

AGENDA

The Rochester Police Commission posts notice of their regular monthly meeting to be held Wednesday, December 4, 2019, 7:00 P.M. in the Council Chambers at City Hall 31 Wakefield Street Rochester, NH

MEETING AGENDA – DECEMBER 4, 2019 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. November 6, 2019
4. **OLD AND UNFINISHED BUSINESS:**
 - A. Any Unfinished Business
 - B. Other
5. **NEW BUSINESS:**
 - A. Presentation: Thank a Police Officer Day 2019
 - B. Awards and Recognitions:
 1. Commendation Bar for Bravery – Officer Seager
 2. Distinguished Unit Action – Sgt. Cilley, Off. Garneau, Off. Costin, Off. Krochmal, Spec. Spicer
 - C. Oaths of Office – Nicole Knox, Brendan Colson
 - D. City Purchasing Policy: Discussion
 - E. Monthly Reports
 - F. Other
6. **CORRESPONDENCE:**
 - A. Captain Steven Lee of the UNH Police Department thanks Det. Geoff Moore for his assistance with a drug investigation.
 - B. Brian Brown thanks the Department for diligence in verifying his bicycle was not stolen.
7. **INFORMATION:**
 - A. Information Other; enclosed with Agenda: Any discussion.
 - 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

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 at the Rochester Police Department on Wednesday, November 6, 2019 at 7:00 P.M. Present at this meeting was Comm. Peters, Comm. Stevens, Comm. Stanley, Chief Toussaint, Dep. Chief Boudreau, Capt. Pinkham, Chaplain Cilley and Secretary Warburton. Also present were invited guests and members of the public.

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

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

B. Prayer. Chaplain Cilley delivered the opening prayer.

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

2. PUBLIC COMMENT:

No Public Comment.

3. ACCEPTANCE OF MINUTES:

A. October 2, 2019 regular meeting.

**Comm. Stevens MOVED to accept the minutes of the October 2, 2019 meeting.
Comm. Stanley SECONDED the motion. The motion to accept the minutes,
PASSED unanimously.**

4. OLD AND UNFINISHED BUSINESS:

A. Policy Update: 26.1.1.2 Uniform Appearance: Second Reading for Adoption. Dep. Chief Boudreau noted as discussed last month the changes to this are on page 2, we cleaned up language that officers don't need to purchase the mock turtleneck, and on page 4 the outer load-carrying vest the language is consistent in all sections.

Comm. Stevens MOVED to place Policy Standard 26.1.1.2 Uniform Appearance into a second reading by title only for adoption. SECONDED by Comm. Stanley and PASSED unanimously.

Comm. Stevens MOVED to adopt Policy Standard 26.1.1.2 Uniform Appearance as updated. SECONDED by Comm. Stanley. The policy as updated was unanimously adopted.

5. NEW BUSINESS

A. Oath of Office: Jonathan Marshall. Officer Marshall took his oath of office, administered by Secretary Rebecca Warburton. His family was on hand to participate and recognize his achievement. Officer Marshall comes to us already NH certified. He will spend some time in-house training of policies and procedures and then move to Field Training.

B. Monthly Reports: Captain Pinkham reported that Wards 1, 3 and 6 had scheduled meetings this period. Aside from Police, there were no attendees at the Ward 3 meeting. Areas discussed included thefts from motor vehicles, a problem residence in Ward 6, transient camping on private property, and bail reform. The comp stat report was reviewed.

Comm. Stanley reported that Ward 6 most likely is not meeting in November or December around the holidays.

The investigations bureau had 23 cases sent up from patrol for review or investigation. There are currently 66 cases assigned. There were 23 cases presented to the Grand Jury all with true bills. There were two detective call outs (an overdose death and an untimely death). There were two polygraphs and two backgrounds. There were 266 pieces of evidence logged in, 41 items returned to owners and an additional 100 pieces destroyed.

HONOR GUARD: The Honor Guard participated in a ceremony for recently retired Director Donald Vittum from Police Standards and Training. Director Vittum served as Chief of Police in Rochester from 1991 to 1995. They are preparing as well for participation in the annual Chamber Christmas parade.

COMP STAT: There was an increase in DUI arrests. More than half of them were discovered via officer initiated activity. There were two serious motorcycle collisions this period. One on Route 11 where a vehicle turning left into the Ridge collided with an eastbound motorcycle and one on Old Dover Road where one motorcycle tried to pass the other and lost control. There were serious injuries sustained in both accidents. The riders are expected to recover. The majority of the drug possession charges were related to methamphetamine and heroin/fentanyl. There was an increase in drug events which are calls utilizing police resources due to behaviors of individuals under the influence of drugs. Violent crimes are down year to date.

Dep. Chief Boudreau added that Old Dover Road at Tebbetts Road has an ongoing traffic safety audit. Engineers from the City and State have been out there and walked the intersection. It will be about 12 weeks before any recommendations come back. The group that was there was surprised at the traffic load, including commercial traffic. Some ideas that have been floated for improvement include a 4-way signaled intersection, or a mini roundabout.

Part of the audit is to look at accident data. We put the speed trailer out there and the speed wasn't as high as people think.

Comm. Stevens commented on the DWI's both coming from the same establishment. He also commented on the thefts from motor vehicles, where guns were taken.

We do see thefts from unlocked vehicles far too often and have done public service announcements encouraging people to remove valuables and to lock their vehicles.

Comm. Stanley commented that DWI's seem to be increasing. How do we get the word out that UBER is in Rochester.

CEO/ COMMUNITY ENGAGEMENT OFFICER: Off. Danie is working to develop a job description for the unit as we anticipate expanding in the months to come. The POP and Community Engagement continue to work with the crime analyst on areas of concern. Off. Danie also during the month attended Teen Night, the Senior Breakfast, Monarch School Harvest Fest, Home Depot Safety Day, and he is working on planning for Christmas on the Common and Skate with a Cop.

Comm. Stanley asked if we need a policy for the POP Unit.

Chief Toussaint said no, just a job description.

When do we anticipate rolling out the full POP Unit.

Now that Officer Root is on solo patrol, Officer Turner has been moved into investigations. She has been waiting for this move while staffing has been low. We still owe investigations two more positions. We are working to get them at least one additional. We hope to have the unit up and running by summer.

One thing that came out of the candidate forum during elections was more public safety personnel.

Chief Toussaint said that today we got the budget schedule and parameters. We know to increase we have to do it in a responsible manner.

Comm. Peters commented that we need a five-year plan of how many we would add each year.

Adding personnel also adds equipment, cars, clothing, and training. We also have to consider that the COPS grant expires this year, so the City is taking on the full amount of that salary which may affect how many we could ask for next year.

Comm. Stevens asked if there is any more grant funding through the COPS program.

Chief Toussaint said they are making COPS grants so specific now. The reason why we qualified last time was the addition to the School Resource Program and teaching LEADS. To say we just need the added manpower on the street doesn't fly.

Comm. Stanley asked about what if we dedicated a person to the downtown.

Chief Toussaint said I hesitate to say I'm dedicating an officer to one specific thing. It can hamstring you. The last two budgeted positions we got at half year each was one was going to patrol and one was going to detectives. I can't go in and move them to patrol now. Once we get all the positions hired and people on the street it will look a lot different.

Dep. Chief Boudreau asked the finance department to pull data for the number of positions added in recent years. Our authorized strength in FY10 was 46. In FY11, we added two grant positions. In FY12, we added 1. From FY13-FY17, we added zero positions. In FY18 we added one with a grant and in FY19 we added two half positions. So there was a five-year stretch where we were not keeping up.

Comm. Stevens commented that we aren't saying we don't need the positions; we just have to do it at the right pace and be able to justify it.

Chief Toussaint said we need to add a Lieutenant on the support side, but that is not an easy sell. We need to shore up the boots on the ground. The average citizen doesn't want to hear more bosses.

Comm. Stevens asked if there is data on the recommended number of officers we should have.

Dep. Chief Boudreau said that we base our numbers on our data and what is happening locally.

Chief Toussaint said that he has been asked to be on the legislative committee for Bail Reform. The argument that this is cruel, they shouldn't be in jail just because they are poor. There are people who have no plans ever to go to court. The law was changed on stories of the single mother stealing food to support her kids going to jail and potentially losing her kids. Well that person was never going to jail.

Off. Danie and Sgt. Babine have been working random evening shifts checking in on some of the homeless camps and providing resource information with a goal to get help to those that need it and want it.

Comm. Stevens asked if we have any idea how many homeless camps are in the city.

We know there are quite a few. Some of the larger ones and the smaller ones that get moved along if the landowner complains. They usually just move to a new location and set up again, but often they leave shelters, materials, and belongings behind. There have been a number of volunteer clean up days as well as use of city resources to clean those up.

Sgt. Babine and Off. Danie are also communicating with Rochester Rise Up members helping to guide them on things they can and cannot do. There had been a Facebook post about a security force and patrols that got some folks and businesses upset.

We reached out to them and held a meeting. Their heart is in the right place, but there is a process. We welcome their help as eyes and ears. There has been conversations with them about how to be a good witness and willingness to be a witness and testify in court.

The group doesn't have an organized structure yet where one person can speak and make decisions. They have a lot of buy-in from the downtown. There have been similar efforts in the past.

Capt. Pinkham said group members went on a foot patrol with some of the officers.

The group has a lot of potential to do good things and we have spoken to the media about that.

Comm. Peters said speaking about downtown do we have a goal for a beat patrol. Stop and walk. It doesn't have to be for a whole shift.

Chief Toussaint said that the downtown is always a priority for us, but it slips when staffing is low. As staffing allows we like to get folks out there.

Capt. Pinkham added that efforts are there, but the log will show that the duration is not long, based on responding to priority calls.

Comm. Peters commented that at the wrap up meeting for Thank A Cop there were comments made about the eye opening the students who were painting downtown got. We need to be cognizant of this next year that we have adequate staff for the students.

Chief Toussaint said we hope by this time next year to be in a much better position.

Chief Toussaint said that he attended a strategy session at the Police Academy recently. They want to decrease the number of attendees by 7 per academy, or 21 officers per year. We are having a hard enough time getting people in now. There are still four weeks before the closing date for the January academy and they are sitting at 80 applicants, with only 67 available slots.

Comm. Stevens asked about the Chief's Association talking to the academy. Chief Toussaint said there are city chiefs and sheriffs on the training council. They know how the Chief's feel about this. They are looking to decrease the academy by one week, and cut some dead weight out of the program. All this reduction does is kick the can down the road.

COMMUNICATIONS: The two new communications specialists are moving swiftly through training. They will be transitioning from Fire and EMS to police dispatching soon. At this pace, it is anticipated they will be released to solo headset after Thanksgiving. Specialist Holman submitted a resignation and accepted FT employment at another agency. She will remain per diem. Per Diem Specialist Spicer has returned to FT dispatching. The Communications Supervisor attended the recent IMC conference and will attend the Supervisors Academy through Primex. Specialist Neal will attend the APCO conference. We have an anticipated vacancy for one of the specialists transitioning to a police officer position.

PROSECUTION - ADULT: There were 287 new cases with 381 charges. There were 130 guilty pleas, 78 not guilty, 36 cases nol prossed. There were 80 who failed to appear, 30 found guilty by the court, 5 cases dismissed by the court and 4 cases placed on file.

PROSECUTION - JUVENILE: Juvenile prosecution had 18 petitions and one CHINS. There were 13 arraignments (5 set for trial, 2 resolved by plea, 6 rescheduled, continued or failed to appear). There were three review hearings, nine violation hearings, two dispositional hearings, four motion hearings and one sentencing hearing. Additionally Lt. Gould completed six investigations (four complaint and warrant) for bail jumping, one contempt of court and one motion to impose suspended sentence.

SCHOOL RESOURCE OFFICERS:

High School Highlights: Off. Jackson has begun teaching LEADS, has spent more ours in Hanson Pines reference student activity there, routine checks of school security and participation in the Pep rally. The Explorer program open house went well and it is anticipated they will add 5 new members.

Middle School Highlights: Sgt. Deluca is has begun teaching the LEAD classes. He has made several arrests from the school for fights, possession of tobacco products, disorderly conduct and resisting arrest. He attended 15 meetings with Guidance Counselors regarding student mediation.

Comm. Stevens was concerned about arrests at the middle school.

Chief Toussaint said Sgt. Deluca is working to improve the environment. However, our role is different from that of a school administrator.

Elementary School Highlights: Off. Porfido has made regular visits to the HOPE school. He has begun teaching LEADS, participated in re-entry meetings for out of school suspensions.

DIVERSION: Teen night had 218 youth in October. There are a lot of activities for including trivia games, pool tables, obstacle courses and the other regular activities. Staff has begun working with Alton and Northwood PD's on starting their own Diversion programs. Nicole attended the Children's Behavioral Health Collaborative Annual meeting and found some resources for natal health connections and resiliency training information for diversion jurors. Nicole also attended the Smart Approaches to Marijuana presentation centered around the impact of recreational use laws on youth development.

2. Administrative. Dep. Chief Boudreau noted that our backline vehicle has been received and is in use. We do not yet have an ETA on the two front line cruisers. The two cars that were in accidents have been repaired and are back on line.

Comm. Peters said with the new budget and two new front line cars coming, can we look at keeping two.

Dep. Chief Boudreau said that we retained one this year.

FINANCIAL/PURCHASING: We have started to review and hold preliminary discussions about our needs for the FY21 budget. The online crime reporting software is moving forward. We are scheduling implementation meetings. The radio project is also moving forward. Meetings with stakeholders are for different aspects of the project continue.

Chief Toussaint said we initially envisioned a dispatch upgrade as part of the radio project. We would like to look at a future capital improve to move dispatch to the third floor. One half would be dispatch and one half would be an emergency operations center (currently housed at the Fire Department.)

Comm. Stevens asked what would you do with the space downstairs. We would have to see and try to figure out ways to increase existing spaces. For example, the female locker room is already at capacity.

HIRING: Officer Marshall started on October 28. We have submitted academy paperwork for two recruits starting in December. While submitted only days apart, one candidate falls outside of the 67 max recruits per academy. Three people would need to fail the entrance PT for our second recruit to attend the January academy. We have one opening left and there is a certified person whom has expressed interest in coming on. We would need to set up an interview. This person has about 18 months of experience.

TRAINING: Officer Root has been released to solo patrol. Officers Coffey, Riddle and Crawford are projected to be released from field training after Thanksgiving. Officers Flathers, Bilodeau and Miller at the academy have completed 10 weeks of the program and all are on track to graduate on December 20, 2019. Other training this period included court preparation and testimony, National EMT Conference (paid by other employer), Project Safe Neighborhoods and Search and Seizure mobile enforcement.

Lastly, Drug Take Back Day we collected eight boxes, weighing in at 149.8 pounds. While this is down from prior collections, it is still that much medication that is out of medicine cabinets and not on the street.

C. Other.

(1) Constituent Concerns.

Comm. Stanley said that Councilor-elect Rice noted speeding logging trucks on Four Rod Road. We have asked for more specific times this is occurring rather than just "commuting hours." The concern however is this is occurring when school buses are on the road.

Comm. Stanley asked that we ensure Officer Garstin touches base with his victim who had a wallet stolen and update him on this case.

Comm. Stanley noted that Rotary Club has been doing a lot of the work related to Wings and Wheels. This is a great event and she hopes that the Police Department can give more resources to the planning and implementation of the event.

6. CORRESPONDENCE:

Correspondence for the month included: Scott Wood recognizes Lt. Swanberry for his demeanor and excellent communication skills. Ms. Paquette from the Rochester Public Library recognizes Off. Turner, Off. Riddle and Off. Labosier for participating in the children's story hour. Off. Root and Off. Brinkman are thanked for how they handled a parking concern. Off. Crawford is recognized for his dedication during an investigation. Off. Gantert is recognized for professionalism and compassion. Sgt. Babine, Sgt. Emerson, Sgt. Miehle, Det. Flathers, Det. Rousseau, Det. Livingstone, Off. Turner, Off. Krochmal, Off. Murphy, Off. Crawford and Off. Govoni are thanked by the Mass State Police for assistance with a homicide investigation. Off. Brinkman is recognized for making connections with a young child in the City.

7. INFORMATION:

There was no discussion.

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

Commissioner Stanley MOVED to enter a nonpublic session at 8:15 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 3 - 0 with Comm. Peters, Comm. Stevens and Comm. Stanley voting in the affirmative.

The non-public session closed at 8:41 P.M. on a MOTION by Comm. Stanley. SECOND by Comm. Stevens. The motion PASSED by roll call vote 3 - 0 with Comm. Peters, 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 3 - 0 with Comm. Peters, Comm. Stevens and Comm. Stanley voting in the affirmative.

9. MISCELLANOUS:

Comm. Stevens MOVED to award a merit increases on the respective anniversary dates to Off. Joseph Rousseau (4.1%) and Off. Craig Forrest (3.9%). Comm. Stanley SECONDED the motion. The motion PASSED unanimously.

10. ADJOURNMENT:

Comm. Stevens MOVED to adjourn. SECOND by Comm. Stanley 8:41 P.M.

Respectfully Submitted

Rebecca J. Warburton
Secretary

APPROVED BY COMMISSION:

New Business A: Presentation



Co-Organizers

NEW BUS:
PRESENTATION -
THANK A COP



HR
CU



Rotary
Club of Rochester NH



Decorating Contest Sponsor ~ Hervey's Tire Company



Flag Sponsors

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Greater Rochester Chamber of Commerce

Granite Steak & Grill

Rochester Rotary Charities

Blue Bird Self Storage

Service Credit Union

Wit-Way Supply Inc.

Laars Heating Systems Co.

Kittery Point Construction

Ed and Lisa Casaccio, Rochester Toyota

Business Partners

Brock's Plywood Sales

Packy & Brenda Campbell/RSA Realty

Bruce & Rhonda Hodsdon/Rochester

Peggy Lynch Agency ~ State Farm

Lachapelle & Higgins Insurance Agency

Benjamin Lowe/Clemento's Pizzeria

Hourihane, Cormier & Assoc., LLC

Fred Roberts, Associated Brokers Inc.

Go FOTO Yourself New England

Cornerstone VNA

Monarch School of New England

Renaissance Signs

Bank of New Hampshire

Hope on Haven Hill

LifeBalance Counseling

Michael Dubois CPA

Eversource

Compass Home Inspection

Feliciano Limousine, LLC

Rochester Country Club

Alliance for Dental Care

Le Club Victoire

Profile Bank

Waterstone Properties ~ The Ridge

American Legion Post 7

Amcomm Wireless

Windjammer's Seafood Restaurant

Drs. Christine Davis, Wes Chapin, and Cameron MacDearnid/Broadview Animal Hospital

Food Donors & Other Thanks

Moe's Italian Sandwiches

Granite Steak & Grill

City of Rochester, Public Works

Lilac City Grille

Potter's House Family Bakery

Rochester Public Library

Dunkin Donuts

Magrilla's

Spaulding HS Art Department

NEW BUS: AWARDS :
COMMENDATION FOR
BRAVERY

076
9/11/19



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



INTEROFFICE MEMORANDUM

TO: CAPTAIN JASON THOMAS
FROM: SERGEANT MARC E. CILLEY
DATE: SEPTEMBER 9, 2019
SUBJECT: MEDAL FOR BRAVERY

Captain,

On August 3, 2019 at approximately 0150 hours Officer Thomas Seager attempted to stop a vehicle on Milton Road in the area of Cumberland Farms. The vehicle in question did not stop and continued north on Milton Road. Officer Seager observed that the driver of the vehicle appeared to be reaching for something. Officer Seager was able to keep eyes on the vehicle and observed the operator ditch the vehicle on Periwinkle Drive. The driver of the vehicle fled on foot and it was observed by Officer Seager that the driver appeared to have something in his hand. Officer Seager continued in his vehicle until he lost sight of the suspect between the trailers in the park.

Officer Seager then exited his patrol car and gave chase on foot running parallel to the suspect along the roadway attempting to arrest the suspect. Officer Seager then heard the suspect enter the woods behind the trailers heading south. Officer Seager gave chase and approached the tree line. Officer Seager shined his light down the hillside in an attempt to locate the suspect. Officer Seager was able to observe the suspect near the bottom of the hill. Officer Seager ordered the suspect to show his hands. The suspect then opened fire on Officer Seager with a pistol firing several times. Officer Seager was not injured. Officer Seager returned fire and then lost sight of the suspect. Officer Seager was communicating all of this information through dispatch.

Officer Seager was not able to tell if he struck the suspect at the time of the shooting. Officers Garneau, Costin and I responded immediately to the scene to back up Officer Seager and attempt to locate the suspect. At the time of our response the suspect's location was unknown and there were many avenues of escape that the suspect could have taken. Officer Garneau and Officer Costin arrived at the scene moments after the initial incident and ran toward Officer Seager and the suspect's last known location not knowing exactly where the suspect was. I arrived approximately one minute later linking up with the officers at the point of the shooting



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placing them in a defensive perimeter on the ridgeline as the suspect's location was still unknown. Officer Seager and I made our way back to the vehicle to prevent the suspect from doubling back and getting into the vehicle where we remained until relieved. Officer Seager was able to maintain his composure and professionalism throughout the incident. Additional resources were called to the scene, a perimeter was set and the suspect was eventually located after a coordinated effort.

The suspect was transported to the hospital with what was discovered later to be a self-inflicted gunshot wound. I am recommending Officer Seager be awarded the Medal for Bravery for his actions during this incident in attempting to affect the arrest of the armed suspect who fired at him placing his personal safety in danger.

Respectfully,

Marc E Cilley

Sergeant

Rochester Police Department



NEW BUS: AWARDS :
COMMENDATION
DISTINGUISHED UNIT ACTION

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INTEROFFICE MEMORANDUM

TO: CAPTAIN JASON THOMAS
FROM: SERGEANT MARC E. CILLEY
DATE: SEPTEMBER 9, 2019
SUBJECT: DISTINGUISHED UNIT ACTION

Captain,

On August 3, 2019 at approximately 0150 hours Officer Thomas Seager attempted to stop a vehicle on Milton Road in the area of Cumberland Farms. The vehicle in question did not stop and continued north on Milton Road. Officer Seager observed that the driver of the vehicle appeared to be reaching for something. Officer Seager was able to keep eyes on the vehicle and observed the operator ditch the vehicle on Periwinkle Drive. The driver of the vehicle fled on foot and it was observed by Officer Seager that the driver appeared to have something in his hand. Officer Seager continued in his vehicle until he lost sight of the suspect between the trailers in the park.

Officer Seager then exited his patrol car and gave chase on foot running parallel to the suspect along the roadway attempting to arrest the suspect. Officer Seager then heard the suspect enter the woods behind the trailers heading south. Officer Seager gave chase and approached the tree line. Officer Seager shined his light down the hillside in an attempt to locate the suspect. Officer Seager was able to observe the suspect near the bottom of the hill. Officer Seager ordered the suspect to show his hands. The suspect then opened fire on Officer Seager with a pistol firing several times. Officer Seager was not injured. Officer Seager returned fire and then lost sight of the suspect. Officer Seager was communicating all of this information through dispatch that was being manned by Officer Cory Krochmal and Per-Diem Communications Specialist Ellen Spicer.

Officer Seager was not able to tell if he struck the suspect at the time of the shooting. Officers Garneau, Costin and I responded immediately to the scene to back up Officer Seager and attempt to locate the suspect. At the time of our response the suspect's location was unknown and there were many avenues of escape that the suspect could have taken. Officer Garneau and Officer Costin arrived at the scene moments after the initial incident and ran toward Officer Seager and the suspect's last known location not knowing exactly where the suspect was.



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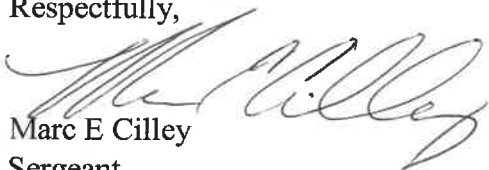
I arrived approximately one minute later linking up with the officers at the point of the shooting placing them in a defensive perimeter on the ridgeline as the suspect's location was still unknown. Officer Seager and I made our way back to the vehicle to prevent the suspect from doubling back and getting into the vehicle where we remained until relieved. Additional resources were requested to the scene and they met with Officer Garneau and Officer Costin. A perimeter was set and the suspect was eventually located after a coordinated effort. The suspect was transported to the hospital with what was discovered later to be a self-inflicted injury.

Officer Krochmal who was filling an Overtime Dispatch shift had only worked in the Dispatch Center on a couple of occasions prior to this incident. Officer Krochmal completed this extra duty as a professional and was able to handle this incident as if he was an experienced dispatcher. Officer Krochmal was faced with a high stress call, even for experienced dispatchers. Officer Krochmal, knowing he could not respond to aid his fellow officer did an outstanding job keeping calm, repeating information without clogging the radio, keeping a detailed narrative of events in the call log and making proper notifications.

Per-Diem Communications Specialist Spicer aided Officer Krochmal during this extremely stressful situation by helping him make proper notifications, keeping detailed call logs, issuing Code Red alerts and requesting additional personnel to the scene. Dispatcher Spicer remained calm, professional and did things in a timely and accurate manner.

Through a coordinated team effort between the officers that initially responded to the first reports of shots fired and the individuals in the Communications Center the situation was able to be contained and resolved without further injury to citizens or other officers. I am recommending Officer Garneau, Officer Costin, Officer Krochmal and Communications Specialist Spicer be awarded the Distinguished Unit Action Award for their outstanding service to the City of Rochester on August 3, 2019.

Respectfully,


Marc E Cilley

Sergeant

Rochester Police Department

OATH OF OFFICE - OFF. KNOX

ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
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"Dedication, Pride, Integrity"

POLICE COMMISSION

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



December 4, 2019

I, Nicole Knox do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Patrol Officer** with the Rochester Police Department, according to the best of my ability, agreeable to the rules and regulations of the Constitution and the Laws of the State of New Hampshire, so help me God.

Nicole Knox

STATE OF NEW HAMPSHIRE

STRAFFORD, SS:

Then the above named Nicole Knox , appeared and took oath of Office by law prescribed.

Andrea Mitrushy
Justice of the Peace

OATH OF OFFICE - OFF.
COLSON
ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT
Chief of Police

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"Dedication, Pride, Integrity"

POLICE COMMISSION

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



December 4, 2019

I, Brendan Colson do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent on me as a **Patrol Officer** with the Rochester Police Department, according to the best of my ability, agreeable to the rules and regulations of the Constitution and the Laws of the State of New Hampshire, so help me God.

Brendan Colson

STATE OF NEW HAMPSHIRE

STRAFFORD, SS:

Then the above named Brendan Colson , appeared and took oath of Office by law prescribed.

Andrea Mitrushi
Justice of the Peace

NEW BUS: CITY PURCHASING POLICY FOR DISCUSSION



POLICY AND PROCEDURE MEMO

NO. 3.004
DATE: 1-27-14 Approved
Rev: 10/2019

SUBJECT: PURCHASING POLICY

Bleu in Coy
CITY MANAGER

I. STATEMENT:

- A. It is the policy of the City of Rochester that all purchases of supplies, materials, services and equipment be conducted in accordance with the guidelines stated in this policy. This policy is intended to provide overall guidance to City departments for City purchases. The Finance Director or his/her designee shall serve as the Purchasing Agent. This policy is intended to work in conjunction with Chapter 27 of the City Charter and Chapter 7 of the City's General Ordinances, regarding purchasing. For purposes of this policy any reference to Finance Director shall be synonymous with Deputy City Manager.
- B. One of the most important methods of effectively controlling purchases and the appropriations against which they are to be charged is the proper and timely use of purchase orders. To that end, it is of the utmost importance that departments follow this policy as authorization to purchase and as a means to properly manage funds by reserving a portion of departmental appropriations.
- C. A purchase order must be procured through the City's electronic requisition system before any item or service is ordered or purchased by any method. Any item or service, of a non-emergency nature, ordered prior to the purchase order requires Department Head explanation of event and corrective action. The explanation must also address whether budgetary account balances were negatively impacted by the event. Repeated violations may be subject to additional administrative actions and may include suspension of decentralized purchasing privileges. Additionally, all travel related expenditures must have a purchase order in place before any reservations, travel or commitments are made.
- D. Exceptions to this policy shall be listed within the policy or approved in advance of purchasing by the Finance Director and or City Manager.

II. DEFINITIONS

- A. Emergency Purchase Order - An emergency exists when the purchase is deemed by the Purchasing Agent to be of urgent necessity for the preservation of life, health, property, or to restore services to the public. Emergency purchases may be made by whatever appropriate means necessary to bring the emergency under control. Emergency purchases should not be exorbitant, should be only the minimum amount necessary to complete the task and be fiscally responsible.



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B. Normal Purchase Order - Normal purchases that do not meet the above emergency purchase criteria.

1. Unless specifically exempted in this policy or the City's ordinances, all purchase requests must follow the City's electronic purchasing system.

Examples of items for which purchase orders are not required are:

- a. Monthly electric bills
- b. Monthly telephone and cellular bills
- c. Monthly or quarterly water and sewer bills
- d. Monthly natural gas bills

III. PROCEDURE

A. Requisitions

1. Purchase orders begin as requisitions through the electronic purchasing system and follow a predetermined approval process.
2. Only employees with the appropriate permissions will be able to enter requisitions and approve at the various levels. Once all levels of approval have occurred the final conversion of the requisition changes the request to a purchase order.
3. All purchase requests must clearly state in the notes section or as an attachment the need for the purchase. This clarification must be provided in such a way that the average user can determine what the purchase is being made for, without the knowledge of either internal or external codes.

B. Determine if the purchase is an emergency or non-emergency

1. Emergency purchases will follow the same procedures as a normal purchase, except that the purchase order process will be after the purchase has been made. This type of purchase should happen very seldom. Begin with step "C" below.
2. Normal purchases are the norm and must be followed in all except emergency purchase orders.

C. Emergency Purchase



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1. In the event of an actual emergency the decision to make a purchase without a purchase order may be approved by the City Manager, Finance Director, Deputy Finance Director or Department Head. Once the purchase has been made, a requisition must be entered into the system the same as any other purchase request at the earliest possible time.
- D. Routine Purchase Thresholds: All purchases shall have electronic approval, and sums for each category below shall not be exceeded for any one item, or combination of items to be purchased from any single vendor. Electronic approval levels are noted for each category.
1. All purchases up to five thousand dollars (\$5,000) shall have approval of the Department Head and Purchasing Department before conversion to a purchase order.
 2. All purchases five thousand and one dollars (\$5,001) up to fifteen thousand dollars (\$15,000) shall have a minimum of three (3) quotations for the same product or service. The three quotations must be written vendor responses, no verbal quotations shall be allowed. The quotation, or notes, must be attached to the requisition request. Approval is required by the Department Head, Purchasing Department, Director of Finance, or Deputy Finance Director before conversion to a purchase order. As a rule, purchases in this category will be made based on the lowest cost. If it's in the best interest of the City to not select the lowest cost vendor detailed notes must be entered in the requisition request to justify why the lowest price vendor was not selected, and all other quotations must be attached.
 3. Purchases fifteen thousand and one dollars (\$15,001) or greater require a competitive sealed bid process. Utilization of approved vendor lists, or other approved bid lists, may be substituted for the sealed bid process with approval of City Manager, or designee. Bid results and quotation notes must be attached to requisition request. Approval is required by Department Head, Purchasing Department, Finance Director, or Deputy Finance Director, and City Manager. As a rule, purchases in this category will be made based on the lowest cost. If it's in the best interest of the City to not select the lowest cost vendor detailed notes must be entered in the requisition request to justify why the lowest price vendor was not selected, and all other quotations must be attached.



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4. Competitive Sealed Bid Substitutions: NH State Bid list, Massachusetts State Bid lists, Approved Vendor lists and other Finance approved purchasing groups may be substituted for the competitive sealed bid process.

a) Approved Vendor lists are those vendors that have had a qualifications review by the Department or Purchasing Agent. Qualifications review shall include Department's past experience with the vendor, identification of special skill sets or products, proof of insurance, and may also include professional references. The Purchasing Agent shall review and approve all approved vendor requests, hold all master approved vendor lists and be responsible for updates. Utilization of approved vendor lists as substitution for the competitive sealed bid process shall require purchase or service specifications be created and submitted to all preferred vendors at the same time, with instructions to respond to the Purchasing Agent.

b) Other Approved Purchasing groups are those groups that the City has completed the application process and has become an official member.

5. Exceptions to the section D above may be allowed for the following, provided it is determined to be in the best overall interest of the City. Categories that require approval by City Manager or designee include the following:

- a) Professional service contracts
- b) Sole Source Vendors
- c) Computers, Information Technology (IT) equipment, and software
- d) Documented reasons why bid or required quotations cannot be sourced.
- e) Emergency situations which create immediate risk to City.

E. Blanket Purchase Orders: Blanket Purchase Orders are Purchase Orders prepared to cover routine and recurring purchases from a vendor based on being awarded a bid to furnish supplies, materials or services to the City.



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Blanket purchase orders shall be limited to 1-2 months of supplies for a specific purpose. Purchase orders are processed daily and limit the need for wide ranging use of blanket purchase orders.

- F. Sole Source Vendor Requests: It is recognized that sole source vendors can under certain circumstances provide overall benefits to the City, and in some cases is unavoidable. Departments seeking to use Sole Source Vendors must submit a detailed explanation of purchase requirements, and how the arrangement is in the overall best interest of the City. Approval is required in advance by Deputy City Manager/Director of Finance, or designee.
- G. Standardization of Equipment: It is recognized that standardization of equipment can under certain circumstances provide overall benefits to the City. Departments seeking to incorporate a standardization of equipment plan must submit a detailed explanation of the benefits achieved by standardization. A standardization of equipment plan does not automatically equate to a sole source vendor relationship. If a standardization of equipment plan does create a sole source vendor situation then the Sole Source Vendor request (F) above must also be followed. Approval of standardization of equipment is required in advance by Deputy City Manager/Director of Finance, or designee.

IV. COMPETITIVE SEALED BIDDING

- A. Oversight - The bidding process falls under the oversight and monitoring of the Purchasing Agent. Immediately upon receipt by the purchasing department, the sealed envelope shall be date and time stamped with the proper stamp, located in the purchasing department in the basement of Rochester City Hall. All bids in this category must be clearly marked on the bid invitation form:

**The City of Rochester, New Hampshire, will accept sealed bids for "Bid Name".
Bids must be submitted in a sealed envelope plainly marked:**

"Bid Name"
Bid # xx-xx
City of Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent



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All bids must be received in the Purchasing Office, Basement of City Hall, no later than "Date" at "2:15" PM. Actual bid opening will begin at 2:30 p.m. No late bids, telephone, faxed, or emailed bids will be accepted. The bid specifications, appendices and proposal forms may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335- 7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.

The City of Rochester reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bids, to accept the bid(s) considered to be in the best interest of the City, or to sell on the open market if it is considered in the best interest of the City to do so. Failure to submit all information called for may be sufficient for disqualification.

- B. Bid Documents - The City maintains standard bid documents for small bids, small bids with bonds and large bids. Generally large bids use engineer produced documents for large construction or specialized projects, instead of the large bid sample. (Sample documents attached).
- C. Bid Development - Starting with a sample bid document described above:
1. Contact Purchasing/Accounts Payable Clerk to obtain bid number and opening date. Enter product or project specifications and make appropriate changes to headers, invitation page and all other pertinent pages.
 2. Forward bid document to Purchasing Agent for review and approval.
 3. After approval by Purchasing Agent the bid can be advertised and distributed. All bids will be advertised in a minimum of three mediums: the City's Purchasing/Bids website, New Hampshire Municipal Association's classified section, and a newspaper public notices section.
- D. Bid Opening - Every effort will be made to open bids on Thursday afternoons beginning at 2:30 PM. Exceptions may be made upon approval of the Purchasing Agent. Bids will be read aloud upon opening in a public forum.



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E. Bid Selection - Bid selection will be made based on compliance with bidding requirements, reputation of bidder, the City's perceived ability to comply with bid requirements, price and any other criteria deemed appropriate by the Purchasing Agent as deemed to be in the best interest of the City of Rochester. All bid acceptance recommendations must be approved by the Finance Director before bid acceptance or rejection letters are released.

F. Bid Acceptance/Award and Rejection - It shall be the policy of the City to accept bids that are the lowest net cost and/or deemed to be in the best interest of the City of Rochester. Any time a bid is accepted that is not the lowest cost, clear justification shall be included in the requisition. Whenever any discrepancy on selection occurs, the Finance Director and/or City Manager will make the final decision.

1. Once accepted, a bid acceptance letter (sample attached) will be sent to the successful bidder and arrangements will be made for a formal contract if applicable. A requisition must be entered into the electronic requisition system, all approvals must be received and a purchase order processed before the actual order can be placed.
2. Bid rejection letters will be sent to all applicable bidders.
3. Bid results will be available on the City's website within 48 hours of bid opening.
4. If all bids are rejected, the bid document must be reviewed, changed accordingly and approved again by the Purchasing Agent. A new bid number and opening date will need to be authorized and the remainder of the sealed bid procedure shall be repeated.

G. Purchase Order and Payment

1. Once bid is awarded the requisition/purchase order and payment process can commence in accordance with the agreed upon terms and conditions of the vendor and related vendor contract.



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V. PURCHASING AGENT RESPONSIBILITIES

- A. Institute measures to ensure that all departments practice conservation of all commodities.
- B. Administer the disposition of all surplus municipal property.
- C. When appropriate coordinate with the School Department or other area municipal Purchasing Agents on purchasing common items of substantial value with the aim of obtaining the lowest possible cost when purchasing such items as a group. Examples are gasoline and heating fuel. The Purchasing Agent will review with Departments all recurring high to moderate volume items and their normal ordering periods to determine which items fall in this category.
- D. Review services contracts to insure they meet IRS contractual criteria and are not, in fact, employer/employee relationship agreements.
- E. Maintain bid files and related documents.
- F. Perform all other related functions.

VI. DEPARTMENT HEAD RESPONSIBILITIES

- A. Utilize requisition and purchase order process for all purchases.
- B. Anticipate the department's supplies and outside service requirements well in advance to minimize the need for emergency purchases.
- C. Work with the purchasing agent within the purchasing system to ensure the best interests of the City and Department are met.
- D. Review and compare detail invoice against PO and/or bid specifications to ensure conformity of quantity, quality and price. Notify Purchasing Agent of any discrepancy or dissatisfaction with goods or services received.
- E. Minimize the use of Blanket (open) Purchase Orders-Blanket Purchase orders shall be used only when deemed to be appropriate by both the Purchasing Agent and the department head for the purchase of recurring goods and services.



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- F. Prepare specifications for bid items and obtaining technical assistance as needed to interpret and prepare certain specifications, taking care to ensure interested vendors will not include any specifications that would favor them.
- G. Use discretion in dealing with vendors so as not to provide any preferential treatment.
- H. When purchasing supplies and materials the terms of sale "F.O.B. Destination" shall be specified to the extent possible and shall be so stated on the Purchase Order. This places the burden of the delivery and the status of the items on the seller, especially if there was damage to the shipped items. Appendix C lists all of the Terms of Sales. The most advantageous payment terms should also be sought, ideally 30 days from Date of Receipt.
- I. Upon delivery of materials or completion of services an inspection and acceptance by the Department Head or his/her designee will be performed to ensure that the specifications or terms of the contracts/agreements, as amended when necessary, have been fully met. This would include Progress Payments, if part of the terms. Payment Authorizations would then be processed via the City's payment processing system.
- J. In the case of materials, if received with visible damage, it will be immediately brought to the attention of the delivering carrier and noted on the freight bill at the time of delivery. Appendix A lists the various terms and a description of their meanings along with general instructions of what to do in the event of visible damage.
- K. If there is concealed damage, the Department Head or his/her designee shall contact the delivering carrier and the vendor immediately and all packaging shall be saved for inspection.
- L. If materials or services do not meet the terms of the purchase or contract, the Department Head will withhold payment.

VII. FINANCE DIRECTOR RESPONSIBILITY

- A. Through the electronic requisition process, all requisitions shall certify available funds for all requisitions before the order or purchase is made.
- B. Oversee all purchasing functions.



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- C. The Finance Director, or designee will work with all departments to correct any discrepancies of the purchasing process. The City Manager will be notified only when abuses of the purchasing process occur or if resolutions between the Finance Director and Department Head cannot be reached. Authorization to purchase shall be withheld until the matter is resolved to the Finance Director's satisfaction.

VIII. REQUEST FOR TRANSFER OF FUNDS

- A. In the event that funds, in any particular budget line, are not sufficient to meet the departments purchasing needs, transfer requests may be made to supplement the appropriate line for the purchase. Purchase requests must be charged to the appropriate budget line in all instances. Splitting a charge between budget lines due to insufficient funds is not acceptable. The following protocol should be used to transfer funds between budget lines.
1. Funds will not be transferred from wage and benefit lines except under extremely rare circumstances on a case-by-case basis.
 - a. A memo should be submitted to the Finance Director, or designee, by the Department Head to explain the reason for this request. No budget transfers from wage and benefit lines should be done until after the Finance Director, or designee, has reviewed and approved the memo.
 2. Funds will not be transferred between departments without City Manager (or designee's) approval.
 3. Determine which budget line the necessary funds are to be transferred from.
 - a. Electronic request of a transfer must be made to the to the Finance Director, or designee, with an explanation of why the transfer is necessary and exactly which lines the funds will be transferred from and to.
 - b. Once the transfer request is approved and posted, the account is ready for the requisition process to begin.



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APPENDIX A

TERMS OF SALES

1. F.O.B destination, freight prepaid (Preferred Terms)

Seller	Pays freight charges
Seller	Bears freight charges
Seller	Owens goods in transit
Seller	Files claims, if any

2. F.O.B. origin, freight collect

Buyer	Pays freight charges
Buyer	Bears freight charges
Buyer	Owens goods in transit
Buyer	Files claims, if any

3. F.O.B. origin, freight prepaid

Seller	Pays freight charges
Seller	Bears freight charges
Buyer	Owens goods in transit
Buyer	Files claims, if any

4. F.O.B. origin, freight prepaid and billed

Seller	Pays freight charges
Buyer	Bears freight charges
Buyer	Owens goods in transit
Buyer	Files claims, if any

- END OF PROCEDURE -

See Attached Form(s):

Invitation to Bid Package - Example

Bid Acceptance letter - Example

Bid Non-Acceptance Letter - Example

**NEW BUS: MONTHLY REPORT
PATROL
PATROL DIVISION
MONTHLY REPORT
November 2019**

R.U.N. Program:

Ward 1: The meeting was held at the City Annex and was attended by Lt. Aucoin. Attendance consisted of Councilor Varney, State Rep. Peg Higgins and one resident. Councilor Varney talked about the new traffic circle going in on North Main, Washington Street, and Walnut Street. November's ward meeting was also the last meeting for Councilor Varney as he steps out of his position with the City Council which means the Police Department will be taking it over until we can get another resident to oversee the meetings and notifications. There were no other complaints or issues brought forward.

It was discussed that there will be no meeting in December and starting in January. Ward 1 will be going to quarterly meetings to try and bring more residents into attendance. The next meeting is scheduled for January 8, 2020 at 7pm at the City Annex.

Ward 2: There was no meeting this month. The next meeting is scheduled for December 23, 2019 at 7pm at the Frisbie Memorial Hospital Conference Center.

Ward 3: There was no meeting this month. The next meeting is scheduled for January 15, 2020 at 6:30pm at the Briar Ridge Estates Community Room.

Ward 4: There has not been a meeting since the last reporting, and no new information. There is currently no date set for the next meeting.

Ward 5: There was no scheduled meeting this month. The next meeting is scheduled for January 15, 2020 at 6pm at the Community Center in conference room 2.

WARD 6: There is no new information since the last reporting. The next meeting will be on January 22, 2020 at 7pm at the City Hall Annex conference room.

HONOR GUARD: The HG is currently making preparations to participate in the annual Holiday Parade with a flag detail on December 8th. The HG will participate in the Battle of the Badges, C.H.a.D. game on March 15, 2020 with a flag detail.

RPOA: Lt. Bossi attended the November RPOA meeting. Lt. Bossi spoke with them about criminal mischief, and what it takes to meet the elements of the statute. Lt. Bossi also answered their many questions. The next meeting will be on December 5th at the Hellenic Center, 219 Long Hill Road in Dover.

K-9: This month the K9 Unit responded to a total of 4 calls. All of the calls were in Rochester, and they were all tracks. The unit also attended two community events.

Comp Stat: There was a decrease in traffic stops compared to last month. We are still looking at staffing as being one of the issues for the decrease in traffic stop numbers along with officers still in field training (FTO), on vacation, in the academy, and open positions. A majority of stops are happening in the downtown area which has been identified as a target area. Although stops are down, officers are still looking for other related crimes, drugs, impairment, or other illegal activity during these stops.

We are still seeing accidents occurring on the main roads in and out of town as well as around the heavy visited shopping areas. Most accidents have been minor in nature, or related to struck deer. There were seven DWI arrests from accidents which were related to alcohol and/or drugs. DWIs this month came from calls for service, and officers investigating the driver's for DWI once contact was made. There were no trends or patterns related to DWIs this month.

Thefts from motor vehicles were slightly down for the month. All the thefts this month were from unlocked cars. More suspects are getting caught on video cameras going into vehicles, or attempting to go into vehicles, but the video is not good enough to generate any identified suspects. Items stolen are usual small items that can be easily carried and concealed and not identifiable.

There was a decrease in burglaries from last month with no trends or patterns.

Regarding drug possessions and events for the month, most drug charges are incident to arrest (from being arrested on another charge). Officers are looking for signs of drug use when out on calls, and while conducting motor vehicle stops. Officers are still pushing rehabilitation programs to assist those addicted to drugs, but most are not very receptive to the information. Drugs seized are consisting of heroin, marijuana, and prescription pills. There were several incidents of marijuana possessions out of the High School this month.

There have not been any trends or patterns related to simple assaults, aggravated assaults, or criminal mischiefs where this is occurring by any one person or groups of people.

Respectfully submitted,

Captain Jason Thomas

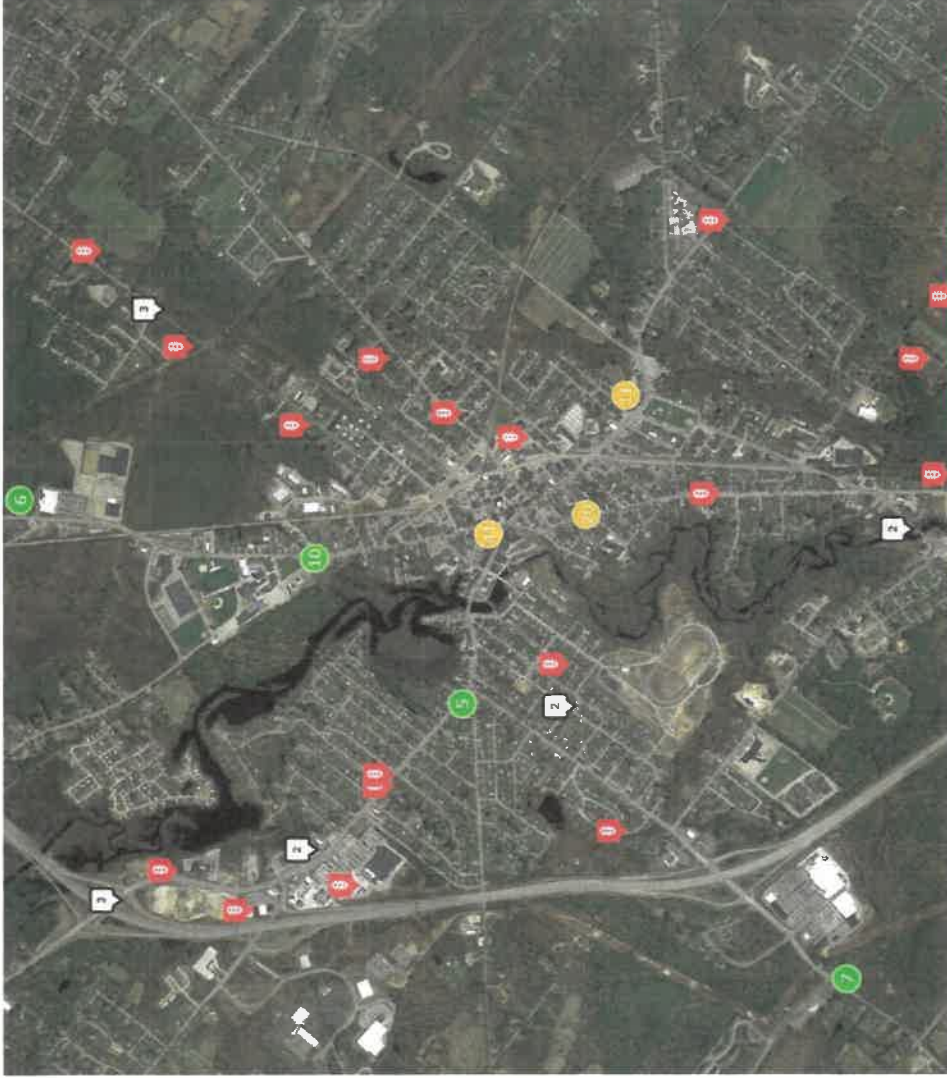
Rochester Police Department

October 2019 Comp Stat Report



Field Activities

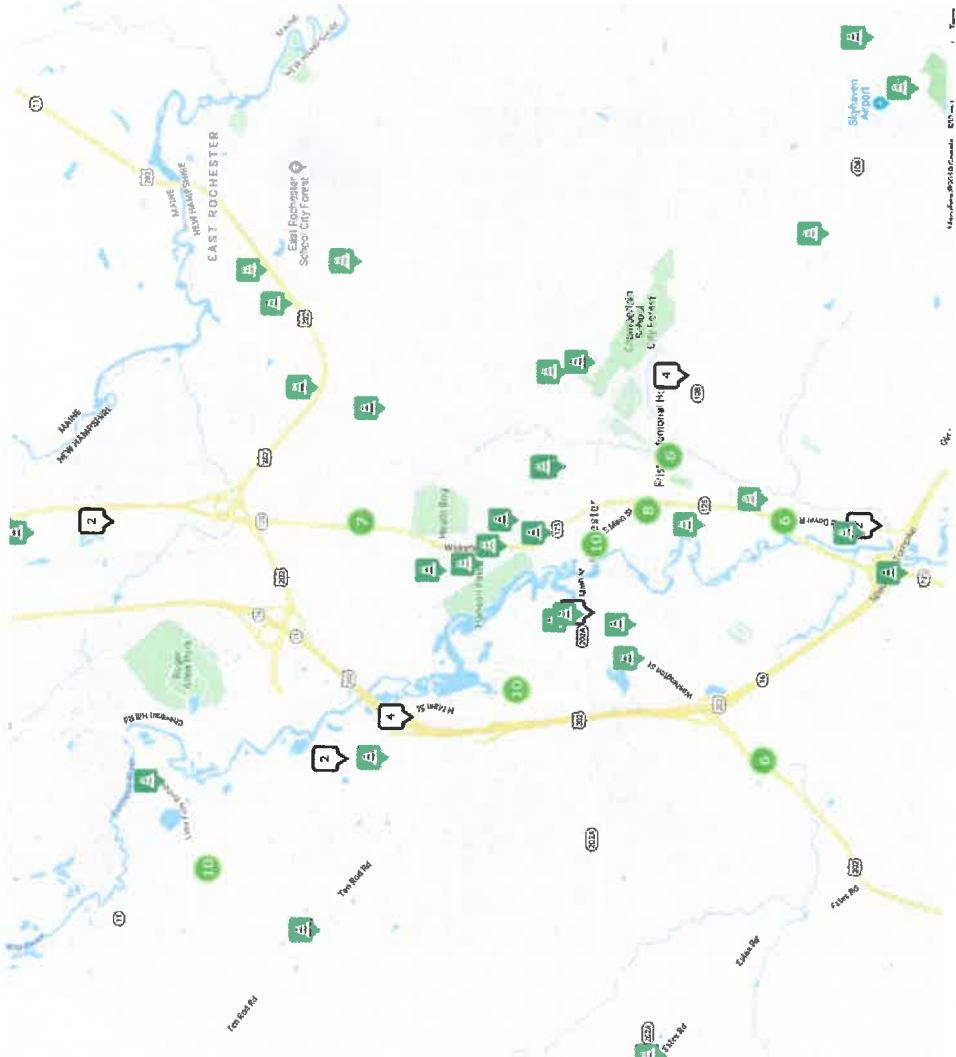
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	209	298	-30%	345	-39%	376	3975	6948	-43%	5264
Arrests from Stops	14	13	8%	20	-30%	18	194	282	-31%	190
Summons	13	9	44%	17	-24%	25	190	450	-58%	338
Warnings	176	259	-32%	294	-40%	318	3430	5995	-43%	4568
No Action	5	11	-55%	12	-58%	16	140	182	-23%	139
Accidents	93	93	0%	82	13%	100	804	773	4%	961
Summons from Accidents	6	5	20%	2	200%	4	21	23	-9%	27
Arrests from Accidents	1	3	-67%	3	-67%	4	42	39	8%	58
Field Interviews	1	11	-91%	9	-89%	10	95	111	-14%	145
DWI	10	3	233%	9	11%	8	76	54	41%	74
Narcotics	4	0	100%	1	300%	2	17	16	6%	32
Alcohol	6	3	100%	8	-25%	6	59	38	55%	42
DWI from Accidents	7	1	600%	1	600%	2	18	17	6%	27



Traffic Stops

- Over 135 stops made in high density, high traffic areas.
- 1 DWI as a result of traffic stop.

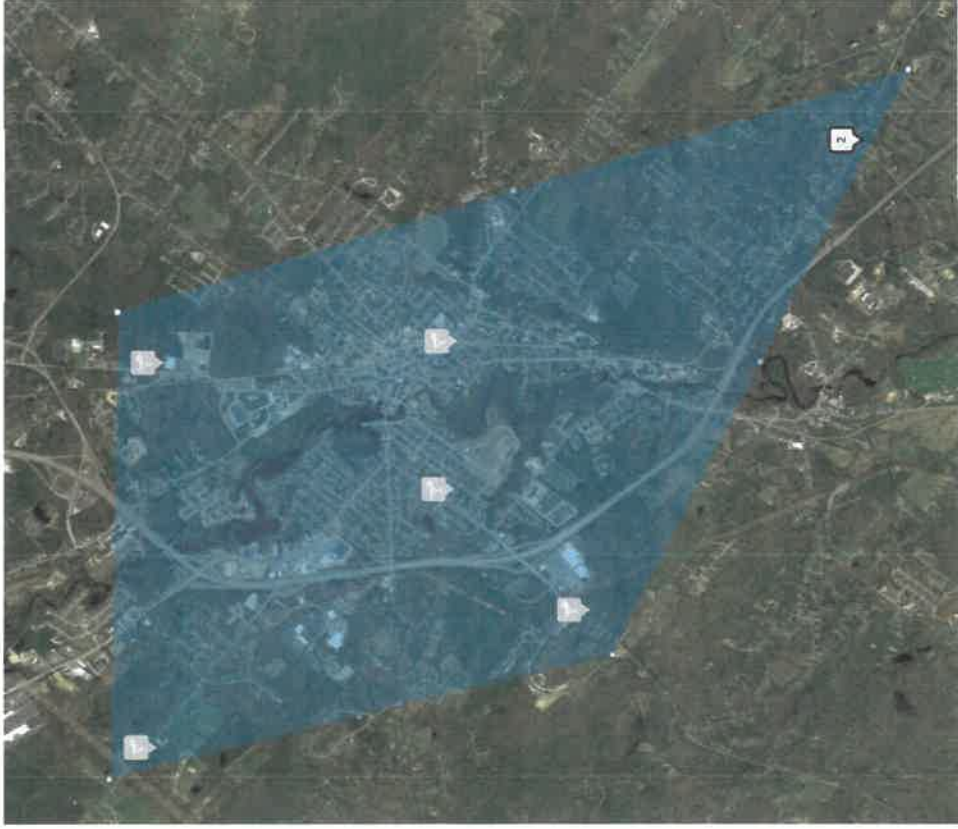




Motor Vehicle Crashes

- 93 total crashes
- 1 accident w/serious head injury
 - Flagger struck by vehicle, driver suffering a medical event.
- Several accidents involving struck deer none w/reported injuries (other than the deer)
- 7 reported crashes that resulted in DWI arrests.
- Continued trend of parking lot accidents at many of the stores around town.





DWI Crash Locations

- 232 Milton Rd – Motorcycle into woods, minor injuries.
- Ten Rod Rd – Single vehicle off the road, no injuries.
- Milton Rd/202 By-Pass – Single vehicle off the road, no injuries.
- Farmington Rd/Granite Steakhouse – multi-vehicle w/injuries. (Warrant)
- 77 Washington St – 2 vehicles, w/injuries.
- 30 Old Dover Rd – (2) single vehicle crashes, no injuries. (Both operators had been drinking at Club Victoire.)

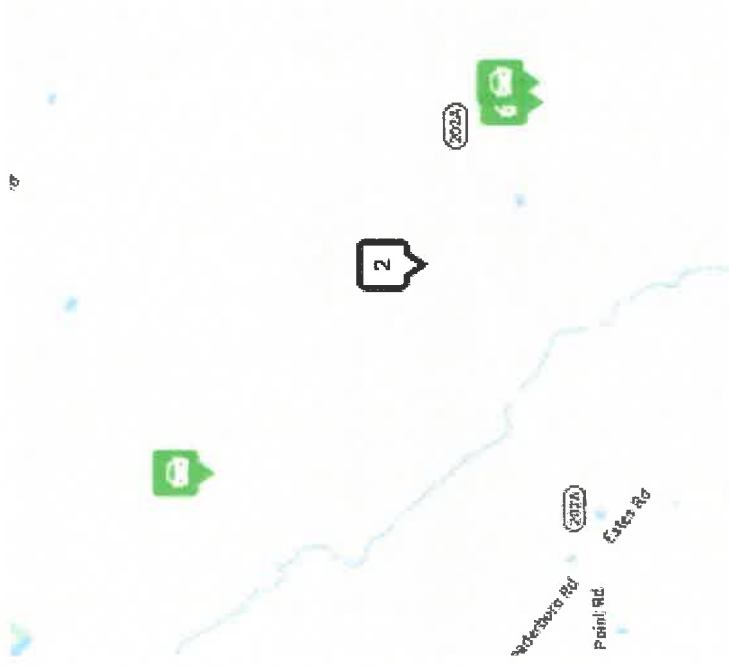


Property Crimes

All Incident Reports												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	4	4	0%	8	-50%	6	89	65	37%	16%	17%	96
Shoplifting	17	5	240%	18	-6%	7	172	181	-5%	97%	85%	228
Theft from a Building	19	19	0%	10	90%	26	150	166	-10%	25%	11%	187
Theft from MV (including Parts)	13	31	-58%	16	-19%	40	200	138	45%	5%	3%	177
All Other Theft	20	13	54%	19	5%	21	152	117	30%	8%	9%	124
MV Theft	3	9	-56%	2	100%	3	29	37	-22%	21%	24%	25
Vandalism	31	39	-21%	39	-21%	37	333	338	-1%	26%	32%	373
Total Property	107	120	-10%	112	-4%	140	1125	1042	8%	30%	27%	1210
Arrests												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			
Burglary	1	0	0%	0	0%	0	14	11	27%			
Shoplifting	10	5	100%	11	-9%	12	166	154	8%			
Theft from a Building	3	2	50%	7	-57%	1	37	18	106%			
Theft from MV (including Parts)	0	1	-100%	0	0%	1	9	4	125%			
All Other Theft	0	2	-100%	3	-100%	2	12	11	9%			
MV Theft	0	2	-100%	0	0%	0	6	9	-33%			
Vandalism	13	14	-7%	8	63%	3	87	107	-19%			
Total Property	27	26	4%	29	-7%	19	331	314	5%			

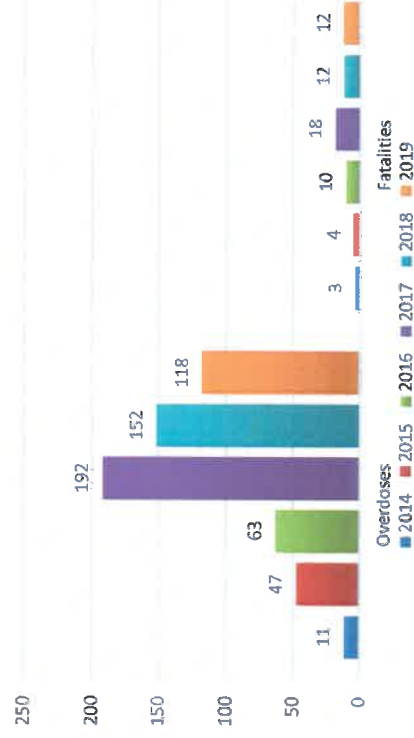
Theft from Vehicles, (Sampson Rd area)

- Occurred on 10/30/19 appx 0400hrs
- 4 vehicles had property taken
- Laptop, laptop bags, gym bag
2 police badges.
- Suspect left old/dirty backpack
at one of the residences on Sampson Rd.
- One victim on Sampson Rd heard the
suspect close a car door appx 0400hrs,
(thought it was a neighbor)



Drug Incidents

Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	13	15	-13%	13	0%	14	111	143	-22%	86%	90%	165
Drug Events	64	N/A	N/A	52	23%	38	290	N/A	N/A			N/A
Overdoses	8	10	-20%	10	-20%	16	110	152	-28%			192
Fatal	0	0	0%	2	-100%	1	10	12	-17%			18
Total Drug	77	25	18%	65	18%	52	401	295				375
Arrests												
Specific Crimes	Oct-19	Sep-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change			YTD 17
Possession	9	13	-31%	12	-25%	13	95	128	-26%			183



Violent Crimes

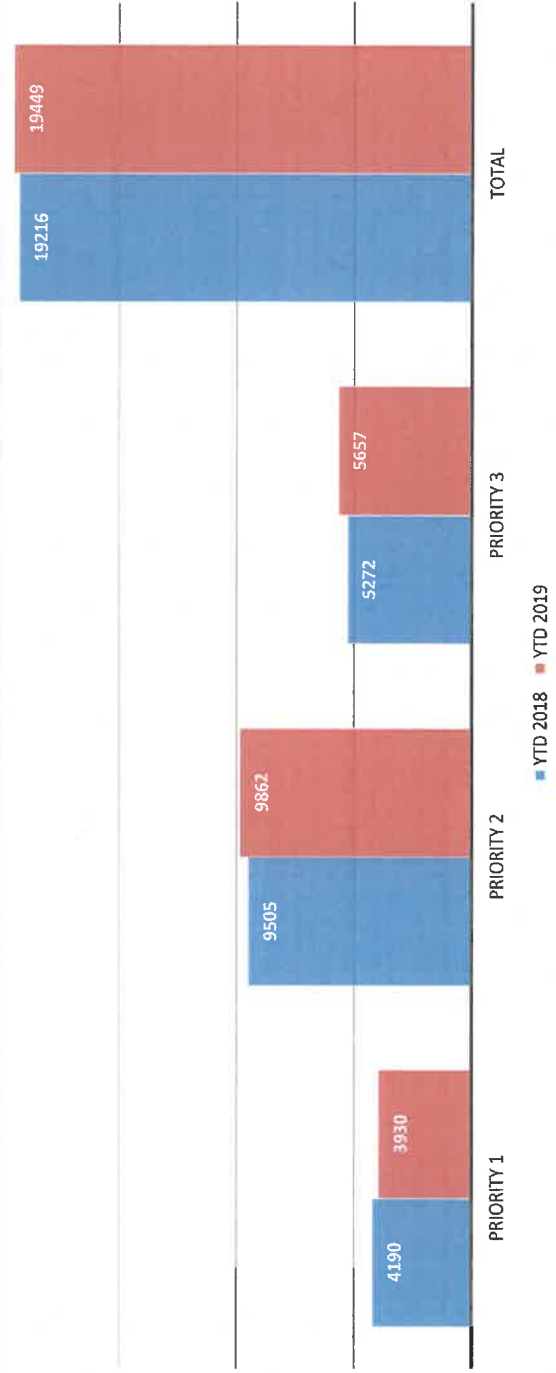
All Incident Reports												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019	YTD 2018	YTD 17
Homicide	0	0	0%	0	0%	0	0	2	-100%	0%	0%	0
Robbery	2	1	200%	1	200%	1	7	13	-46%	57%	46%	21
Aggravated Assault	4	5	0%	4	25%	4	46	57	-19%	57%	63%	63
from DV*	3	3	0%	1	200%	1	14	27	-48%	79%	56%	31
Simple Assault	38	37	3%	39	-3%	26	301	398	-24%	62%	47%	442
from DV*	23	20	15%	29	-21%	6	162	214	-24%	72%	48%	229
Total Violent	44	43	7%	42	10%	31	354	470	-25%	44%	39%	526
Arrests												
Specific Crimes	Oct-19	Oct-18	% Change	Sep-19	% Change	Aug-19	YTD 19	YTD 18	% Change	YTD 2019	YTD 2018	YTD 17
Homicide	0	0	0%	0	0%	0	1	0	0%			0
Robbery	0	0	0%	0	0%	1	4	6	-33%			4
Aggravated Assault	3	6	-50%	1	200%	3	26	36	-28%			50
from DV*	3		0%	1	200%	1	11	15	-27%			21
Simple Assault	22	13	69%	22	0%	19	188	187	1%			261
from DV*	16		0%	19	-16%	8	116	102	14%			112
Total Violent	25	19	32%	23	9%	23	219	229	-4%			315

2019 Threshold

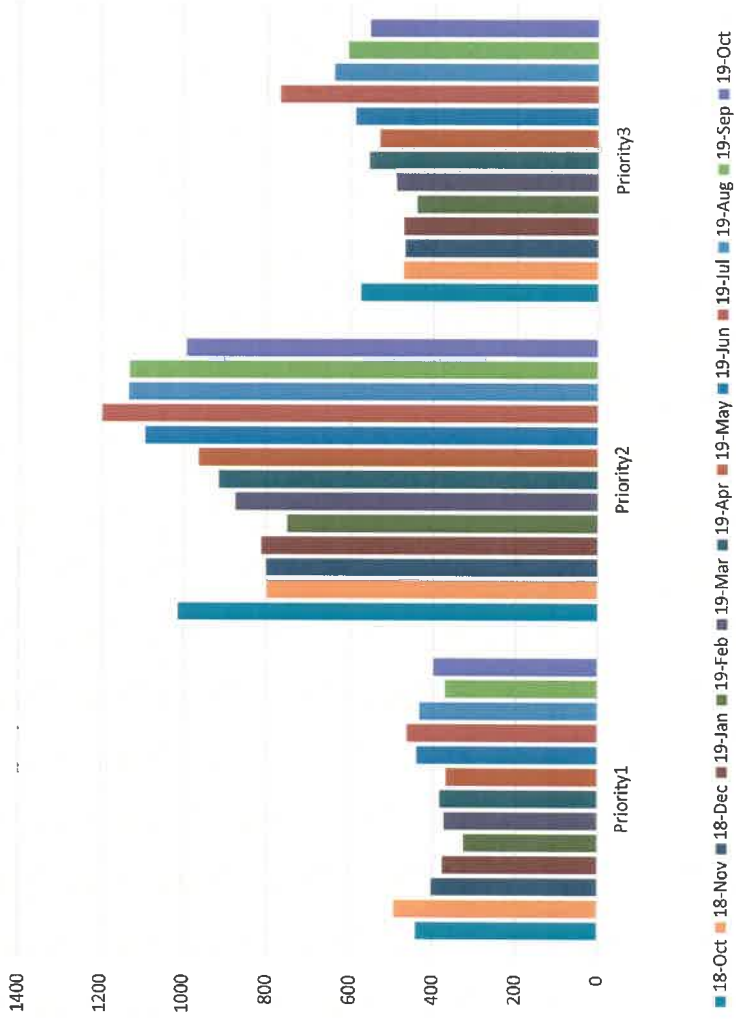
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	72-100	93	Normal
Traffic Stop	775	428-1123	209	Low
DWI	7	5-10	10	Normal
Robbery	2	0-3	3	Normal
Aggravated Assault	6	3-8	5	Normal
Simple Assault	39	31-47	38	Normal
Burglary	9	5-13	4	Slightly Low
Shoplifting	24	17-32	17	Normal
Theft from Building	18	11-25	19	Normal
Theft from MV	16	7-25	13	Normal
MV Theft	3	1-5	4	Normal
Vandalism	36	27-44	31	Normal
Possession	16	10-22	13	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	47	37-56	46	Normal
Property	123	95-151	108	Normal

Calls for Service 2018 v 2019

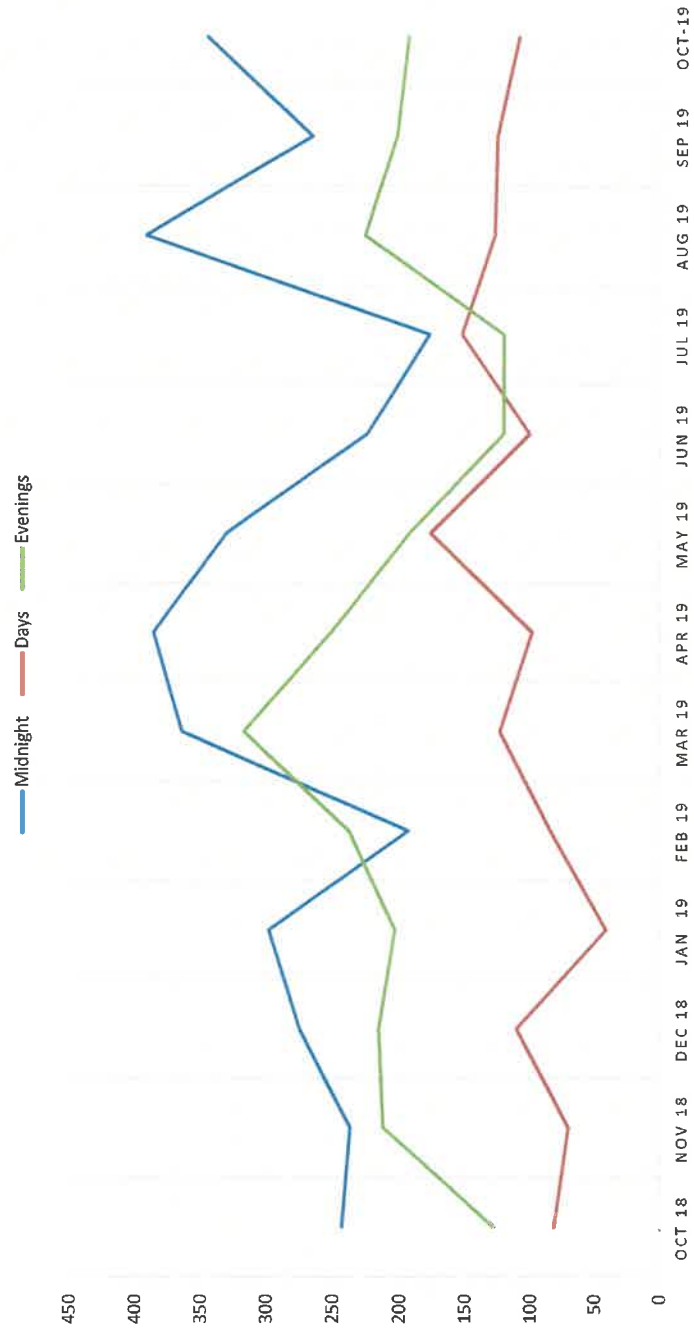
Calls for Service 2018 v 2019



Calls for Service by Month 2019



Month 2019 Proactive Hours by Shift



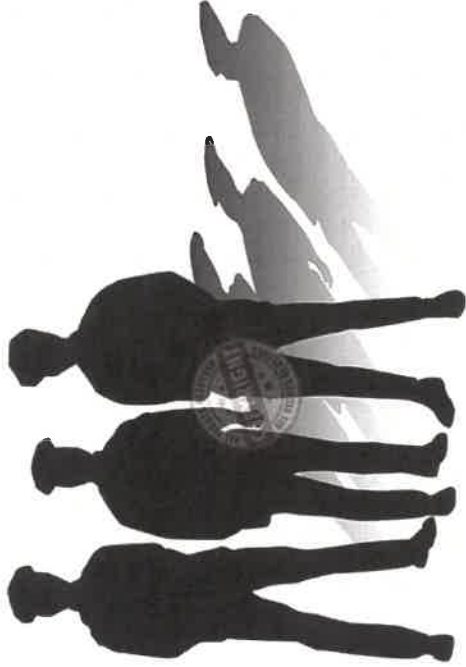
**DV COMPSTAT
October 2019**

Dates	6/1/19- 6/30/19	7/1/19 - 7/31/19	8/1/19 - 8/31/19	9/1/19 - 9/30/19	10/1/19 - 10/31/19	Prior Verbal (PV)	YTD 2019	PV YTD	YTD 2018
Misdemeanor Arrests	19	24	6	21	27	5	188	24	173
Felony Arrests	2	2	1	2	2	0	19	2	25
Verbal Cases	16	19	20	14	19		178		210
Total Cases	37	45	27	37	48	5	385	26	408

2019 FJC Clients

Month	Jan	Feb	March	April	May	June
New Clients	2	4	3	3	6	10
Unique Clients Rochester Residents	15	19	20	18	26	27
					8	10
	July	August	September	October	November	December
New Clients	7	Not Available	Not Available	Not Available		
Unique Clients Rochester Residents	30	Not Available	Not Available	Not Available		
	11					

LEADERSHIP



**A leader is one who knows the way,
goes the way, and shows the way.**
—John Maxwell



NEW BUS: SUPPORT REPORT

SUPPORT SERVICES DIVISION MONTHLY REPORT NOVEMBER 2019

INVESTIGATIVE SERVICES BUREAU (ISB):

- 34 TOTAL CASES SENT TO ISB FROM PATROL OR DETECTIVE GENERATED
- 59 TOTAL CASES BEING INVESTIGATED CURRENTLY
- 15 cases presented at Grand Jury
- 15 true bills
- 1 phones analyzed with Cellebrite
- There were 2 callouts during this period (both OD Death Investigations).
- 1 Polygraph examinations (1 of which was for New Durham PD)
- 1 Background investigations
- 8 Sexual offender compliance checks
- For the past couple of months Sgt. Emerson and Det. Rousseau have taken over all evidence duties with the reassignment of Steve Kerlee. We are currently conducting interviews to fill that open position.

EVIDENCE:

- Number of pieces taken in: 296
- Number of pieces returned: 42
- Number of pieces destroyed: 96

COMMUNITY ENGAGEMENT OFFICER (CEO):

- Officer Danie has been very busy with his normal duties, meetings and events, as well as with holiday planning. The unit has been getting ready for Christmas on the Commons, started planning for Wings and Wheels and is setting the date for Skate with a COP. They look to put some new spins on these events to keep interest.
- In addition to the normal meetings and events, the unit had the opportunity to escort the Christmas Tree to the square, have breakfast with the children in the head start program and attend a couple Rochester Rise up Meetings. They have been on foot in the downtown making a presence as well.
- The unit has also been active several nights with Officer Danie and Sgt. Babine teaming up to combat issues at suspected drug areas, thefts from cars, homeless camps and the downtown. Focus has been on community outreach and enforcement.
- Captain Pinkham, Sgt. Babine and Officer Danie met with management at Federal Savings Bank regarding robbery prevention tips
- Captain Pinkham and Officer Danie met with members of all Dunkin Donuts at an employee meeting to go over active shooter and robber prevention tips.

- Captain Pinkham created a new job description for the upcoming POP unit and upon approval will start moving forward with the organization and selection of the unit.

COMMUNICATION CENTER - DISPATCH:

- Our two new dispatchers, Khristine and Michelle, attended SPOTS school and passed with no issues. Dispatcher Michelle has been released from training and moved to the open evening shift. Dispatcher Kristine will be transitioning to the open day shift when Dispatcher Nicole moves to patrol.
- We held a dispatch testing on November 16. More than 20 people attended. We received several great candidates with experience and have scheduled Oral Boards with 9 of the applicants to take place on December 3rd and December 5th. We will keep all qualified applicants on file as we have an anticipated retirement opening in May.
- The Dispatch Supervisor attended the PRIMEX Supervisor's Academy where she received a lot of valuable information to assist her in moving forward in her new role.
- Dispatcher Neal attended the annual APCO training held at the Cape. He received a lot of information that he hopes to help utilize in our department and is preparing a slideshow with the information to get to the other dispatchers.
- Two dispatchers are attending trainings in the month of December. One held in Windham regarding talking to suicidal callers and the other tools protecting law enforcement.
- Our annual Project Good Morning Christmas Party is scheduled for Mon. December 16th. This will be held at Granite Steak and Grill at 10:00. Our dispatch staff talks to our PGM members every month and have established a great relationship with them, making our annual Christmas party something that both the project good morning members and dispatch look forward to.

ADULT PROSECUTION

- Cases: 255
- Charges: 347
- Guilty Plea: 99
- Not Guilty Plea: 59
- Nol Pros: 26
- Failure to Appear: 80
- Guilty by Court: 30
- Dismissed by Court: 17
- POF: 6
- Continued: 30

JUVENILE PROSECUTION

New cases:

- Petitions: 26
- Motions to Bring Forward a Diversion Agreement for Sentence: 1

Hearings:

- 8 = Arraignments (set for trial)
- 1 = Arraignments (resolved with a plea)
- 2 = Arraignment rescheduled, MTC, FTA
- 2 = Review hearings
- 6 = Violation hearings
- 2 = Trials resolved with a plea
- 2 = Trials with True (guilty) finding
- 2 = Trials either FTA or MTC
- 1 = Trial, dismissed based on error on petition
- 1 = Nol Pros due to competency
- 5 = Dispositional Hearing
- 1 = Motion Hearings

Completed Investigation District Courts Cases:

- 2 Investigations/complaint/warrant for Bail Jumping from District Court
- 1 Investigation/complaint/warrant for Contempt from District Court
- 9 Motion to Impose suspended sentences or Motions to Bring case forward for trial

Other:

- 28 hours: doing District Court/Prosecution work typically done by an Administrative Assistant
- 10/30 did District Court videos for Attorney Mitrushi
- 11/22 attended a meeting at SAU with Dep Chief Boudreau and Sgt. Deluca
- 11/25 assisted with "release from FTO" interviews with 2 Patrol candidates

SRO highlights:

High School: Officer Jackson

- taught 2 Driver Education Classes
- Attended the Las Vegas Shooting training at UNH
- worked with the school and PD regarding threats made to the school
- assisted in fingerprinting 1st graders at New East Rochester School
- Attended the JPPO meeting at SHS
- was asked to be a Judge at a food tasting contest
- completed 2 LEADs classes (approx. 40 students)
- consistently conducted security checks at school and throughout area of Pines
 - 12 Offense reports
 - 1 Arrest report (tobacco)
 - MV Accident report

Middle School: Sgt. Deluca

- Sgt. Deluca has been working with the school a lot during this past month dealing directly with specific students and issues:
 - extra work with students for social issues
 - helping guidance with students having stress/emotional issues
- worked with City Manager on the issue of the Fair Grounds and students using the path
- completed LEADs lessons 5-9
- started teaching ADD (Avoid, Deny, Defend Active Shooter) with the 6th grade class
- made an adult OAS driving arrest
- assisted with Officer Porfido and Deputy Chief Boudreau regarding the Allen school traffic issue
- was a judge in a contest for decorating for Red Ribbon Week
- attended Teen Night and ended up banning one juvenile for the season due to an issue on ongoing for disorderly conduct
- consistently did building safety checks throughout the month

Elementary School (9): Officer Porfido

- Every month Officer Porfido does a weekly check-in with the staff at each school to determine any issues that need immediate attention, etc.
- visited all 9 school and throughout the week participated in morning recess, afternoon recess, gym classes and lunches with the students
- continues teaching the LEADs classes
- purchased gifts to be able to distribute them to deserving students
- visits throughout the month to the HOPE School, and spent time with the students for their Thanksgiving Dinner
- coordinated a meeting with the Explorer Post regarding NH State Police
- worked the Portland/School Street crossing guard duty
- worked directly with the kindergarten students at the Maple Street School for an art project
- dealt with a welfare check at the William Allen School
- had an acting role in the school play at St. Elizabeth Seton School
- helping with one particular difficult student at William Allen School where Officer Porfido makes routine weekly, and if necessary, daily checks regarding his behavioral issues
- assists in dealing with the William Allen School's traffic issue

Explorer Post: Officer Jackson

- Officer Jackson held 2 meetings this month.

DIVERSION PROGRAM/TEEN DRUG COURT

- November's Teen Night saw another large attendance with 180 attendees!!! The evening went well with minimal issues and looking forward to December's event with local service providers, Avis Goodwin Community Health, attending for resources.

- Staff had worked with Strafford County partners on planning the Addiction Summit, held on Wednesday Nov 20th and was a large success! Attendees included law enforcement, school staff, service providers and medical staff all working on learning more about trauma informed care.
- Staff is working with partners currently on bringing a movie and conversation around the impact on youth of having incarcerated parents. This movie will allow service providers and community members to learn how best to help our youth, as our community faces a large population of youth being raised by non-parental custodians.
- Staff attended the week long Juvenile Probation Transformation Certificate Program with the State team in Georgetown and is continuing the work here in NH in developing the state-wide plan to roll out January 2020. This plan is meant to decrease the overutilization of probation and increase the amount of community based alternatives used to work with juveniles, including diversion. The intent overall is a full juvenile justice transformation with the intent to decrease the amount youth touch the juvenile justice system. Staff will be working on this plan with the State over the next two years.

HOUSING:

- With the colder weather here, we are starting to see a reduction in the calls for service at housing locations.
- Officer Blair and Sgt. Babine continue to keep up patrols at the various housing properties and are preparing for the holiday festivities that kick off soon.
- There will be individual holiday parties at each site this year so that all residents will be able to attend.
- Holiday Feast Boxes will be distributed on December 6th at noon.
- There were six housing background checks this past month for new residents.
- All meetings have been attended by either Sgt. Babine, Officer Blair or both. Help has been provided in many ways to the residents and housing managers.
- Officer Blair was able to get several bicycle helmets that he will be distributing to the parents of children in need to give their children as Christmas gifts.
- Officer Funk is still recovering from a non-work related injury. He will be out at least another couple of months.
- Sgt. Babine is covering the role of housing officer as Officer Blair is temporarily out on medical leave for a few weeks.

Respectfully Submitted,

Captain Todd Pinkham
Support Services Division

Financial/Purchasing

- During the November Finance Committee meeting I gave an update on the status of the police/fire radio replacement project. As part of this presentation I notified the committee the original appropriation for the project was not going to cover the whole project and requested an additional \$250,000 in funding to cover the new tower at DPW along with notification and signalization for the fire department. They recommended approval for the funding and it will be going before the full council in December.
- We have now had two web conference meetings with Lexis Nexis concerning the online crime reporting platform. The project is moving along and at this time there is engineering/IT work on going. We are developing our list of crimes which we will allow to be reported online as we will have the ability with this platform to allow more citizen reporting.
- We still have an open project for IMC Paging which has been placed on hold. This is mainly due to IT resources with several open projects throughout the city. I have talked with the CIO and we have agreed this would be placed on hold until the online crime reporting is completed due to the resources of her department.
- In review of our FY20 budget we overall are in good shape in our O&M lines. We have a couple of lines which look like they will be going over which include medical services due to hiring examinations. The other line is dealing with some animal related investigations in which we have had to contract out necropsies which were unanticipated.
- We have received our FY21 budget schedule from the Finance Office. All budget entries must be entered and finalized for a 1/10/20 deadline. We will be starting our budget meetings weekly in December for development.
- The City Council has recently approved a new purchasing policy for city staff, which has been included in your packets for review. With some of the changes I would like to discuss changing our practice of purchases of \$1000 or more requiring commission signatures.

Training/Hiring

- During the month of November, we have been wrapping up our required 4-hour use of force classes and yearly handgun qualifications. During the month we also have access to the outdoor range daily and have been completing our rifle and shotgun training.
- Officers Coffey, Riddle and Crawford have been in their final stage of field training and on the 25th Officers Riddle and Crawford were released from field training. Officer Coffey was recommended to extend his training a week for more experience to increase his officer presence skills.
- Recruits Bilodeau, Miller and Flathers have completed 13 of 16 weeks of the basic academy and continue to being on track to graduate from the academy on 12/20/19.
- New Officer Jon Marshall has now moved from his in house training and has started his field training program.

- We expect to have the certified candidate's background packet information on 12/2/19 so it can be assigned for investigation.
- Sgt. Cost has been working to prepare for the in house training of new hires Colson and Knox who start on 12/2/19.
- Several officers attended various training classes to include:
 - Ofc. Seager to Advanced Roadside Impaired Driving Enforcement (ARIDE). We have also requested to host this training in 2020 for Rochester officers.
 - Ofc. Johnson to Rape Aggression Defense (RAD) instructor training
 - Sgt. Cilley to Coaching for Performance

Other

- I taught a refresher course on active shooter response for the para-educators of the school district.

Respectfully Submitted,
Gary Boudreau
Deputy Chief of Police



November 2019

Expense & Revenue Reports



11/26/2019 09:35
rhonda.young

CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 PD ADMINISTRATIVE SERVICES							
12010053 511001 SALARIES - FULL	622,251	0	622,251	247,477.71	.00	374,773.29	39.8%
12010053 511002 SALARIES - PART	102,602	0	102,602	40,632.03	.00	61,969.97	39.6%
12010053 511005 SALARIES - OUTS	192,000	0	192,000	103,195.34	.00	88,804.66	53.7%
12010053 511099 SALARIES -- ADJU	23,340	0	23,340	.00	.00	23,340.00	.0%
12010053 514000 EDUCATION INCEN	9,000	0	9,000	3,461.40	.00	5,538.60	38.5%
12010053 516000 LONGEVITY	3,550	0	3,550	2,550.00	.00	1,000.00	71.8%
12010053 521100 HEALTH INSURANC	62,733	0	62,733	24,285.99	.00	38,447.01	38.7%
12010053 521200 DENTAL INSURANC	1,824	0	1,824	.00	.00	1,203.72	34.0%
12010053 521300 LIFE INSURANCE	1,217	0	1,217	456.06	.00	760.94	37.5%
12010053 522000 SOCIAL SECURITY	13,497	0	13,497	5,618.96	.00	7,878.04	41.6%
12010053 523000 RETIREMENT CONT	239,140	0	239,140	88,579.69	.00	150,560.31	37.0%
12010053 526000 WORKERS' COMPEN	68,512	0	68,512	65,615.39	2,896.61	.00	100.0%
12010053 528001 DISABILITY INSU	3,150	0	3,150	1,278.59	.00	1,871.41	40.6%
12010053 532001 STAFF DEVELOPME	17,543	0	17,543	6,890.00	2,820.50	7,832.50	55.4%
12010053 532200 CONTRACTED SERV	72,000	0	72,000	116.60	71,885.64	-2.24	100.0%*
12010053 533003 PHOTO DEVELOPME	300	0	300	.00	.00	300.00	.0%
12010053 533004 MEDICAL SERVICE	3,910	979	4,889	2,147.63	2,404.37	337.00	93.1%
12010053 533005 ANIMAL DISPOSAL	1,000	0	1,000	452.00	548.00	.00	100.0%
12010053 533011 ANIMAL BOARDING	4,000	0	4,000	1,786.15	2,213.85	.00	100.0%
12010053 541100 WATER/SEWAGE	3,430	0	3,430	713.40	2,716.60	580.00	83.1%
12010053 543001 VEHICLES MAINT	33,000	0	33,000	5,958.65	4,487.40	22,553.95	31.7%
12010053 543002 EQUIPMENT MAINT	53,480	0	53,480	30,099.75	9,808.90	13,571.35	74.6%
12010053 543500 INSURANCE CLAIM	5,000	0	5,000	3,278.65	1,000.00	721.35	85.6%
12010053 544200 RENTAL OF EQUIP	14,400	0	14,400	.00	400.00	.00	100.0%
12010053 544500 LEASE COPIER/PR	14,748	0	14,748	12,461.56	.00	2,286.44	84.5%
12010053 552001 FLEET INSURANCE	9,674	0	9,674	8,861.00	813.00	.00	100.0%
12010053 552002 PROPERTY INSURA	4,199	0	4,199	3,846.00	353.00	.00	100.0%
12010053 552003 GENERAL LIABILI	26,404	0	26,404	24,185.00	2,219.00	.00	100.0%
12010053 552004 OFFICERS LIABIL	43,423	0	43,423	39,774.00	3,649.00	.00	100.0%
12010053 553000 COMMUNICATIONS	43,118	0	43,118	13,486.63	5,131.52	24,499.85	43.2%
12010053 553400 POSTAGE FEES	8,050	0	8,050	547.38	.00	7,502.62	6.8%
12010053 554000 ADVERTISING	4,500	0	4,500	248.30	.00	251.70	49.7%
12010053 555000 PRINTING AND BI	4,000	0	4,000	214.73	560.00	3,225.27	19.4%
12010053 558000 TRAVEL	6,100	0	6,100	1,771.09	1,160.22	3,168.69	48.1%
12010053 561003 OFFICE SUPPLIES	5,473	0	5,473	1,406.87	610.89	3,455.24	36.9%
12010053 561005 PUBLICATIONS	2,250	0	2,250	450.00	450.00	1,800.00	20.0%
12010053 561006 AMMUNITION	25,974	0	25,974	9,509.00	14,737.82	1,727.18	93.4%
12010053 561008 VEHICLE SUPPLIE	11,030	0	11,030	753.50	.00	10,276.50	6.8%
12010053 561009 TRAINING MATERI	350	0	350	8.70	294.02	47.28	86.5%
12010053 561010 CLOTHING	37,500	0	37,500	8,967.49	9,824.28	18,708.23	50.1%



CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

FOR 2020 05

ACCOUNTS FOR:
GENERAL FUND

ACCOUNTS FOR: GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12010053 561032 OTHER OPERATION	16,885	0	16,885	1,357.60	3,066.24	12,461.16	26.2%
12010053 562200 ELECTRICITY	60,000	0	60,000	14,796.31	44,467.85	735.84	98.8%
12010053 562400 HEATING FUEL	7,500	0	7,500	2,168.19	3,472.13	1,859.68	75.2%
12010053 562600 VEHICLE FUEL	77,984	-435	77,549	15,929.79	.00	61,619.21	20.5%
12010053 573401 ADMIN EQUIPMENT	1,500	0	1,500	.00	.00	1,500.00	0%
12010053 573900 OTHER EQUIPMENT	14,244	-544	13,700	4,579.94	.00	9,120.06	33.4%
12010053 581000 DUES AND FEES	2,520	0	2,520	400.00	1,142.00	978.00	61.2%
12010053 589007 CITY WIDE PROGR	15,750	0	15,750	4,280.07	8,007.09	3,462.84	78.0%
TOTAL PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	804,767.42	200,559.93	970,727.65	50.9%
12012453 PD PATROL SERVICES							
12012453 511001 SALARIES - FULL	3,040,202	0	3,040,202	1,017,261.39	.00	2,022,940.61	33.5%
12012453 511002 SALARIES - PART	48,787	0	48,787	19,304.30	.00	29,482.70	39.6%
12012453 511003 SALARIES - EARL	92,769	0	92,769	21,260.23	.00	71,508.77	22.9%
12012453 511004 SALARIES - HOLI	128,978	0	128,978	6,798.61	.00	122,179.39	5.3%
12012453 511099 SALARIES - ADJU	1,571	0	1,571	.00	.00	1,571.00	0%
12012453 513001 OVERTIME - REGU	108,546	0	108,546	56,599.78	.00	51,946.22	52.1%
12012453 513002 OVERTIME - TRAI	28,940	0	28,940	11,068.77	.00	17,871.23	38.2%
12012453 514000 EDUCATION INCEN	21,000	0	21,000	7,095.87	.00	13,904.13	33.8%
12012453 521100 HEALTH INSURANC	460,576	0	460,576	155,266.62	.00	305,309.38	33.7%
12012453 521200 DENTAL INSURANC	11,244	0	11,244	4,003.95	.00	7,240.05	35.6%
12012453 521300 LIFE INSURANCE	464	0	464	183.24	.00	280.76	39.5%
12012453 522000 SOCIAL SECURITY	48,101	0	48,101	15,701.62	.00	32,399.38	32.6%
12012453 523000 RETIREMENT CONT	960,386	0	960,386	314,274.97	.00	646,111.03	32.7%
TOTAL PD PATROL SERVICES	4,951,564	0	4,951,564	1,628,819.35	.00	3,322,744.65	32.9%
12012553 PD SUPPORT SERVICES							
12012553 511001 SALARIES - FULL	145,718	0	145,718	56,882.47	.00	88,835.53	39.0%
12012553 511002 SALARIES - PART	195,384	0	195,384	56,653.45	.00	138,730.55	29.0%
12012553 511099 SALARIES - ADJU	1,749	0	1,749	.00	.00	1,749.00	0%
12012553 513001 00589 OT ADMINIS	3,000	0	3,000	264.61	.00	2,735.39	8.8%
12012553 513002 OVERTIME - TRAI	0	0	0	736.58	.00	-736.58	100.0%*
12012553 516000 LONGEVITY	2,530	0	2,530	1,200.00	.00	1,330.00	47.4%
12012553 521100 HEALTH INSURANC	31,737	0	31,737	12,405.15	.00	19,331.85	39.1%
12012553 521200 DENTAL INSURANC	900	0	900	337.35	.00	562.65	37.5%
12012553 521300 LIFE INSURANCE	228	0	228	105.97	.00	122.03	46.5%



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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

ACCOUNTS FOR:
1000 GENERAL FUND

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12012553 522000 SOCIAL SECURITY	25,885	0	25,885	8,595.31	.00	17,289.69	33.2%
12012553 523000 RETIREMENT CONT	17,010	0	17,010	6,496.08	.00	10,513.92	38.2%
12012553 528001 DISABILITY INSU	1,674	0	1,674	575.62	.00	1,098.38	34.4%
TOTAL PD SUPPORT SERVICES	425,815	0	425,815	144,252.59	.00	281,562.41	33.9%
TOTAL GENERAL FUND	7,353,434	0	7,353,434	2,577,839.36	200,559.93	4,575,034.71	37.8%
TOTAL EXPENSES	7,353,434	0	7,353,434	2,577,839.36	200,559.93	4,575,034.71	



11/26/2019 09:37
rhonda.young

CITY OF ROCHESTER
DISPATCH YEAR-TO-DATE BUDGET REPORT

FOR 2020 05

ACCOUNTS FOR: 1000 GENERAL FUND

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
12030153 DISPATCH CENTER							
12030153 511001 SALARIES - FULL	509,061	0	509,061	172,152.71	.00	336,908.29	33.8%
12030153 511002 08536 SALARIES -	2,000	0	2,000	4,832.96	.00	-2,832.96	241.6%*
12030153 511004 SALARIES - HOLI	18,794	0	18,794	1,421.84	.00	17,372.16	7.6%
12030153 513001 OVERTIME - REGU	34,000	0	34,000	15,496.12	.00	18,503.88	45.6%
12030153 513002 OVERTIME-TRAINI	10,000	0	10,000	1,378.46	.00	8,621.54	13.8%
12030153 516000 LONGEVITY	2,250	0	2,250	1,249.98	.00	1,000.02	55.6%
12030153 521100 HEALTH INSURANC	136,038	0	136,038	40,307.73	.00	95,730.27	29.6%
12030153 521200 DENTAL INSURANC	3,324	0	3,324	1,054.27	.00	2,269.73	31.7%
12030153 521300 LIFE INSURANCE	879	0	879	328.69	.00	550.31	37.4%
12030153 522000 SOCIAL SECURITY	40,989	0	40,989	14,003.41	.00	26,985.59	34.2%
12030153 523000 RETIREMENT CONT	64,135	0	64,135	21,455.81	.00	42,679.19	33.5%
12030153 526000 WORKERS' COMPEN	1,367	0	1,367	696.85	670.15	.00	100.0%
12030153 528001 DISABILITY INSU	4,935	0	4,935	1,793.04	.00	3,141.96	36.3%
12030153 532001 STAFF DEVELOPME	3,300	0	3,300	209.00	249.00	2,842.00	13.9%
12030153 534001 STATE FEE COMPU	4,500	0	4,500	.00	4,500.00	.00	100.0%
12030153 534003 SOFTWARE MAINT/	4,130	0	4,130	.00	4,130.00	.00	100.0%
12030153 543002 EQUIPMENT MAINT	29,360	0	29,360	21,004.94	1,255.06	7,100.00	75.8%
12030153 552003 GENERAL LIABILLI	2,867	0	2,867	2,626.00	241.00	.00	100.0%
12030153 553000 COMMUNICATIONS	500	0	500	227.26	.00	272.74	45.5%
12030153 554000 ADVERTISING	68	0	68	.00	.00	68.00	.0%
12030153 558000 TRAVEL	2,000	0	2,000	468.90	155.23	1,375.87	31.2%
12030153 561003 OFFICE SUPPLIES	1,250	0	1,250	132.45	205.87	911.68	27.1%
12030153 561010 CLOTHING	1,300	0	1,300	.00	.00	1,300.00	.0%
12030153 561032 OTHER OPERATION	2,500	0	2,500	235.90	.00	2,264.10	9.4%
12030153 573401 ADMIN EQUIPMENT	2,312	0	2,312	.00	.00	2,312.00	.0%
12030153 581000 DUES AND FEES	469	0	469	339.00	.00	130.00	72.3%
TOTAL DISPATCH CENTER	882,328	0	882,328	301,415.32	11,406.31	569,506.37	35.5%
TOTAL GENERAL FUND	882,328	0	882,328	301,415.32	11,406.31	569,506.37	35.5%
TOTAL EXPENSES	882,328	0	882,328	301,415.32	11,406.31	569,506.37	

CITY OF ROCHESTER
DISPATCH YEAR-TO-DATE BUDGET REPORT

FOR 2020 05

ACCOUNTS FOR: 1000 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
12011 POLICE CITY REVENUE						
12011 400407 PISTOL PERMITS	-2,000	0	-2,000	-590.00	-1,410.00	29.5%*
12011 402110 INCOME FROM COPY M	-5,000	0	-5,000	-10,564.18	5,564.18	211.3%
12011 402111 OUTSIDE SECURITY S	-255,000	0	-255,000	-90,931.21	-164,068.79	35.7%*
12011 402115 ALARM FEES	-5,000	0	-5,000	-325.00	-4,675.00	6.5%*
12011 402121 DOG SHELTER & TRAN	-1,600	0	-1,600	-828.00	-772.00	51.8%*
12011 402122 DOG FINES	-14,000	0	-14,000	-16,173.00	2,173.00	115.5%
12011 405201 COURT FINES	-10,000	0	-10,000	-450.91	-9,549.09	4.5%*
12011 405202 PARKING TICKETS	-5,000	0	-5,000	-1,615.00	-3,385.00	32.3%*
12011 405203 EXCESS ALARM PENAL	-800	0	-800	-100.00	-700.00	12.5%*
12011 406201 MISCELLANEOUS REVE	-8,000	0	-8,000	-1,690.00	-6,310.00	21.1%*
12011 406209 POLICE RESTITUTION	-1,000	0	-1,000	-151.27	-848.73	15.1%*
12011 406210 WITNESS FEES	-7,000	0	-7,000	-2,141.15	-4,858.85	30.6%*
12011 406216 HOST TRAINING FEES	-6,000	0	-6,000	.00	-6,000.00	.0%*
12011 406299 INSURANCE CLAIM RE	-5,000	0	-5,000	.00	-5,000.00	.0%*
TOTAL POLICE CITY REVENUE	-325,400	0	-325,400	-125,559.72	-199,840.28	38.6%
TOTAL GENERAL FUND	-325,400	0	-325,400	-125,559.72	-199,840.28	38.6%
TOTAL REVENUES	-325,400	0	-325,400	-125,559.72	-199,840.28	

Patrick Emerson

From: Lee, Steven <Steven.Lee@unh.edu>
Sent: Friday, November 01, 2019 2:17 PM
Patrick Emerson
Cc: Lee, Steven
Subject: [External] PRIVILEGED & CONFIDENTIAL: Personnel Note

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.

Hello,

I hope this email finds you well. I wanted to drop you a quick note to express our appreciation, both on behalf of the University of New Hampshire Police Department, as well as those personnel assigned to the DEA Clandestine Laboratory Enforcement Team. For well over a year, we have been investigating the manufacturing of methamphetamine on the part of two residents of Stratford County, Mr. [REDACTED] Ms. [REDACTED]. For a myriad of reasons, this investigation has stalled, become quite active, and then stalled again. Most recently, we secured a GPS warrant for an involved vehicle, and began conferring with Detective Geoffe MOORE of your agency surrounding our efforts towards indicting these parties. The repeated purchases of precursors prompted intensive surveillance needs, and our efforts were thwarted by team members being deployed throughout the state. [REDACTED]

[REDACTED] I contacted Detective MOORE and inquired as to whether he knew anyone that we might be able to talk with [REDACTED]

[REDACTED]. Literally, minutes later, Detective MOORE returned my call and had more information than we could have hoped, which allowed the team to craft a search warrant, which we ultimately served and that which resulted in finding several "one-pot" methamphetamine manufacturing vessels and sufficient evidence to present to the Strafford County Attorney's office in the furtherance of obtaining indictments against both targets.

I wanted to drop you this note to let you know of Detective MOORE's timely assistance, and express our appreciation for how quickly he responded and helped us address this methamphetamine manufacturing effort in Stratford County. If you have any questions, please feel free to contact me.

Very best regards,
/steve

Captain Steven P. Lee, FBINA #250
DEA Clandestine Lab Enforcement Team/Strafford County Drug Task Force

University of New Hampshire Police Department
"A CALEA & IACLEA Accredited Law Enforcement Agency"
18 Waterworks Road Durham, NH 03824
Telephone: (603) 862-1427 Facsimile: (603) 862-1966

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11.7.2019

Dear Police Commissioners David Stevens, Derek J. Peters, Lisa Stanley, and Police Chief Paul Toussaint.

I, Brian Brown am writing to inform you of two of your police officers that did an outstanding job. Officer Cory Krochmal and Officer Jeremy Riddle were both on patrol the night of 9.26.2019 and they had dispatcher Andrew Neal call me. These two officers thought that they had seen someone on my bike and they wanted to make sure that it wasn't my bike. I want to say thank you to both of these officers for their fast thinking and their good police skills. It is good police like this that one day will make it into the Detective Bureau. I would also like it if these two Patrol Officers can be recognized for the job well done, and I feel like they both went above and beyond the call of duty on that night.

Sincerely,

Brian Brown

Brian Brown.

(603)973-6548