and their parents/guardians, and counsel them on their behavior. This is a common way for an officer to handle this type of situation, and police intervention often concludes at this point. What Officer Robinson did next is what impressed me:

Officer Robinson had learned that one of the juveniles was identified as a "bad influence," encouraging the negative behavior of the other juvenile. Rather than treating this juvenile as a delinquent and perhaps being more harsh and/or authoritative in his counseling of this juvenile, Officer Robinson recognized that the better course of action was to give this juvenile extra guidance in order to correct their course. Officer Robinson encouraged this juvenile to take responsibility for his actions and led the juvenile to understand that they should apologize to the citizens whose property they had damaged. Suspecting that the juvenile may not follow through with the apology, Officer Robinson returned two days later and accompanied the juvenile as he apologized to both citizens.



*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128  
[www.rochesterpd.org](http://www.rochesterpd.org)







Officer Robinson did not have to return and ensure that the juvenile had followed through on their promised apology, yet he took time out of his busy day to do so. By doing this, Officer Robinson helped the juvenile learn a valuable life lesson, and also showed the two citizens that the Rochester Police Department cares about them, the juvenile, and the community. These types of actions are what build trust and positive relationships between the police department and the citizens we serve. I am recommending that Officer be recognized in his evaluation file for his actions.

Respectfully Submitted,

Andrew Swanberry  
Lieutenant



RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Riddle, Jeremy	DATE: 3.6.2020 TIME: 1430	
2. <u>TYPE OF ENTRY</u> ___ RECOMMENDATION                      ___ COUNSELING ___ TRAINING INTERVIEW                                      ___ DISCIPLINARY ___ EVALUATION/FOLLOW UP                                      ___ <u>X</u> OTHER		
3. <u>NARRATIVE</u> : Officer Riddle was recognized by a citizen for being "professional, courteous, and understanding" while conducting a civil escort detail.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Prepared and submitted. Thank you for your professionalism, Jeremy.  SIGNATURE:  DATE: 3.6.2020		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Jeremy - Thank you for your professionalism! Forward to eval file</i>  SIGNATURE:  DATE: 3/6/2020		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great job Jeremy</i>  SIGNATURE:  DATE: 3-11-20		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Nice work Jeremy!</i>  SIGNATURE:  DATE: 3-12-20		

8. ACKNOWLEDGMENT OF EMPLOYEE:

I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation.

EMPLOYEE SIGNATURE:

A handwritten signature in black ink, appearing to be "J. M. S.", written over a horizontal line.

DATE: 03/19/20

## Andrew Swanberry

---

**From:** Jason Thomas  
**Sent:** Friday, February 28, 2020 9:43 AM  
**To:** Andrew Swanberry  
**Subject:** FW: [External] Officer Riddle civil detail 25th Feb

Pls ~~rep~~ attaboy! TY!

**From:** [REDACTED]  
**Sent:** Friday, February 28, 2020 6:46 AM  
**To:** Paul Toussaint <[paul.toussaint@rochesternh.net](mailto:paul.toussaint@rochesternh.net)>  
**Subject:** [External] Officer Riddle civil detail 25th Feb

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Chief Toussaint

I would like to commend and thank you and Officer Riddle for your support during a very difficult time in my family's matter at [REDACTED] on the 25<sup>th</sup> of Feb. Officer Riddle was very professional, very courteous and understanding. He answered all our questions and was very helpful to my family and I. My father being a retired police officer would be proud to have known such a outstanding officer. Thank you and Officer Riddle for us.

Sincerely [REDACTED] and Family

**ROCHESTER POLICE  
DEPARTMENT  
Rochester, New Hampshire**

**1.) Employee**

**Kyle Danie**

Date: 03-16-20

Time: 1415

**2.) Type of Entry:**

Recommendation       Counseling  
 Training Interview       Disciplinary  
 Evaluation       Other

**3.) Narrative: (Explain event or incident leading to recommendation or action)**

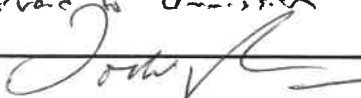
Officer Danie was thanked for being a special guest reader at one of the local schools for Read Across America Day.

**4.) Action Taken By Supervisor: Copy to evaluation file.**

  
Sergeant Eric Babine

3/16/20  
DATE

**5.) Comments of Bureau Commander: Way to be a positive role model Kyle! Add to personnel file forward to Commission**



3-17-20  
DATE


**6.) Comments of Deputy Chief of Police: Great job Kyle**

  
Signature of Deputy Chief of Police

3-18-20  
DATE

**7.) Comments of Chief of Police:**

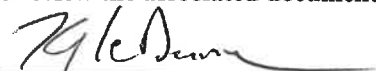
Nice job Kyle!

  
Signature of Chief of Police

3-18-20  
DATE

**8.) Acknowledgment of Employee:**

I have this date been made aware of the information contained on this record, and afforded an opportunity to review the associated documentation.

  
Signature of Employee:

3/19/2020  
DATE

Dear Officer Kyle,

Thank you so much for being our special guest reader again this year for Read Across America Day! We are so glad you could help our students celebrate reading & that you are a part of this important school tradition. Thank you! - Kate + Amanda-

# **Strafford County Regional Accident Reconstruction Team**

**Annual Report  
2019**



**Prepared By: Deputy Adam Winkler  
Of: The Strafford County Sheriff's Department  
Date: 3/16/2020**

---

--	--	--

## CALL-OUT SUMMARY

From January 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019, The Strafford County Accident Reconstruction Team responded to several calls, or in some fashion consulted with requesting jurisdictions about accidents, as indicated in the following list:

### Callouts:

3/17/2019 Farmington – EDR download of car involved in a cruiser crash on Route 11

7/25/19 Milton motorcycle crash

9/13/19 Rochester Route 11, motorcycle v car, (Serious Bodily Injury)

11/23/19 Lee motorcycle fatality with a full real time response and complete report

12/1/19 19-795-AC Rochester Pedestrian crash, (Serious Bodily Injury)

12/15/19 Team Member Wade Bartlett consulted with Rochester Police Department regarding a pedestrian-v-car crash at the Splash N Dash carwash. The officer was on-scene requested real time assistance with documentation and whether a team call out would be beneficial.

12/15/19 Bay Road Durham rollover, not a “real time” callout, but team members responded the following day for download and scene documentation.

On multiple occasions, services were offered on other crashes of which the team was aware, but declined.

*Note: June 3, 2019 - Frank Staples plead guilty to Negligent Homicide, and 12 months in the House of Corrections, 200 hours of community service, and a license suspension of 5 years, as a result of a fatal (16 year old Chandler Peterson) crash on Hare Road in Milton in November of 2017 – SCRARTeam documented the scene in 2017 and also refuted a Carl Lakowitz defense report saying the road caused the crash.*

## TRAINING

Adam Winkler and Joseph DiGregorio attended The Pennsylvania Accident Reconstruction Seminar, along with members from the neighboring Belknap County Accident Reconstruction Team. The training itself is free, and provided many opportunities for networking and exposure to new equipment and technologies. There were live crash tests completed again, along with several seminars on new technologies, new trends, techniques, etc. Wade Bartlett attended the IPTM Crash Symposium, and coordinated the school bus-to-two-cars crash test, and the semi tractor-to-car crash test. Additionally, joint trainings were conducted with the Dover Police Reconstruction Unit, in addition to periodic monthly meetings to discuss active and recent cases, etc.

## CHANGES

Membership is generally the same, with one member resigning for employment in a neighboring county; Officer Justin Worthley is no longer a member of The Team. Sean Wilton of UNH has also taken on a different role in his department, and he is no longer able to respond to call outs. He is an inactive member of the team at this time.

The Team needed to renew its status as a non-profit this year. As such, we needed to have 5 board members. Officer McNulty, Officer Philbrook, Officer Bartlett, and Deputy Winkler joined the board by member vote, and Chief Drury remained on the board as well, as Treasurer, for a total of 5 required members. The non-profit status has been maintained and/or renewed.

## EQUIPMENT

The Team is seeking new ways to improve quality and efficiency, as well as keep up with current trends. As such, The Team was presented with a demonstration of a small, one-man-operation, 3-D scanner from FARO. It would replace the current Total Station. It would promote:

- rapid clearing and thorough documentation of scenes by as few as one team member
- production of photo quality scene diagrams, 3D images, and animation
- a dramatic reduction in "on-scene" time and manpower, as the scanner will essentially just need to be set up and does the work on its own.

The need still exists for other miscellaneous items, including chalk, paint, a light meter, etc. The Team is exploring options for funding such a device, but has not found a way to fully fund it yet.

The equipment list has not changed from last year to this year. Accessibility for any of the equipment for any participating department is still the same.



## **FINANCES**

The SCRART bank account is maintained as a non-profit with HRCU and starting this year at \$191.64 and closed out the year at \$116.64. The difference in value accounts for \$75 in fees for registering as a non-profit, which is done every five years.

## Rochester Police TAR Team Equipment Inventory

No.	Item Description	Serial No.
1	Empire Duraflex 4' level	
1	roll, 225' masonry string	
1	anchor gun, Ramset model RS22	40302582
1	box 100 ct. 1' anchor pins	
1	box 100 ct. power driver loads	
1	bundle stake flags, 25 ct.	
1	steel rule	
	cans red marking paint	
	can yellow marking paint	
1	canvas canopy (destroyed and disposed of)	
1	3 lb hammer	
1	charcoal igniter	
1	drag sled, passenger vehicle	
3	headlamps, Petzl	
2	Empire 300' tape measures	
1	25' steel tape measure	
1	100' tape measure	
1	directional compass	
3	rolls surveying tape	
	traffic cones	
1	manual: Motorcycle Crash Investigations	
1	manual: Pole/Tree Collision Investigations	
1	Vericom VC-2000	2001-24-5062
1	Camera, Nikon N80 body	2618422
1	camera lense, 28-80 mm	
1	Vivitar Auto Thyristor flash	3030416
1	Vivitar Auto Thyristor flash	3030411
1	Metz 45CL-4 flash	782120069-1
1	Omega UV filter	
1	Pelican 1550 case (camera)	
1	tri-pod, Manfrotto 3047	190PROB/MG17
1	CrashZone software license	Customer ID 63H7-KCGC-8340-DIEA
5	High visibility reflective jackets	
1	Three-hole paper punch	
1	Stapler	
1	digital scale, Rapala 50 lb	
1	fish scale	
1	generator, Honda EU2000	EAAJ-1330932
1	work lamp, 2-headed, lime green	
1	5-gallon gasoline can	
1	canvas canopy (replacement)	
1	Craftsman 12 inch laser level model 320.48292	
1	AR-Pro 7.50 software suite	
1	Visual Statement reconstruction software	
1	Sokkia bipod (red)	
1	Pelican 1450 case (black) for prisms	
2	Omni strobe prisms	
1	Leica TS02 total station	

- 2 prism poles
- 1 fiberglass tripod
- 1 crime scene vehicle
- 1 MapScenes reconstruction/diagramming software
- 5 FRS radios

provided by Durham PD

# MINUTES

Rochester Police Commission  
Rochester, NH 03867

Derek J. Peters, Commissioner  
David R. Stevens, Commissioner  
Lisa M. Stanley, Commissioner

## MINUTES OF THE POLICE COMMISSION MEETING

The Rochester Police Commission held their regular monthly meeting in City Hall Council Chambers on Wednesday, March 4, 2020 at 7:00 P.M. Present at this meeting was Comm. Stevens, Comm. Stanley, Chief Toussaint, Dep. Chief Boudreau, Capt. Pinkham and Secretary Warburton.

The meeting was called to order at 7:00 P.M.

A. Pledge. All participated in the Pledge of Allegiance.

B. Prayer. Chaplain Cilley was excused. A moment of silence was observed for those affected by the tornados in Tennessee.

C. Roll Call. The clerk called the roll marking Commissioner's Stevens and Stanley present.

Commissioner Peters was excused.

### 2. PUBLIC COMMENT:

No Public Comment.

### 3. ACCEPTANCE OF MINUTES:

A. February 5, 2020 regular meeting.

**Comm. Stanley MOVED to accept the minutes of the February 5, 2020 meeting as presented. Comm. Stevens SECONDED the motion. The motion to accept the minutes, PASSED unanimously.**

### 4. OLD AND UNFINISHED BUSINESS:

There was no old or unfinished business to come before the Commission.

## 5. NEW BUSINESS

### A. Policy Update; First Reading

#### 1. Policy 1.3.4.2 Use of Force, Pepper Ball Gun

**Comm. Stanley MOVED to place Policy 1.3.4.2 Use of Force, Pepper Ball Gun into first reading. SECOND by Comm. Stevens and PASSED unanimously.**

Open for discussion.

Comm. Stanley noted areas within the document requiring typo corrections and renumbering, and use of proper terminology. Those areas will be corrected and the document brought back to the next meeting.

Dep. Chief Boudreau noted an additional change on page one where it says pepperball gun that will be changed to read pepperball system.

### B. Monthly Reports

**OPERATIONS:** Ward 6 was the only ward that met this period. There were no major issues. There was a review of the crime map from Lexis Nexis. The remaining wards are scheduled to meet as follows:

**Ward 1:** Scheduled for April 8<sup>th</sup> 7pm at the City Hall Annex.

**Ward 2:** Scheduled for April 27<sup>th</sup> at 6:30pm at the City Hall Annex.

**Ward 3:** Scheduled for April 22<sup>nd</sup> at 6:30pm at the Briar Ridge Estates Community Room.

**WARD 4:** Scheduled for April 13<sup>th</sup> 7pm at the City Hall Annex.

**Ward 5:** Scheduled for April 15<sup>th</sup> at 6pm—location change to the City Hall Annex.

The investigations bureau had 47 cases submitted for review. There are currently 83 cases assigned. There were 20 cases presented to the Grand Jury all with true bills. There were three detective call outs, (1 death investigation, 1 stabbing and a storage unit burglary.) There was one evidence call out. There was one polygraph and one background completed. There were four compliance checks for sex offenders. There were 276 pieces of evidence logged in, and 55 items returned to owners.

**COMPSTAT:** In field activity, traffic stops are consistent with past months and are taking place in the higher density areas, and main roads in and out of the city. Arrests from traffic stops, two were drug related, one vehicle had drugs (meth) found after a search warrant was completed.

We have seen a trend in the direction of overdoses compared to this time last year. They are a little more than doubled, but are still down from the year before.

The accidents are consistent with no major locations or trends. Most accidents took place on North Main Street and Farmington Road. We did have one fatal accident when a vehicle struck a parked car and rolled over.

We had two DWI's for the month - one was an accident, and one was a stop after a reported erratic operation complaint. One was drugs, and the other was alcohol. There are no trends or patterns in DWI's for this reporting period.

In property crimes, we had 4 burglaries, and half of those are storage units where a suspect and others involved have been identified. The other two have suspects and are not common to each other or a trending factor. There were five thefts from motor vehicles. These were sporadic and no trends were identified. Property crimes are down slightly year to date.

In drug related matters, we had 17 possession cases. The drugs ranged from meth, heroin, suboxone, adderall, methadone, mushrooms, fentanyl, and marijuana. Of the 9 over doses, they were from heroin or fentanyl. There were no fatal over doses.

In violent crime, we had one isolated robbery involving three females that were known to each other. There were two aggravated assaults. One was domestic violence related and the other a self-inflicted stab wound that was originally reported as an assault. Violent crime is up slightly, with an increase in simple assaults.

Comm. Stevens noted that traffic stops have almost doubled which is a good indication of what happens when you are fully staffed. You can do more.

Chief Toussaint added that traffic stops is a focus area and are a big measure of proactive activity. It means healthy shift numbers. We are also going to be adding to the bike patrol unit this summer. We are using some remaining JAG grant funds to equip eight officers.

Comm. Stevens noted that a long time ago patrol did some bike patrols in Gonic and in East Rochester. He'd like to see us do that again. Bring the bikes over with the car, and ride through the neighborhoods. During the summer, the pools are open and there are a lot of side streets. It is good for those neighborhoods.

Dep. Chief Boudreau said that we have done that in the past and we can again, with staffing. The bikes are a great tool.

**K-9:** This month the Rochester K-9 unit responded to four tracks, all in Rochester.

**CEO/ COMMUNITY ENGAGEMENT OFFICER:** Officer Danie and Sgt. Babine have been working closely with Nashua PD and Somersworth PD gathering information on establishing POP units. Two officers (Seager and Robinson) will be joining the POP unit at the next shift rotation. The Skate with a Cop event was the largest to date attendance with over 250 youth. Officer Danie is also working on Wings and Wheels, National Night Out and Community Coffee at the Community center.

Comm. Stanley asked how many staff attended Skate with a Cop. We couldn't provide the individual number but there were quite a few.

**COMMUNICATIONS:** The newest dispatcher will be starting in March. The dispatch supervisor attended training related to evaluations. We are looking to have SPOTS installed on all of the consoles to streamline operations. The radio project is set to begin in the next few weeks in dispatch. Upcoming trainings for dispatch include a certified training officer as well as a tactical operator with SPOTS via NCIC. We do have some upcoming maternity leaves and are adjusting the schedules, using per diems and the dispatch supervisor to cover open shifts. There will be some overtime.

**PROSECUTION - ADULT:** There were 322 new cases with 343 charges. There were 99 guilty pleas, 90 not guilty, 40 cases nol prossed. There were 94 who failed to appear, 5 found guilty by the court, 7 cases dismissed by the court and 4 cases placed on file. There were 4 cases continued.

**PROSECUTION - JUVENILE:** Juvenile prosecution had 17 petitions. There were 21 arraignments (6 were rescheduled). There were nine trials (5 pleas, 4 continued). There were 5 hearings, (1 review, 3 violation, 1 dispositional). One charge nol prossed for juvenile aging out. There were 3 investigations or complaints/warrant for bail jumping, and 2 motions to impose suspended sentences or motions to bring case forward for trial.

Lt. Gould attended a meeting for Ryan Home Project to discuss ideas related to teens in need of housing and services.

#### **SCHOOL RESOURCE OFFICERS:**

High School Highlights: Officer Jackson attended Teen Night. He completed some LEADS classes. He filed a complaint and warrant for an issue involving an adult student. He did daily checks on the external doors, Hanson Pines and related parking lots. He performed a "secured campus drill" with staff and students. He counseled students on issues of fighting. He completed 2 offense and 2 arrest reports.

Middle School Highlights: Sgt. Deluca completed the LEADS lesson 5 with 150 students. He attended Teen Night. He worked with guidance and students on societal and emotional stress issues. He assisted the William Allen School with an issue involving a parent and also assisted with a re-entry meeting at School Street. He completed a texting lesson with 7<sup>th</sup> graders. He had one offense report and five arrest reports.

Elementary School Highlights: Officer Porfido did daily checks with all schools throughout the week for safety issues and school lunch. He did a check in at Maple Street for two students and met with the William Allen principal and a student regarding a face book post. He conducted crossing guard responsibilities at a couple of locations in the City where there are vacancies. He worked with Officer Danie regarding Skate-with-a-Cop, and skated with the Rochester Team for game with the Granite Cannons. He monitored the William Allen School for traffic issues. He chaperoned a field trip to the Museum of Science in Boston. Officer Porfido also visited Hope Program on a regular basis and coordinated a public skate event for the students with the Rochester Ice Arena.

Explorer Post: Officer Jackson held two Explorer meetings this month. He is working on setting up a post meeting at Pease Air Force Base.

Comm. Stevens commented what an honor it is for Sgt. Deluca to be recognized as LEAD instructor for New Hampshire.

**DIVERSION:** February Teen night had the highest attendance this school year with 237 youth. Our partner service agency was Seacoast Youth Services. Nicole completed additional work on the Juvenile Justice Summit and the Justice Transformation project. She also assisted the POP Unit with the Skate with a Cop event promoting pro-social youth relationships.

**EMD USE:** Display and Deploy: None                      Display Only: None

**FORFEITURE SPENDING:** We spent \$59.99 for cruiser equipment.

**HONOR GUARD:** The Honor Guard will participate in the Battle of the Badges, C.H.a.D. game on March 13, 2020.

**HOUSING:** We had 28 Police related calls for service this month. There has been a concern about some homeless people getting into the Wyandotte building. We are working on target hardening with the maintenance and parking the cruiser there to deter activity. One person was trespassed from the property. There were six background checks for new applicants.

**FINANCIAL/PURCHASING:** We are 66% through the fiscal year and overall where we should be in our spending. We have had some minor transfers in heating fuel and staff



development for some training. Our second projection is still showing a surplus of about 288,000, most from salary and benefit lines throughout the year.

Comm. Stevens commented like other departments, we use our appropriated funds wisely and what we don't use goes back to the general fund. We don't just spend to spend.

Comm. Stanley asked was that before the \$51,000 authorized by the Council for the ISB furniture project.

Chief Toussaint confirmed. We will be updating the furniture in the investigations bureau. He said its really not a want, it's a need. What is in there was all hand-me-downs from the former Cabletron. The City's Joint Loss Management Committee has said you can't have this. There are not enough outlets in there and there are extension cords, which are tripping hazards. It is not safe and this is way overdue.

Comm. Stevens said this was going in next year's budget anyway. So it will be done this year instead.

Dep. Chief Boudreau added that we did have this as a project in our FY21 budget. However, during our FY21 budget presentation to the City Manager we proposed funding this with surplus FY20 funding. As noted, all of that furniture was hand-me-down and original to our move-in date in 2004. The Council finance committee recommended approval and sent this on to the full council for a vote, which they approved at their March 3, 2020 meeting. We are looking at state of the art workstations, ergonomic desks, electric outlets, paint and carpeting. It is long overdue and will last them for another fifteen years.

Our presentation on the FY21 operating budget is scheduled for April 28, 2020 and the CIP projects for May 12, 2020. The City Manager's overall budget presentation to Council is for April 21.

The online crime reporting software project has moved into the testing phase. We sent emails out to various individuals asking them to be part of the testing and to provide feedback on the process.

Comm Stanley said there is language that says if further review is needed you may be contacted. As a citizen filing a report with my local PD, I think I would want some type of response, not you may be contacted. Even if its just an email that we have your report, and pending nothing further needed it will be filed.

Dep. Chief Boudreau said there is an auto generated response when you put in your email that gives notification we received the report and assigns it a number.

Comm. Stanley commented then it is likely no one will respond.

That is correct, unless further follow up is necessary.

Comm. Stanley said then the email needs to be clear that this may be the only contact you have from us. A citizen may be thinking I've submitted and I'm waiting to hear from an officer. There will be times they won't hear. It needs to be obvious.

Dep. Chief Boudreau noted that he will look at the file to see if that can be modified. We think this is going to be helpful and convenient for the public. Sometimes they will call and report something suspicious, such as the car was gone through, but nothing was taken, so they don't necessary need to see us.

Comm. Stanley asked if we can attach video.

Dep. Chief Boudreau said you can attached photos. He will check on the video.

Chief Toussaint said that if the citizen has video it is likely something we would want an officer to go collect.

Dep. Chief Boudreau said we could have multiple reports of similar activity and one officer may be assigned follow up for all of them. We are in test phase through March and then we will go live with it.

Purchases of \$5,000.00 or more requiring a signature from the Commission included the Watchguard Systems in car video system for new cruiser; payment for equipment on the radio project; new mobile radios (two) for cruisers.

The Council accepted our JAG Grant. It had been approved in February, but it wasn't allocated correctly in the language. It needs to go to a non-lapsing multi-year fund. As the Commission is aware, we are purchasing the outer vest carriers with that money.

**HIRING:** We still have one full time police position remaining to be filled. Sgt. Cost has mapped out our next hiring process to create an eligibility list. We have received the list of people who took the most recent Great Bay College police entrance exam and have sent invitations to our process. We also will be starting advertisement with Indeed.com which we have had good luck with. We have requested two new positions in the FY21 budget. If they are approved, we are targeting attendance in the August academy.

**TRAINING:** Officers' Colson and Knox are through eight weeks of the Academy, with no concerns. Officer Marshal has been released to solo patrol. Officers' Miller and Flathers are moving into their final observation period prior to being released to solo patrol. During the month, we

sent personnel to various training classes, which included search and seizure mobile enforcement training. And a LEAD Conference in New Jersey.

Sgt. Cost and Off. Root are working on a basic criminal investigation course to be taught in house. With their combined experience, our goal is to further develop the abilities of some of our younger officers in investigating criminal cases.

### **Other.**

Drug Take Back Day. We registered with the DEA for Drug Take Back Day on April 25, 2020. It runs from 10a-2P here in front of the police department.

COPS Grant. We received notice that the COPS office had grant funding available. Applications were due by March 11. The City Manager gave us permission to apply for one officer. This grant funds \$125,000 over three years and we are obligated to keep the officer for an additional year. Our current COPS grant for the SRO in the middle school expires this month.

This application will not affect our request for officers in the budget this year. But it may assist us getting additional personnel down the road. It is a very competitive grant, with short application timetables. We don't know at this point, if we will get the position.

Comm. Stevens noted that we have had good luck in the past.

Chief Toussaint said they like to have specific areas that you will target, such as drugs or violent crime. We would use it to beef up our POP unit.

## **6. CORRESPONDENCE:**

Correspondence for the month included: Off. Plumb and Off. Butcher are thanked by a victim of domestic violence for how they handled the call for service. Spec. Bibeau, Spec. Spicer, Off. Johnson, Off. Williams-Hurley, Sgt. Benjamin, Off. Riddle and Off. Robinson are recognized for patience and kindness addressing the concerns of a citizen. A victim of credit card fraud thanks Off. Root for his assistance.

## **7. INFORMATION:**

A. 2019 Year End Reports. Comm. Stevens said the year-end reports contain a lot of good information and are a good snapshot of the things we do, and do well, such as affirmative action, crisis intervention and the tactical team. A number of the SWAT calls were in Rochester this past year. I think we had the most. But it does show it's a worthwhile team to belong to.

Chief Toussaint said it is. He said even if you don't stay with the team, you get sound tactical techniques that you will use in your career, which also prepares you for future leadership roles.

Comm. Stevens was impressed with the 2019 internal investigations from 31 to 12; at one point back in 2011 and 2013 we had in the 60's. That is a good sign of leadership from the top down is keeping a handle on things.

Chief Toussaint said we employ some quality people who do good and professional work, on a daily basis.

Comm. Stevens added that we have hired some quality people and any department would be lucky to have them.

Comm. Stanley also commented on the drop in the number of internal investigations. The fact that six were internally generated and six were externally generated says that we are doing the job.

Comm. Stanley commented the one thing that stood out to me, and my concern might not founded is the use of force numbers. While significantly down, which again is a huge positive when calls are up, what stood out to me was that two officers had 24 of the 81 incident, which is almost 30% of the total number. Looking at when those occurred they were during the evening shift, which was responsible for 45 of the 81 incidents. So those two were responsible for over half of the incidents on that shift. It may or may not be an issue. I just want to make sure we are looking at that and are aware of those numbers.

Capt. Pinkham said that all Use of Force is reviewed. The Sergeant responds out to the call, and completes a use of force report. That report is then review by the Lieutenant, and forwarded to the Captain. Many layers of review that go into these. If there are issues that are noticed, they are addressed. He added that the 4-12 shift is historically the shift with the highest number.

Chief Toussaint said that we are aware. When we have high numbers, we do look closer. Even if the force is justified and follows policy it can be a disturbing pattern if it's the same officer repeatedly, which is part of the reason we look at and analyze the year-end closely.

Comm. Stevens said you have to make sure what it is. Just a display of the taser can be a use of force.

Chief Toussaint said not can be. It is.

Comm. Stevens continued that a use of force doesn't mean it was a physical altercation it just means we had to move up the escalation to get the person to comply.

A use of force can be as simple as an officer directing a person to put their hands behind their back, and if they don't comply, an officer can take the wrist and help them do it.

Chief Toussaint said if you have to grab a wrist to handcuff, or they are pulling away and you pull them back, we do a use of force report on that.

Comm. Stanley said we are way down on use of force, shockingly low; I just want to make sure that we are cognizant of the percentage of these calls between small numbers of officers. And I know we are. I am not suggesting in any way that we are beating on suspects.

Chief Toussaint added these things go hand in hand with internal investigations. If people feel in any way that too much force was used, they make a complaint and that would show up in our internal investigations.

#### **8. NON-PUBLIC SESSION: (Pursuant to: RSA 91-A:3)**

**Commissioner Stanley MOVED to enter a nonpublic session at 7:41 P.M. pursuant to RSA 91-A:3, paragraph II, section A (personnel) and section E (legal.) Comm. Stevens SECONDED the motion. The motion PASSED by roll call vote 2 - 0 with Comm. Stevens and Comm. Stanley voting in the affirmative.**

**The non-public session closed at 8:00 P.M. on a MOTION by Comm. Stanley, SECOND by Comm. Stevens. The motion PASSED by roll call vote 2 - 0 with Comm. Stevens and Comm. Stanley voting in the affirmative.**

**Comm. Stanley MOVED to seal the minutes indefinitely. SECOND by Comm. Stevens. The motion PASSED by roll call vote 2 - 0 with Comm. Stevens and Comm. Stanley voting in the affirmative.**

#### **9. MISCELLANEOUS:**

**Comm. Stanley MOVED to award per the collective bargaining agreement a merit track advancement on the respective anniversary date to Off. Dwayne Hatch to merit track 6. Comm. Stevens SECONDED the motion. The motion PASSED unanimously.**

#### **10. ADJOURNMENT:**

**Comm. Stevens MOVED to adjourn. SECOND by Comm. Stanley 8:01 P.M.**

Respectfully Submitted

Rebecca J. Warburton  
Secretary

APPROVED BY COMMISSION:

ADOPTION  
**ROCHESTER POLICE DEPARTMENT**  
23 Wakefield Street  
Rochester, New Hampshire 03867  
(603) 330-7127

**POLICY #: 1.3.4.2**

**SUBJECT: Use of Force, Pepper Ball Gun System**

**UPDATED: 03/04/2020**

NOTE: This written directive is for the internal governance of the Rochester Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**DISCUSSION:** The purpose of this policy is to establish the circumstances, deployment, and after-action practices regarding the use of Pepperball SA200 System.

1. CHARACTERISTICS.

A. Pepperball SA200, is a mix of OC Contamination (Burning sensation on skin, involuntary closure of eyes, respiratory irritation, impaired breathing - coughing, feeling of panic) and Kinetic energy impact.

1. Kinetic Pepper System (long range delivery for OC using High Pressure Air - 3000 PSI)

2. Can be used on individual targets and for area saturation

(a). Target specific range: ~~0-30~~ 0 - 60 ft.

(b). Area saturation: ~~0-100~~ 0 - 150 ft.

~~3. SA200 is a modified Tippman Carbine (paintball gun)~~

3. Pepperball system is a mix:

(a) Kinetic energy impact

(b) OC contamination

(c) Psychological effect (sound, impact, and unknown weapon system – in appearance) -  
They may think they've been shot with a lethal system.

(d) If one part fails (ie: not affected by OC), then you still have other effects.

(e) Approximately 14% of population is not affected by OC.

5. System is ~~non-~~ less-lethal

6. Safe to fire at point blank range.

2. RANGE/TACTICS.

A. Pepperball SA200 System

1) .68 Caliber rounds weighing ~ 2 g (lighter than paintballs at 3.2 g)

2) Rounds are plastic and frangible (micro-scored on interior to fracture upon impact)

3) Rounds are rigid enough to prevent fracturing inside launcher during firing.

4) ~~Accuracy of rounds / launcher: at 30 ft, 7 9" groups~~

(a) ~~Due to the weight of the projectiles, they loose accuracy beyond 30 ft.~~

4) ~~5) Rounds travel at approximately 300 to 380~~ 280-385 ft per second

5) ~~6) Kinetic energy of rounds is 8-12 ft / lbs of energy (similar to paintballs, although they weigh approximately 1/3 less).~~

6) ~~7) Pepperball projectiles impact with a greater sting than paintballs because the hard plastic casing focuses the energy on a smaller area.~~

(a) The gel cap of the paintball round allows the kinetic energy to be spread over a wider area, producing less sting.

### 3. PRECAUTIONS.

#### A. Pepperball SA200 System

1) The Pepperball SA200 System is target specific from ~~0 to 30~~ 0 to 60 feet. It is safe at point blank range. The only area of a person's body that should not be targeted is the face, ~~region~~ neck and spine.

2) Clothing of suspects: Heavily clothed suspects (winter jackets, etc) may cause projectiles to not break. In this event, less heavily clothed areas may be targeted (i.e. legs).

### 4. DECONTAMINATION OF OC SPRAY AND PEPPERBALL SA200

A. Once an attacker has been sprayed and has ceased resisting, undertake decontamination procedures.

B. Instruct him/her to calm down and relax, handcuff him/her, and tell him/her to try and breathe normally.

C. Move him/her to fresh air, if possible.

D. Flushing the affected area with cool water will speed recovery time. The Rochester Police Department utilizes the eye wash station located in the booking room, near the fingerprint area for the decontamination of OC exposure. Fresh water is used to flush out the eyes and the area is then pat dried with paper towels

E. All symptoms should disappear within 15-45 minutes. Decontamination processes will be conducted at the Police Department in the temporary holding cell, as indicated in paragraph D of this Section.

1) Obtain medical attention if the subject requests it, or the symptoms persist beyond 45 minutes. If a suspect requests medical attention for the decontamination process, the suspect will be transported to Frisbie Hospital Emergency Room as soon as possible for the process. Officers shall notify the suspect if he/she requests medical treatment for the decontamination process, it SHALL BE at his/her own expense. ~~The attending officer will ensure that the suspect signs a medical release form provided by the hospital prior to treatment, which will ensure that the~~



~~responsible party for payment of the emergency room treatment is the suspect and NOT the Police Department.~~

F. All subjects who have been sprayed will be given a copy of the Rochester Police Department "Release Care Instructions."

G. Officers will notify the Strafford County Jail personnel of any prisoner transported to their facility who has been sprayed with O.C.

H. Officer's should take precautions when handling prisoners who have been sprayed with OC, due to the possibility of being exposed to bodily fluids (i.e., mucous secretions from the nose and mouth). Protective disposable gloves should be worn when handling prisoners exposed to OC. Officers should be familiar with SOP 41, AIDS/Infectious Disease, section for Precautions and Custody Procedures.

I. Decontamination procedures shall be effected when a police vehicle transports a person exposed to OC. An "Isolation Area-Do Not Enter" sign shall be posted and the vehicle taken to the service center for decontamination procedures (where appropriate). The vehicle maintenance guidelines set forth in SOP 41 AIDS/Infectious Disease will be followed.

## 5. PLACEMENT ON THE FORCE CONTINUUM.

A. The Pepperball SA-200 is a force option that may be employed at any times as appropriate, and as dictated by:

- 1) threat levels
- 2) relative capabilities of an officer and subject, such as physical exhaustion, martial arts skills, multiple subjects, etc., or
- 3) special circumstances which may require you to escalate quickly to the Pepperball SA-200, skipping other steps on the force continuum.

B. The Pepperball SA200 should **NEVER** be used on a **PASSIVELY RESISTING** subject. It shall only be used against ~~ACTIVE AGGRESSIVE RESISTANCE~~ **ACTIVE AGGRESSION OR ACTIVE RESISTANCE** or a credible threat of aggressive resistance coupled with an apparent present ability to carry it out. **USE SHALL NOT CONTINUE ONCE THE SUBJECT HAS CEASED RESISTING.**

## 7. CARE AND MAINTENANCE.

A. Pepperball SA200

1) Depressurizing SA200:

- a. make sure chamber is clear (SA200 Pepperball System is unloaded)
- b. Point SA200 Pepperball System in a safe direction
- c. Slide on/off slide to the "off" position

2) Storage of the Pepperball SA200 System

- a. The SA200 Pepperball System will be stored in the trunk of the supervisor's vehicle in its protective case. SA200 The Pepperball System and rounds are able to withstand high heat and cold temperatures.
- b. The SA200 Pepperball System will be stored with one air bottle attached and the second in the carrying case as a spare in case of a malfunction.
- c. Rounds can be preloaded in the hopper for faster deployment. A spare container of rounds will be stored in the carrying case also. These are for refilling the hopper after use.
- d. SA200 ~~instructors~~ Supervisors are responsible to check the spare container of rounds during normal maintenance checks. If more rounds are needed, instructors shall be notified.

### 3) Calibrating Pepperball System

a. Pepperball Instructors should calibrate the Pepperball System using a Chronograph and set the FPS to the manufacturers recommended settings.

- (1). Round Pepperball 280-315 FPS
- (2). Shaped Pepperball 280-385 FPS

## 8. TRAINING.

A. No officer shall deploy the Pepperball SA200 system without first attending an ~~six (6) hour~~ instructional / user course.

## 9. REPORTS TO BE USED FOR THE PEPPERBALL SA200 System.

A. An incident report, as well as an OC use report shall be filed whenever an officer deploys the Pepperball SA200 System against a human being, or an animal, other than in an officially scheduled training session.

B. All OC Use Reports will be forwarded to the Patrol Division Captain.

## 10. RESTRICTED USE IN SCHOOLS AND HOSPITALS

Due to the characteristics associated with OC, the use of this product is prohibited in schools and hospitals. Officers will need to utilize other tools if use of force is deemed necessary in either a school or a hospital. This restriction is due to the ventilation systems, and building designs.

---

APPROVED: PAUL R. TOUSSAINT  
CHIEF OF POLICE

**PATROL DIVISION  
MONTHLY REPORT  
March 2020**

**R.U.N. Program:**

All six wards were scheduled to meet in April, but due to the health pandemic, all ward meetings are on hold.

**RPOA:** Lt. Bossi attended the March meeting. Lt. Bossi spoke about the staffing at the department, and how we have been able to use the staff. He talked about the new P.O.P. Unit and advised that he will be bringing them to the next meeting to introduce them and they can talk about and answer questions on what they do. Lt. Bossi talked about crime as warm weather approaches and provided crime prevention tips. The next meeting will be on April 9<sup>th</sup> at 8am at the Hellenic Center, 219 Long Hill Road in Dover.

**HONOR GUARD:** We were set to participate in the Battle of the Badges, C.H.a.D. game on March 15<sup>th</sup>, but were cancelled 15 March 2020. Due to COVID-19 concerns the event was closed to the public. C.H.a.D. did request our participation in their benefit football game this summer, and we are now preparing for this event. The HG received a donation of three brand new 9mm carbine rifles from the American Legion. They are a nice addition to the unit and we will be working to replace the remaining WW2 era rifles that are currently in use. These new ones are lighter, easier to maintain, easier to find ammo for, and are more compact. We are pleased to have received the donation.

**K-9:** This month the Rochester K9 Unit responded to a total of five calls for service. All of the calls were for tracks, and they were all in Rochester.

**CompStat:** There was a slight increase in traffic stops this month. Traffic stops have been dedicated to the high-density downtown areas, and along the main roads that lead in to that area. Many motor vehicle violation and arrests have been for minor offenses. From proactive traffic stops this month, we had four DWI arrests and several consent searches that did not yield anything.

We are still seeing accidents occurring on the main roads in and out of town as well as around the heavy visited shopping areas. We are still seeing a trend in parking lot accidents. Two accidents resulted in DWI arrests that were from narcotics. Most of the DWIs this month came from calls for service—eight of these were alcohol related DWIs.

Thefts from motor vehicles were low for the month, and we are still seeing most of the thefts coming from motor vehicles left unlocked. There were no suspects, patterns or trends generated from these investigations.

There were a couple of burglaries in which large value tools were taken. The investigations bureau recovered most of the tools from a property in Maine. There were several suspects for many of these cases. We are waiting for lab results to come back for evidence recovered.

In relation to drug possessions, most are from searches incident to arrests where subjects have drugs in their possession. We have started to see edible marijuana and vaping marijuana incidents coming from the schools. Officers are still pushing rehabilitation programs to assist those addicted to drugs, but people are not very receptive to the information.

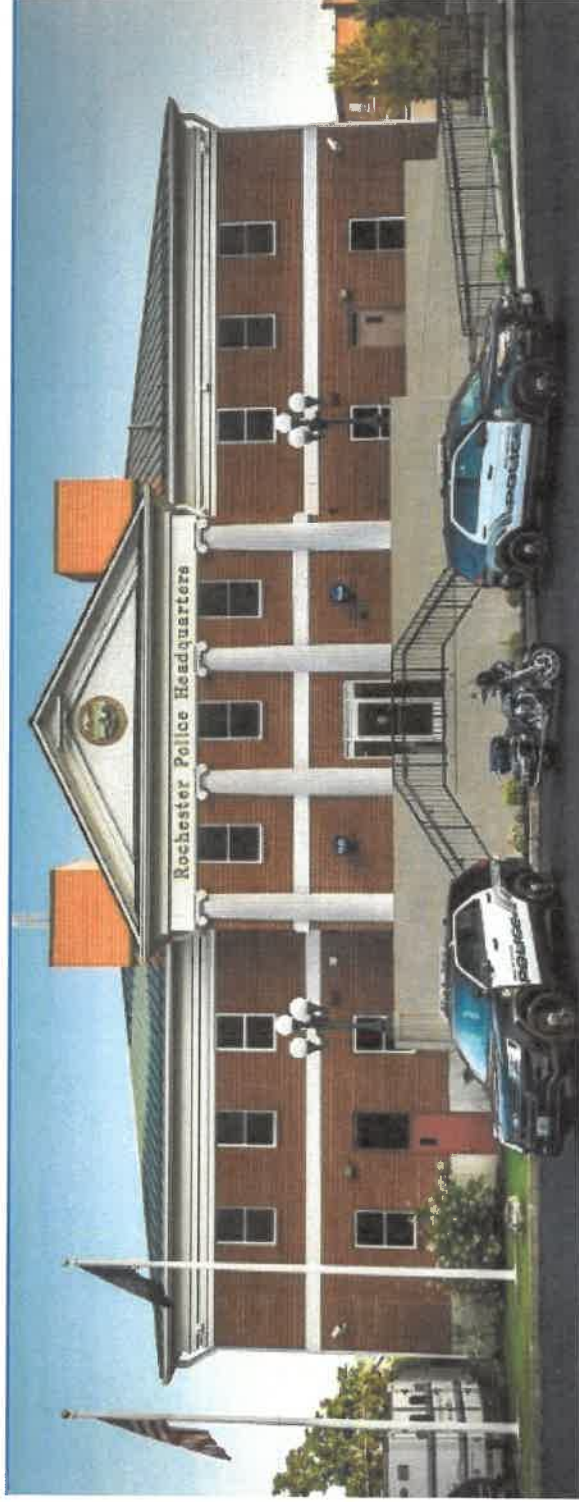
There have not been any other trends or patterns in property crimes.

Respectfully submitted,

Captain Jason Thomas

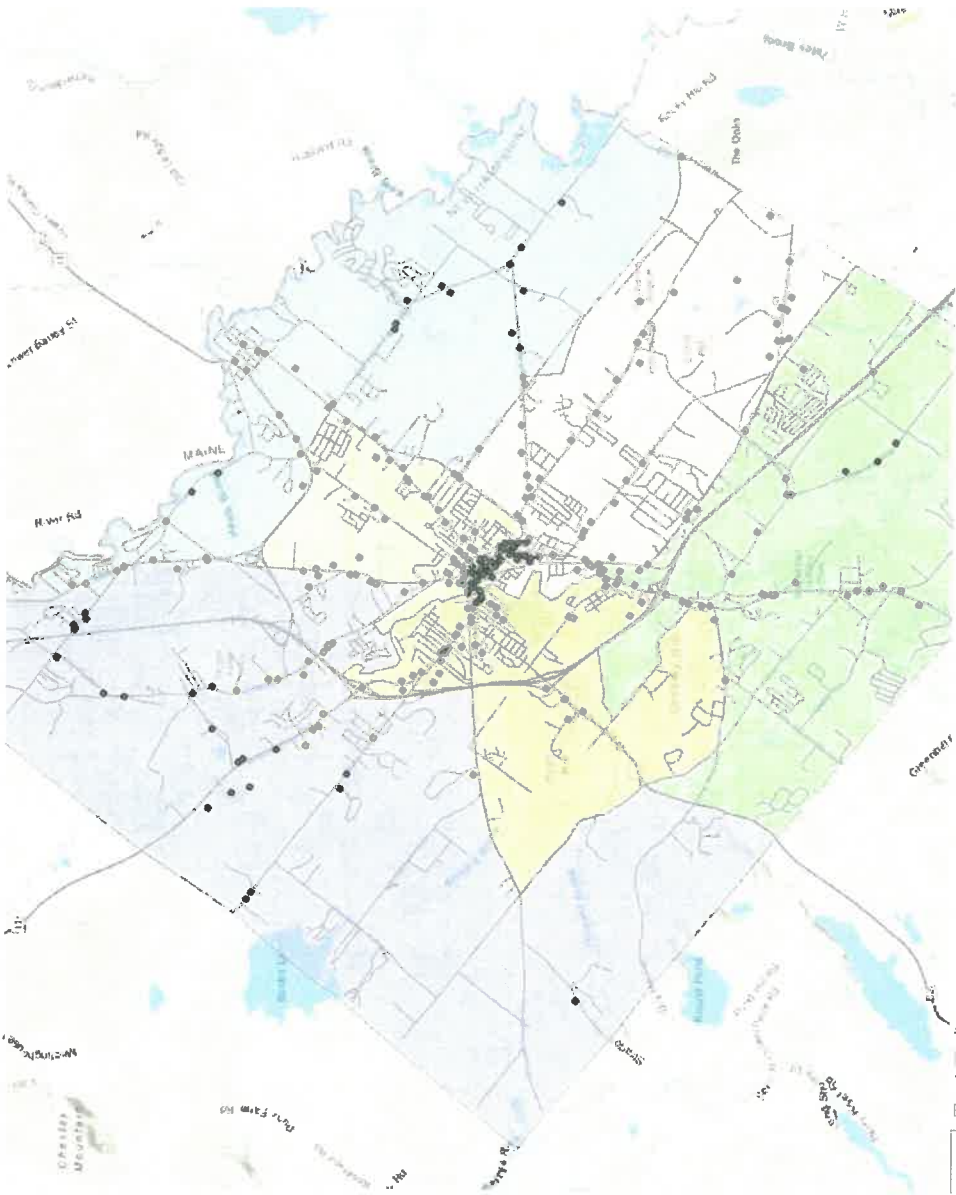
# Rochester Police Department

## February 2020 Comp Stat Report



# Field Activities

Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	612	341	79%	549	11%	498	1223	627	95%	1881
Arrests from Stops	14	26	-46%	25	-44%	18	39	43	-9%	55
Summons	36	15	140%	12	200%	6	48	25	92%	100
Warnings	551	294	87%	500	10%	457	1051	546	92%	1664
No Action	8	5	60%	10	-20%	10	18	12	50%	46
Accidents	81	76	7%	81	0%	121	162	162	0%	157
Summons from ACs	3	2	50%	0	100%	4	3	4	-25%	4
Arrests from ACs	5	4	25%	5	0%	1	10	13	-23%	13
Field Interviews	8	4	100%	8	0%	6	16	7	129%	7
DWI	10	7	43%	3	233%	6	13	10	30%	10
Narcotics	2	4	-50%	2	0%	0	4	5	-20%	1
Alcohol	8	3	167%	1	700%	6	9	5	80%	9
DWI from Accidents	2	2	0%	2	0%	5	4	2	100%	5

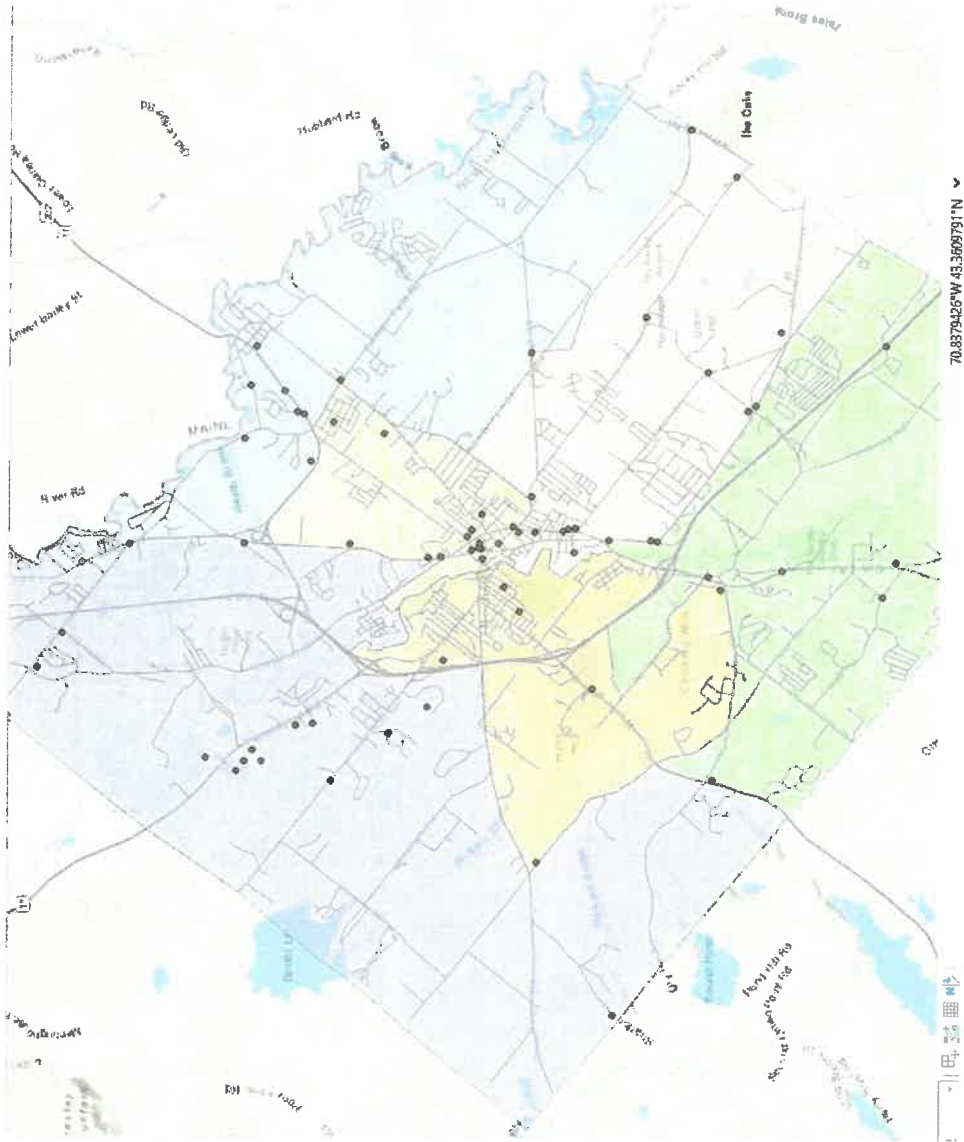


**Traffic Stops**

- 612 Traffic Stops
- 14 Arrests
- 36 Summons
- 551 Warnings

The majority of traffic stops this month continues the recent trend of activity in the high-density enforcement area downtown and along main roads that lead into that area.





### **Motor Vehicle Crashes**

- 81 total crashes
- 2 reported crashes that resulted in DWI arrests.
- Parking lot trend w/minor crashes continues.
- Roads with highest crashes:
  - Wakefield St (5)
  - Washington St (3)
  - Farmington Rd (3)
- Busiest Days:
  - Thursday (14)
  - Friday (14)
  - Saturday (15)
  - Sunday (13)





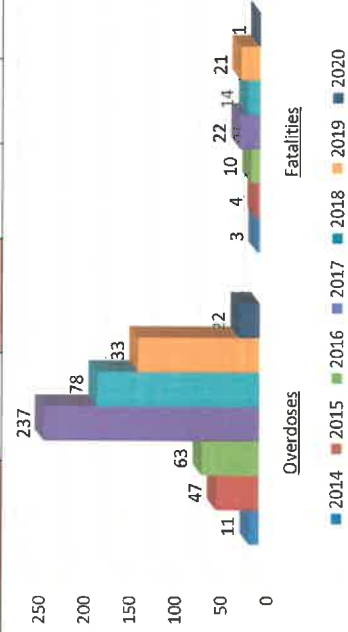


# Property Crimes

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD-19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	4	6	-33%	4	0%	7	8	9	-11%	13%	15%	14
Shoplifting	12	25	-52%	23	-48%	27	35	54	-35%	109%	82%	43
Theft from a Building	12	18	-33%	17	-29%	11	29	34	-15%	24%	28%	36
Theft from MV (including Parts)	6	12	-50%	4	50%	9	10	17	-41%	10%	4%	20
All Other Theft	9	4	125%	8	13%	10	17	9	89%	24%	7%	15
MV Theft	2	0	100%	2	0%	2	4	7	-43%	50%	18%	5
Vandalism	34	21	62%	27	26%	27	61	53	15%	36%	28%	53
<b>Total Property</b>	<b>79</b>	<b>86</b>	<b>-8%</b>	<b>85</b>	<b>-7%</b>	<b>93</b>	<b>164</b>	<b>183</b>	<b>-10%</b>	<b>42%</b>	<b>28%</b>	<b>186</b>
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD-19	% Change			
Burglary	0	3	-100%	1	-100%	1	1	4	-75%			
Shoplifting	5	24	-79%	33	-85%	17	38	52	-27%			
Theft from a Building	1	2	-50%	6	-83%	2	7	8	-13%			
Theft from MV (including Parts)	1	1	0%	0	0%	0	1	2	-50%			
All Other Theft	1	1	0%	3	-67%	0	4	1	300%			
MV Theft	0	0	0%	2	-100%	0	2	1	100%			
Vandalism	8	6	33%	14	-43%	6	22	23	-4%			
<b>Total Property</b>	<b>16</b>	<b>37</b>	<b>-57%</b>	<b>59</b>	<b>-73%</b>	<b>26</b>	<b>75</b>	<b>91</b>	<b>-18%</b>			

# Drug Incidents

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	10	16	-38%	17	-41%	14	27	24	13%	67%	75%	16
Drug Events	21	28	-25%	14	50%	23	34	39	-13%			N/A
Overdoses	13	17	-24%	9	44%	10	22	21	5%			23
Fatal	1	1	0%	0	100%	5	1	1	0%			2
<b>Total Drug</b>	<b>31</b>	<b>44</b>	<b>-30%</b>	<b>31</b>	<b>0%</b>	<b>37</b>	<b>61</b>	<b>63</b>	<b>-3%</b>			<b>39</b>
<b>Arrests</b>												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD-20	YTD 19	% Change			YTD 18
Possession	6	10	-40%	12	-50%	5	18	18	0%			12



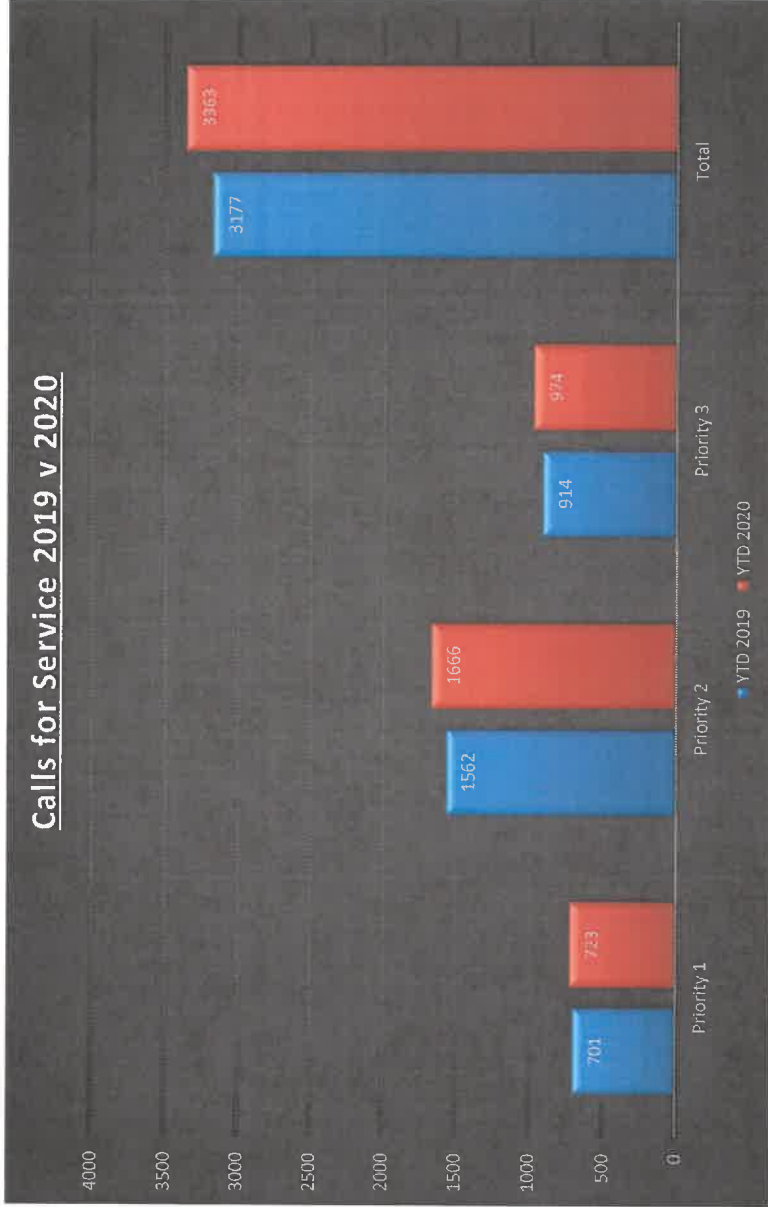
# Violent Crimes

All Incident Reports												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	1	1	0%	1	0%	0	2	2	0%	0%	150%	4
Aggravated Assault from DV*	3	4	-25%	2	50%	6	5	7	-29%	60%	71%	8
Simple Assault	1	1	0%	1	0%	5	2	3	-33%	100%	100%	6
from DV*	34	29	17%	32	6%	38	67	58	16%	45%	66%	83
Simple Assault	18	17	6%	14	29%	28	32	30	7%	59%	67%	45
<b>Total Violent</b>	<b>38</b>	<b>34</b>	<b>12%</b>	<b>35</b>	<b>9%</b>	<b>44</b>	<b>74</b>	<b>67</b>	<b>10%</b>	<b>26%</b>	<b>72%</b>	<b>95</b>
Arrests												
Specific Crimes	Feb-20	Feb-19	% Change	Jan-20	% Change	Dec-19	YTD 20	YTD 19	% Change			
Homicide	0	0	0%	0	0%	0	0	0	0%			
Robbery	0	0	0%	0	0%	0	0	3	-100%			
Aggravated Assault from DV*	1	3	-67%	2	-50%	4	3	5	-40%			
Simple Assault	12	19	-37%	16	-25%	19	30	38	-21%			
from DV*	9	11	-18%	10	-10%	17	19	20	-5%			
<b>Total Violent</b>	<b>13</b>	<b>22</b>	<b>-41%</b>	<b>18</b>	<b>-28%</b>	<b>23</b>	<b>31</b>	<b>46</b>	<b>-33%</b>			

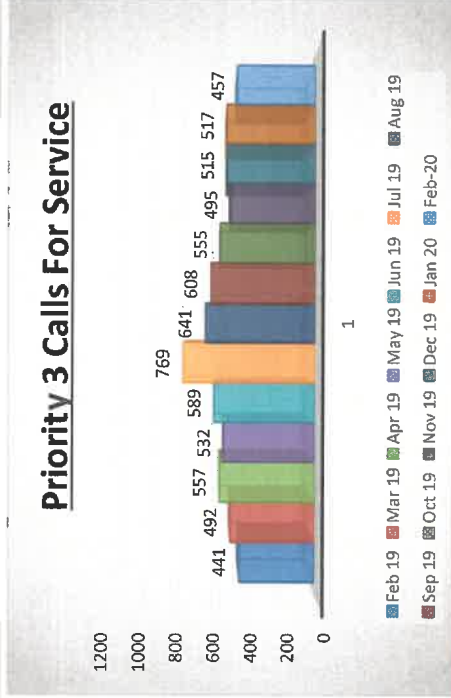
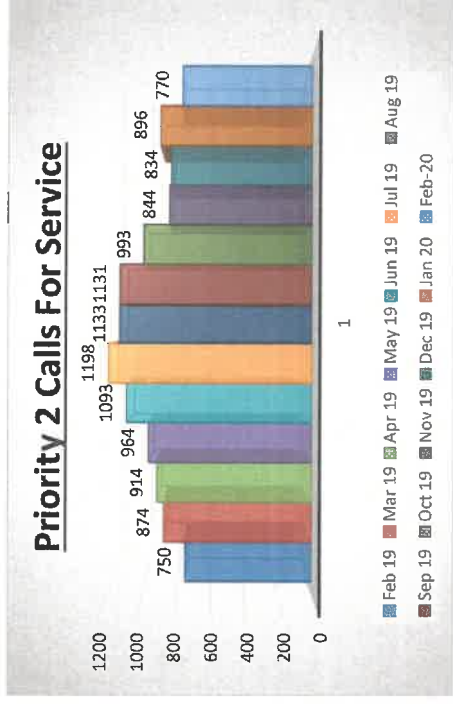
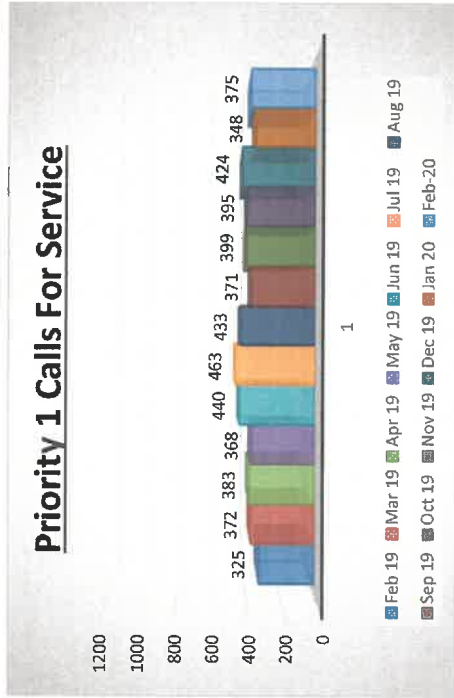
# 2020 Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-101	81	Normal
Traffic Stop	763	418-1108	612	Normal
DWI	7	5-10	10	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	6	3-8	3	Normal
Simple Assault	39	30-47	35	Normal
Burglary	9	5-13	4	Low
Shoplifting	24	17-31	12	Moderately Low
Theft from Building	18	11-25	17	Normal
Theft from MV	16	7-25	6	Low
MV Theft	3	1-5	2	Normal
Vandalism	35	27-43	34	Normal
Possession	16	10-21	10	Normal
<b>Crime</b>	<b>Monthly Average</b>	<b>Normal Range</b>	<b>Current Month</b>	<b>Activity Level</b>
Violent	46	36-56	39	Normal
Property	121	92-150	79	Low

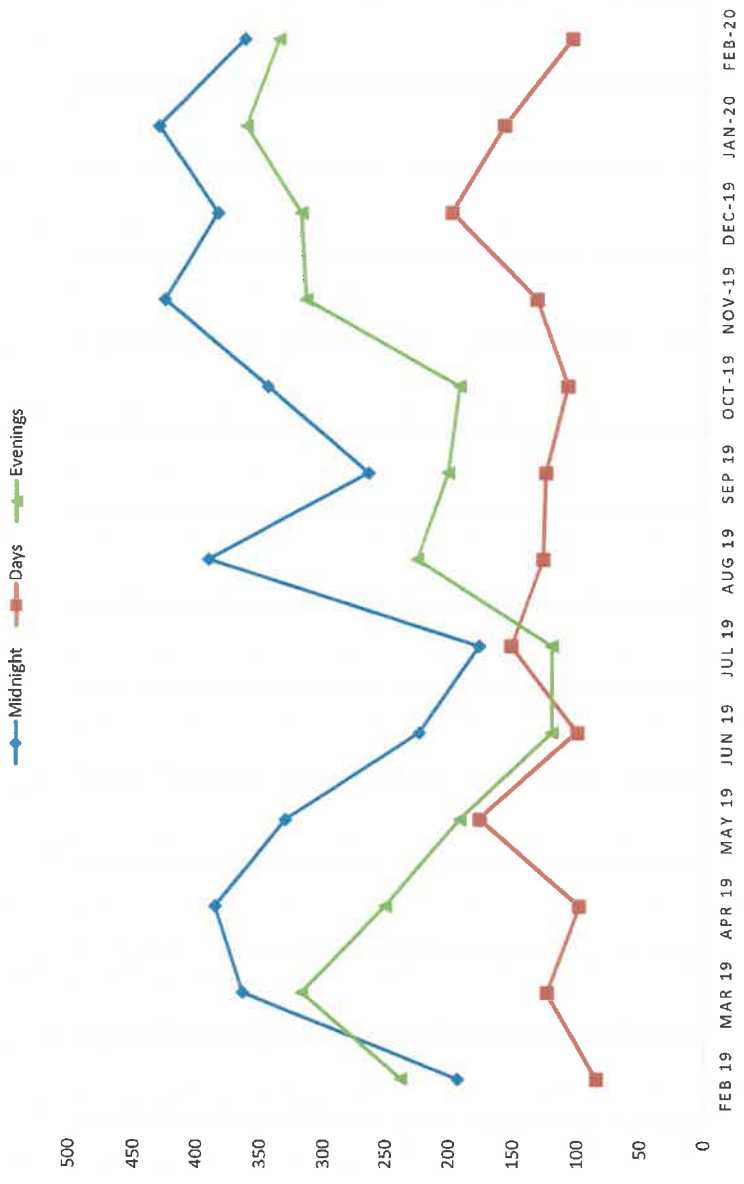
## Calls for Service 2019 v 2020



# Calls For Service By Month



# Monthly Proactive Hours by Shift





# Domestic Violence Related Statistics

## February 2020

### Breakdown of Domestic Violence cases for the month of January:

Total Cases: (90F + Arrests): 29

90F: 14

Misdemeanor Arrests: 14. Of those 14, two cases involved non-arrest calls for service in the preceding 12 months. Both were intimate partner cases.

Felony Arrests: 1. Of those arrests, none involved a non-arrest call for service in the preceding 12 months.



**SUPPORT SERVICES DIVISION  
MONTHLY REPORT  
MARCH 2020**

**INVESTIGATIVE SERVICES BUREAU (ISB):**

- 50 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 81 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 0 cases/true bills presented at Grand Jury due to Court shutdown
- 8 phones analyzed with Cellebrite
- There were 4 callouts during this period (3 OD Deaths and Jackson St fire death case).
- 1 Polygraph examinations
- 1 Background investigations
- 2 Sexual offender compliance checks

**EVIDENCE:**

- Number of pieces taken in: 346
- Number of pieces returned: 54
- Number of pieces destroyed: 36

**COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT:**

- The first full week of existence for the new POP Unit (Sgt. Babine, Officers Robinson, Seager and Danie) went very well. In the first week they began following up with overdoses, making contact with homeless to track camps and movement, made several arrests, started working drug operations and building cases, introduced themselves to downtown businesses and worked with other agencies during their Granite Shield.
- With the changes made to operations resulting from the COVID-19 pandemic, the unit has transitioned in to building cases, researching trends, being a presence in the community to show strength/support/safety and helping patrol/isb where it is needed.
- Officer Danie had a huge success with the RAD program this month and continued with his meetings and duties until the outbreak.

**COMMUNICATION CENTER - DISPATCH:**

- Our new dispatcher is 3 weeks into her training, answering phones and toning ambulances.
- Dispatch was able to reach a tentative agreement in negotiations and expect a final draft of their contract soon.
- Trainings were canceled this month because of the COVID-19 pandemic.
- SPOTS terminals were added to two additional computers in dispatch making all four computers available to SPOTS access.
- We were able to utilize our new radio equipment early by establishing a second dispatch location to be used as a backup. This is to be used only if we have a potential case of COVID in the center and need to quarantine and decontaminate the center. With the help of 2 way, IT and the Gonic FD we were able to get the ball rolling on this within a 24 hour window. This

backup center is fully functional and can dispatch police, fire and ems along with taking incoming calls for service from the public.

- Maternity leaves (3) will be starting shortly – One of the specialists volunteered to go to midnight shift to cover our first maternity leave and absorb majority of the overtime associated with that absence.
- The radio project was set to begin in April however because of the COVID outbreak and utilizing the new radio equipment, which is now delayed.

### **ADULT PROSECUTION**

- Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity.

### **JUVENILE PROSECUTION/ SCHOOL RESOURCE OFFICERS/ EXPLORERS**

**Juvenile Prosecution:** The below numbers are not typical as a result of the reduction of cases being presented by the Court

#### New cases:

- Petitions: 3
- CHINS: 1
- Motions To Impose Suspended Sentences: 0
- Motions to Bring Forward a Diversion Agreement for Sentence: 0

#### Hearings:

- 1 = Emergency Placement AND/OR Arraignment
- 6 = Arraignments (set for trial, but those have been cancelled for now)
- 6 = Arraignments (resolved with a plea)
- 1 = Arraignment rescheduled, MTC, FTA
- 3 = Review hearings
- 4 = Violation hearings
- 7 = Trials resolved with a plea
- 2 = Trials with True (guilty) finding
- 8 = Trials either FTA or MTC

#### Completed Investigation District Courts Cases:

- 5 Investigations/complaint/warrant for **Bail Jumping** from District Court
- 9 Motion to **Impose suspended** sentences or Motions to **Bring case forward for trial**

#### Other:

- Completed **16** RSA 193:1 warrants/investigations (waiting to make the cases active when the public allowed back to the PD for normal business)
- 25 hours: doing District Court/Prosecution work typically done by an Administrative Assistant

- With the closing of the court, Lt. Gould is dealing with JPPOs on a daily basis to deal with juveniles on the caseload, what to do with them when we are unable to file violations in court at this time, etc.
- Lt. Gould will be monitoring the full dispatch logs daily to make sure that patrol is handling cases properly when dealing with juvenile issues and will pass along any needed calls for service to JPPOS while the Court has reduced hearings etc..
- 3/7 Represented Rochester in in the Winni Dip for Special Olympics. The RPD team raised approximately \$5000.

**SRO highlights:** \*\*COVID-19 school closures went into effect March 18<sup>th</sup>. SRO Jackson and Porfido have been assigned to Patrol during the closure while SRO Deluca has been assisting the schools with helping families in need of services get food and other items needed during the closure. \*\*

High School: Officer Jackson

- worked Teen Night
- worked with the Foreign Language Class to make a video
- taught 3 Criminal Justice classes involving SWAT instruction; brought the Bear Cat and SWAT equipment
- two different occasions assisted Admin with dealing with two sets of unruly parents
- counseled four sets of parents regarding legal issues and school rules
- LEADS: completed half of the lessons for two classes before school was called off
- 2 arrest reports for Unlawful Possession Tobacco
- 1 offense report that will result in charges/petitions

Middle School: Sgt. Deluca

- attended the LEAD conference and received the “Instructor of the Year” award for all US States.
- worked Teen Night
- dealt with 15 different instances of assisting students with learning how to migrate through social issues
- dealt with 9 students regarding available interventions for dealing with stress
- completed LEAD lesson plans 1-7, now trying to figure out how to present on-line to students while school has been postponed to on-line learning
- weekly security checks on doors
- target hardening several rooms with teachers and staff
- working on an active shooter plan for end of season school drill
- assisted the entire RMS Admins staff with preparations for school shut-down and on-line learning such as disseminating all school Chromebooks to students, giving out food to students for “End 68 Hours of Hunger”, etc.
- working with the teachers at RMS and working daily with assisting the teachers and the on-line learning, assisting students with homework via video chat
- 1 offense report for police information
- 0 arrests

### Elementary School (9): Officer Porfido

- worked Teen Night
- weekly check-ins at all schools
- participated in afternoon recess, Phys Ed sessions and lunches with students
- worked with McDonald's to obtain 1000 dessert cards to use as gifts to students who successfully complete LEADS at the Elementary and Middle School(s)
- Police Explorer meetings
- met with parents at Chamberlain School about a juvenile matter involving two students
- Rotary fingerprinting at William Allen School
- assisted School St School with an issues involving a parent/student issue
- since the schools closed Officer Porfido has been checking in daily with all the principals to see if there is any assistance needed regarding students at home, etc.
- 1 offense report

### Explorer Post: Officer Jackson

- Officer Jackson held two Explorer meetings this month.
- One of the two meetings was held at Pease Air Force Base Military Police

### **DIVERSION PROGRAM/TEEN DRUG COURT**

- March's Teen Night drew another high attendance turnout for this year, with 231, making this year's on average attendance being 214 youth accessing Teen Night. We had New England Wellness and Martial Arts attend as the local service provider connecting to the youth for the month.
- Due to safety caution the remainder of the year, Teen Night for April & May have been canceled due to Covid risks.
- Staff continues to work on the Juvenile Probation Transformation Certificate Program with the State team in developing the state-wide plan with our Capstone summary being presented at the end of the month. Challenges with the submission are that all deadlines are moving targets due to the Covid cancelations and inability to have contact with individuals and groups.
- Staff has had to juggle rescheduling the many events being working on, the Diversion Network Annual Summit, the Strafford County Addiction Team's Legislative Breakfast, Diversion Network's meetings and trainings and helping diversion programs find ways to conduct work virtually. The Covid precautions have forced many programs to find ways to use technology that never have, so creativity in forms and technology tools has been the focus for the Diversion Network.
- Staff attended the End Youth Homelessness Summit and was able to network with the new Vice President of the Granite YMCA, which is working hard at connecting to the Rochester community.
- Staff continues to work with Berlin PD in developing a diversion option for Coos County.
- Staff helped the Employee Recognition Committee with the Employee Appreciation Day, as Staff was requested to be a Committee Member.

### **HOUSING:**

- There were 33 police related calls for service this month at the various housing buildings.
- There were 5 background checks performed for potential new residents.
- Officer Blair has adjusted his operations to comply with COVID-19, but is still patrolling and being a presence at the various buildings.
- Officer Funk remains out of work due to injury and his return status is still not known

Respectfully Submitted,

Captain Todd Pinkham  
Support Services Division

NEW BUSINESS MONTHLY

**ADMINISTRATIVE MONTHLY REPORT** REPORTS - ADMIN  
March 2020

**Financial/Purchasing**

- We are approximately 75 % of the way through FY20 and overall our operating budget is in line with where we would expect to be.
- On March 19<sup>th</sup> the finance office notified all departments of a budget freeze, which will be evaluated on April 20<sup>th</sup>. The freeze was a result of the ongoing Covid-19 crisis. While this will have an effect on some of our budget purchases, we will be allowed to make emergency purchases for day-to-day operations.
- After receiving approval from the city council to move \$51,000 from our salary lines to our O&M for purchase of furniture for the ISB division, this project is being placed on hold due to the budget freeze. I have talked with the sales representative and based upon several factors it is unknown if we are given the permission to move forward on April 20<sup>th</sup> if we will be able to get the project completed before the June 30<sup>th</sup> deadline.
- Our online crime reports platform is currently up and running. We made a quick push to bring it online a little earlier than expected due to changes in our day-to-day operations because of the covid-19 crisis. During this crisis, we hope this platform will allow citizens to file non-priority reports and limit the face-to-face contact with officers to protect everyone. While slow starting we have had a limited amount of reports filed online.
- Our JAG funds were accepted this month and we have filed the required paperwork with the JAG office. This is the first year we have managed our own JAG grant in many, many years. We are required to complete some on line training prior to the funds being distributed. The vests are part of a state bid contract for Safariland equipment and I have reached out to the dealer to get the process moving forward. I have also been soliciting from officers what they want for pouches on their vests so I can put a complete list together for the order.
- The radio replacement project will not be affected by the budget freeze, as it is an “in process” project. The greatest part of the Motorola gear has been delivered to 2-way Communications and they are working on staging it in their lab. Due to the covid-19 crisis we have actually utilized some of the radio gear to set up a second dispatch location at the Gonic Fire Station in case of a contamination in the main center.
- I have been in contact with our Irwin Ford in regards to our FY20 cruiser purchase. They’ve advised both of the cruisers have been built, and one of the is in transit to the dealership. I don’t have an explanation regarding why only one of the two is in transit. Irwin holds the state bid and it is my guess with many agencies waiting for their cruisers they are trying to spread them out among the agencies.

- Purchases of \$5000 or more which would require a signature from the commission this month.
  - New workstations for ISB
  - IT switches and gear associated with the radio replacement project. This was not signed by the commission in an effort to limit potential exposures to Covid-19.

### **Training/Hiring**

- Recruit Officers Knox and Colson have completed 11 weeks of the police academy. Unfortunately, due to the Covid-19 crisis, the academy was shut down on Monday March 16<sup>th</sup> and they sent the recruits to their agencies. The academy was not only concerned about having 67 recruits so close together in dorm living, but several instructors were cancelling as they didn't want to be potentially exposed. Throughout the week, the academy staff has been working on remote learning platforms and they are starting remote learning on March 24<sup>th</sup>. It appears the recruits will continue remote learning through most of April. It is unknown at this point how it will affect graduation.
- Officers Miller and Flathers have since been released on to solo patrol after they successfully completed their exit interviews on March 16<sup>th</sup>.
- Officer Bilodeau has had moved in his final observation week and is scheduled for his final training review board on March 30<sup>th</sup>. By extending his time in FTO it has allowed him to better address his report writing and case management. His FTO's have noted an improvement.
- Due to the ongoing Covid-19 crisis, we have made the decision to postpone the physical agility test which was scheduled for April 4<sup>th</sup>. There were no certified candidates. Given the situation we are under with the current recruit academy, it is unknown if the May Academy will start on schedule. We were aiming with this process for the August academy, as the May Academy is at maximum applicants. As this crisis starts to decline, we will reschedule the testing.
- During the month we sent personnel to various training classes which included:
  - Officers Plumb and Hatch to the 40hr CIT certification
  - Sgt. Babine to managing narcotics informants
  - Officers Danie, Murphy, Oswald, Plumb to basic drug investigations
  - SWAT members attended a bomb awareness for SWAT officers course outside of their normal training.
  - Officer Root to portable breath test instructor certification

### **Other**

- Due to the Covid-19 crisis, the DEA cancelled the National Drug Take Back Day. At this time, it has not been rescheduled.

Respectfully Submitted,  
Gary Boudreau  
Deputy Chief of Police





**March 2020**  
**Expense & Revenue Reports**

NEW BUSINESS MONTHLY  
REPORTS - FINANCIALS



1  
P  
glytdbud

CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 PD ADMINISTRATIVE SERVICES							
12010053 511001 SALARIES - FULL	622,251.00	.00	622,251.00	474,302.95	.00	147,948.05	76.2%
12010053 511002 SALARIES - PART	102,602.00	.00	102,602.00	77,335.17	.00	25,266.83	75.4%
12010053 511003 SALARIES - EARL	.00	.00	.00	.00	.00	.00	.0%
12010053 511004 SALARIES - HOLI	.00	.00	.00	.00	.00	.00	.0%
12010053 511005 SALARIES - OUTS	192,000.00	.00	192,000.00	148,289.70	.00	43,710.30	77.2%
12010053 511099 SALARIES - ADJU	23,340.00	.00	23,340.00	.00	.00	23,340.00	.0%
12010053 513001 OVERTIME - REGU	.00	.00	.00	.00	.00	.00	.0%
12010053 513002 OVERTIME - TRAI	.00	.00	.00	.00	.00	.00	.0%
12010053 513004 OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12010053 514000 EDUCATION INCEN	9,000.00	.00	9,000.00	.00	.00	.00	.0%
12010053 516000 LONGEVITY	3,550.00	.00	3,550.00	6,576.66	.00	2,423.34	73.1%
12010053 521100 HEALTH INSURANC	62,733.00	.00	62,733.00	2,950.00	.00	600.00	83.1%
12010053 521200 DENIAL INSURANC	1,824.00	.00	1,824.00	48,638.64	.00	14,094.36	77.5%
12010053 521300 LIFE INSURANCE	1,217.00	.00	1,217.00	1,240.56	.00	583.44	68.0%
12010053 522000 SOCIAL SECURITY	13,497.00	.00	13,497.00	981.75	.00	235.25	80.7%
12010053 523000 RETIREMENT CONT	239,140.00	.00	239,140.00	10,012.31	.00	3,484.69	74.2%
12010053 523300 RETIREMENT STAT	.00	.00	.00	159,807.89	.00	79,332.11	66.8%
12010053 525000 UNEMPLOYMENT CO	.00	.00	.00	.00	.00	.00	.0%
12010053 526000 WORKERS' COMPEN	68,512.00	.00	68,512.00	65,615.39	2,896.61	.00	100.0%
12010053 528001 DISABILITY INSU	3,150.00	.00	3,150.00	2,657.18	.00	492.82	84.4%
12010053 531002 STIPEND	.00	.00	.00	.00	.00	.00	.0%
12010053 532001 STAFF DEVELOPME	17,543.00	500.00	18,043.00	11,485.00	375.50	6,182.50	65.7%
12010053 532200 CONTRACTED SERV	72,000.00	.00	72,000.00	71,928.04	74.20	-2.24	100.0%*
12010053 533003 PHOTO DEVELOPME	3,910.00	.00	3,910.00	300.00	.00	300.00	.0%
12010053 533004 MEDICAL SERVICE	1,000.00	979.00	4,889.00	3,715.18	860.82	313.00	93.6%
12010053 533005 ANIMAL DISPOSAL	.00	.00	1,000.00	452.00	548.00	.00	100.0%
12010053 533009 LEGAL	.00	.00	.00	.00	.00	.00	.0%
12010053 533010 LABOR NEGOTIATI	4,000.00	.00	4,000.00	1,786.15	2,213.85	.00	100.0%
12010053 533011 ANIMAL BOARDING	.00	.00	.00	.00	.00	.00	.0%
12010053 534001 STATE FEE COMPU	.00	.00	.00	.00	.00	.00	.0%
12010053 541100 WATER/SEWAGE	3,430.00	.00	3,430.00	1,660.50	1,041.90	727.60	78.8%
12010053 543001 VEHICLES MAINT	33,000.00	.00	33,000.00	14,034.86	6,751.49	12,213.65	63.0%
12010053 543002 EQUIPMENT MAINT	53,480.00	.00	53,480.00	38,298.24	7,598.06	7,583.70	85.8%
12010053 543500 INSURANCE CLAIM	5,000.00	.00	5,000.00	3,278.65	.00	1,721.35	65.6%
12010053 544200 RENTAL OF EQUIP	400.00	.00	400.00	400.00	400.00	.00	100.0%
12010053 544500 LEASE COPIER/PR	14,748.00	.00	14,748.00	14,581.31	.00	166.69	98.9%
12010053 544900 RENTAL OF OTHER	.00	.00	.00	.00	.00	.00	.0%
12010053 552001 FLEET INSURANCE	9,674.00	.00	9,674.00	8,861.00	813.00	.00	100.0%
12010053 552002 PROPERTY INSURA	4,199.00	.00	4,199.00	3,846.00	353.00	.00	100.0%
12010053 552003 GENERAL LIABILI	26,404.00	.00	26,404.00	24,185.00	2,219.00	.00	100.0%



CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 552004 OFFICERS LIABIL	43,423.00	.00	43,423.00	39,774.00	3,649.00	.00	100.0%
12010053 553000 COMMUNICATIONS	43,118.00	.00	43,118.00	26,212.57	2,570.82	14,334.61	66.8%
12010053 553400 POSTAGE FEES	8,050.00	.00	8,050.00	5,220.06	.00	2,829.94	64.8%
12010053 554000 ADVERTISING	500.00	.00	500.00	248.30	.00	251.70	49.7%
12010053 555000 PRINTING AND BI	4,000.00	.00	4,000.00	1,721.60	90.00	2,188.40	45.3%
12010053 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12010053 558000 TRAVEL	6,100.00	-500.00	5,600.00	2,426.69	2,428.38	744.93	86.7%
12010053 561003 OFFICE SUPPLIES	5,473.00	.00	5,473.00	2,834.94	545.21	2,092.85	61.8%
12010053 561005 PUBLICATIONS	2,250.00	.00	2,250.00	717.86	210.00	1,322.14	41.2%
12010053 561006 AMMUNITION	25,974.00	.00	25,974.00	24,246.82	570.00	1,157.18	95.5%
12010053 561008 VEHICLE SUPPLIE	11,030.00	.00	11,030.00	4,166.50	922.13	5,941.37	46.1%
12010053 561009 TRAINING MATERI	350.00	.00	350.00	313.72	.00	36.28	89.6%
12010053 561010 CLOTHING	37,500.00	.00	37,500.00	20,702.79	3,339.06	13,458.15	64.1%
12010053 561032 OTHER OPERATION	16,885.00	.00	16,885.00	4,405.44	1,604.03	10,875.53	35.6%
12010053 562200 ELECTRICITY	60,000.00	.00	60,000.00	37,762.70	21,501.46	7,735.84	98.8%
12010053 562400 HEATING FUEL	7,500.00	3,000.00	10,500.00	7,368.73	3,131.27	.00	100.0%
12010053 562600 VEHICLE FUEL	77,984.00	-3,435.00	74,549.00	30,858.71	.00	43,690.29	41.4%
12010053 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	.0%
12010053 573401 ADMIN EQUIPMENT	1,500.00	.00	1,500.00	166.29	.00	1,333.71	11.1%
12010053 573900 OTHER EQUIPMENT	14,244.00	50,456.00	64,700.00	4,579.94	39,247.04	20,873.02	67.7%
12010053 581000 DUES AND FEES	2,520.00	.00	2,520.00	1,563.00	810.00	147.00	94.2%
12010053 581100 DONATION EXPEND	.00	.00	.00	.00	.00	.00	.0%
12010053 589003 SEIZED PROPERTY	.00	.00	.00	.00	.00	.00	.0%
12010053 589004 SEIZED PROPERTY	.00	.00	.00	.00	.00	.00	.0%
12010053 589005 DARE CONTRIBUTI	.00	.00	.00	.00	.00	.00	.0%
12010053 589006 DARE CONTRIBUTI	.00	.00	.00	.00	.00	.00	.0%
12010053 589007 CITY WIDE PROGR	.00	.00	.00	.00	.00	.00	.0%
12010053 589100 LLEBG 102 RECEI	15,750.00	.00	15,750.00	11,242.00	3,129.01	1,378.99	91.2%
12010053 589101 LLEBG 102 RECEI	.00	.00	.00	.00	.00	.00	.0%
12010053 589102 LLEBG 102 CITY	.00	.00	.00	.00	.00	.00	.0%
12010053 589113 LLEBG 115 RECEI	.00	.00	.00	.00	.00	.00	.0%
12010053 589114 LLEBG 115 FEDER	.00	.00	.00	.00	.00	.00	.0%
12010053 589115 LLEBG 115 CITY	.00	.00	.00	.00	.00	.00	.0%
12010053 589130 COPSMORE 032 RE	.00	.00	.00	.00	.00	.00	.0%
12010053 589131 COPSMORE 032 FE	.00	.00	.00	.00	.00	.00	.0%
12010053 589132 COPSMORE 032 CI	.00	.00	.00	.00	.00	.00	.0%
TOTAL PD ADMINISTRATIVE SERVIC	1,976,055.00	51,000.00	2,027,055.00	1,423,052.79	109,892.84	494,109.37	75.6%
12012453 PD PATROL SERVICES							
12012453 511001 SALARIES - FULL	3,040,202.00	-51,000.00	2,989,202.00	2,064,985.49	.00	924,216.51	69.1%

CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012453 511002 SALARIES - PART	48,787.00	.00	48,787.00	38,915.67	.00	9,871.33	79.8%
12012453 511003 SALARIES - EARL	92,769.00	.00	92,769.00	44,320.27	.00	48,448.73	47.8%
12012453 511004 SALARIES - HOLI	128,978.00	.00	128,978.00	91,289.35	.00	37,688.65	70.8%
12012453 511099 SALARIES - ADJU	1,571.00	.00	1,571.00	.00	.00	1,571.00	.0%
12012453 513001 OVERTIME - REGU	108,546.00	.00	108,546.00	96,665.33	.00	11,880.67	89.1%
12012453 513002 OVERTIME - TRAI	28,940.00	.00	28,940.00	23,348.75	.00	5,591.25	80.7%
12012453 513004 OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12012453 514000 EDUCATION INCEN	21,000.00	.00	21,000.00	13,326.39	.00	7,673.61	63.5%
12012453 516000 LONGEVITY	.00	.00	.00	1,500.00	.00	-1,500.00	100.0%*
12012453 521100 HEALTH INSURANC	460,576.00	.00	460,576.00	325,424.99	.00	135,151.01	70.7%
12012453 521200 DENTAL INSURANC	11,244.00	.00	11,244.00	8,250.25	.00	2,993.75	73.4%
12012453 521300 LIFE INSURANCE	464.00	.00	464.00	383.77	.00	80.23	82.7%
12012453 522000 SOCIAL SECURITY	48,101.00	.00	48,101.00	32,708.93	.00	15,392.07	68.0%
12012453 523000 RETIREMENT CONT	960,386.00	.00	960,386.00	651,135.23	.00	309,250.77	67.8%
12012453 523300 11539 RETIREMENT	.00	.00	.00	.00	.00	.00	.0%
12012453 525000 UNEMPLOYMENT CO	.00	.00	.00	.00	.00	.00	.0%
12012453 526000 WORKERS' COMPEN	.00	.00	.00	.00	.00	.00	.0%
12012453 528001 DISABILITY INSU	.00	.00	.00	15.01	.00	-15.01	100.0%*
12012453 532001 STAFF DEVELOPME	.00	.00	.00	.00	.00	.00	.0%
12012453 533003 PHOTO DEVELOPME	.00	.00	.00	.00	.00	.00	.0%
12012453 533004 MEDICAL SERVICE	.00	.00	.00	.00	.00	.00	.0%
12012453 533005 ANIMAL DISPOSAL	.00	.00	.00	.00	.00	.00	.0%
12012453 533011 ANIMAL BOARDING	.00	.00	.00	.00	.00	.00	.0%
12012453 543001 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00	.0%
12012453 543002 RENTAL OF EQUIP	.00	.00	.00	.00	.00	.00	.0%
12012453 544200 RENTAL OF OTHER	.00	.00	.00	.00	.00	.00	.0%
12012453 553000 COMMUNICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012453 553400 POSTAGE FEES	.00	.00	.00	.00	.00	.00	.0%
12012453 554000 ADVERTISING	.00	.00	.00	.00	.00	.00	.0%
12012453 555000 PRINTING AND BI	.00	.00	.00	.00	.00	.00	.0%
12012453 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12012453 558000 TRAVEL	.00	.00	.00	.00	.00	.00	.0%
12012453 561003 OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.0%
12012453 561005 PUBLICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012453 561010 CLOTHING	.00	.00	.00	.00	.00	.00	.0%
12012453 561032 OTHER OPERATION	.00	.00	.00	.00	.00	.00	.0%
12012453 562600 09529 VEHICLE FU	.00	.00	.00	.00	.00	.00	.0%
12012453 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	.0%
12012453 573401 ADMIN EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012453 573900 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012453 581000 DUES AND FEES	.00	.00	.00	.00	.00	.00	.0%
TOTAL PD PATROL SERVICES	4,951,564.00	-51,000.00	4,900,564.00	3,392,269.43	.00	1,508,294.57	69.2%
12012553 PD SUPPORT SERVICES							



CITY OF ROCHESTER  
FINANCIALS FOR MARCH

03/25/2020 16:37  
rhonda.young

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553 511001 SALARIES - FULL	145,718.00	.00	145,718.00	109,792.21	.00	35,925.79	75.3%
12012553 511002 SALARIES - PART	195,384.00	.00	195,384.00	111,300.13	.00	84,083.87	57.0%
12012553 511003 SALARIES - EARL	.00	.00	.00	.00	.00	.00	.0%
12012553 511004 SALARIES - HOLI	.00	.00	.00	.00	.00	.00	.0%
12012553 511099 SALARIES - ADJU	1,749.00	.00	1,749.00	.00	.00	1,749.00	.0%
12012553 513001 OVERTIME - REGU	3,000.00	.00	3,000.00	993.34	.00	2,006.66	33.1%*
12012553 513002 OVERTIME - TRAI	.00	.00	.00	736.58	.00	-736.58	100.0%*
12012553 513004 OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12012553 514000 EDUCATION INCEN	.00	.00	.00	.00	.00	.00	.0%
12012553 516000 LONGEVITY	2,530.00	.00	2,530.00	1,465.00	.00	1,065.00	57.9%
12012553 521100 HEALTH INSURANC	31,737.00	.00	31,737.00	24,816.96	.00	6,920.04	78.2%
12012553 521200 DENTAL INSURANC	900.00	.00	900.00	674.85	.00	225.15	75.0%
12012553 521300 LIFE INSURANCE	228.00	.00	228.00	225.85	.00	2.15	99.1%
12012553 522000 SOCIAL SECURITY	25,885.00	.00	25,885.00	16,641.69	.00	9,243.31	64.3%
12012553 523000 RETIREMENT CONT	17,010.00	.00	17,010.00	12,286.45	.00	4,723.55	72.2%
12012553 523300 11539 RETIREMENT	.00	.00	.00	.00	.00	.00	.0%
12012553 525000 UNEMPLOYMENT CO	.00	.00	.00	.00	.00	.00	.0%
12012553 526000 WORKERS' COMPEN	.00	.00	.00	.00	.00	.00	.0%
12012553 528001 DISABILITY INSU	.00	.00	.00	.00	.00	.00	.0%
12012553 532001 STAFF DEVELOPME	1,674.00	.00	1,674.00	1,163.74	.00	510.26	69.5%
12012553 533003 PHOTO DEVELOPME	.00	.00	.00	.00	.00	.00	.0%
12012553 533004 MEDICAL SERVICE	.00	.00	.00	.00	.00	.00	.0%
12012553 543001 VEHICLES MAINT	.00	.00	.00	.00	.00	.00	.0%
12012553 543002 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00	.0%
12012553 544200 RENTAL OF EQUIP	.00	.00	.00	.00	.00	.00	.0%
12012553 544900 RENTAL OF OTHER	.00	.00	.00	.00	.00	.00	.0%
12012553 553000 COMMUNICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012553 553400 POSTAGE FEES	.00	.00	.00	.00	.00	.00	.0%
12012553 554000 ADVERTISING	.00	.00	.00	.00	.00	.00	.0%
12012553 555000 PRINTING AND BI	.00	.00	.00	.00	.00	.00	.0%
12012553 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12012553 558000 TRAVEL	.00	.00	.00	.00	.00	.00	.0%
12012553 561003 OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.0%
12012553 561005 PUBLICATIONS	.00	.00	.00	.00	.00	.00	.0%
12012553 561009 TRAINING MATERI	.00	.00	.00	.00	.00	.00	.0%
12012553 561010 CLOTHING	.00	.00	.00	.00	.00	.00	.0%
12012553 561032 OTHER OPERATION	.00	.00	.00	.00	.00	.00	.0%
12012553 562600 09529 VEHICLE FU	.00	.00	.00	.00	.00	.00	.0%
12012553 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	.0%
12012553 573401 ADMIN EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012553 573900 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
12012553 581000 DUES AND FEES	.00	.00	.00	.00	.00	.00	.0%
12012553 589007 CITY WIDE PROGR	.00	.00	.00	.00	.00	.00	.0%
TOTAL PD SUPPORT SERVICES	425,815.00	.00	425,815.00	280,096.80	.00	145,718.20	65.8%

FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	7,353,434.00	.00	7,353,434.00	5,095,419.02	109,892.84	2,148,122.14	70.8%
TOTAL EXPENSES	7,353,434.00	.00	7,353,434.00	5,095,419.02	109,892.84	2,148,122.14	



FOR 2020 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	7,353,434.00	.00	7,353,434.00	5,095,419.02	109,892.84	2,148,122.14	70.8%

\*\* END OF REPORT - Generated by Rhonda Young \*\*



FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12030153 DISPATCH CENTER							
12030153 511001 SALARIES - FULL	509,061.00	.00	509,061.00	338,668.14	.00	170,392.86	66.5%
12030153 511002 SALARIES - PART	2,000.00	.00	2,000.00	5,331.39	.00	-3,331.39	266.6%
12030153 511004 SALARIES - HOLI	18,794.00	.00	18,794.00	14,260.88	.00	4,533.12	75.9%
12030153 511099 SALARIES - ADJU		.00			.00		
12030153 513001 OVERTIME - REGU	34,000.00	.00	34,000.00	20,183.84	.00	13,816.16	59.4%
12030153 513002 OVERTIME-TRAINI	10,000.00	.00	10,000.00	2,375.46	.00	7,624.54	23.8%
12030153 516000 LONGEVITY	2,250.00	.00	2,250.00	1,849.98	.00	400.02	82.2%
12030153 521100 HEALTH INSURANC	136,038.00	.00	136,038.00	80,962.54	.00	55,075.46	59.5%
12030153 521200 DENTAL INSURANC	3,324.00	.00	3,324.00	2,130.89	.00	1,193.11	64.1%
12030153 521300 LIFE INSURANCE	40,879.00	.00	40,879.00	27,371.58	.00	13,507.42	66.8%
12030153 522000 SOCIAL SECURITY	64,135.00	.00	64,135.00	42,098.38	.00	22,036.62	65.6%
12030153 523000 RETIREMENT CONT		.00			.00		
12030153 525000 UNEMPLOYMENT		.00			.00		
12030153 526000 WORKERS' COMPEN	1,367.00	.00	1,367.00	696.85	670.15	.00	100.0%
12030153 528001 DISABILITY INSU	4,935.00	.00	4,935.00	3,710.25	.00	1,224.75	75.2%
12030153 532001 STAFF DEVELOPME	3,300.00	.00	3,300.00	916.00	783.00	1,601.00	51.5%
12030153 532200 CONTRACTED SERV		.00			.00		
12030153 533004 MEDICAL SERVICE		.00			.00		
12030153 533010 LABOR NEGOTIATI		.00			.00		
12030153 534001 STATE FEE COMPU	4,500.00	.00	4,500.00	1,716.00	.00	2,784.00	38.1%
12030153 534003 SOFTWARE MAINT//	4,130.00	.00	4,130.00		4,130.00	.00	100.0%
12030153 543002 EQUIPMENT MAINT	29,360.00	.00	29,360.00	21,004.94	3,688.04	4,667.02	84.1%
12030153 544500 LEASE COPIER/PR		.00			.00		
12030153 552003 GENERAL LIABILL	2,867.00	.00	2,867.00	2,626.00	241.00	.00	100.0%
12030153 553000 COMMUNICATIONS	500.00	.00	500.00	577.82	.00	-77.82	115.6%*
12030153 554000 ADVERTISING	68.00	.00	68.00		.00	68.00	.0%
12030153 556000 TUITION		.00			.00		
12030153 558000 TRAVEL	2,000.00	.00	2,000.00	633.55	28.58	1,337.87	33.1%
12030153 561003 OFFICE SUPPLIES	1,250.00	.00	1,250.00	560.59	213.79	475.62	62.0%
12030153 561010 CLOTHING	1,300.00	.00	1,300.00	199.00	.00	1,101.00	15.3%
12030153 561032 OTHER OPERATION	2,500.00	.00	2,500.00	606.37	.00	1,893.63	24.3%
12030153 573401 ADMIN EQUIPMENT	2,312.00	.00	2,312.00		375.99	1,936.01	16.3%
12030153 573900 OTHER EQUIPMENT		.00			.00		
12030153 581000 DUES AND FEES	469.00	.00	469.00	339.00	.00	130.00	72.3%
TOTAL DISPATCH CENTER	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	65.7%
TOTAL GENERAL FUND	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	65.7%
TOTAL EXPENSES	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	



FOR 2020 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	882,328.00	.00	882,328.00	569,540.59	10,130.55	302,656.86	65.7%

\*\* END OF REPORT - Generated by Rhonda Young \*\*



03/25/2020 16:39  
rhonda.young

CITY OF ROCHESTER  
REVENUE FOR MARCH

IP 1  
glytdbud


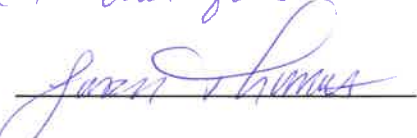



FOR 2020 09

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
12011 POLICE CITY REVENUE						
12011 400403 AMUSEMENT PERMITS	.00	.00	.00	.00	.00	.0%
12011 400407 PISTOL PERMITS	-2,000.00	.00	-2,000.00	-1,140.50	-859.50	57.0%*
12011 402110 INCOME FROM COPY M	-5,000.00	.00	-5,000.00	-12,286.59	7,286.59	245.7%
12011 402111 OUTSIDE SECURITY S	-255,000.00	.00	-255,000.00	-191,188.03	-63,811.97	75.0%*
12011 402112 OUTSIDE DUTY ADMIN	.00	.00	.00	.00	.00	.0%
12011 402115 ALARM FEES	-5,000.00	.00	-5,000.00	-2,575.00	-2,425.00	51.5%*
12011 402120 WRECKER SERVICE IN	.00	.00	.00	.00	.00	.0%
12011 402121 DOG SHELTER & TRAN	-1,600.00	.00	-1,600.00	-1,844.00	244.00	115.3%
12011 402122 DOG FINES	-14,000.00	.00	-14,000.00	-16,833.00	2,833.00	120.2%
12011 405201 COURT FINES	-10,000.00	.00	-10,000.00	-3,118.38	-6,881.62	31.2%*
12011 405202 PARKING TICKETS	-5,000.00	.00	-5,000.00	-3,840.00	-1,160.00	76.8%*
12011 405203 EXCESS ALARM PENAL	-800.00	.00	-800.00	-760.00	-40.00	95.0%*
12011 406201 MISCELLANEOUS REVE	-8,000.00	.00	-8,000.00	-5,297.93	-2,702.07	66.2%*
12011 406209 POLICE RESTITUTION	-1,000.00	.00	-1,000.00	-564.64	-435.36	56.5%*
12011 406210 WITNESS FEES	-7,000.00	.00	-7,000.00	-3,143.86	-3,856.14	44.9%*
12011 406216 HOST TRAINING FEES	-6,000.00	.00	-6,000.00	.00	-6,000.00	.0%*
12011 406299 INSURANCE CLAIM RE	-5,000.00	.00	-5,000.00	.00	-5,000.00	.0%*
TOTAL POLICE CITY REVENUE	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%
12012 POLICE STATE REVENUE						
12012 402116 DRUG GRANT NEW HAM	.00	.00	.00	.00	.00	.0%
12012 402117 HIGHWAY SAFETY GRA	.00	.00	.00	.00	.00	.0%
12012 402118 PEDESTRIAN GRANT	.00	.00	.00	.00	.00	.0%
12012 402119 DWI GRANT	.00	.00	.00	.00	.00	.0%
TOTAL POLICE STATE REVENUE	.00	.00	.00	.00	.00	.0%
12013 POLICE FEDERAL REVENUE						
12013 402113 LLEBG GRANT	.00	.00	.00	.00	.00	.0%
12013 402114 JUSTICE DEPARTMENT	.00	.00	.00	.00	.00	.0%
TOTAL POLICE FEDERAL REVENUE	.00	.00	.00	.00	.00	.0%
TOTAL GENERAL FUND	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%
TOTAL REVENUES	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%

FOR 2020 09

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	-325,400.00	.00	-325,400.00	-242,591.93	-82,808.07	74.6%

\*\* END OF REPORT - Generated by Rhonda Young \*\*

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Johnson, Hattie		DATE: 3.6.2020 TIME: 1700
2. <u>TYPE OF ENTRY</u> ___ RECOMMENDATION                    ___ COUNSELING ___ TRAINING INTERVIEW                    ___ DISCIPLINARY ___ EVALUATION/FOLLOW UP <u>X</u> OTHER		
3. <u>NARRATIVE</u> : Officer Johnson is recognized by a citizen for her actions at the scene of a significant motor vehicle collision. Johnson was cited as being "absolutely amazing," and it was noted that she took the extra step to ensure the well-being of an uninvolved witness and their son.		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Prepared and submitted. Thank you for your compassion and professionalism.  SIGNATURE: <u></u> DATE: <u>3.6.2020</u>		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Way to go Hattie! Thank you for your professionalism! Forward to eval file</i>  SIGNATURE: <u></u> DATE: <u>3/9/2020</u>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great job Hattie!</i>    SIGNATURE: <u></u> DATE: <u>3-9-20</u>		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Nice work Hattie!</i>   SIGNATURE: <u></u> DATE: <u> 3/10/20</u>		

8. ACKNOWLEDGMENT OF EMPLOYEE:

I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation.

EMPLOYEE SIGNATURE: 

DATE: 3/18/2025





## Andrew Swanberry

---

**From:**  
**Sent:** Friday, March 6, 2020 12:19 PM  
**To:** Andrew Swanberry  
**Subject:** [External] Patrol officers

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I don't know if you remember me, I used to go by the name [REDACTED]. But that's besides the point. I just wanted to say I was on the scene of the accident on old Dover road the 3rd of March. And I will say all of the rescue personnel and officers there were amazing. They were just absolutely incredible. But there is one that is sticking in my mind in particular. I can't remember her name but she had dark hair. I just want to recognize that she was absolutely amazing. With everything going on she even took the extra step to make sure that my son and I were okay. Knowing that we weren't involved in the accident that we just happened to come upon it, and stopped to help. I felt that I needed to email somebody or talk to somebody to let it be known. And say thank you so very much. ☺

RECORD #	ROCHESTER POLICE DEPARTMENT	PERSONNEL RECORDS ENTRY FORM
1. <u>EMPLOYEE NAME</u> : Robinson, William		DATE: 3.6.2020 TIME: 1630
2. <u>TYPE OF ENTRY</u> ___ RECOMMENDATION                    ___ COUNSELING ___ TRAINING INTERVIEW                    ___ DISCIPLINARY ___ EVALUATION/FOLLOW UP <u>X</u> OTHER		
3. <u>NARRATIVE</u> : Officer Robinson is recognized for the extra effort he put into counseling a juvenile who had damaged their neighbor's property. <i>70-708-0F</i>		
4. <u>ACTION TAKEN BY SUPERVISOR</u> : Prepared and submitted. Thank you for your professionalism and maintaining our community.  SIGNATURE: <u></u> DATE: <i>3.6.2020</i>		
5. <u>COMMENTS/RECOMMENDATIONS OF PATROL COMMANDER</u> : <i>Great work Will!! Thank for you all you do! Forward to eral file-</i>  SIGNATURE: <u></u> DATE: <i>3/9/2020</i>		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great work Will!</i>  SIGNATURE: <u></u> DATE: <i>3-9-20</i>		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Nice work Will!</i>  SIGNATURE: <u></u> DATE: <i>3/10/20</i>		

8. ACKNOWLEDGMENT OF EMPLOYEE:

I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation.

EMPLOYEE SIGNATURE:

A handwritten signature in black ink, appearing to be "A. M. [unclear]", written over a horizontal line.

DATE: 03/12/2020





*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128  
[www.rochesterpd.org](http://www.rochesterpd.org)



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** CAPTAIN THOMAS  
**FROM:** Lieutenant Swanberry  
**DATE:** 3.6.2020  
**SUBJECT:** Officer Recognition  
**CC:**

---

Captain Thomas,

In the course of my normal duties, I reviewed a particular investigation that stuck out to me, 20-708-OF, completed by Officer William Robinson. This caused me to speak with Robinson to confirm my understanding of how this investigation was handled.

The report describes that two citizens reported having their window and mailbox damaged by juveniles in the neighborhood. The citizens did not wish to see charges filed against the juveniles, they only wanted them spoken to. Officer Robinson completed the normal investigative steps to determine the identity of the juveniles, locate them and their parents/guardians, and counsel them on their behavior. This is a common way for an officer to handle this type of situation, and police intervention often concludes at this point. What Officer Robinson did next is what impressed me:

Officer Robinson had learned that one of the juveniles was identified as a "bad influence," encouraging the negative behavior of the other juvenile. Rather than treating this juvenile as a delinquent and perhaps being more harsh and/or authoritative in his counseling of this juvenile, Officer Robinson recognized that the better course of action was to give this juvenile extra guidance in order to correct their course. Officer Robinson encouraged this juvenile to take responsibility for his actions and led the juvenile to understand that they should apologize to the citizens whose property they had damaged. Suspecting that the juvenile may not follow through with the apology, Officer Robinson returned two days later and accompanied the juvenile as he apologized to both citizens.



*City of Rochester, New Hampshire*  
23 Wakefield Street . Rochester, NH 03867  
603-330-7128  
[www.rochesterpd.org](http://www.rochesterpd.org)



Officer Robinson did not have to return and ensure that the juvenile had followed through on their promised apology, yet he took time out of his busy day to do so. By doing this, Officer Robinson helped the juvenile learn a valuable life lesson, and also showed the two citizens that the Rochester Police Department cares about them, the juvenile, and the community. These types of actions are what build trust and positive relationships between the police department and the citizens we serve. I am recommending that Officer be recognized in his evaluation file for his actions.

Respectfully Submitted,

Andrew Swanberry  
Lieutenant



8. ACKNOWLEDGMENT OF EMPLOYEE:

I have, this date, been made aware of the information contained on this record and afforded an opportunity to review the associated documentation.

EMPLOYEE SIGNATURE:

A handwritten signature in black ink, appearing to be "J. M. S.", written over a horizontal line.

DATE: 03/19/20

## Andrew Swanberry

---

**From:** Jason Thomas  
**Sent:** Friday, February 28, 2020 9:43 AM  
**To:** Andrew Swanberry  
**Subject:** FW: [External] Officer Riddle civil detail 25th Feb

Pls ~~rep~~ attaboy! TY!

**From:** [REDACTED]  
**Sent:** Friday, February 28, 2020 6:46 AM  
**To:** Paul Toussaint <[paul.toussaint@rochesternh.net](mailto:paul.toussaint@rochesternh.net)>  
**Subject:** [External] Officer Riddle civil detail 25th Feb

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Chief Toussaint

I would like to commend and thank you and Officer Riddle for your support during a very difficult time in my family's matter at [REDACTED] on the 25<sup>th</sup> of Feb. Officer Riddle was very professional, very courteous and understanding. He answered all our questions and was very helpful to my family and I. My father being a retired police officer would be proud to have known such a outstanding officer. Thank you and Officer Riddle for us.

Sincerely [REDACTED] and Family

**ROCHESTER POLICE  
DEPARTMENT  
Rochester, New Hampshire**

**1.) Employee**

**Kyle Danie**

Date: 03-16-20

Time: 1415

**2.) Type of Entry:**

Recommendation       Counseling  
 Training Interview       Disciplinary  
 Evaluation       Other

**3.) Narrative: (Explain event or incident leading to recommendation or action)**


Officer Danie was thanked for being a special guest reader at one of the local schools for Read Across America Day.

**4.) Action Taken By Supervisor: Copy to evaluation file.**

  
Sergeant Eric Babine

3/16/20  
DATE

**5.) Comments of Bureau Commander: Way to be a positive role model Kyle! Add to personnel file forward to Commission**



3-17-20  
DATE

**6.) Comments of Deputy Chief of Police: Great job Kyle**

  
Signature of Deputy Chief of Police

3-18-20  
DATE

**7.) Comments of Chief of Police:**

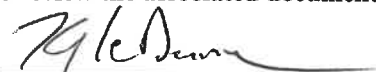
Nice job Kyle!

  
Signature of Chief of Police

3-18-20  
DATE

**8.) Acknowledgment of Employee:**

I have this date been made aware of the information contained on this record, and afforded an opportunity to review the associated documentation.

  
Signature of Employee:

3/19/2020  
DATE

Dear Officer Kyle,

Thank you so much for being our  
Special guest reader again this year  
for Read Across America Day! We  
are so glad you could help our  
students celebrate reading & that  
you are a part of this important  
school tradition. Thank you! - Kate +  
Amanda-

# **Strafford County Regional Accident Reconstruction Team**

**Annual Report  
2019**



**Prepared By: Deputy Adam Winkler  
Of: The Strafford County Sheriff's Department  
Date: 3/16/2020**

---

--	--	--



## CALL-OUT SUMMARY

From January 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019, The Strafford County Accident Reconstruction Team responded to several calls, or in some fashion consulted with requesting jurisdictions about accidents, as indicated in the following list:

### Callouts:

3/17/2019 Farmington – EDR download of car involved in a cruiser crash on Route 11

7/25/19 Milton motorcycle crash

9/13/19 Rochester Route 11, motorcycle v car, (Serious Bodily Injury)

11/23/19 Lee motorcycle fatality with a full real time response and complete report

12/1/19 19-795-AC Rochester Pedestrian crash, (Serious Bodily Injury)

12/15/19 Team Member Wade Bartlett consulted with Rochester Police Department regarding a pedestrian-v-car crash at the Splash N Dash carwash. The officer was on-scene requested real time assistance with documentation and whether a team call out would be beneficial.

12/15/19 Bay Road Durham rollover, not a “real time” callout, but team members responded the following day for download and scene documentation.

On multiple occasions, services were offered on other crashes of which the team was aware, but declined.

*Note: June 3, 2019 - Frank Staples plead guilty to Negligent Homicide, and 12 months in the House of Corrections, 200 hours of community service, and a license suspension of 5 years, as a result of a fatal (16 year old Chandler Peterson) crash on Hare Road in Milton in November of 2017 – SCRARTeam documented the scene in 2017 and also refuted a Carl Lakowitz defense report saying the road caused the crash.*

## TRAINING

Adam Winkler and Joseph DiGregorio attended The Pennsylvania Accident Reconstruction Seminar, along with members from the neighboring Belknap County Accident Reconstruction Team. The training itself is free, and provided many opportunities for networking and exposure to new equipment and technologies. There were live crash tests completed again, along with several seminars on new technologies, new trends, techniques, etc. Wade Bartlett attended the IPTM Crash Symposium, and coordinated the school bus-to-two-cars crash test, and the semi tractor-to-car crash test. Additionally, joint trainings were conducted with the Dover Police Reconstruction Unit, in addition to periodic monthly meetings to discuss active and recent cases, etc.

## CHANGES

Membership is generally the same, with one member resigning for employment in a neighboring county; Officer Justin Worthley is no longer a member of The Team. Sean Wilton of UNH has also taken on a different role in his department, and he is no longer able to respond to call outs. He is an inactive member of the team at this time.

The Team needed to renew its status as a non-profit this year. As such, we needed to have 5 board members. Officer McNulty, Officer Philbrook, Officer Bartlett, and Deputy Winkler joined the board by member vote, and Chief Drury remained on the board as well, as Treasurer, for a total of 5 required members. The non-profit status has been maintained and/or renewed.

## EQUIPMENT

The Team is seeking new ways to improve quality and efficiency, as well as keep up with current trends. As such, The Team was presented with a demonstration of a small, one-man-operation, 3-D scanner from FARO. It would replace the current Total Station. It would promote:

- rapid clearing and thorough documentation of scenes by as few as one team member
- production of photo quality scene diagrams, 3D images, and animation
- a dramatic reduction in "on-scene" time and manpower, as the scanner will essentially just need to be set up and does the work on its own.

The need still exists for other miscellaneous items, including chalk, paint, a light meter, etc. The Team is exploring options for funding such a device, but has not found a way to fully fund it yet.

The equipment list has not changed from last year to this year. Accessibility for any of the equipment for any participating department is still the same.

## **FINANCES**

The SCRART bank account is maintained as a non-profit with HRCU and starting this year at \$191.64 and closed out the year at \$116.64. The difference in value accounts for \$75 in fees for registering as a non-profit, which is done every five years.

## Rochester Police TAR Team Equipment Inventory

No.	Item Description	Serial No.
1	Empire Duraflex 4' level	
1	roll, 225' masonry string	
1	anchor gun, Ramset model RS22	40302582
1	box 100 ct. 1' anchor pins	
1	box 100 ct. power driver loads	
1	bundle stake flags, 25 ct.	
1	steel rule	
	cans red marking paint	
	can yellow marking paint	
1	canvas canopy (destroyed and disposed of)	
1	3 lb hammer	
1	charcoal igniter	
1	drag sled, passenger vehicle	
3	headlamps, Petzl	
2	Empire 300' tape measures	
1	25' steel tape measure	
1	100' tape measure	
1	directional compass	
3	rolls surveying tape	
	traffic cones	
1	manual: Motorcycle Crash Investigations	
1	manual: Pole/Tree Collision Investigations	
1	Vericom VC-2000	2001-24-5062
1	Camera, Nikon N80 body	2618422
1	camera lense, 28-80 mm	
1	Vivitar Auto Thyristor flash	3030416
1	Vivitar Auto Thyristor flash	3030411
1	Metz 45CL-4 flash	782120069-1
1	Omega UV filter	
1	Pelican 1550 case (camera)	
1	tri-pod, Manfrotto 3047	190PROB/MG17
1	CrashZone software license	Customer ID 63H7-KCGC-8340-DIEA
5	High visibility reflective jackets	
1	Three-hole paper punch	
1	Stapler	
1	digital scale, Rapala 50 lb	
1	fish scale	
1	generator, Honda EU2000	EAAJ-1330932
1	work lamp, 2-headed, lime green	
1	5-gallon gasoline can	
1	canvas canopy (replacement)	
1	Craftsman 12 inch laser level model 320.48292	
1	AR-Pro 7.50 software suite	
1	Visual Statement reconstruction software	
1	Sokkia bipod (red)	
1	Pelican 1450 case (black) for prisms	
2	Omni strobe prisms	
1	Leica TS02 total station	

- 2 prism poles
- 1 fiberglass tripod
- 1 crime scene vehicle
- 1 MapScenes reconstruction/diagramming software
- 5 FRS radios

provided by Durham PD