

**ROCHESTER, NH
POLICE COMMISSION**

**PUBLIC NOTICE HOW TO
ACCESS COMMISSION MEETING
DURING COVID-19
PRECAUTIONS**

PUBLIC NOTICE

The Rochester Police Commission posts notice of their regular monthly meeting on Wednesday, May 6, 2020 at 7:00 P.M.

In accordance with the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. This meeting will be conducted without a quorum of the body physically present in the same location.

Members of the public can access this meeting remotely.

1. The public will be able to listen in to the meeting LIVE in any of three ways:
 - A. Telephone
Phone number: 857-444-0744
Conference code: 843095
 - B. Livestream of the audio through the city's website.
 - C. Tuning in to the Gov Channel/ Channel 26 on the Atlantic Broadband cable system.

2. **Public Input:** Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input, while still ensuring participant safety and social distancing. Those wishing to share comments, when permitted, with the Police Commission are encouraged to do so by the following methods:
 - **Mail:** Police Commission/Public Input, 23 Wakefield Street, Rochester, NH 03867 (*must be received at least three full days prior to the anticipated meeting date*)
 - **Email** becky.warburton@rochesternh.net (*must be received no later than 4:00 pm of meeting date*)
 - **Voicemail** 603-330-7131 (*must be received no later than 12:00 pm on said meeting date in order to be transcribed*)

3. **Public Access Troubleshooting:** If any member of the public has difficulty accessing the meeting by phone, please email becky.warburton@rochesternh.net or call 603-330-7134.

For the Commission
Paul R. Toussaint
Chief of Police

Preamble for City Meetings during COVID-19

Good Evening, I am Derek Peters. As Chairperson of the Rochester Police Commission, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of City government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

a.) Providing public access to the meeting by telephone:

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting. The public can call-in to the below number using the conference code. This is currently set to allow the public to “listen-in” only, there will be no public comment taken during the meeting.

Phone number: 857-444-0744

Conference code: 843095

b.) Public Access Troubleshooting:

If any member of the public has difficulty accessing the meeting by phone, please email becky.warburton@rochesternh.net or call 603-330-7134.

ROCHESTER POLICE COMMISSION
MEETING AGENDA – MAY 6, 2020 7:00 P.M.
MEETING BY REMOTE ACCESS DUE TO COVID-19
RSA 91-A:2, III (b)

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 (the Commission did not meet in April)
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. Accept Resignations
 - Officer Geoffrey Moore (effective 3/13/20)
 - Officer Craig Forrest (effective 5/9/20)
 - B. Monthly Reports
 - C. 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 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 8th 7pm at the City Hall Annex.

Ward 2: Scheduled for April 27th at 6:30pm at the City Hall Annex.

Ward 3: Scheduled for April 22nd at 6:30pm at the Briar Ridge Estates Community Room.

WARD 4: Scheduled for April 13th 7pm at the City Hall Annex.

Ward 5: Scheduled for April 15th 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 7th 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:

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 lose 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

NEW BUSINESS ACCEPT
RESIGNATION - MOORE



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner



Chief Toussaint,

Please accept this letter as a notice of my resignation from my position as a Police Officer with the City of Rochester. My last day of employment will be 03-13-2020.

I received an offer to become a Deputy Sheriff with the Rockingham County Sheriff's Office, and after careful consideration, I realized that this opportunity it too exciting for me to decline.

It has been an honor and a privilege to serve the Rochester Police Department for the past 7 years. There have been many ups and downs but I leave here holding nothing but high praise for the Rochester Police Department, its administration and its officers. The experience I got while working for this agency are second to none. It's truly the type of place that exposes you to so much so fast you have no choice but to sink or swim and I'd like to think I swam.

I know the Rochester Police Department is heading in the right direction and it's bittersweet that I will not be a part of it.

If I may make a suggestion for my replacement: Carl Root. Carl is so knowledgeable and has much experience, it would be a shame to give my job to anyone but him.

I want to thank you again for the opportunity and I wish you and the Rochester Police Department all the best moving forward. I will happily remain a resource for any and all future cases that may need help with identifying suspects.

Respectfully submitted,


Geoff Moore

ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT
Chief of Police

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Commissioner



April 15, 2020

Officer Craig Forrest

RE: Resignation

Chief Toussaint,

Please let this letter serve as my official resignation letter from Rochester Police Department. I anticipate my last day to be May 9, 2020. Over the last six and a half years, I have learned so much about being a police officer and have had many great opportunities which I would like to thank you for.

Sincerely,

Officer Craig Forrest
Rochester Police Department

**PATROL DIVISION
MONTHLY REPORT
April 2020**

R.U.N. Program: At this time, due to COVID-19, all RUN meetings are on hold.

RPOA: There is no new information since the last reporting. The April and May meetings have been cancelled due to concerns with COVID-19. There is a potential for a zoom meeting for May, but that has not been determined yet.

HONOR GUARD: We were set to participate in the C.H.a.D. football game in June 2020, but this has been cancelled due to COVID-19. The HG has been requested to participate in the Memorial Day Parade and ceremony, but we are waiting to see if permits will be granted.

K-9: This month the Rochester K-9 Unit responded to 5 calls for service. All 5 calls were for tracks in Rochester. Officer MacKenzie and Phlirt did some foot beats in the downtown area. They are trying to walk around the after-hours hot spots such as Cumberland Farms and Walgreens. Walgreens has become less active since they started closing at night.

CompStat: The report for the month of March 2020 reflects an impact due to the COVID-19 pandemic. The first part of the month did not have any quarantine orders in place; however, the Governor did put an order in place during the second half of the month.

As expected, Field Activities drastically decreased during the month due to the reduction of proactive enforcement because of the quarantine and limited contact with citizens for officer safety. Crashes were down 23%, which is expected due to the reduced number of vehicles on the road. The number of DWI's was down for the month, 5, compared to 10 in February. Of the five, two were from crashes.

Burglaries were up from the previous months, but it is important to point out they remain consistent with 2019 numbers. The previous two months had a low number of burglaries, which was the trend in 2019 as well. There were no trends related to burglaries for the month with one exception. A vacant house, under reconstruction, was burglarized twice in the same week. The other burglaries were not related, nor do they appear to have similar MO's—all still under investigation.

Other theft related cases appear to be consistent with the effect the pandemic restrictions had on Field Activities. There was a slight increase in Shoplifting over the previous month however, that total number for the year is lower than 2019. No other category of theft cases appear to be related, or have similar trends that would lead one to believe they are related.

There is a significant change this year, trending upward, in vandalism related cases. Many of these are DV related while others seem to be burglary/theft related. There does not appear to be an increase in random destructive acts rather these vandalism cases are part of specific isolated incidents.

Drug related activity remained consistent throughout the month. Most of the possession cases were the result of search incident to arrest, or vehicle searches. The number of overdose related calls officers responded to decreased slightly in most categories with the exception of fatalities. There were 4 fatalities during the month—all still under investigation. Officers continue to promote rehabilitation and recovery services.

Overall, the city has experienced consistent levels of activity in all categories during the month of March. There does not appear to be any trends or crime series connecting different property crimes. The assaults appear to be committed by persons known to the victims.

Respectfully submitted,

Captain Jason Thomas

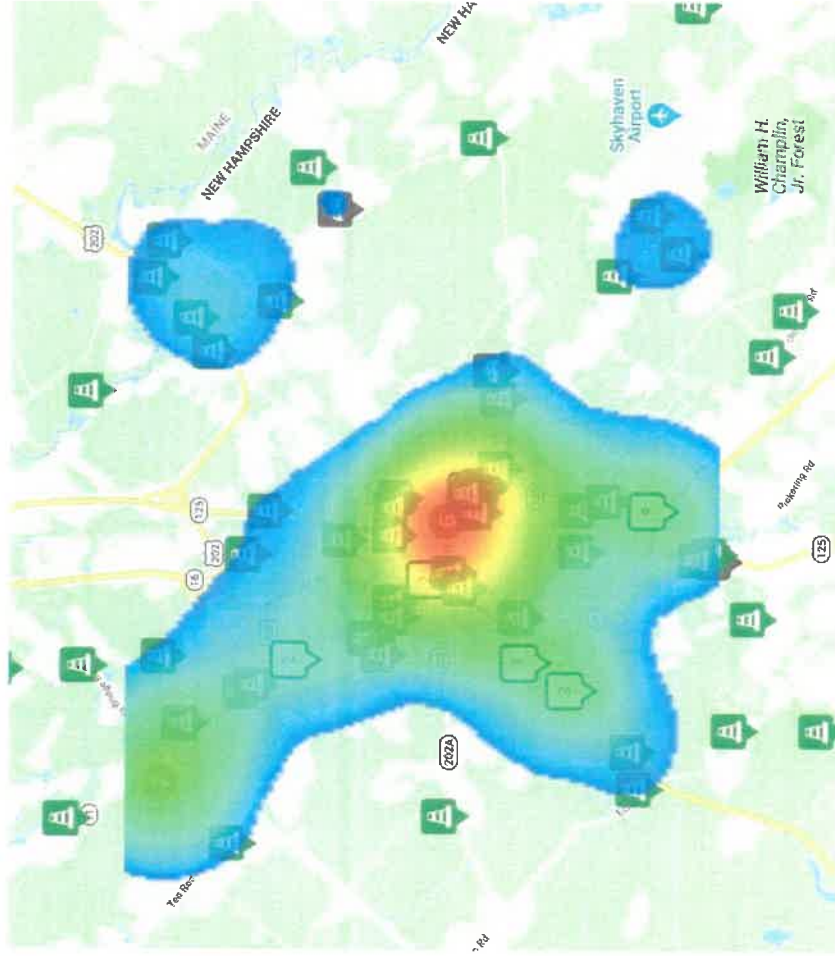
Rochester Police Department

March 2020 Comp Stat Report



Field Activities

Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD 20	YTD 19	% Change	YTD 18
Traffic Stops	309	733	-58%	612	-50%	549	1161	1360	-15%	2953
Arrests from Stops	5	17	-71%	14	-64%	25	39	60	-35%	89
Summons	11	27	-59%	36	-69%	12	48	52	-8%	171
Warnings	287	657	-56%	551	-48%	500	1051	1203	-13%	2602
No Action	5	28	-82%	8	-38%	10	18	40	-55%	68
Accidents	62	61	2%	81	-23%	81	162	224	-28%	260
Summons from ACs	0	2	-100%	3	100%	0	3	6	-50%	9
Arrests from ACs	2	1	100%	5	-60%	5	10	12	-17%	19
Field Interviews	8	7	14%	8	0%	8	16	12	33%	14
DWI	5	10	-50%	10	-50%	3	13	17	-24%	20
<i>Narcotics</i>	1	3	-67%	2	-50%	2	4	7	-43%	4
<i>Alcohol</i>	4	7	-43%	8	-50%	1	9	10	-10%	16
DWI from Accidents	2	4	-50%	2	0%	2	4	2	100%	9



Motor Vehicle Crashes

- 62 total crashes
- 2 reported crashes that resulted in DWI arrests, both alcohol related.
- Continued trend of parking lot accidents at many of the stores around town.
- Map depicts “hot spots” depicting locations of crashes. Red area contains highest density of crashes, (downtown), graduating to blue (higher than single incidents).



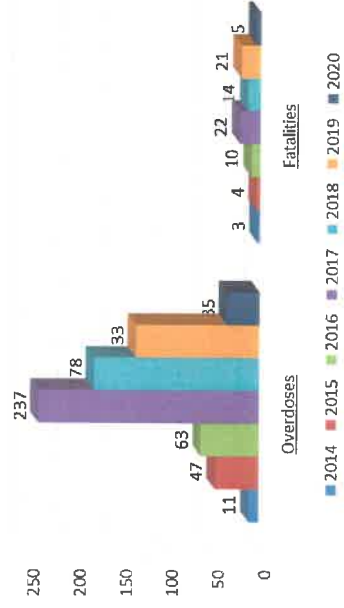
Property Crimes

All Incident Reports												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD-20	YTD-19	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Burglary	10	10	0%	4	150%	4	18	18	0%	6%	15%	22
Shoplifting	17	15	13%	12	42%	23	52	73	-29%	87%	82%	66
Theft from a Building	13	8	63%	12	8%	17	42	40	5%	31%	28%	43
Theft from M/V (Including Parts)	7	10	-30%	6	17%	4	17	27	-37%	12%	4%	29
All Other Theft	17	5	240%	9	89%	8	34	16	113%	12%	7%	26
M/V Theft	1	5	-80%	2	-50%	2	5	12	-58%	40%	18%	5
Vandalism	39	22	77%	34	15%	27	100	75	33%	30%	28%	82
Total Property	104	75	39%	79	32%	85	268	261	3%	35%	28%	273
Arrests												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD-20	YTD-19	% Change			
Burglary	0	3	-100%	0	0%	1	1	7	-86%			
Shoplifting	7	23	-70%	5	40%	33	45	75	-40%			
Theft from a Building	6	4	50%	1	500%	6	13	12	8%			
Theft from M/V (Including Parts)	1	0	100%	1	0%	0	2	2	0%			
All Other Theft	0	1	-100%	1	-100%	3	4	2	100%			
M/V Theft	0	1	-100%	0	0%	2	2	2	0%			
Vandalism	8	8	0%	8	0%	14	30	31	-3%			
Total Property	22	40	-45%	16	38%	59	97	131	-26%			

Drug Incidents

All Incident Reports												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD-2020	YTD 2019	% Change	YTD 2020 Closure Rate	YTD 2019 Closure Rate	YTD 18
Possession	16	10	60%	10	60%	17	43	24	79%	60%	121%	30
Drug Events	4	15	-73%	21	-81%	14	39	39	0%			N/A
Overdoses	13	12	8%	13	0%	9	35	21	67%			41
Fatal	4	0	400%	1	100%	0	5	1	400%			4
Total Drug	20	25	-20%	31	-35%	31	82	63	30%			71
Arrests												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	TYD-20	YTD 19	% Change			YTD 18
Possession	8	11	-27%	6	33%	12	26	29	-10%			12

Overdoses



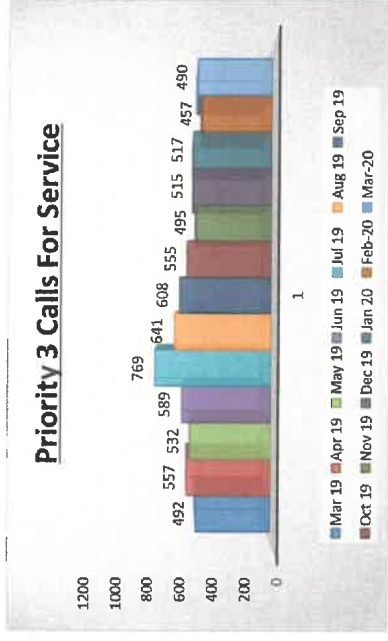
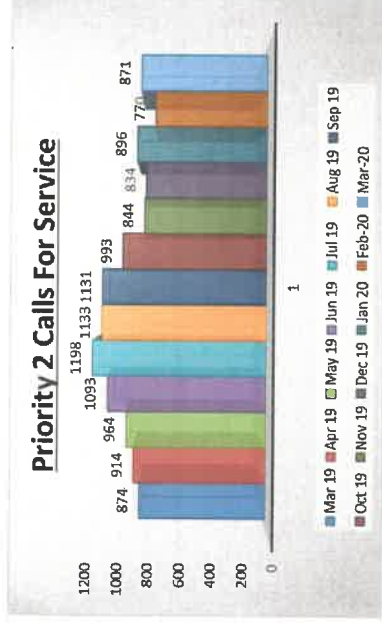
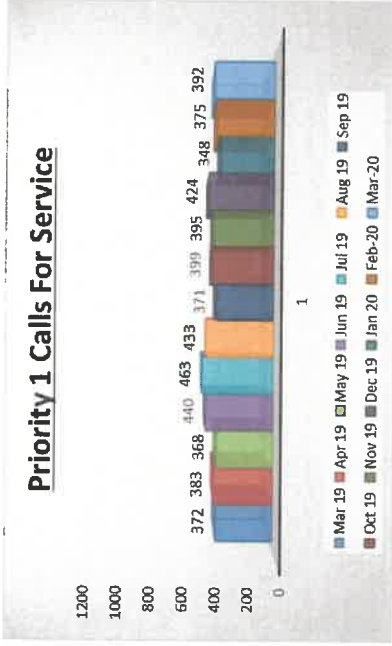
Violent Crimes

All Incident Reports												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	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	0	0%	1	0%	1	3	2	50%	0%	150%	4
Aggravated Assault	3	3	0%	3	0%	2	8	11	-27%	38%	64%	15
from DV*	2	0	200%	1	100%	1	2	3	-33%	100%	100%	8
Simple Assault	37	33	12%	34	9%	32	103	92	12%	29%	41%	120
from DV*	23	15	53%	18	28%	14	32	45	-29%	59%	76%	61
Total Violent	41	36	14%	38	8%	35	114	105	9%	17%	64%	139
Arrests												
Specific Crimes	Mar-20	Mar-19	% Change	Feb-20	% Change	Jan-20	YTD 20	YTD 19	% Change			
Homicide	0	0	0%	0	0%	0	0	0	0%			
Robbery	0	0	0%	0	0%	0	0	3	-300%			
Aggravated Assault	2	2	0%	1	100%	2	3	7	-57%			
from DV*	2	0	200%	1	100%	1	2	3	-33%			
Simple Assault	18	22	-18%	12	50%	16	30	38	-21%			
from DV*	13	14	-7%	9	44%	10	19	34	-44%			
Total Violent	20	24	-17%	13	54%	18	31	48	-35%			

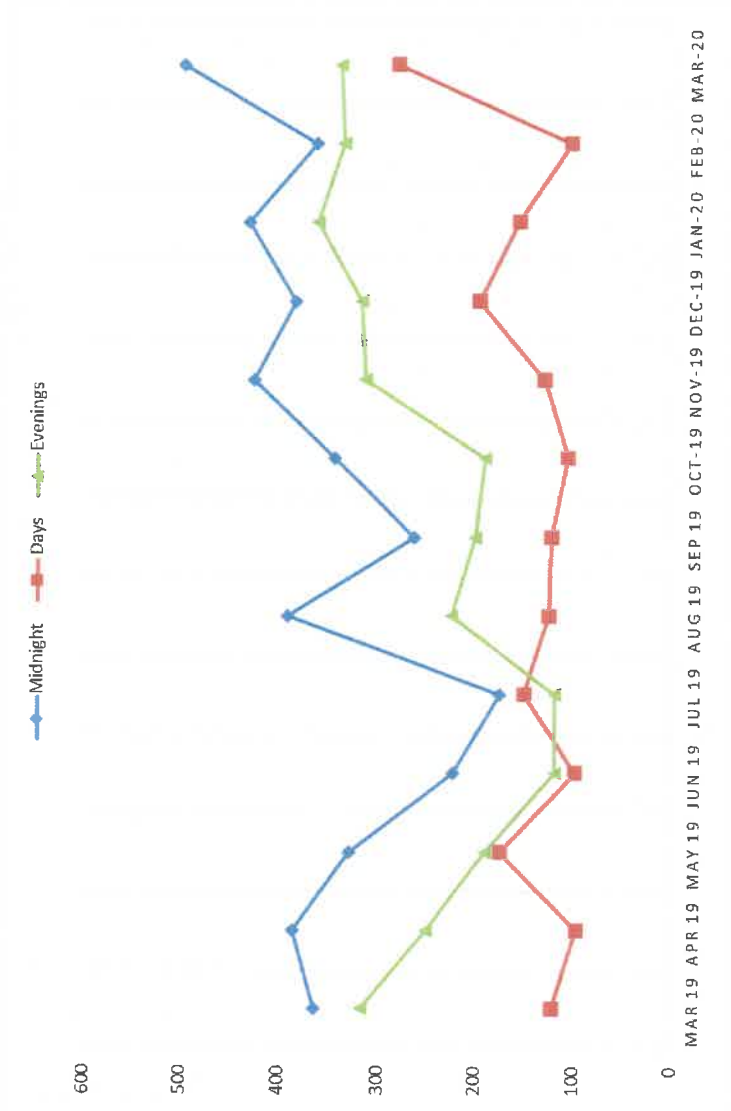
Calls for Service 2019 v 2020



Calls for Service by Priority



Proactive Hours by Shift



**SUPPORT SERVICES DIVISION
MONTHLY REPORT
APRIL 2020**

INVESTIGATIVE SERVICES BUREAU (ISB):

- 29 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 77 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 0 cases presented at Grand Jury due to Court shutdown
- 0 true bills
- 5 phones analyzed with Cellebrite
- There were 4 callouts during this period (2 Deaths, Irving Robbery and May St Fire).
- 0 Evidence callouts
- 0 Polygraph examinations
- 0 Background investigations
- 3 Sexual offender compliance checks
- 0 Pawn shop compliance checks

EVIDENCE:

- Number of pieces taken in: 300
- Number of pieces returned: 20
- Number of pieces destroyed: 42

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT:

- POP Officers Seager and Robinson were reassigned to patrol this entire reporting period and will return to POP duties May 4th.
- Officer Danie and Sgt. Babine have been trying to work more behind the scenes in assisting with ISB and Patrol cases and getting information out to patrol, trying to assist however and wherever they can.
- Officer Presence in the downtown has been maintained and planning for the future continues. Officer Danie and Sgt. Babine have been going to a different local restaurant weekly ordering takeout in support of local businesses still open during this time.
- Sgt. Babine and Officer Danie have been doing random checks of all businesses and supermarkets when they can and have even included bicycle patrol and foot patrols a couple times
- .Officer Danie has been distributing flyers to auto dealerships regarding the recent sting of motor vehicle thefts in the City.
- We are planning a modified Granite Shield surveillance and intel gathering operation on Tuesday April 28, 2020.

COMMUNICATION CENTER - DISPATCH:

- Our dispatch center celebrated Telecommunicator Week this month spotlighting each dispatcher with a little profile that went out to the Police Dept and the Fire Dept along with posting on the FB page. We received a lot of positive feedback from the public and it was nice for the staff to hear how much they were appreciated. Throughout the week, they received

small tokens of appreciation including meals, hand sanitizer, headset bags, etc. We really appreciate all their hard work especially during this trying time.

- Our new dispatcher is 8 weeks into her training, answering phones, toning ambulances and fire to calls. She is doing well and will be transitioning to police next week. The call volume has been a little slower with the pandemic however, we are using old calls to utilize training.
- Trainings were cancelled this month because of the COVID-19 pandemic.
- The dispatchers have been diligent at cleaning the center and maintaining social distance.
- The backup Center is still at the Gonic Station in case we need to decontaminate the one at the Police Department. The radios were recently tested and are functioning.
- Three of our dispatchers are out on maternity leave, leaving the remaining staff really helping out and stepping up to the plate to work extra shifts to fill the vacancies.
- The radio project was set to begin shortly. 2 way indicated the radios have been tested in the lab and everything is running great, the offsite work is underway and the only remaining part of the project is to get into the existing center. The latter has been delayed because of the pandemic.

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: 16
- Diversion: 1
- CHINS: 1
- Motions To Impose Suspended Sentences: 0
- Motions to Bring Forward a Diversion Agreement for Sentence: 0

Hearings:

- 0 = Show Cause
- 0 = Emergency Placement AND/OR Arraignment
- 1 = Arraignments (set for trial) ***cancelled due to Covid-19***
- 1 = Arraignment (set for trial) ***telephonic***
- 0 = Arraignments (resolved with a plea)
- 0 = Arraignment rescheduled, MTC, FTA
- 4 = **Review hearings *cancelled due to Covid-19***
- 4 = Review hearings ***telephonic***
- 3 = Violation hearings ***cancelled due to Covid-19***
- 1 = Trials resolved with a plea ***telephonic***
- 0 = Trials with True (guilty) finding

- 6 = Trials either FTA or MTC **cancelled due to Covid-19**
- 2 = Dispositional Hearing **cancelled due to Covid-19**
- 1 = Dispositional Hearing **telephonic**
- 0 = Competency Hearing, juvenile found not competent

Completed Investigation District Courts Cases:

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

Other:

- 0 hours: doing District Court/Prosecution work typically done by an Administrative Assistant
- Lt. Gould worked on project for City Attorney

SRO highlights:

- COVID-19 school closures went into effect March 18th. SRO Jackson and Porfido have been assigned to Patrol during the closure while SRO Deluca continues to assist the Middle School with student attendance and school work issues as well as joining in on online classes and other work noted below
- Working with SAU #54, the SROs have been doing checks on students at the request direct from the School Department regarding students that have not checked in or may have other concerns in the house.
 - 1st round of checks: 5 students both Middle School and Elementary School
 - 2nd round of checks: 5 students, again, both Middle and Elementary School
 - Both Sgt. Deluca and Officer Porfido performed these checks.
 - To date there has not been a request for any students from the High School
 - The list comes directly from Jenn McLain the Truancy Officer and the Assistant Superintendent of SAU#54.

High School: Officer Jackson

- Reassigned to Patrol

Middle School: Sgt. Deluca

- Sgt. Deluca has still been working with the school staff at the Middle School by joining teachers for Zoom teaching.
- Sgt. Deluca has been keeping track of students with various issues via video chats as well as calling residences of students to “check in” on the juveniles
- Has been attempting to do different activities with as many students as possible such as hosting a 6th grade trivia meeting where 25 kids joined
- Sgt. Deluca is still attending all the school meetings via Zoom teleconferencing
- Community projects: assisting with the organizing and dispersing the food bags to families
- Currently working on a case from the William Allen School
- Tony has also been completing various on-line trainings to keep up to date on various topics

Elementary School (9): Officer Porfido

- Reassigned to Patrol

Explorer Post: Officer Jackson

- No meetings this month due to Covid.

DIVERSION PROGRAM/TEEN DRUG COURT

- April and May's Teen Nights have been canceled so planning for these events has ended. We had an average of 214 youth attend per evening this year with several community resources provided and pizza for each event.
- Teen Travel for the summer has been canceled, but conversations will be held as to providing opportunities for the teens to connect over the summer should COVID circumstances change.
- Staff continues to work on the Juvenile Probation Transformation Certificate Program with the State team with some delays in our roll outs due to COVID circumstances. Overall, the plan is still in place with a roll out of an assessment tool developed to direct cases into diversion or probation prior to any court filings. The team is hopeful that activities will take place in the fall, starting with the statewide Summit that's in planning.
- Staff held the first virtual Intake and Diversion Panel hearing this month. Many programs across the State have continued services through this model allowing Departments an effective and timely tool in juvenile justice.
- As NHJCD Network's Board Chair, Staff has worked with the Diversion Network partners in establishing programs for Coos County, Rockingham County and firming up the program in Carroll County. As of the end of April, there will be Diversion programs overseeing the entire State of NH- the first time ever that RSA 169B:10 can be the option to every youth in NH!
- Staff has been working with the NHJCD Network's Evaluator on establishing NH's diversion programs as Evidence-based and currently as a promising practice. This process will roll out over the next year, but will produce a replicable program manual so we will be able to create more programs in NH and shared nationally.
- As RPBA President- the RPBA & Crimeline Boards made the official decision to cancel the 2020 Golf Tournament and will plan for a Fall 2021 Tournament. Staff has worked with our grant partners for community needs and has connected with the Board multiple times to provide resources for the Dept and community.
- Staff has completed all necessary trainings and paperwork for recertification as a Certified Recovery Support Worker (CRSW), allowing Staff to continue services to the PD as needed.

HOUSING:

- There have been 36 Police related calls for service for the reporting period. Some activity has revolved around Marsh View and Wyandotte.
- Marsh View had reports of a transient person getting to the building and breaking in to the coin operated laundry machines. A broken door was repaired by maintenance and the activity has ceased.
- Reports from Wyandotte regarding a resident letting people in to the building. Housing put notice up that no one is allowed to have visitors during the Covid-19 pandemic. This is not something that is easily enforced by managers. Sgt. Babine, Officer Blair and Officer Danie have stepped up presence at the building.
- There were only two background checks completed for new residents.

- 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

ADMINSTRATIVE MONTHLY REPORT

April 2020

Financial/Purchasing

- The budget freeze, which started in March, has now been extended into May by the Finance Department due to revenue concerns for the city.
- We are approximately 83% of the way through FY20 and overall our operating budget is very good shape. Our O&M lines are spent to 70% and our total budget is spent to 49%.
- Our JAG funds for the new outer load bearing carriers was received and I have moved forward with the ordering of the gear. Once our purchasing paperwork goes through the system I will need to work with the vendor for sizing for all of our personnel.
- The radio replacement project is continuing to move forward. The staging of our equipment is completed and while we were originally scheduled to go to 2-Way to test the gear at their facility, due to the Covid virus we determined this was not in everyone's best interest. I received pictures of the staging and have signed off on the design. With all of the Motorola gear being delivered and staged, we released our second payment per the contract to Motorola. Originally, we also planned for work to start in the building in April/May this work is being moved back due to the building being shut down to all outside personnel. I am in discussion with 2-Way about possibly starting this work very soon with reasonable precautions.
- We have picked up one of our new frontline cruisers. The second one is on the lot at the dealership, but we are waiting on getting car 3, (which is being traded) to be stripped of its emergency equipment. Two-Way has been booked with installations due to other agencies also receiving cruisers. We are on the schedule for the first week of May. I anticipate picking up the second vehicle some towards the end of the first week of May.
- Purchases of \$5000 or more which would require a signature from the commission this month. The below purchases were processed without Commission signatures due to the current health pandemic.
 - Purchase order for outer carriers
 - Second payment to Motorola for the radio replacement.

Training/Hiring

- The end of the NH police Academy was interrupted by the Covid pandemic. They transitioned to remote learning. Both recruits Colson and Knox successfully passed the final exam and received their certification, albeit without a graduation ceremony. They are scheduled to begin field training on May 5.
- Officer Bilodeau was released from field training and is now on solo patrol.

- Officer Nick Alexander returned from his military deployment. He has been completing in house training and qualifications. Beginning May 10, he will be in in a short FTO program to re-acclimate him with changes and processes that occurred during his deployment.
- Certified Officer Matt Kimball started his first day April 27. He will have several weeks of in house training before being assigned to field training.
- With the Covid pandemic, all outside trainings have been cancelled. We are assigning officers to training through the PoliceOne Academy on line platform. We have been taking advantage of the availability of the outdoor range doing some long arms training and qualifications, which we usually schedule in November. Between both of these efforts, we should be well ahead of schedule for training required by Police Standards.

Respectfully Submitted,
Gary Boudreau
Deputy Chief of Police



April 2020 Expense & Revenue Reports



1
|P
|glytdbud

CITY OF ROCHESTER
POLICE FINANCIALS FOR APRIL 2020

04/30/2020 16:24
rhonda.young

FOR 2020 10

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	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	529,399.27	.00	92,851.73	85.1%
12010053 511002 SALARIES - PART	102,602.00	.00	102,602.00	86,496.02	.00	16,105.98	84.3%
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	162,887.34	.00	29,112.66	84.8%
12010053 511099 SALARIES - ADJU	23,340.00	.00	23,340.00	24,238.46	.00	-898.46	103.8%*
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 51400 EDUCATION INCEN	9,000.00	.00	9,000.00	7,615.08	.00	1,384.92	84.6%
12010053 51600 LONGEVITY	3,550.00	.00	3,550.00	2,950.00	.00	600.00	83.1%
12010053 521100 HEALTH INSURANC	62,733.00	.00	62,733.00	54,050.34	.00	8,682.66	86.2%
12010053 521200 DENTAL INSURANC	1,824.00	.00	1,824.00	1,378.40	.00	445.60	75.6%
12010053 521300 LIFE INSURANCE	1,217.00	.00	1,217.00	1,101.45	.00	115.55	90.5%
12010053 522000 SOCIAL SECURITY	13,497.00	.00	13,497.00	11,491.62	.00	2,005.38	85.1%
12010053 523000 RETIREMENT CONT	239,140.00	.00	239,140.00	182,917.40	.00	56,222.60	76.5%
12010053 523000 RETIREMENT STAT	.00	.00	.00	.00	.00	.00	.0%
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	2,981.84	.00	168.16	94.7%
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	475.50	6,082.50	66.3%
12010053 532200 CONTRACTED SERV	72,000.00	.00	72,000.00	71,959.84	42.40	-2.24	100.0%*
12010053 533003 PHOTO DEVELOPME	300.00	.00	300.00	300.00	.00	300.00	.0%
12010053 533004 MEDICAL SERVICE	3,910.00	979.00	4,889.00	3,850.18	725.82	313.00	93.6%
12010053 533005 ANIMAL DISPOSAL	1,000.00	.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	.00	.00	.00	.00	.00	.00	.0%
12010053 533011 ANIMAL BOARDING	4,000.00	.00	4,000.00	1,786.15	2,213.85	.00	100.0%
12010053 534001 STATE FEE COMPU	.00	.00	.00	.00	.00	.00	.0%
12010053 541100 WATER/SEWAGE	3,430.00	.00	3,430.00	1,931.10	771.30	727.60	78.8%
12010053 543001 VEHICLES MAINT	33,000.00	.00	33,000.00	16,077.46	4,728.90	12,193.64	63.0%
12010053 543002 EQUIPMENT MAINT	53,480.00	.00	53,480.00	39,141.56	7,487.25	6,851.19	87.2%
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%



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	29,198.16	1,930.62	11,989.22	72.2%
12010053 553400 POSTAGE FEES	8,050.00	.00	8,050.00	5,715.56	.00	2,334.44	71.0%
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	250.00	2,028.40	49.3%
12010053 556000 TUITION	.00	.00	.00	.00	.00	.00	0.0%
12010053 558000 TRAVEL	6,100.00	-500.00	5,600.00	3,122.22	1,315.94	1,161.84	79.3%
12010053 561003 OFFICE SUPPLIES	5,473.00	.00	5,473.00	2,993.63	741.81	1,737.56	68.3%
12010053 561005 PUBLICATIONS	2,250.00	.00	2,250.00	773.62	154.24	1,322.14	41.2%
12010053 561006 AMMUNITION	25,974.00	.00	25,974.00	24,822.48	.00	1,151.52	95.6%
12010053 561008 VEHICLE SUPPLIE	11,030.00	.00	11,030.00	4,588.63	500.00	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	22,017.81	3,882.59	11,599.60	69.1%
12010053 561032 OTHER OPERATION	16,885.00	.00	16,885.00	4,650.59	1,610.45	10,623.96	37.1%
12010053 562200 ELECTRICITY	60,000.00	.00	60,000.00	41,743.79	17,520.37	735.84	98.8%
12010053 562400 HEATING FUEL	7,500.00	3,000.00	10,500.00	7,865.65	2,634.35	.00	100.0%
12010053 562600 VEHICLE FUEL	77,984.00	-3,435.00	74,549.00	34,779.33	.00	39,769.67	46.7%
12010053 573200 NEW VEHICLES	.00	.00	.00	.00	.00	.00	0.0%
12010053 573401 ADMIN EQUIPMENT	1,500.00	.00	1,500.00	166.29	171.97	1,161.74	22.6%
12010053 573900 OTHER EQUIPMENT	14,244.00	456.00	14,700.00	4,828.94	40,080.80	-30,209.74	305.5%*
12010053 581000 DUES AND FEES	2,520.00	.00	2,520.00	1,738.00	660.00	122.00	95.2%
12010053 581100 DONATION EXPEND	.00	.00	.00	.00	.00	.00	0.0%
12010053 589003 SEIZED PROPERTY	.00	.00	.00	.00	.00	.00	0.0%
12010053 589004 SEIZED PROPERTY	.00	.00	.00	.00	.00	.00	0.0%
12010053 589005 DARE CONTRIBUTI	.00	.00	.00	.00	.00	.00	0.0%
12010053 589006 DARE CONTRIBUTI	.00	.00	.00	.00	.00	.00	0.0%
12010053 589007 CITY WIDE PROGR	.00	.00	.00	.00	.00	.00	0.0%
12010053 589100 LLEBG 102 RECEI	15,750.00	.00	15,750.00	9,417.87	150.00	6,182.13	60.7%
12010053 589101 LLEBG 102 FEDER	.00	.00	.00	.00	.00	.00	0.0%
12010053 589102 LLEBG 102 CITY	.00	.00	.00	.00	.00	.00	0.0%
12010053 589113 LLEBG 115 RECEI	.00	.00	.00	.00	.00	.00	0.0%
12010053 589114 LLEBG 115 FEDER	.00	.00	.00	.00	.00	.00	0.0%
12010053 589115 LLEBG 115 CITY	.00	.00	.00	.00	.00	.00	0.0%
12010053 589130 COFSMORE 032 RE	.00	.00	.00	.00	.00	.00	0.0%
12010053 589131 COFSMORE 032 FE	.00	.00	.00	.00	.00	.00	0.0%
12010053 589132 COFSMORE 032 CI	.00	.00	.00	.00	.00	.00	0.0%
TOTAL PD ADMINISTRATIVE SERVIC	1,976,055.00	1,000.00	1,977,055.00	1,575,038.05	98,926.77	303,090.18	84.7%

12012453 PD PATROL SERVICES

12012453 511001 SALARIES - FULL

3,040,202.00	-51,000.00	2,989,202.00	2,416,083.68	.00	573,118.32	80.8%
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GENERAL FUND	ACCOUNTS FOR:	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	43,487.74	.00	5,299.26	89.1%
12012453 511003	SALARIES - EARL	92,769.00	.00	92,769.00	51,881.30	.00	40,887.70	55.9%
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	1,405.04	.00	165.96	89.4%
12012453 513001	OVERTIME - REGU	108,546.00	.00	108,546.00	105,362.12	.00	3,183.88	97.1%
12012453 513002	OVERTIME - TRAI	28,940.00	.00	28,940.00	23,423.75	.00	5,516.25	80.9%
12012453 513004	OVERTIME GRANT	.00	.00	.00	.00	.00	.00	.0%
12012453 514000	EDUCATION INCEN	21,000.00	.00	21,000.00	15,403.23	.00	5,596.77	73.3%
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	362,519.99	.00	98,056.01	78.7%
12012453 521200	DENIAL INSURANC	11,244.00	.00	11,244.00	9,192.09	.00	2,051.91	81.8%
12012453 521300	LIFE INSURANCE	464.00	.00	464.00	427.87	.00	36.13	92.2%
12012453 522000	SOCIAL SECURITY	48,101.00	.00	48,101.00	37,963.23	.00	10,137.77	78.9%
12012453 523000	RETIREMENT CONT	960,386.00	.00	960,386.00	755,595.84	.00	204,790.16	78.7%
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	.00	.00	.00	.0%
12012453 532001	STAFF DEVELOPME	.00	.00	.00	15.01	.00	-15.01	100.0%*
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 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	TUTORING	.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	3,915,550.24	.00	985,013.76	79.9%

12012553 PD SUPPORT SERVICES



CITY OF ROCHESTER
DISPATCH FINANCIALS FOR APRIL 2020

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FOR 2020 10

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12030153 DISPATCH CENTER							
12030153 511001 SALARIES - FULL	509,061.00	.00	509,061.00	395,423.66	.00	113,637.34	77.7%
12030153 511002 SALARIES - PART	2,000.00	.00	2,000.00	6,455.20	.00	-4,455.20	322.8%
12030153 511004 SALARIES - HOLT	18,794.00	.00	18,794.00	14,260.88	.00	4,533.12	75.9%
12030153 511099 SALARIES - ADJU	.00	.00	.00	.00	.00	.00	.0%
12030153 513001 OVERTIME - REGU	34,000.00	.00	34,000.00	24,882.90	.00	9,117.10	73.2%
12030153 513002 OVERTIME-TRAINI	10,000.00	.00	10,000.00	2,527.46	.00	7,472.54	25.3%
12030153 516000 LONGEVITY	2,250.00	.00	2,250.00	2,049.98	.00	200.02	91.1%
12030153 521100 HEALTH INSURANC	136,038.00	.00	136,038.00	90,285.43	.00	45,752.57	66.4%
12030153 521200 DENTAL INSURANC	3,324.00	.00	3,324.00	2,381.05	.00	942.95	71.6%
12030153 521300 LIFE INSURANCE	879.00	.00	879.00	809.97	.00	69.03	92.1%
12030153 522000 SOCIAL SECURITY	40,989.00	.00	40,989.00	31,990.12	.00	8,998.88	78.0%
12030153 523000 RETIREMENT CONT	64,135.00	.00	64,135.00	49,172.84	.00	14,962.16	76.0%
12030153 525000 UNEMPLOYMENT	.00	.00	.00	.00	.00	.00	.0%
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	4,167.09	.00	767.91	84.4%
12030153 532001 STAFF DEVELOPME	3,300.00	.00	3,300.00	1,674.00	.00	1,626.00	50.7%
12030153 532200 CONTRACTED SERV	.00	.00	.00	.00	.00	.00	.0%
12030153 533004 MEDICAL SERVICE	.00	.00	.00	.00	.00	.00	.0%
12030153 533010 LABOR NEGOTIATI	.00	.00	.00	.00	.00	.00	.0%
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	.00	100.0%
12030153 543002 EQUIPMENT MAINT	29,360.00	.00	29,360.00	23,537.92	1,155.06	4,667.02	84.1%
12030153 544500 LEASE COPIER/PR	.00	.00	.00	.00	.00	.00	.0%
12030153 552003 GENERAL LIABILI	2,867.00	.00	2,867.00	2,626.00	241.00	.00	100.0%
12030153 553000 COMMUNICATIONS	500.00	.00	500.00	665.22	.00	-165.22	133.0%*
12030153 554000 ADVERTISING	68.00	.00	68.00	.00	.00	68.00	.0%
12030153 556000 TUITION	.00	.00	.00	.00	.00	.00	.0%
12030153 558000 TRAVEL	2,000.00	.00	2,000.00	633.55	.00	1,366.45	31.7%
12030153 561003 OFFICE SUPPLIES	1,250.00	.00	1,250.00	867.73	85.98	296.29	76.3%
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	.00	1,936.01	16.3%
12030153 573900 OTHER EQUIPMENT	.00	.00	.00	.00	.00	.00	.0%
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	662,474.21	2,152.19	217,701.60	75.3%
TOTAL GENERAL FUND	882,328.00	.00	882,328.00	662,474.21	2,152.19	217,701.60	75.3%
TOTAL EXPENSES	882,328.00	.00	882,328.00	662,474.21	2,152.19	217,701.60	



04/30/2020 16:04
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CITY OF ROCHESTER
DISPATCH FINANCIALS FOR APRIL 2020

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FOR 2020 10

	ORIGINAL APPROP	TRANSFERS/ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	882,328.00	.00	882,328.00	662,474.21	2,152.19	217,701.60	75.3%

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



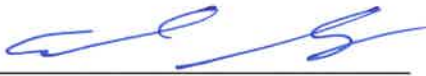



CITY OF ROCHESTER
POLICE FINANCIALS FOR APRIL 2020

04/30/2020 16:24
rhenda.young

FOR 2020 10

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553 511001 SALARIES - FULL	145,718.00	.00	145,718.00	134,688.27	.00	11,029.73	92.4%
12012553 511002 SALARIES - PART	195,384.00	.00	195,384.00	123,451.17	.00	71,932.83	63.2%
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	1,542.37	.00	206.63	88.2%
12012553 513001 OVERTIME - REGU	3,000.00	.00	3,000.00	1,441.11	.00	1,558.89	48.0%*
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	27,575.14	.00	4,161.86	86.5%
12012553 521200 DENTAL INSURANC	900.00	.00	900.00	749.85	.00	150.15	83.3%
12012553 521300 LIFE INSURANCE	228.00	.00	228.00	252.49	.00	-24.49	110.7%*
12012553 522000 SOCIAL SECURITY	25,885.00	.00	25,885.00	19,570.49	.00	6,314.51	75.6%
12012553 523000 RETIREMENT CONT	17,010.00	.00	17,010.00	14,240.75	.00	2,769.25	83.7%
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	1,296.30	.00	377.70	77.4%
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 561016 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	327,009.52	.00	98,805.48	76.8%

CORRESPONDENCE

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> <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> COUNSELING <input type="checkbox"/> TRAINING INTERVIEW <input type="checkbox"/> DISCIPLINARY <input type="checkbox"/> EVALUATION/FOLLOW UP <input checked="" type="checkbox"/> 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: 3.6.2020		
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: 3/9/2020		
6. <u>COMMENTS OF DEPUTY CHIEF OF POLICE</u> : <i>Great job Hattie!</i> SIGNATURE: <u></u> DATE: 3-9-20		
7. <u>COMMENTS OF CHIEF OF POLICE</u> : <i>Nice work Hattie!</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: 




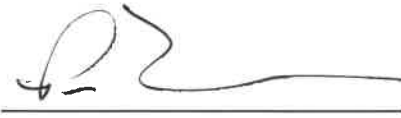
DATE: 3/18/2025

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 eval 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: 

DATE: 03/12/2020



City of Rochester, New Hampshire
23 Wakefield Street . Rochester, NH 03867
603-330-7128
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.






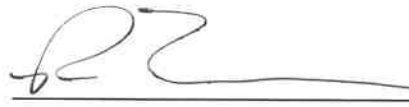
City of Rochester, New Hampshire
23 Wakefield Street . Rochester, NH 03867
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Officer Robinson did not have to return and ensure that the juvenile had followed through on their promised apology, yet he took time out of his busy day to do so. By doing 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. [unclear]", 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>
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 25th 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
- Training Interview
- Evaluation
- Counseling
- Disciplinary
- 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!


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

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CALL-OUT SUMMARY

From January 1st, 2019 to December 31st, 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.

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	